

**SHERBURNE COUNTY
BOARD OF COMMISSIONERS
SEPTEMBER 18, 2018 -
COUNTY BOARD MEETING MINUTES**

Call to Order

The Sherburne County Board of Commissioners reconvened in regular session on September 18, 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.

Petersen/Schmiesing unanimous to approve the Regular Board Meeting Agenda for September 18, 2018 as presented.

Consent Agenda

Dolan/Petersen unanimous to approve the Consent Agenda with the removal of Consent Agenda #7 Sand Dune Spirits Public Hearing & Approval of Off-Sale Liquor License. A Public Hearing was held therefore this item was moved to the Regular Agenda as item #2a.

Review and Approve Minutes: September 4, 2018 - County Board Meeting

Approved as presented.

Review and Approve Minutes: September 4, 2018 - County Board Workshop

Approved as presented.

Corrected June 26, 2018 Board Meeting Minutes

Approved corrected June 26, 2018 County Board Meeting Minutes.

Minutes to be more specific to Regular Agenda item #14 – David M. & Carla Mertz Text Amendment to the Zoning Ordinance

Corrected minutes to read as follows:

Agenda item #14 David M. and Carla Mertz Text Amendment to the Zoning Ordinance:

At the June 12, 2018 County Board meeting, the Board discussed the Zoning Ordinance text amendment that was applied for by David and Carla Mertz for an Interim Use Permit for “Rural Retail Tourism” which staff had worked with the applicant to draft more comprehensive language. A public hearing was held at the Planning Advisory Commission meeting on May 17, 2018 where they recommended approval of the staff version with their own changes. The County Board tabled the request until the June 26, 2018 Board meeting. The Board directed staff to reword and tighten up the language in the Text Ordinance Amendment to bring back to the June 26, 2018 meeting.

Dolan/Schmiesing unanimous to approve the item to be removed from the table. Dolan/Schmiesing unanimous to approve 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) as revised and presented by staff to establish Rural Retail Tourism as an Interim Use Permit with the word “Retail” removed and a new title of “Rural Tourism” that will be allowed in the General Rural Zoning District.

Corrected June 12, 2018 Board Meeting Minutes

Approved corrected June 12, 2018 County Board Meeting Minutes.

Minutes to be more specific to Consent Agenda 14 (Approve Low Bidder for CSAH 3 Surface Improvements) and Regular Agenda item #10 (Clyde Lewandowski –CUP for Personal Storage) & Regular Agenda #11 (David M. & Carla Mertz Text Ordinance Amendment).

Corrected minutes to read as follows:

Consent Agenda 14 (Approve Low Bidder for CSAH 3 Surface Improvements):

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.

Regular Agenda #10 (Clyde Lewandowski CUP for Personal Storage): 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.

Regular Agenda #11 (David M. & Carla Mertz Text Ordinance Amendment):

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 openended and it was requested that staff revisit the scope of the amendment. This will be reviewed again at the June 26, 2018 Board Meeting.

Santiago Lions Club MN Legal Gambling Premises Permit

Approved premises Permit Application for Santiago Lions Club at Ridgewood Bay, 14255 288th Ave NW Zimmerman (Baldwin Township).

Government Center Expansion Fund Transfer

Approved the transfer of \$3.1 million from Fund (21), Department 394 to be used for the Government Center expansion project.

Auditor-Treasurer monthly report.

Accepted Auditor/Treasurer report for August 2018.

10 Steps to Risk Reduction Training Booster

Approved to contract with Mark Carey, President of the Carey Group to provide a one day booster session on the 10 Steps to Risk Reduction. On October 12th, 2018 Mark will return to provide a one day booster session. County Attorney has approved contract.

09-04-18 HHS OBO Warrant

09-04-18 HHS OBO Warrant \$4,425.10

HHS Warrants 9-6-18

09-06-18 HHS Warrants \$72,942.81

Microsoft Agreement for Sheriff

Approved the Microsoft Enterprise Agreement for Sheriff. This 3 year renewal continues our licensing for Microsoft and Office 365 technologies. Microsoft has announced pricing increases starting in 2019. By renewing this agreement in Sept 2018, Microsoft will lock our contract in at the 2018 per person price for the next 3 years (2019, 2020, 2021), providing the County and citizens with an unchanged current cost. The yearly cost for the Sheriff’s Microsoft EA agreement is \$74,468.20. After Board approval signing would happen after Attorney’s review of the contract.

Reappointed Russ Heiling as County Surveyor

Reappointed Russ Heiling as the Sherburne County Surveyor to a four year term as allowed by MN Statute 389.011. Term ending October 3, 2022.

2018 Aerial services contract approval

Approved contract with Peregrine Aerospace LLC for ground survey data collection for upcoming County Highway projects. Cost not to exceed \$35,000. County Attorney’s Office has reviewed and approved.

Support of the annual Sherburne County Area United Way (SCAUW) campaign

Approved the support of the annual Sherburne County Area United Way (SCAUW) campaign. Request to include:

1. Sherburne County Area United Way brochures and payroll deduction forms given to Department Heads to give to Department employees,
2. Sherburne County Area United Way display in atrium, and
3. October 25th – Soup ‘R Chili Cook-off Accept a donation to the Sheriff’s Office

Approved the acceptance of a donation of \$50.00 made to the Sheriff’s Office from Dennis and Susann Koste of Palmer Township.

Approve the acceptance of the 2019 Toward Zero Deaths Safe Roads Grant

Approved the acceptance of the 2019 Toward Zero Deaths Safe Roads Grant from the Minnesota Department of Public Safety.

A Safe Roads Coordinator will be hired to oversee the coalition, using grant funds for payment, as listed in the grant application.

A Resolution 091818-AD-1861 Authorizing Execution of the Agreement was approved indicating the Sheriff can be the authorized representative for the grant process.

The Grant Agreement is also part of the grant requirements to be completed prior to the grant officially starting on October 1, 2018. Please note that this grant requires no matching funds from Sherburne County.

CVSO Operational Improvement Grant

Accepted Annual State CVSO Operational Grant in the amount of \$15,000. The term of the grant is July 1, 2018 thru June 30, 2019. Resolution 091818-AD-1860 of Sherburne County.

Sand Dune Spirits Public Hearing & Approval of Off-Sale Liquor License

Diane Arnold: Auditor-Treasurer

Schmiesing/Burandt (Dolan recused) unanimous approved 4-0-1 to approve. The Public Hearing opened at 9:03 am and closed at 9:04 am. There was no one present for the Public Hearing. Approved Off-Sale Liquor License for new ownership of Sand Dune Spirits, pending state approval. Authorized Auditor/Treasurer and Chairpersons signature on license.

Public Hearing for The Maxson Company

Dan Weber: Administration

The Public Hearing opened at 9:08 am and closed at 9:09 am. There was no one present for the Public Hearing. Dolan/Burandt unanimous to approve Resolution 091818-AD-1858 an amendment to the Minnesota Investment Fund (MIF) grant contract between the County of Sherburne and the Maxson Company.

Sherburne National Wildlife Refuge

Steve Karel, Project Leader & Alaina Larkin, Visitor Services Specialist: Administration

Sherburne National Wildlife Refuge gave the County Board an update of happenings at the refuge and shared the successes of the new Oak Savanna Learning Center, management activities, shared upcoming events and answered any questions.

Greater MSP Update

Joel Akason, VP of Business Investment and Research: Administration

Joel Akason who serves as the VP of Business Investment and Research presented an update on Greater MSP’s programs and initiatives.

Great River Regional Library 2019 budget information

Executive Director, Karen Pundsack and Accounting & Distribution Supervisor, Aron Murphy: Administration

Presented the Great River Regional Library 2019 budget information to the County Board.

Planning & Zoning Position Re-evaluations

Nancy Riddle : Zoning

Schmiesing/Dolan unanimous to approve Springsted’s re-evaluation of the Building Official pay grade from a Grade 15 to a Grade 16 and the Building Inspector position pay grade from a Grade 11 to a Grade 14, effective immediately.

Sherburne County Safe Roads Coalition Informational Presentation

Cody Vojacek: Sheriff

Cody Vojacek, Safe Roads Coalition Coordinator, presented information on the Safe Roads Coalition.

Approval of Three Lake Improvement District 2019 Budget

Steve Taylor/Scott Ruiter: Administration

Schmiesing/Dolan unanimous to approve and assess the costs of the projects identified in the 2019 proposed budget on benefited properties within the Three Lake Improvement District (TLID) in the manner required by law.

The Chair Adjourned the Regular Meeting at 10:46 am and Opened the Community Health Board Meeting.

The Chair Closed the Community Health Board Meeting at 11:04 am and Recessed.

The Chair Opened the Workshop Meeting at 11:09 am.

The Chair Adjourned the Workshop Meeting at 11:13 am.

September 4, 2018 HHS OBO Warrant - Total: \$4,425.10

OBO Amazon	\$497.28
OBO Holiday Station Store	\$800.00
OBO Innovative	\$866.76
OBO NADA	\$470.00
OBO Plaksmacker	\$489.51
16 Payments less than 300	\$1,301.55

September 6, 2018 HHS Warrants - Total: \$72,942.81

11 Human Service Fund	\$72,942.81
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September 6, 2018 HHS Warrants - Total: \$72,942.81

Vendor Name	Amount
Cornerstone Automotive	\$500.00
Franzwa/Martha	\$481.47
Hennepin County	\$1,943.40
Impact Publications Inc	\$543.00
MFWCAA Conference	\$2,800.00
Mn Dept Of Human Services-SWIFT	\$848.50
Olinyk/Ashley M	\$790.25
Seven County Process Servers, LLC	\$765.00
Sherburne Co Sheriff	\$3,832.50
Sherburne County Auditor Treasurer	\$54,909.00
Verizon Wireless	\$2,648.34
33 Payments less than \$300	\$2,881.35

Lisa Fobbe, Board Chair
Steve Taylor, County Administrator

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