

**SHERBURNE COUNTY  
BOARD OF COMMISSIONERS  
AUGUST 21, 2018 - COUNTY BOARD MEETING MINUTES**

Called to Order  
The Sherburne County Board of Commissioners reconvened in regular session on August 21, 2018, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00 am. Commissioner Schmiesing was absent from the meeting.

The Board Chair, Lisa Fobbe, removed from Consent Agenda Items #1 and #8. Dolan/Petersen moved to approve the Regular Board Meeting Agenda for August 21, 2018 as presented, motion passed 4-0. Commissioner Dolan recused himself from Consent Agenda Item #8.

**Consent Agenda**  
Dolan/Burandt approved Consent Agenda with exception of #1 and #8. Motion passed 4-0.

Review and Approve Minutes: August 7, 2018 - County Board Meeting Approved as presented.

Union Negotiation Committee  
Approved motion to realign the Union Negotiation Committee by removing the need for two appointed County Board members.

Set Public Hearing Date for Amendment to Maxson Company MIF Loan

Approved to hold a public hearing on September 18, 2018 at 9:05am to discuss amendment to the Maxson Company Grant Contract.

**Appointment of ACA**  
Approved the appointment of Hans Larson as an Assistant Sherburne County Attorney II effective September 4, 2018.

**Manual & Commissioner Warrants**  
Accepted payment of Commissioner Warrants as follows:

- August 9, 2018 Manual Warrants Capital Project \$1,899,935.34
- August 10, 2018 Commissioner Warrants \$1,099,794.54
- August 3, 2018 Commissioner Warrants \$900,721.41
- August 9, 2018 Manual Warrants OBO Pcard \$60,756.88
- August 10, 2018 Manual Warrants \$6,464.25
- August 3, 2018 Manual Warrants \$3,392.25
- July 31, 2018 Manual Warrants \$2,707.50

Requesting approval to pay Invoice for Central Count Ballot Tabulator.

Approved payment for the invoice to Dominion Voting for the Central Count Ballot Tabulator, in the amount of \$27,076.15. The County received Grant Funds from the State of Minnesota in February in the amount of \$9,290.07 to be used towards the purchase of the Central Count Tabulator, the balance is budgeted within the election budget. No change to the current 2018 budget is required for this purchase.

Monthly - Auditor-Treasurer County Board Report.

Accepted monthly Auditor-Treasurer report for County Commissioner's for the month of July.

HHS Warrants 8-9-18  
Accepted payment of:

8-9-18 HHS Warrant \$61,638.40

Approve YES Account Funds - Copper Piping Replacement

Approved the funding, not to exceed \$58,000, from the Y.E.S. account to replace copper piping in the County Jail.

Approve out-of-state travel for ProPhoenix Conference

Approved out-of-state travel for two Sheriff's Office employees to attend the 2018 ProPhoenix Conference in Orlando, Florida, from October 29 to November 2, 2018. The cost per person will be \$495.00 for the conference registration fee and \$792.91 for flight and accommodations, plus any other necessary travel expenses.

SCORE Grant Agreement, City of Becker

Approved an amended SCORE Grant Agreement for City of Becker's yard and tree waste drop-off facility. This agreement has been amended to reference Chris Lisson as the current Authorized Representative. No other changes have been made to this agreement. Grant funds not to exceed \$30,000.

Amend policy for grant funding for SSTS Low income Fix up Grant the County receives from MN Board of Water & Soil Resources

Approved amendment to existing grant funding policy from a 25% match to property owners who meet low income grant eligibility to a 33% match to upgrade their failing septic system.

Palmer Township Cleanup Event

Approved reimbursement to Palmer Township an additional \$4,388.16 from SCORE funds, as further reimbursement for eligible costs associated due to receiving a large volume of tires and tractor tires during their 2018 cleanup event.

Review and Approve Minutes: July 17, 2018 - County Board Meeting

Dolan/Burandt moved to approve the Consent Agenda as presented with the clerical error correction of Consent Agenda Item #1, July 17, 2018 minutes. Motion passed 4-0.

(Minutes were approved with the addition of Lisa Fobbe's name to Agenda Item #6, which was the 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).

Request required for Off Sale Liquor License application.

Burandt/Petersen (Dolan recused) approved 3-0-1 to set hearing for September 18th, 2018 and for Auditor/Treasurer to publish notice of hearing in the September 8th, 2018 Star News for the Public Hearing on the issuance of Off-Sale Liquor License for Sand Dunes Spirits.

Update on Farm Friends Barn

Jean Johnson: Administration

Farm Friends Barn provided an update to the Board. The Board made a recommendation for staff to continue to work with the Farm Friends board and move the work forward.

Recessed Regular Meeting at 9:18 am and Opened Ditch Authority Meeting

Ditch Authority Meeting

Diane Arnold: Auditor/Treasurer

Petersen/Dolan moved to approve the Ditch Authority Agenda, noted below, as presented. Motion passed 4-0.

1. Approve Meeting Agenda
2. Ditch Drainage Technician's Report (on file)
3. Other Business:

a. RBA - Approval of proposed 2018 ditch assessments and authorization to bill property owners assessed benefits, plus interest at the rate of 2.038%

b. Discussion on Mille Lacs county ditch No. 1

4. Set next meeting date for October 16, 2018
5. Adjourn

2018 County Drainage Assessments

Diane Arnold: Auditor/Treasurer

Dolan/Burandt moved to approve the list of assessments for county ditch expenses to be billed to benefitting properties as prepared by the Auditor/Treasurer and set the term at:

- 1 year for assessments \$100 or less
- 3 years for assessments \$100.01 to \$1,000.00
- 5 years for assessments \$1000.01 and over

Plus interest at the rate of 2.038%, which is the average rate of return on County investments for the year, through July 31st.

Motion passed 4-0.  
Sherburne County Auditor/Treasurer's Office received notice of Sherburne County lands being benefitted by Mille Lacs County Ditch No. 1. Staff will work with Mille Lacs and update the Board on need for a Joint Powers Agreement.

Closed Ditch Authority Meeting at 9:29 am and Reconvened Regular Meeting

Public Hearing for Ordinance relating to Licensing and regulating the sale of alcoholic beverages in Sherburne County unorganized areas/City of Zimmerman.

Diane Arnold-Kathleen Heaney-Joel Brott-Mary Jo Cobb: Auditor/Treasurer

Public Hearing was held for Ordinance relating to Licensing and regulating the sale of alcoholic beverages, intoxicating liquor, malt liquor, 3.2 percent malt liquor, and wine in the unorganized areas of Sherburne County, MN and the City of Zimmerman.

- Opened Public Hearing for comment at 9:30 am on proposed Liquor Ordinance to hear comments. No comments were made.

- Reviewed PowerPoint on Liquor Ordinance with County Board and public.

- Closed Public Hearing at 9:37 am.

Dolan/Petersen moved to approve the Ordinance relating to Licensing and regulating the sale of alcoholic beverages, intoxicating liquor, malt liquor, 3.2 percent malt liquor, and wine in the unorganized areas of Sherburne County, MN and the City of Zimmerman with the modified administrative penalties of:

- First Offense \$200.00 penalty
- Second Offense \$400.00 penalty
- Third Offense is 3 consecutive working day suspension and \$600.00 penalty

- Fourth Violation License suspension

Motion passed 4-0. The ordinance will be effective upon publication.

Approve Resolution to Acquire Parcels on County Road 38

Andrew Witter: Public Works

Burandt/Dolan moved to approve Resolution 082118-AD-1853 to acquire right of way on County Road 38 by eminent domain with a quick take date of 2-2-19. Project No. CP 71-638-017 consists of realigning and reconstructing CR 38 and will need additional lands to complete. Cost approximately \$60,000. Motion passed 4-0.

Northern Metals Recycling (SWF-26), Solid Waste License

Dave Lucas, Solid Waste Administrator: Zoning

Dolan/Petersen moved to approve to issue a County Solid Waste License to Northern Metals Recycling for the operation of a Processing Facility, pursuant to the requirements set forth in County Ordinance No. 180 (Solid Waste Management), as amended. License issued August 21, 2018. License expires December 31, 2019. Motion passed 4-0.

Recessed Regular Meeting at 9:44 am

Reconvened Regular Meeting and Opened Closed Session

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.

Adjourned Closed Session and Reconvened Regular Meeting

Board Chair Adjourned Regular Meeting

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

July 31, 2018 Manual Warrants \$2,707.50

| Fund | Amount   | Name               |
|------|----------|--------------------|
| 80   | 2,707.50 | Agency Collections |

August 3, 2018 Commissioner Warrants \$900,721.41

| Fund | Amount     | Name                           |
|------|------------|--------------------------------|
| 1    | 101,811.28 | General Revenue Fund           |
| 3    | 143,662.11 | Public Works Fund              |
| 21   | 6,078.10   | Solid Waste Fund               |
| 22   | 31,429.79  | Jail Commissary Fund           |
| 51   | 9,979.02   | Justice Center Enterprise Fund |
| 80   | 563,167.82 | Agency Collections             |
| 84   | 44,593.29  | Towns & Cities Collections     |

August 3, 2018 Manual Warrants \$3,392.25

| Fund | Amount   | Name               |
|------|----------|--------------------|
| 80   | 3,392.25 | Agency Collections |

August 9, 2018 18 HHS Warrant \$61,638.40

| Fund | Amount    | Name               |
|------|-----------|--------------------|
| 11   | 61,608.92 | Human Service Fund |
| 80   | 29.48     | Agency Collections |

August 9, 2018 Manual Warrants Capital Project \$1,899,935.34

| Fund | Amount       | Name                           |
|------|--------------|--------------------------------|
| 44   | 1,899,935.34 | Capital Proj 2008 - Government |

August 9, 2018 Manual Warrants OBO Pcard \$60,756.88

| Fund | Amount    | Name                            |
|------|-----------|---------------------------------|
| 1    | 53,643.19 | General Revenue Fund            |
| 3    | 2,888.49  | Public Works Fund               |
| 11   | 187.20    | Human Service Fund              |
| 21   | 68.48     | Solid Waste Fund                |
| 22   | 1,557.16  | Jail Commissary Enterprise Fund |
| 51   | 2,378.16  | Justice Center Enterprise Fund  |
| 91   | 34.20     | Special Tif Account             |

August 10, 2018 Commissioner Warrants \$1,099,794.54

| Fund | Amount     | Name                           |
|------|------------|--------------------------------|
| 1    | 189,554.11 | General Revenue Fund           |
| 3    | 598,163.80 | Public Works Fund              |
| 15   | 250.00     | County Ditch Fund              |
| 17   | 3,658.77   | Law Library Fund               |
| 21   | 22,104.91  | Solid Waste Fund               |
| 22   | 59,714.33  | Jail Commissary Fund           |
| 26   | 136.41     | Sherco Regional Rail Authority |
| 44   | 131,729.95 | Capital Proj 2008 - Government |
| 51   | 38,622.81  | Justice Center Enterprise Fund |
| 78   | 36.73      | Hra & Ec Dev Fund              |
| 80   | 36,169.88  | Agency Collections             |
| 81   | 370.41     | Taxes & Penalties Fund         |
| 82   | 3,627.77   | School Districts Collections   |
| 84   | 15,654.66  | Towns & Cities Collections     |

August 10, 2018 Manual Warrants \$6,464.25

| Fund | Amount   | Name               |
|------|----------|--------------------|
| 80   | 6,464.25 | Agency Collections |

Lisa Fobbe, Chairperson

Steve Taylor, County Administrator

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