



Sherburne County Board of Commissioners

May 1, 2018 - County Board Meeting Minutes

1. 4:30 pm Call to Order

The Sherburne County Board of Commissioners met in regular session on May 1, 2018, at the Sherburne County Government Center in the City of Elk River, MN with all Commissioners present. Call to order by the Chair was at 4:30 p.m. followed by a moment of silence and the Pledge of Allegiance to the Flag.

Petersen/Dolan unanimous to approve the Regular Board Meeting Agenda for May 1, 2018 as presented.

2. 4:31 pm Consent Agenda

Burandt/Schmiesing unanimous to approve the Consent Agenda as follows:

1. Review and Approve Minutes: April 17, 2018 - County Board Meeting
Approved as presented.
2. Review and Approve Minutes: April 17, 2018 - County Workshop Meeting
Approved as presented.
3. Mental Health Month Proclamation HHS
Approved Proclamation of May as Mental Health Month in Sherburne County.
4. National Nurses Week Proclamation HHS
Approved Proclamation of May 6-12, 2018 as National Nurses Week in Sherburne County.
5. Foster Care Month HHS
Approved Proclamation of May as Foster Care Month in Sherburne County.
6. Donation of amateur radio station equipment HHS
Approved the donation of amateur radio station equipment to Sherburne County Amateur Radio Emergency Services (ARES) through their 501(c)3, Sherburne County Repeater Guild.
7. Trident Polymers License Administration
Approved to issue Trident Polymers, LLC, a County Solid Waste License pursuant in accordance with the solid waste management ordinance, for a five year term.
8. Proclamation designating the week of May 6-12 as Correctional Officer Week in Sherburne County Sheriff
Approved proclamation designating the week of May 6-12 as Correctional Officers Week in Sherburne County.
9. Proclamation designating the week of May 13-19 as Police Officers Week in Sherburne County Sheriff
Approved a proclamation designating the week of May 13-19 as Police Officers Week in Sherburne County.
10. 2018 MN Federal Supplemental Boating Safety Patrol Grant Sheriff
Approved the 2018 MN Federal Supplemental Boating Safety Patrol Grant in the amount of \$6,375.

11. MN Federal Boating Safety Equipment Grant Sheriff
 Approved the MN Federal Safety Equipment Grant and purchase a Jon Boat, Motor and Trailer with the proceeds.
12. Host a public hearing on May 22 regarding the Sheriff's Office's body worn camera policy Sheriff
 Approved hosting a public hearing on May 22, at 9:00 a.m., or soon thereafter, for the consideration of implementing the Sheriff's Office's new body worn camera policy.
13. Approve out-of-state travel for a Sheriff's Office employee to attend a Securus Technologies Conference Sheriff
 Approved out-of-state travel for a Sheriff's Office employee to attend a Securus Technologies Conference in Dallas, Texas, from May 8-10, 2018. All expenses will be covered by Securus Technologies.
14. HHS IFS Commissioner's Warrants 4/19/18 HHS
 Accepted HHS Commissioner Warrants paid April 19, 2018 in the amount of \$81,006.16.
15. Manual & Commissioner Warrants Auditor/Treasurer
 Accepted payments as follows:
 - April 11, 2018 Manual Warrants-Capital Project in the amount of \$2,786,185.08.
 - April 13, 2018 Commissioner Warrants in the amount of \$770,926.53.
 - April 20, 2018 Commissioner Warrants in the amount of \$347,734.35.
 - April 23, 2018 Manual Warrants in the amount of \$275,968.52.
 - April 12, 2018 Commissioner Warrant in the amount of \$15,375.82.
 - April 13, 2018 Manual Warrants in the amount of \$6,062.50.
 - April 20, 2018 Manual Warrant in the amount of \$562.70.
16. Purchase and Installation of By-Directional Amplifiers in the New Building Addition Sheriff
 Approved a contract in an amount not to exceed \$95,500.00 for the purchase and installation of by-directional amplifiers (BDAs) in key areas throughout the new building addition to ensure the 800MHz radios will work efficiently in all areas of the building.

3. **4:33 pm Announcements**

- Andrew Witter, Public Works Director, notified the Board that Sherburne County, the City of Elk River, and MnDOT were awarded \$157 million for reconstruction of Highway 169 through the City of Elk River. The County Board commended staff on the work put into this project.
- Steve Taylor introduced Jennifer Norton who has accepted the position of Office Supervisor in the Administration Department.
- Steve Taylor informed the Board that earlier today a fairly significant group of visitors consisting of Federal Judges and Magistrates and US Marshall staff toured the courts wing.

4. **4:34 pm Open Forum** – There was no-one present.

5. **4:35 pm Parks Maintenance Mowing Services Agreement**

Andrew Witter: Public Works

Petersen/Dolan unanimous to approve mowing and trimming services in County Parks for years 2018 through 2022. Quotes for a typical 6 month mowing season were received as follows:

- Elite Lawn Care Services in the amount of \$1,950 per month or \$11,700 per year
- Superior Lawn in the amount of \$2,208 per month or \$13,248 per year.

There is a fuel escalation charge in the event fuel prices exceed \$3.50 per gallon. The rates are for the entire length of the 5 year contract; if changes are made to the parks that require more or less mowing, the rates will need to be adjusted.

6. **4:38 pm Joint Powers Agreement Big Lake Township Whitewater Estates**

Andrew Witter: Public Works

Petersen/Burandt unanimous to approve Joint Powers Agreement between Sherburne County and Big Lake Township for contract administration for the road improvements within Whitewater Estates.

7. **4:40 pm Creation of an Executive Steering Committee**

Steve Taylor: Administration

Schmiesing/Burandt unanimous to approve forming an Executive Steering Committee to discuss important broad and strategic issues to foster organizational excellence, with the assignment of committee members as follows: The County Administrator, two County Commissioners; the Board Chair and Board Vice Chair (an annual rotation), County Attorney, County Sheriff, HR Director, HHS Director, County Auditor/Treasurer. Committee Chairs will be included on an as needed basis. The Benefits Advisory committee will be renamed the Health Insurance Committee.

8. **4:45 pm Beverly A. Aubol - Final Plat**

Nancy Riddle: Zoning

Schmiesing/Petersen unanimous to approve the final Residential Standard Plat of Heritage Trails Fourth Addition consisting of 8 lots and 5 outlots Legal: Outlots D and G Heritage Trails and Outlot A Heritage Trails 3rd Addition Sec 19, Twp 34, Rge 27 Orrock Township 21.39 acres General Rural District and within the Natural Environment Lakeshore District of Heritage Lake 7186, as requested by Beverly A. Aubol, as recommended by the Planning Commission with the following conditions:

1. Park fees for 8 lots at \$800 per lot = \$6,400
2. No further platting be allowed until the roadway improvements for 246th Ave NW from 190th St NW to the west limits of Lot 1, Block 1, Heritage Trails Third Addition (PID#355020105) are completed in accordance with the township requirements.
3. No further platting be allowed until the roadway improvements of 190th Street NW to the north limits of Lot 1, Block 1, Heritage Trails Fifth Addition are completed in accordance with the Township requirements.
4. Developer has one (1) year to record the plat per Section 4, Subd 3 of the Subdivision Ordinance

9. **4:46 pm Beverly A. Aubol (Aubol Family LP is property owner) - Final Plat**

Nancy Riddle: Zoning

Dolan/Petersen unanimous to approve the final Residential Standard Plat of Heritage Trails Fifth Addition consisting of 2 Lots and 7 Outlots PID #'s 350193200; 3101; 355020010; 051241401; 051244401, Sec 19, Twp 34 Orrock Township, Rge 27 and Sec 24, Twp 34 Becker Township, Rge 28 (full legal on file) 40 acres General Rural District, as requested by Beverly A. Aubol (Aubol Family LP is property owner), as recommended by the Planning Commission with the following conditions:

1. Park fees for 1 lots at \$800 per lot = \$800

2. No further platting be allowed until the roadway improvements for 246th Ave NW from 190th St NW to the west limits of Lot 1, Block 1, Heritage Trails Third Addition (PID#355020105) are completed in accordance with the township requirements.
3. No further platting be allowed until the roadway improvements of 190th Street NW to the north limits of Lot 1, Block 1, Heritage Trails Fifth Addition are completed in accordance with the Township requirements.
4. Developer has one (1) year to record the plat per Section 4, Subd 3 of the Subdivision Ordinance.

10. 4:47 pm North Point Properties MN - Final Plat

Nancy Riddle: Zoning

Burandt/Schmiesing unanimous to approve the final Residential Standard Plat approval of Pine Crest Estates consisting of 22 lots PID # 300114300 W1/2 of SE1/4 (full legal on file) Sec 11, Twp 34, Rge 26 Livonia Township 67.57 acres, as requested by North Point Properties MN, as recommended by the Planning Commission with the following conditions:

1. Existing access from Lot 9, Block 3 onto CSAH #4 must be removed. Access to CSAH #4 from Lot 1, Block 2 and Lot 9, Block 3 will not be permitted. Trees must be cleared in the right-of-way of CSAH #4. Access permit from Public Works Department will be required.
2. The developer shall provide adequate measures to ensure the protection of the existing wellhead on proposed Lot 9, Block 3.
3. Final plat must be recorded within one (1) year of County Board approval.

11. 4:48 pm Todd A. and Margot M. Lorsung - Conditional Use Permit

Nancy Riddle: Zoning

Schmiesing/Dolan unanimous to approve a Conditional Use Permit for a Personal Storage Structure PID # 404160310 Legal Desc: Lot 5 Block 3 Cedar Point Sec 27, Twp 35, Rge 29 Palmer Township .14 acres Agricultural District and within the Recreational Shoreland Districts of Briggs 710146 and Rush 710147 Lakes, as requested by Todd A. and Margot M. Lorsung, as recommended by the Planning Commission with the following conditions:

1. The applicant must comply with County's Zoning Ordinance and the 2015 Minnesota State Building Code.
2. The Personal Storage Structure cannot be used as dwelling unit or for any business purpose.
3. The Personal Storage Structure is not permitted to have plumbing or a floor drain.
4. A maximum height of the structure is 25 feet from the ground to the peak.
5. Applicant must maintain less than the 25% (1,605 sq. ft.) of impervious surface area on lot. The applicant is proposing 24.8 % (1,592 sq. ft.) of impervious surface. No additional impervious surface will be allowed.
6. The 5' wide area between the two (2) ribbon strips being used as a driveway must remain as grass and cannot be compacted.

12. 4:49 pm Burgoyne Investment Holding LLC - Interim Use Permit

Nancy Riddle: Zoning

Burandt/Dolan unanimous to approve an Interim Use Permit to replace the existing Interim Use Permit # 51722 Doc # 793717 for a Used Auto Sales Business, by allowing more vehicles on site for sale to the public. PID # 300222201 Property address: 12193 253rd Ave NW Zimmerman, MN Legal Desc: Th pt of W1/2 of NW1/4 as described (full legal on file) Sec 22, Twp 34, Rge 26 Livonia Township 2.1 acres Commercial District, as requested by Burgoyne Investment Holding LLC, as recommended by the Planning Commission with the following conditions:

1. The occupant shall maintain a Dealers' License from the MN Dept. of Public Safety, and comply with all license requirements.
2. Vehicles for sale or stored on the property shall be limited to passenger vehicles, light-duty trucks and trailers. There shall be a maximum of 12 vehicles for sale/stored on the property by the dealership
3. Adequate off-street parking shall be available for business use. At a minimum, (1) parking stall shall be provided per 250 sq ft of office space floor area per Sect 17, Subd 2(10K) of the Zoning Ordinance; and (5)

parking stalls shall be assigned to the dealership per MN Statute 168.27, Subd 10. Each stall shall be 9' X 18' and signed for dealership parking.

4. Six (6) vehicles for sale shall be parked within the two-sided fenced area behind the building, and six (6) vehicles for sale in front of building where shown on Attachment C (for a total of 12 vehicles). Parking shall be on a durable surface, such as concrete, asphalt, or gravel (not grass or dirt). The rear parking surface area shall not be expanded (existing: 75' X 130').
5. There shall be no more than two inoperable vehicles stored outside on the property (excluding short-term customer parking for autobody shop).
6. The business shall not be a processing facility for salvaged auto parts for scrap metal. If any vehicle is brought onsite leaking fluids, fluids must be promptly drained and properly disposed. The business shall maintain a Hazardous Waste Generator license if required by the MPCA.
7. No vehicle shall be parked within the 10' parking/driveway setback from the property line. Vehicles may be parked no closer than 20 feet from the edge of the right-of-way of US Highway 169.
8. All exterior lighting shall be directed away from the public right-of-way.
9. The business shall comply with Section 17, Subd 2 of the Zoning Ordinance regarding signs within the Commercial District. One free standing sign (maximum 164 sq ft), and one wall sign is permitted (maximum 1 sq ft of sign area for each linear foot of building frontage up to a maximum of 128 sq ft). Sign permits are required.
10. The septic drainfield area shall be protected from being compacted.
11. The applicant shall allow the County to inspect the property during normal business hours.
12. The applicant shall comply with all federal, state, and local laws and regulations.
13. This IUP is issued to Burgoyne Investment Holding, LLC and shall expire with a change in ownership.
14. The Planning Commission has made the findings in Section 18, Subd 6, Item 4 of the Zoning Ordinance.
15. New IUP will replace existing IUP # 51722 Doc # 793717 which will be revoked when new IUP is recorded.
16. Cars for sale to be well maintained, drivable and presented in a neat and organized way on a maintained surface.

13. 4:54 pm The Chair recessed the Regular Meeting and opened the Ditch Authority Meeting

DA- 1. Ditch Authority - Informational Meeting on Redetermination Process for Ditch 32

Diane Arnold - Ron Ringquist - Ditch Viewer: Auditor/Treasurer

Ron Ringquist a certified Ditch Viewer, provided information on the process of redetermination of ditch benefits. After the informational meeting on the process, the Commissioners and staff took questions from those in attendance. The Ditch Authority then considered a resolution initiating redetermination of benefits process on Ditch 32.

Schmiesing/Dolan unanimous to adopt Findings and Order initiating the Redetermination of Benefits and appointing viewers. This is contingent upon the viewers being named.

6:03 pm The Board Chair adjourned the Ditch Authority Meeting and reopened and recessed the Regular Meeting

14. 6:13 pm The Chair reconvened the Regular Meeting

15. 5:45 pm METS Process Automation

Gina Anderson, MaryJo Cobb: HHS

Petersen/Dolan unanimous to approve the purchase of a Process Automation solution that will bring automation and tracking to the current paper-based process, subject to County Attorney's review. The cost of the solution will not exceed \$53,325.00 and will be paid from HHS fund balance.

16. 5:50 pm HHS Director's Update

MaryJo Cobb: HHS

Provided updates on Basic Sliding Fee Child Care, Cash Assistance and SNAP Timeliness measures. No action taken.

17. 6:26 pm Closed Session for Negotiation Strategy (M.S. 13D.03)

Tammy Bigelow: Administration

The Board Chair closed the meeting for discussion of labor negotiations pursuant to Minnesota Statutes 13D.03.

7:36 pm The Chair reconvened the Regular Meeting

18. 7:36 pm Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

(April 17, 2018 – April 30, 2018)

Commissioner Petersen: Solid Waste Advisory Committee, Options Board and APO Policy Board
Commissioner Dolan: MAGIC Fund Board, Highway 25 Coalition, Great River Energy Meetings, and Greater MSP.

Commissioner Burandt: Community Corrections Advisory Committee, Association of Townships meeting, Interagency Early Intervention Committee, and City of Elk River Economic Development Business visits.

Commissioner Schmiesing: Tri-County Solid Waste Sub-committee and Association of Townships.

Commissioner Fobbe: Great River Regional Library, Substance Use Prevention Committee, Association of Townships Meeting, Great River Energy meetings, Tri-County Action Programs Board, SHIP Community Leadership Team, Water Plan Advisory Board, and retirements for Sue Kuiper and Mary Jo Robish. Commissioner Fobbe also mentioned the foreign policy breakfast scheduled on Friday, May 4th at the Hyatt Regency in Minneapolis featuring Senator Amy Klobuchar.

19. 7:42 pm The Board Chair adjourned the Regular Meeting

Claims approved through warrants, resolutions, or contracts, totaling the following amounts, were paid as follows:

April 19, 2018

\$ 68,211.83 Human Service Fund

\$ 12,794.33 Agency Collections

April 11, 2018

\$ 2,786,185.08 Capital Proj 2008-Government

April 13, 2018

\$ 478,969.25 General Revenue Fund

\$ 58,442.50 Public Works Fund

\$ 11.94 Human Service Fund

\$ 9,411.89 Solid Waste Fund

\$ 54,064.89 Jail commissary Fund

\$ 181.50 Sherco Regional Rail Authority

\$ 2,740.00 Capital Proj 2008-Government

\$ 122,232.48 Justice Center Enterprise Fund

\$ 44,849.75 Agency Collections

\$ 22.33 Taxes & Penalties Fund

April 20, 2018

\$ 120,046.56 General Revenue Fund

\$ 43,168.67 Public Works Fund

\$ 33,155.00 County Ditch Fund

\$ 5,828.40 Law Library Fund

\$ 5,969.75 Solid Waste Fund

\$ 23.97 Jail Commissary Fund
\$ 112.32 Sherco Regional Rail Authority
\$ 173.22 Capital Proj 2008-Government
\$ 111,489.95 Justice Center Enterprise Fund
\$ 2,290.31 Agency Collections
\$ 2,140.00 Taxes & Penalties Fund
\$ 41,336.20 Towns & Cities Collections

April 23, 2018

\$ 275,968.52 Agency Collections

April 12, 2018

\$ 295.82 General Revenue Fund

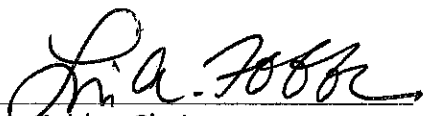
\$ 15,375.82 Taxes & Penalties Fund

April 13, 2018

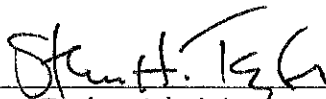
\$ 6,062.50 Agency Collections

April 20, 2018

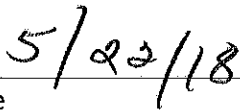
\$ 562.70 General Revenue Fund



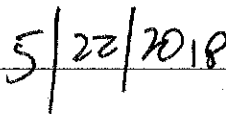
Lisa A. Fobbe, Chairperson



Steve Taylor, Administrator



Date



Date

