



Sherburne County Board of Commissioners

July 17, 2018 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners reconvened in regular session on July 17, 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 9:00 a.m.

Petersen/Schmiesing unanimous to approve the Regular Board Meeting Agenda for July 17, 2018 as presented.

2. 9:01am Consent Agenda

Petersen/Dolan unanimous to approve the consent agenda as follows:

1. Review and Approve Minutes: June 26, 2018 - County Board Meeting

Approved as presented.

2. Review and Approve Minutes: June 26, 2018 – Community Health Board Meeting

Approved as presented.

3. Fiber Optic Infrastructure Agreement

Administration

Authorized the County Administrator to execute a Lease Agreement for the lease of conduit and vault system along County Road 58 and CSAH 6, 8, 11, and 19 to Arvig Enterprises Inc., for the installation of fiber strands, with a lease term of 30 years and the provision of a minimum of 24 strands of fiber to the County for the County's use.

4. Requested Addition to June 12th Board Meeting Minutes

Administration

Approved addition of tobacco license applicants to the June 12, 2018 Board Meeting Minutes Consent Agenda item #12.

Completed Applications:

City of Zimmerman: Frontier Liquor, Holiday Stationstore # 239, Jim's Market, P & A Liquor, Super America #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

5. Authorize Board approval on Resolution to send notification to Office of State Auditor for Sherburne County to continue to utilize CPA firm thru 2022 Fiscal Year

Auditor/Treasurer

Authorized the resolution 071718-AD-1850 to be sent with a cover letter to the State Auditor's office as to the County's intent to stay

with a private Audit Firm, CliftonLarsonAllen, until fiscal year 2022. (Per M.S. 326A.05 for notification every two years on the even numbered years).

6. Requesting approval to pay Invoice for Electronic Poll pads. Auditor/Treasurer
Approved payment to Know Ink for the Electronic poll pads, in the amount of \$128,020.00.
7. Accept the June 2018 Auditor-Treasurer's report for your review. Auditor/Treasurer
Accepted June 2018 Auditor-Treasurer monthly report for review.
8. Manual & Commissioner Warrants Auditor/Treasurer
Accepted payment of:
June 22, 2018 Manual Warrants \$7,426,054.57
June 21, 2018 Commissioner Warrants \$5,947,261.86
July 5, 2018 Commissioner Warrants \$3,909,947.73
July 6, 2018 Manual Warrants \$3,476,328.45
June 29, 2018 Commissioner Warrants \$2,634,362.12
July 6, 2018 Commissioner Warrants \$278,846.34
June 22, 2018 Commissioner Warrants \$241,828.98
June 29, 2018 Manual Warrants \$6,495.75
9. 2018-2019 Liquor License Renewal Auditor/Treasurer
Approved 2018-2019 Liquor License applications for 10 establishments. The license period is August 19, 2018 - August 18, 2019. Approved Auditor/Treasurer and Chairperson signature on license.
On-Sale w/ Sunday Liquor License:
Finish Line Restaurant
Fairway Shores
Hideout Bar & Grille
Off Sale Liquor License:
Briggs Lake Liquor
Safe Discount liquor
Sand Dunes Spirits
On/Off Sale w/ Sunday Liquor License:
Bailey Ray's
Kinitski's
KJ's Refuge Bar & Grill
Ridgewood Bay Resort
10. Temporary On-Sale Liquor License Auditor/Treasurer
Approved temporary On-Sale liquor license application pending background check and State approval. Authorize Auditor/Treasurer's signature on application for Big Lake Spud Fest Temporary On-Sale liquor license for August 18, 2018 to be used at the Annual Fireman's Dance hosted by the Big Lake Fire Department located in Big Lake Township.
11. 2017A Bond Interest Payment Auditor/Treasurer
Approved request to transfer funds from Land and Building fund 41 from monies on hand to make the 2018 Bond Interest payment out of Fund 32 2017A CO CIP Bond Government Center for August 1, 2018 as required by the Net Debt Service Schedule amount \$611,843.76.

12. Sherburne County Pretrial, Probation and Parole Supervision Week. Community Corrections
Approved proclamation designating July 15 - 21, 2018 as Sherburne County Pretrial, Probation and Parole Supervision Week.
13. Commissioner's Warrants 6-21-18 HHS
Accepted payment of Commissioner's Warrants:
Various \$53,111.73
14. 06-29-18 HHS OBO Warrant HHS
Accepted payment of HHS OBO Warrant:
06-29-18 HHS OBO Warrant \$6,817.15
15. HHS IFS Commissioners Warrants 7-5-18 HHS
Accepted payment of Commissioner Warrant:
Various \$37,626.14
16. Unpaid Personal Leave of Absence HHS
Approved an unpaid leave of absence for an employee of Health & Human Services through October 31, 2018 contingent upon additional medical information.
17. Transportation Agreements with School Districts HHS
Approved Transportation Agreements with ISD #726, #727, #728, #742 and #477 (Becker, Big Lake, Elk River, St. Cloud and Princeton School Districts for transporting children in foster care).
18. Purchase of Service Lead County Agreement with A New Direction, Inc. HHS
Approved a Purchase of Service Lead County Agreement with A New Direction, Inc. to serve as the fiscal host for unlicensed SILS service providers. The term of this contract is July 1, 2018 - December 31, 2018. The amount expended must not exceed \$50,000.
19. State of MN Electronic Printing Agreement IT
Approved the JetPCL agreement to enable the State of MN to electronically print documents for the county's use. The contract is ongoing and there is no termination date. The cost of the product is \$3,450, which is 2/3 federally reimbursed through the child support program as the product is directly designated for child support. The net product is then \$1,150.
20. Approve Braun Intertec's Pavement Evaluation Proposal Public Works
Approved proposal from Braun Intertec Corporation for pavement evaluation Addendum No. 3 to the Sherburne County and Braun Intertec Corporation Master Service Agreement dated May 22, 2018. Funding amount \$9,167.50.
21. Approve WSB Proposal for Engineering Services - CSAH 13 Roundabout Design and Construction Public Works
Approved agreement with WSB & Associates to provide engineering services for the County State Aid Highway 13 roundabout design and construction at CR 40 and at CSAH 33 in the amount of \$378,787.
22. Approve Out-Of-State Travel for a Sheriff's Office Employee Sheriff

Approved out-of-state travel for a Sheriff's Office employee to participate as an instructor for a Foundations of Intelligence Analysis Training (FIAT) class being held July 8-13, 2018, in Greensburg, Pennsylvania.

23. Accept a Donation from Carl & Mary Mallory to the Sheriff's Office Sheriff

Approved the acceptance of a \$500.00 donation made by Carl & Mary Mallory to the Sheriff's Office that will then be donated to Rivers of Hope.

24. Approve the 2018 County Continuity of Operations Plan (COOP Plan) Sheriff

Approved and support the 2018 County Continuity of Operations Plan (COOP Plan).

3. 9:03am **Announcements**

Keisha Scheie, the new Office Assistant in Administration, was introduced and welcomed.

4. 9:04am **Open Forum**

There was no one present.

5. 9:10 am **Joint Powers Agreement with City of Becker for Trail Improvements**

Andrew Witter: Public Works

Dolan/Burandt unanimous to approve a Joint Powers Agreement between Sherburne County and the City of Becker for trail improvements along County State Aid Highway 24 between Rolling Ridge Road and 117th Street (CSAH 24).

6. 9:15 am **Appointment of County Commissioner to the County Canvass Board to canvass the results of the August 14th Primary (on Friday August 17th) and of the November 6th General Election results (on Thursday, November 15th).**

Diane Arnold: Auditor/Treasurer

Schmiesing/Dolan unanimous to approve the appointment of two (2) County Commissioners, Barbara Burandt and Lisa Fobbe (Tim Dolan will be an Alternate), who are not a candidate on the 2018 Ballot, to serve on the County Canvass Board to canvass the results of the August 14th Primary and the November 6th General Elections.

7. 9:20 am **State of MN Joint Powers Agreement with Sherburne County**

Mary Jo Cobb: HHS

Schmiesing/Dolan unanimous to approve a Joint Powers Agreement between the County of Sherburne on behalf of Health & Human Services (HHS) and the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension (BCA) to use systems and tools available over the State's criminal justice data communications network for which the County is eligible.

8. 9:25 am **Consideration of Health Insurance Carrier**

Tammy Bigelow, HR Director: Administration

Schmiesing/Dolan unanimous to approve the Health Insurance Carrier, Medica, for 2019 with an option to renew in 2020.

9. 9:30 am **James E. and Phyllis Ludwig - Simple Plat "Ludwig Estates"**

Nancy Riddle: Zoning

Dolan/Schmiesing unanimous to approve the Residential Preliminary and Final Simple Plat of "Ludwig Estates" consisting of 2 lots (1 existing residence)

Property address: 28610 Elk Lake Road E, Zimmerman Legal Desc: PID # 010304405

Th pt of Gov't Lot 7 and th pt of Lot 1 Blk 1 Springpoint Park (full legal on file) Sec 30, Twp 35, Rge 26 Baldwin Township 4.6 acres located in the Shoreland Residential District and within the

General Development Lakeshore District of Little Elk Lake and within the Natural Environment Lakeshore District of Unnamed 710043. The Board approved the request for Ludwig Estates with the following conditions:

1. Park dedication fees for one (1) lot at \$800. Fees are paid to Public Works prior to them signing the final plat mylars.
2. Final plat must be recorded within one (1) year of County Board approval.

10. 9:35 am **Jon and Polly Smith - Simple Plat "Twin Ponds Second Addition"**

Nancy Riddle: Zoning

Schmiesing/Dolan unanimous to approve the Residential Preliminary and Final Simple Plat "Twin Ponds Second Addition" consisting of 3 lots (1 existing residence)
Property address: 14505 289th Ave NW, Zimmerman, MN Legal Desc: PID 154370105
Lot 1 Block 1 Twin Ponds Sec 25, Twp 35, Rge 27 Blue Hill Township 8.36 acres General Rural District with the following conditions:

1. Park dedication fees in the amount of \$1,600 will be paid to the Public Works Department when the Final Plat is signed.
2. Prior to recording the developer must remove all fencing which crosses the western edge of Lot 1.
3. The Final Plat must be recorded within one (1) year of County Board approval.

11. 9:40 am **Schmiesing Family Partnership - Preliminary Plat "Sleepy Oaks"**

Nancy Riddle: Zoning

Commissioner Schmiesing recused himself during discussion and voting.

Petersen made a motion to approve the Residential Preliminary Standard Plat of "SLEEPY OAKS" Consisting of 41 lots Legal Desc: PID # 400271485 and 400271491 All that pt of Lots 1, 2 & 3 and th E 675' together with S475' of W460' of E1135' Ex E 225' of S485' of Gov Lot 1 as desc (full legal on file) Sec 27, Twp 35, Rge 29 Palmer Township 100.56 acres Shoreland Residential District and within the Recreational Shoreland Districts of Rush Lake 710147 and Lake Julia 710145 with followed by Dolan as a 2nd with a friendly amendment to adopt all the condition set forth herein with the exception that condition #15 be changed to read "to mitigate any traffic safety concerns to the satisfaction of the County Engineer". Petersen consented to the change and the amended motion passed. The conditions as amended are:

1. In response to the State Archeologist and Historic Preservation Office, at a minimum, the Developer should provide all contractors with information on what to look for and requirements if archeological artifacts or human remains are found during the processes of construction of roads, stormwater pond construction, home or septic system construction. If anyone discovers an ancient cemetery or artifacts, they are required by law to immediately stop work and call local law enforcement first and the state archaeologist second.
Information can be found at: <https://mn.gov/admin/archaeologist/thepublic/resources/faqs/>
2. Park dedication fees in the amount of \$32,000 will be paid to the Public Works Department when the Final plat is signed.
3. Since wetland areas are within the Shore Impact Zone and they are also located within the Floodplain of Rush Lake, no impacts to the wetlands on any lake lot are allowed which includes:
 - a. No wetland fill is allowed.
 - b. No wetland excavation.
 - c. No alteration of wetland vegetation. This will prohibits sod grass installation.
 - d. Ices ridges cannot be removed
 - e. No beach sand blanket

4. Prospective buyers of Lots 1, 2 and 3 of Block 2 must be notified of the designated lake access locations on each lot that are non-wetland, along with the restrictions for wetlands on those lots.
5. The developer is required to obtain a Shoreland Alteration Permit (Major) before clearing of vegetation and grading or excavation.
6. The septic system on proposed Lot 2, Block 2 is allowed to remain for the house next door on proposed Lot 1, provided that no permits will be issued for either of those lots until a new septic is relocated onto Lot 1 with the house.
7. The outbuildings on proposed Lot 2, Block 2 and Lot 2, Block 1 are allowed to remain after Final Plat approval, provided that no permits shall be issued on those lots until the structures are removed. Structures may not be burned or buried onsite. They must be disposed of at an MPCA licensed landfill.
8. Concrete slabs located in the proposed right-of-way shall be removed and disposed of at a Licensed landfill when the road is constructed.
9. Removal of structures will require a razing permit from Zoning along with a copy of the form "Notification of Intent to Perform Demolition" that has been submitted to the MPCA. The County also has a "Pre-Determination Items of Concern Checklist" that will also be required to be completed and submitted to the Zoning Department prior to a razing permit being issued.
10. The Registered Land Survey for this property must be recorded prior to scheduling the plat for Final meeting in front of the Planning Commission.
11. A NPDES permit must be submitted to the Zoning Department prior to being scheduled for final plat approval.
12. A Stormwater and Erosion Control Permit is required from the Zoning Department prior to being scheduled for final plat approval.
13. A Developers Agreement must be signed with the County Attorney's Office.
14. Final plat must be recorded within one (1) year of County Board approval.
15. To mitigate any traffic safety concerns to the satisfaction of the County Engineer.

12. 9:27 am **Chair Adjourned Regular Meeting**

13. 9:33 am **Open Closed Session for Negotiation Strategy (M.S. 13D.03)**

Tammy Bigelow/Steve Taylor: Administration

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

14. 10:26 am **Closed Session Ended & Reconvened the Regular Meeting**

15. 10:34 am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

(June 27 – July 16, 2018)

Commissioner Fobbe: Tri-County Solid Waste, Princeton Airport, Executive Staff, & Board of Soil and Water

Commissioner Dolan: Executive Steering Committee, NACO Telecom, NACO Communications & Economic Development, & NACO National Conference

Commissioner Burandt: Twin Lakes Road Corridor Site Open House, State Advisory Task Force, & Elk River Water Shed

Commissioner Petersen: No meetings to report

Commissioner Schmiesing: Tri-County Solid Waste, MICA Executive Committee

16. 10:38 am **The Chair adjourned the Regular Meeting**

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

June 22, 2018 Manual Warrants - \$7,426,054.57
 569.50 **General Revenue Fund**
 835,096.50 **Agency Collections**
 6,590,388.57 **Towns & Cities Collections**

June 21, 2018 Commissioner Warrants - \$5,947,261.86
 5,947,261.86 **Towns & Cities Collections**

July 5, 2018 HHS IFS Commissioners Warrants - Various \$37,626.14
 34,658.02 **Human Service Fund**
 2,968.12 **Agency Collections**

July 5, 2018 Commissioner Warrants - \$3,909,947.73
 31,415.03 **General Revenue Fund**
 38,962.54 **Metropolitan Transit Fund**
 668,172.81 **Hra & Ec Dev Fund**
 167.40 **Hospital District Collections**
 1,018.90 **Agency Collections**
 23,771.26 **School Districts Collections**
 3,146,439.79 **Towns & Cities Collections**

July 6, 2018 Manual Warrants - \$3,476,328.45
 74,993.79 **Hra & Ec Dev Fund**
 5,690.25 **Agency Collections**
 41,658.80 **Taxes & Penalties Fund**
 242,034.79 **School Districts Collections**
 3,111,950.82 **Towns & Cities Collections**

June 29, 2018 Commissioner Warrants - \$2,634,362.12
 662,046.50 **General Revenue Fund**
 1,335,521.65 **Public Works Fund**
 5,157.44 **Law Library Fund**
 7,201.21 **Solid Waste Fund**
 5,757.16 **Jail Commissary Fund**
 75.00 **Sherco Regional Rail Authority**
 42,579.00 **Capital Proj 2008- Government**
 21,248.01 **Justice Center Enterprise Fund**
 553,071.67 **Agency Collections**
 1,704.48 **Taxes & Penalties Fund**

July 6, 2018 Commissioner Warrants - \$278,846.34

48,608.79	General Revenue Fund
102,073.91	Public Works Fund
422.00	Solid Waste Fund
60,853.67	Jail Commissary Fund
25,288.23	Justice Center Enterprise Fund
37,077.16	Agency Collections
4,052.78	Taxes & Penalties Fund
469.80	Towns & Cities Collections

June 21, 2018 Commissioner's Warrants - Various \$53,111.73

52,220.23	Human Service Fund
791.50	Agency Collections
100.00	Children's Mental Health Collab

June 22, 2018 Commissioner Warrants - \$241,828.98

102,567.80	General Revenue Fund
28,289.46	Public Works Fund
49.95	Solid Waste Fund
3,749.00	Jail Commissary Fund
104.60	Sherco Regional Rail Authority
73,633.24	Capital Proj 2008- Government
24,141.93	Justice Center Enterprise Fund
8,033.00	Agency Collections
1,260.00	Taxes & Penalties Fund

June 29, 2018 Manual Warrants - \$6,495.75

6,495.75	Agency Collections
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June 29, 2018 - HHS OBO Warrant - \$6,817.15

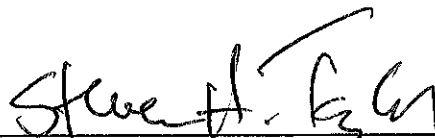
OBO Amazon	463.35
OBO Beyond Consequences	740.24
OBO Chipotle	460.64
OBO Coborns Superstore	1,180.00
OBO Innovative	817.87
OBO Positive Promotions, Inc	1,220.09
OBO Science Museum of MN	556.00
13 Payments less than 300	1,378.96



Lisa A. Fobbe, Chairperson

Date

8/21/18



Steve Taylor, Administrator

Date

8/21/18