



# Sherburne County Board of Commissioners

## January 22, 2019 - County Board Meeting Minutes

### 1. 9:01 am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 22, 2019, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Vice-Chair Commissioner Schmiesing was at 9:01am. Commissioner Dolan was absent. Fobbe/Burandt unanimous to approve the agenda as presented.

### 2. 9:02 am Consent Agenda

Burandt/Fobbe unanimous to approve the Consent Agenda as presented.

#### 1. Approved Minutes: January 8, 2019 - County Board Meeting

#### 2. Contract with Lockridge Grindal Nauen

Administration

Approved a 12-month contract with Lockridge Grindal Nauen (LGN) not-to-exceed total cost of \$28,800 for state lobbying services. The County Attorney has approved the proposed contract with LGN. County Board approval is contingent upon the City of Becker's Council approval of their pro rata share of these costs at their February 5th Council meeting.

#### 3. Set the Annual Truth in Taxation Meeting Date and Time

Administration

Approved to set the annual Truth in Taxation meeting for December 2, 2019 at 6:00 p.m.

#### 4. Reappointments to the Elk River Watershed Joint Powers Board

Administration

Approved the reappointments of Kenzie Phillips and Mark Lefebvre to the Elk River Watershed Joint Powers Board. The reappointments are for one-year terms effective 1/1/2019 - 12/31/2019.

#### 5. Reappointments to the Water Plan Advisory Committee

Administration

Approved the reappointment of Melanie Waite-Altringer and Clint Jordahl to the Water Plan Advisory Committee for three-year terms. The reappointments are for the term 1/1/2019 - 12/31/2021.

#### 6. Grant Funding Research Grant - Initiative Foundation

Administration

Approved to submit a \$2,500 grant application to the Initiative Foundation to assist in the funding of a research and policy consultant in our ongoing efforts to expand Freight Rail Grant opportunities statewide. The duration of the grant period would run through the 2019 legislative session. The grant would require a 50/50 match of \$2,500. The matching funds would be expended from the existing 2019 Economic Development budget.

#### 7. Purchase DocuSign Signature Software

Administration

Approved three-year contract with DocuSign, Inc. that includes the purchase of 60 subscriptions (licenses) at a cost not to exceed \$110,000. This agreement supersedes the three-year contract with DocuSign was approved by the County Board on December 18, 2018. The original three-year contract had called for 30 subscription licenses countywide at a cost of \$65,000.

8. Transfer of 2 tables to SCSWCD Attorney  
 Approved the transfer of two conference room tables from the County Attorney's Office to Sherburne County Soil and Water Conservation District.
9. Commissioner & Manual Warrants Auditor/Treasurer  
 Accepted payment of Commissioner & Manual Warrants as follows:  
 January 4, 2019 Commissioner Warrants \$1,385,003.52  
 January 11, 2019 Commissioner Warrants \$418,295.71  
 January 9, 2019 Manual Warrant BMO Pcard \$87,654.04  
 January 14, 2019 Manual Warrants \$7,257.06  
 January 4, 2019 Manual Warrants \$3,961.00  
*Funding Total 1,902,171.33*
10. Auditor-Treasurer Monthly Report Auditor/Treasurer  
 Accepted December 2018 Monthly Auditor-Treasurer report for County Commissioner's.
11. Renew Community Corrections Advisory Board Membership Community Corrections  
 Approved the appointment of the following individuals to serve two-year terms on the Community Corrections Advisory Board.  
 Citizen: Kenneth Asangwe and John Barr  
 Corrections: Deb Anderson, DOC District Supervisor, J. Hancuch, Director, Sherburne County Community Corrections  
 Education: Angie Charboneau-Folch, Assistant Principal, Big Lake H.S.  
 Judiciary: Honorable Mary Yunker, Judge 10th Judicial District  
 Law Enforcement: Joel Brott, Sherburne County Sheriff, Don Starry, Chief Deputy (alternate)  
 Prosecution: Sam Wertheimer, Chief Deputy, Kathy Heaney, Sherburne County Attorney (alternate)  
 Public Defense: Lisa Hallberg, Chief Managing Attorney  
 Social Services: Mary Jo Cobb, Director Sherburne County HHS, Amanda Larson, Administrative Supervisor (alternate)
12. Resolution for Acceptance of the Minnesota DNR Conservation Partners Legacy Grant for Water Management for Migratory Birds Public Works  
 Approved resolution 012219-AD-1879 for acceptance of funds from the Mn DNR through the Conservation Partners Legacy (CPL) Grant Program, FY 2019 Traditional/Metro Grant Cycle. Funds will be used to construct amenities for water management for migratory birds adjacent to CSAH 16. The grant amount awarded is \$110,700.
13. Approve Low Bidder for County Road 38 Reconstruction in 2019 Public Works  
 Approved low bidder, Knife River Corporation for the Reconstruction of County Road 38 Reconstruction from Hwy 169 to East County Line in 2019. Knife River Corporation bid \$2,212,191.19. County Attorney and Public Works have reviewed and approved. Project construction dates will be contracted for February 4, 2019 (Intended) through September 6, 2019.  
 Project No. CP 71638017
14. Approve Low Bidder CSAH 3 Bridge Replacement in 2019 Public Works

Approved low bidder, Redstone Construction LLC for the replacement of Bridge 71503 on CSAH 3 over the Elk River in 2019. Redstone Construction LLC bid \$1,254,129.30. County Attorney and Public Works have reviewed and approved. Project construction dates will be contracted for February 4th, 2019 through March 31st for tree clearing operations and June 17 through September 20, 2019 for the bridge construction.

Project No. SAP 071603023

15. GIS Staff attendance at ESRI User and ESRI Developer Conferences Public Works

Approve to authorize Jenna Walz to attend the ESRI Developers Conference in Riverside County CA March 5th 8th and for Brett Forbes to attend the ESRI User Conference in San Diego County CA July 8th 12th. Expenses have been accounted for in the 2019 budget. The estimated costs for each conference is not expected exceed \$2500.

16. 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 February 25-March 1, 2019, in Seattle, WA. This employee is required to teach one class per year to maintain his instructor certificate through the International Association of Law Enforcement Intelligence Analysts (IALEIA). The IALEIA provides for all travel, housing and meal expenses for this out-of-state training.

17. Approve a medical leave extension for a Sheriff/Jail employee Sheriff

Approved Sheriff Brott's request asking the County Board to allow an extension of a medical leave for a Sheriff/Jail employee that will end on February 28, 2019, or sooner contingent upon additional medical information. Per Sherburne County Personnel Policy 7.4.1, Sheriff Brott has already granted a 30-day extension that will expire on 1/15/19.

18. Approve out-of-state travel for two Sheriff's Office employees Sheriff

Approve out-of-state travel for two Sheriff's Office employees who are members for the Jail CERT team to attend the Mock Prison Riot training from May 48, 2019, in Moundsville, West Virginia. The registration cost of the training is \$50 per attendee. The County will be responsible for travel, lodging, and per diem meal expenses.

19. Accept a donation from Granite Electronics to the Sheriff's Office Reserve Unit Sheriff

Approved the acceptance of a \$100.00 donation from Granite Electronics to the Sheriff's Office Reserve Unit.

20. Approve the updated Emergency Building Procedures Sheriff

Approved the latest version of the Government Center and Judicial Services Center emergency building procedures.

21. Appointment to Solid Waste Advisory Committee Zoning

Appoint Bryan Lawrence, representing Commissioner District 3, and Lisa Nelson, representing Commissioner District 5, to three-year terms on the Solid Waste Advisory Committee. The term start date is January, 2019 with an end date of December, 2021.

3. 9:03 am **Announcements**

No Announcements were made.

4. **9:04 am Elk River Landfill License**

*Dave Lucas, Solid Waste Administrator: Zoning*

Fobbe/Burandt unanimous to issue Elk River Landfill a County License pursuant to ORD-21 for a one-year term, with that term ending December 31, 2019. This license has been reviewed and approved by the County Attorney's office and is acceptable to Elk River Landfill. Mark Boeckers, Elk River Landfill Site Manger was present to answer any questions from the Board.

5. **9:08 am Abatement/Cleanup of 16768 205th Ave NW, Big Lake**

*Dave Lucas, Solid Waste Administrator: Zoning*

Danielowski/Fobbe unanimous to approve the contract for services with Steinbrecher Companies, Inc. consistent with the request for bid for the abatement/cleanup of 16768 205th Ave NW, Big Lake. Costs associated with this cleanup will be assessed against the property. At a cost not to exceed \$50,000.

6. **9:15 am HHS Director Update**

*MaryJo Cobb: HHS*

HHS Director, MaryJo Cobb, provided information regarding the Federal Government shutdown, it's impact on Sherburne County citizens, and other items of interest.

7. **9:22 am Recess Regular Meeting, Open Community Health Board Meeting**

8. **9:43 am Adjourn Community Heath Board Meeting, Reconvene Regular Meeting**

9. **9:43 am Platting Right of Way for CSAH 39 Plat No. 85**

*Andrew Witter: Public Works*

Fobbe/Burandt unanimous to approve Resolution 012219-AD-1878 to approve the acquisition plat of the public right of way for County State Aid Highway No. 39, Sherburne County Highway Right of Way No. 85.

10. **9:48 am Joint Powers Agreement between the St. Cloud APO and Sherburne County**

*Andrew Witter: Public Works*

Fobbe/Danielowski unanimous to approve the Joint Powers Agreement (JPA) between Sherburne County and the St. Cloud APO. County Attorney's Office has reviewed the JPA and provided their recommendations. Changes to the JPA include the addition of New Governmental Unit Membership and Agency Unit Membership to the St. Cloud APO. Powers and Duties defined under Article V of the JPA.

11. **9:52 am Finalization of Committee Assignments**

*Steve Taylor: Administration*

Vice-Chair Schmiesing approved the appointment of the committee assignments as presented with the following changes:

Commissioner Burandt to replace Sheriff Brott as the alternate for the Metropolitan Emergency Services Board.

Commissioner Schmiesing to be the alternate for the APO Policy Board.

The Board will conduct research on alternate appointment for the 7W Policy Committee.

12. **10:01 am Creation of a County Development Task Force**

*Steve Taylor: Administration*

Fobbe/Danielowski unanimous to approve the creation of a Development Task Force to discuss, examine and recommend, as appropriate, development related activities. Composition of the Task Force to include:

Two County Commissioners – Tim Dolan & Felix Schmiesing

Planning & Zoning – Nancy Riddle  
 Economic Development – Dan Weber  
 County Attorney – Kathy Heaney or Tim Sime (Decision yet to be made by County Attorney’s Office)  
 Public Works – Andrew Witter  
 Consideration will be given to the inclusion of a developer representative and perhaps a representative from the Planning Commission. Final composition of the task force will be made at the first meeting.

**13. 10:11 am Discussion of County Board Room Design/Layout**

*A&P, BWBR, Staff: Administration*

*County Administrator, Steve Taylor presented images of the new County Board Room Design/Layout. A discussion was had in regard to the proposed design of the remodeled County Boardroom. Carey Ottman-Everson with A&P was available to answer questions.*

**14. 10:39 am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

*(January 9<sup>th</sup>, 2019 – January 21st, 2019)*

**Commissioner Fobbe** – Board of Soil and Water meeting, Airport Study Results in St. Cloud, Met with the Superintendent of Elk River, Great River Regional Library Regional Directors meeting, Substance Use Prevention meeting, MICA Annual meeting, Tri-Cap board meeting, Judge Schommer Welcome Event

**Commissioner Burandt** – Public Health Advisory Committee, Community Conversation, Association of Townships Annual meeting

**Commissioner Schmiesing** – Emergency Services Board meeting, MCIT Board of Directors meeting, MICA Annual Conference, AMC Board of Directors, Judge Schommer Welcoming Event

**Commissioner Dolan** – Absent

**Commissioner Danielowski** – Tri-Cap Personnel Committee meeting, St. Cloud Regional Airport update, APO St Cloud Area Planning Policy Board meeting, Association Township Quarterly meeting, MNDot ATP meeting, County Planning board meeting, APO will be meeting to discuss Legislative Priorities on February 7<sup>th</sup>, will be attending County Government 101 January 23<sup>rd</sup> – 25<sup>th</sup>.

**15. 10:41 am Adjourn Regular Meeting**

**Commissioner Warrants**

01/04/19	1,340,969.30	General Revenue Fund
	9,569.90	Solid Waste Fund
	29,832.25	Jail Commissary Fund
	3,215.00	Sherco Regional Rail Authority
	863.28	Justice Center Enterprise Fund
	84.00	Agency Collections
	469.79	Towns & Cities Collections
	1,385,003.52	Total

**Manual Warrants**

01/04/19	3,961.00	Agency Collections
	3,961.00	Total

**Manual Warrants – Pcard**

01/09/19	80,965.77	General Revenue Fund
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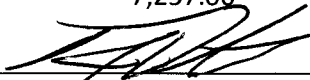
5,294.99	Public Works Fund
89.97	Human Service Fund
398.56	Solid Waste Fund
799.20	Jail Commissary Fund
105.55	Justice Center Enterprise Fund
87,654.04	Total

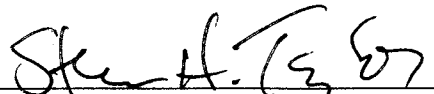
Commissioner Warrants

01/11/19	101,813.23	General Revenue Fund
	58,466.97	Public Works Fund
	171.36	Human Service Fund
	4,198.60	County Ditch Fund
	1,435.76	Law Library Fund
	13,349.34	Solid Waste Fund
	25,154.63	Jail Commissary Fund
	1,328.80	Capital Proj 2008-Government Center
	194,744.00	Justice Center Enterprise Fund
	15,788.17	Agency Collections
	1,844.85	Taxes & Penalties Fund
	418,295.71	Total

Commissioner Warrants

01/14/19	7,257.06	Agency Collections
	7,257.06	Total

  
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 Tim Dolan, Chairperson

  
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 Steve Taylor, Administrator

2/14/19  
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 Date

2/7/2019  
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 Date