



Sherburne County Board of Commissioners

June 12, 2018 - County Board Meeting Minutes

1. 4:30 pm Call to Order

The Sherburne County Board of Commissioners met in regular session on June 12, 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 4:30pm followed by a moment of silence and the Pledge of Allegiance to the Flag.

Schmiesing/Dolan unanimous to approve the Regular Board Meeting Agenda for June 12, 2018 as presented.

2. 4:31 pm Consent Agenda

1. Review and Approve Minutes: May 22, 2018 - County Board Meeting

Approved as presented.

2. Review and Approve Minutes: May 22, 2018 – County Workshop Meeting

Approved as-presented.

3. Government Center Expansion Fund Transfer

Administration

Approved the transfer of \$4.5 million from the Enterprise Fund to the Land and Building Fund (Capital Project Fund 41) to be used for the Government Center expansion project.

4. Building Covenant Policies

Administration

Approved the following three Building Covenant policies:

- 1) Building Use Policy
- 2) Small Appliance Policy
- 3) County Facility Signage Policy

5. Consideration to Withdraw from LOGIS Pool

Administration

Approved withdrawal from the LOGIS Pool effective January 1, 2019.

6. Approve HealthPartners Well @ Work Services Agreement

Administration

Approved HealthPartners Well @ Work Services Agreement.

7. Wireless Communication Device Reimbursement Allowances

Administration

Approved the Wireless Communication Device Reimbursement Allowances for employee owned device (Attachment A of the Wireless Communication Policy) with amounts to remain the same as reviewed and approved by the County Board in 2017.

8. Approve JPA with DOC for prosecution

Attorney

Approved the joint powers agreement between the Sherburne County Attorney's Office and the Minnesota Department of Corrections which provides the County Attorney's Office with reimbursement for time spent prosecuting cases that originate within the correctional facility. The term is for one year starting July 1 and allows reimbursement up to \$15,000 at \$123 per hour for attorney time. This motion would authorize the county attorney to execute the document.

9. Set date for closed bid forfeited land sale

Auditor/Treasurer

Approved the closed bid Tax Forfeited Land Sale will be held 30 days from the date of notification of adjacent property owners.

10. Set date for public forfeited land sale Auditor/Treasurer
 Approved August 29, 2018 at 9:00 a.m. as date and time of the Tax Forfeited Land Sale and authorize publication of required information for two consecutive weeks in the official county newspaper.
11. Approve transfer from Unallocated Recorders Compliance Auditor/Treasurer
 Approved the transfer of \$29,596 from Recorders Compliance fund #011030000005947 for the budget year of 2018 and 2019 for the following:
- Public Works \$18,000 for half the cost of a new survey truck and equipment (this is for 2018 budget year).
 - For the 2019 Budget year:
 - Auditor/Treasurer \$3,096 for 2 annual licenses and yearly software/hardware maintenance for property tax scanner.
 - Planning and Zoning \$5,500 for Lost Revenue on Administrative Splits.
 - Attorney \$1,000 for updates to MCCC/ MCAPS books.
 - Assessor \$2,000 for four ipads for use in field work.
12. 2018-2019 Tobacco License Renewal Auditor/Treasurer
 Approved 2018-2019 Tobacco License applications for 10 establishments with completed applications, 3 establishments contingent on approval from their local boards. Approved Auditor/Treasurer signature on license. Chairperson's signature is not required on the actual license.
Completed Applications:
 City of Zimmerman: Frontier Liquor, Holiday Stationstore # 239, Jim's Market, P & A Liquor, SuperAmerica #4535, Uptown OffSale, Casey's General Store #3445, Dollar General Store #19543
 Palmer Township: Briggs Lake General Store
 Baldwin Township: Ridgewood Bay Resort
Incomplete Applications:
 Becker Township: Holiday Stationstore # 598, SAFE Discount Liquor
 Santiago Township: Santiago Country Store
13. GIS User Conference Public Works
 Approved out of state travel for two GIS staff members to the national GIS conference in California in July 2018.
14. Approve Low Bidder for CSAH 3 Surface Improvements Public Works
 Approved low bidder, Hardrives Inc. for the 2018 CSAH 3 Surface Improvement from CSAH 5 to CSAH 1, Project No. SAP 71603027. Project cost is \$2,582,605.81.
15. 2017 Sherburne County Public Works Annual Financial Report Public Works
 Approved acceptance of the 2017 Sherburne County Public Works Annual Report as submitted previously.
16. Approve Bolton & Menk Proposal for Engineering Services - County Road 45 Roundabout Design and Construction Public Works
 Approved entering into agreement with Bolton & Menk to provide engineering services for the County Road 45 roundabout design and construction in the amount of \$162,785, including geotechnical evaluation services.
17. Approval of a 911 Dispatcher Position Sheriff

Approved filling a Sheriff's Office 911 Dispatcher position.

18. Approve out-of-state travel for one Jail employee to attend the School of Staff and Command Graduation Sheriff

Approved out of state travel for one Jail employee to attend the School of Staff and Command Graduation on Friday, June 15, 2018, at Michigan State University in East Lansing, MI. The cost of the one day trip will be \$438.71 for airfare, plus any necessary travel expenses.

19. Request to apply for MPCA SSTS Low Income Fix-up Septic grant Zoning

Approved the Planning and Zoning Department application to the Minnesota Pollution Control Agency for a SSTS grant of \$40,000.

20. HSS 5-30-18 OBO Warrants HHS

Accepted payment of \$7,763.35.

21. HSS 5-17-18 Warrants HHS

Accepted payment of \$18,491.79.

22. Commissioner & Manual Warrants Auditor/Treasurer

Accepted payment of Commissioner Warrants as follows:

5/18/18 – Commissioner Warrants

\$238,209.26 - General Revenue Fund
\$58,072.59 - Public Works Fund
\$2,234.62 - Law Library Fund
\$3,983.00 - Solid Waste Fund
\$35,243.90 - Jail Commissary Fund
\$13,190.00 - Capital Proj 2008 – Government
\$41,366.28 - Justice Center Enterprise Fund
\$14,124.35 - Agency Collections
\$1,240.00 - Taxes & Penalties Fund
\$407,664.00 - All Funds Total

5/18/18 – Manual Warrants

\$1.00 - General Revenue Fund
\$285,277.82 - Agency Collections
\$285,278.82 - All Funds Total

5/24/18 – Commissioner Warrants

\$1,164,747.20 - School Districts Collections
\$1,164,747.20 - All Funds Total

5/25/18 – Commissioner Warrants

\$288,651.69 - General Revenue Fund
\$42,245.56 - Public Works Fund
\$1,726.88 - Solid Waste Fund
\$98,676.08 - Jail Commissary Fund
\$96.58 - Sherco Regional Rail Authority
\$5,436.44 – Capital Proj 2008 – Government
\$115,380.96 - Justice Center Enterprise Fund
\$29,233.00 - Agency Collections
\$15,443.88 - Taxes & Penalties Fund
\$596,891.07 - All Funds Total

5/25/18 – Manual Warrants

\$569.50 -General Revenue Fund
\$6,229.00 -Agency Collections
\$2,254,622.43 -Taxes & Penalties Fund

\$10,849,846.01 -School Districts Collections
\$13,111,266.94 – All Funds Total

5/31/18 – Manual Warrants

\$3,818.50 -Agency Collections
\$0.01 -School Districts Collections
\$3,818.51 -All Funds Total

6/1/18 – Commissioner Warrants

\$82,729.24 General Revenue Fund
\$210,988.34 -Public Works Fund
\$3,593.33 -Law Library Fund
\$2,530.00 -Solid Waste Fund
\$21,108.48- Jail Commissary Fund
\$11,544.75 -Capital Proj 2008 - Government
\$13,616.40 -Justice Center Enterprise Fund
\$365.00 -Agency Collections
\$534.03 -Taxes & Penalties Fund
\$347,009.57 -All Funds Total

Dolan/Burandt unanimous to approve the consent agenda.

3. **4:33 pm Announcements**

11 a. was requested to be added to the agenda by Barbara Burandt.

4. **4:34 pm Open Forum**

No one was present.

5. **4:34 pm Public Hearing for GATR Truck Center**

Dan Weber: Administration

Dolan recused from the Dais for this agenda item.

GATR Truck Center is seeking a one year extension to meet the job and wage goals provided in the Tax Abatement and Business Subsidy Agreement with the County. Chair opened a Public Hearing to consider the Administration's amendment to the GATR Truck Center Tax Abatement and Business Subsidy Agreement at 4:34 pm to obtain public input, address any questions, issues, concerns, items, and close public hearing upon end of discussion. There was no one present, and no written comments were received. The Chair closed the Public Hearing at 4:34 pm. Burandt/Schmiesing approved Resolution 061218-AD-1848. Resolution approving an amendment to the GATR Truck Center Tax Abatement and Business Subsidy Agreement.

6. **4:39 pm Public Hearing for Park Ordinance**

Andrew Witter: Public Works

Given changes in our smoking policy, the Park Commission, permitting requirements, and general inconsistency between practice and policy, the County Attorney's Office and the Public Works Dept. have reviewed and provided some recommended changes for public comment. The Chair opened a Public Hearing to consider the Public Works Park Ordinance at 4:39 pm to obtain public input, address any questions, issues, concerns, items, and close public hearing upon end of discussion. There was no one present, and no written comments were received. The Chair closed the Public Hearing at 4:39 pm.

Schmiesing/Burandt unanimous approved the Park Ordinance ORD-227.

7. **4:40 pm Joint Powers Agreement for Installation of Pavement Markings with Townships**

Andrew Witter: Public Works

Dolan/Petersen unanimous to approve the Joint Powers Agreement between Sherburne County and the Townships of Baldwin, Becker, Clear Lake and Livonia for contract administration for the installation of pavement markings.

8. 4:43 pm **BNSF Crossing Surface Installation Agreement**

Andrew Witter: Public Works

Schmiesing/Dolan unanimous to approve a Resolution for Sherburne County to enter into an agreement with BNSF Railway Company (BNSF) for crossing surface maintenance on County State Aid Highway (CSAH) 16, CSAH 8, and CSAH 15. The cost participation for this work is 50/50 split between Sherburne County and BNSF.

9. 4:45 pm **Reclassification of Position**

MaryJo Cobb: HHS

Burandt/Dolan unanimous to approve the reclassification of Administrative Assistant (Pay Grade 7) to Administrative Supervisor (Pay Grade 14) effective July 2, 2018.

10. 4:50 pm **Clyde Lewandowski - CUP for Personal Storage**

Nancy Riddle: Zoning

Schmiesing/Dolan unanimous to approve the Conditional Use Permit for a Personal Storage Structure. Legal Desc: S1/2 of SW1/4 of NE1/4 (full legal on file) Sec 34, Twp 35, Rge 30 Haven Township PID # 250341300 20 acres Agricultural District with the conditions recommended by the Planning Commission as follows:

At the May 17, 2018 Public Hearing the Planning Commission recommended approval of the request for a Personal Storage Structure with the following five 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. *The findings in Sect 18, Subd 5.3 of the Zoning Ordinance have been made.*

11. 4:53 pm **David M. and Carla Mertz - Text Ordinance Amendment**

Nancy Riddle: Zoning

Riddle presented the amendment request and explained that David and Carla Mertz applied for a text amendment to the County Zoning Ordinance to add a new Interim Use Permit called "Rural Retail Tourism". Staff worked with the applicants and used their proposed language to write more comprehensive alternate language. At the May 17, 2018 public hearing, the Planning Commission recommended approval of the request to adopt the amendment version that was drafted by Marc Schneider and staff (Attachment D1,

D2 and D3) and not the version submitted by the applicant. Planning Commission added language to Section 16.2, Subdivision 5, 18 C.7 by inserting language on electrical standards.

Dolan/Burandt to table an Amendment to the Sherburne County Zoning Ordinance Section 5 (Definitions) AND Section 8 (General Rural), Subdivision 4 (Interim Use) AND Section 16.2 (Interim Use Permits) Subdivision 5 (Conditions) to establish Rural Retail Tourism as an Interim Use Permit in the General Rural Zoning District. Concern was expressed that the proposed ordinance amendment was too open-ended and it was requested that staff revisit the scope of the amendment. This will be reviewed again at the June 26, 2018 Board Meeting.

11 a. 4:58 pm **Elk River Watershed Alternative Member for Sherburne County**

Barbara Burandt: Commissioner

Dolan/Burandt unanimous to approve appointing Lisa Fobbe as an alternate for the Elk River Watershed for Sherburne County.

12. 5:00 pm **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items Break**

(May 23, 2018 – June 11, 2018)

Commissioner Schmiesing: MICA, Big Lake Association Member meeting, and EOC District 5.

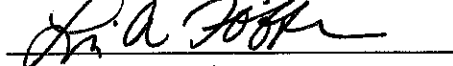
Commissioner Fobbe: 2 Executive Steering Committee meetings, Donna's retirement party, Great River Energy meeting, Sherburne County COLA, Princeton Airport meeting, Ribbon cutting, St. Cloud Airport meeting, and AMC District 5 meeting.

Commissioner Dolan: 2 Sherburne County Executive Committee meetings, Ribbon cutting meeting, Investor meeting, and Bike Big Lake Community workshop.

Commissioner Burandt: City of Elk River Listening session, Lakes Association get together, Ribbon cutting, and Council on Aging meeting.

Commissioner Petersen: MICA, Planning and Zoning, History Center party, Solid Waste meeting, OPTIONS, APO Policy Board meeting, and Hwy 25 Coalition meeting.

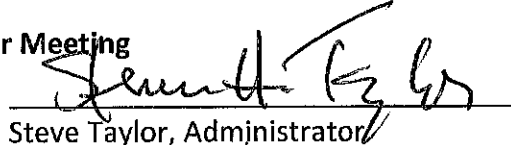
13. 5:05 pm **The Board Chair Adjourned the Regular Meeting**



Lisa A. Fobbe, Chairperson

Date

9/18/18



Steve Taylor, Administrator

Date

9/18/18