



Sherburne County Board of Commissioners

January 19, 2021 - County Board Meeting

Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 19, 2021, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Board Chair spoke in remembrance to those who lost their live to COVID-19, expressed feelings on how the pandemic has taken on our community, schools and public, and thanked our emergency and medical personnel for their efforts during the COVID-19 pandemic.

1 Moment of Silence and Pledge of Allegiance

2 Approval of Regular Meeting Proposed Agenda

Schmiesing/Fobbe unanimous to approve the Regular Proposed Meeting Agenda as amended with the addition of a Human Resources Overview Workshop.

2. 9:03am Consent Agenda

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

1 Approved Special Meeting Minutes: December 29, 2020.

2 Approved County Workshop Minutes: January 5, 2021.

3 Revised Amount for Award of Publication of Alternate Financial Statement. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved and corrected the 1-05-2021 Bid Letter for 2021 publications, awarded to Elk River Star News 2021, for the publication award of bid for Alternate Financial statement publication, to the correct amount of \$16.00 per inch not the (\$3.70 per inch).

4 Approved Regular Meeting Minutes: January 5, 2021

5 Resolution 011921-AD-2022 Establishing Salaries for County Elected Officials for 2021. Administration

Bruce Messelt, County Administrator

Approved Resolution 011921-AD-2022 Establishing 2021 Salaries for Sherburne County's Four Elected Officials; County Sheriff, County Attorney, Auditor-Treasurer, and Recorder. The resulting 2021 compensation levels are, thus, approved as follows:

Sherburne County Sheriff \$169,141.40

Sherburne County Attorney \$168,894.37

Sherburne County Auditor-Treasurer \$125,355.45

Sherburne County Recorder \$111,178.67

6 Letter of Engagement for Audit Services for 2020 Audit. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved a Letter of Engagement with CliftonLarsonAllen (CLA) for Audit Services for the 2020 Audit and authorize the County Auditor-Treasurer to execute on behalf of Sherburne County. (On file.)

- 7** Commissioner & Manual Warrants. Auditor / Treasurer

Approved Commissioner & Manual Warrants as follows:
 December 31, 2020 Commissioner Warrants \$510,663.06
 December 31, 2020 Commissioner Warrants, Forfeited Land Settlement \$246,551.54
 December 31, 2020 Manual Warrants \$4,892.38
 January 8, 2021 Commissioner Warrants Business Relief Grant \$60,310.00
 January 8, 2021 Commissioner Warrants \$1,952,743.50
 January 8, 2021 Manual Warrants \$8,910.56
- 8** Option 2 for Sound Panels for Drivers' License Area. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved Option Two for installation of sound panels within the Drivers' License area, as presented by Diamond Acoustics, Inc. in the amount of \$2,750.00, and authorize the Auditor-Treasurer to sign proposal. (On file.)
- 9** 12-31-20 HHS OBO Warrants Health & Human Services

Approved the payment of HHS OBO Warrants as follows:

December 31, 2020 HHS OBO Warrants \$730.99
- 10** HHS 4th Quarter Donations. Health & Human Services

Emily Ehnes, Fiscal Supervisor

Accepted HHS 4th Quarter Donations in the amount of \$10,843.
- 11** HHS IFS Admin Deb 1-7-21. Health & Human Services

Approved HHS IFS Admin Warrants as follows:
 January 7, 2021 HHS IFS Admin

\$68,012.49
- 12** Appointment to Solid Waste Management Advisory Committee. Planning & Zoning

Gabrielle Holman, Environmental Specialist

Approved to appoint Pat Arnold, representing County Commissioner District 4; Randy Linn, At Large Member; and, Fran Toth, representing County Commissioner District 1 to three year terms on the Solid Waste Management Advisory Committee for the term of 2021-2023.
- 13** Final Payment for 2020 Pavement Marking (CP 71-PM-020). Public Works

Andrew Witter, Public Works Department Head

Authorized final contract payment with AAA Striping for project #CP 71-PM-020 for 2020 Pavement Marking in the amount of \$521.92.
- 14** Low Bidder for County Road 39 Reconstruction, CP 71-639-018. Public Works

Andrew Witter, Public Works Department Head

Approved the Low Bidder, Helmin Construction Inc. with the bid of \$714,090.07, for the

reconstruction of CR 39 from CSAH 4 to 269th Avenue in 2021. Project No. CP 71-639-018. Project construction dates will be contracted June 7, 2021 through July 30, 2021.

- 15** Resolution 011921-AD-2021 Supporting the Regional Park Designation Public Works
Application to the Greater Minnesota Parks and Trails Commission.

Gina Hugo, Park Coordinator

Approved Resolution 011921-AD-2021 supporting the regional park designation application to the Greater Minnesota Parks and Trails Commission. (On file.)

- 16** Donation from Granite Electronics to the Sheriff's Office Reserve Unit. Sheriff

Joel Brott, Sherburne County Sheriff

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

3. 9:05am Announcements

Bruce Messelt provided updates on the vaccination clinics, legislative session and bonding bills.

4. 9:06am Open Forum

No one was present.

5. 9:07am Regular Agenda

- 9:07am 1** Farm Friends Barn Update Administration

Jean Johnson

Chairperson Jean Johnson and Gina Hugo provided an update the Board on recent Farm Friends Barn events and fundraising activities. They also introduced MaryJo Cobb as a new member of the Farm Friends Barn Board.

- 9:19am 2** Preliminary and Final Simple Plat for TR Estates-Tedd Schulte. Planning & Zoning

Nancy Riddle, Planning & Zoning Administrator

Schmiesing/Dolan unanimous to approve Preliminary and Final Simple Plat for "TR Estates" with (5) Conditions, as recommended by the Planning Advisory Commission and listed, which consists of (3) Lots: PID # 45-031-1300 and Legal Desc: SW 1-4 of NE 1-4, Subject to Easements (full legal on file). Sec 31, Twp 35, Rge 28, Santiago Township.

Conditions:

1. Park dedication fees for 3 lots at \$800 per lot, totaling \$2,400. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. An access permit is required from the Sherburne County Public Works Department for each lot.
3. The individuals who hold the driveway easement will need to sign off on the plat or consent as they are interest holders.
4. This property benefits from a ditch. A ditch re-apportionment will need to be recorded with the plat. The recording fee for this is \$46.00.
5. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

9:20am 3

Application for Interim Use Permit (IUP) for Activity Requiring Rural Isolation-James & Kari Lorge.

Planning & Zoning

Nancy Riddle, Planning & Zoning Administrator

An Open Forum was held during this item and Jim Ferlack, Errol Peterson and Sylvia Stadden all of Elk River were present to speak of their concerns on the item.

Dolan/Fobbe to approve the application request with a 4-1 vote for an Interim Use Permit (IUP) by James & Kari Lorge for Activity Requiring Rural Isolation, with 15 conditions and the Findings of Fact recommended by the Planning Commission. PID # 10-101-2401. Legal Desc: SE 1-4 of NW 1-4; and the W 1/2 of the NE 1/4 (full legal on file). Section 1, Twp 33, Rge 27, Big Lake Township. 112.28 acres in the General Rural District.

CONDITIONS:

1. The location of events, parking or improvements to the property shall be consistent with the site plan included in the Board's Packet.
2. There may be one non-illuminated sign totaling no more than 12 sq. ft. in size located on the property, but outside of the public right-of-way.
3. None of the existing structures on the property (house or accessory buildings) may be accessed by the public.
4. Adequate sanitary services shall be made available to anyone using this property at a minimum a portable toilet serviced by a licensed waste hauler will be located near the parking area. A copy of the service contract shall be provided to the County.
5. The applicant shall ensure all waste generated at the property is properly disposed of.
6. Days & hours of operation shall be dawn to dusk, 7 days a week.
7. There may be a maximum of 14 clients using the property at one time. If the applicant wishes to hold an event that exceeds 14 clients, they will need to either amend their permit or request a separate permit for an Occasional Special Event.
8. Prior to starting this operation, the applicant must provide Zoning Staff with a detailed safety plan that includes directives for emergency response personnel, (Big Lake Fire Department and Sherburne County Sheriff Office) who may be called on to serve this property.
9. No filling grading or excavating wetlands on this property is permitted without the proper permit from Sherburne County.
10. All obstacles constructed on site shall be removed should this Interim Use Permit expire or be revoked and returned to a natural state.
11. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
12. The IUP is issued to James and Kari Lorge and shall expire with a change in ownership of the property.
13. The applicant shall maintain proper business liability insurance and provide a copy of the insurance records to the County annually.
14. The property owner shall permit the County to inspect the property during normal business hours.
15. No alcohol or firearms permitted on site.

FINDINGS:

1. That the Interim Use will not be injurious to the use and enjoyment of other property in

the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.

Yes, the proposed use is not anticipated to diminish and impair values within the immediate area. All activities will take place several hundred feet from the nearest residential house.

2. That the establishment of the Interim Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Yes, the use will not impede normal development of this property or neighboring properties, the establishment of this business will not prevent adjoining landowners from developing their property for uses permitted in this zoning district like subdividing of lots and building homes.

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes, the use will not create a need of new utilities or access roads, the property size will allow adequate space for drainage and other necessary facilities.

4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Yes, the applicant has enough parking space to accommodate the proposed use.

5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Yes, it is not anticipated to cause offensive odor, fumes, dust, noise and vibration to the immediate area.

10:09am 4

Preliminary and Final Simple Plat for Highland Farms Third Addition-
Headwater Homes LLC.

Planning & Zoning

Nancy Riddle, Planning & Zoning Administrator

Fobbe/Dolan unanimous approve Preliminary and Final Simple Plat for "Highland Farms Third Addition", with the (2) Conditions as recommended by the Planning Advisory Commission and listed below, which consists of (2) Lots: PID # 01-537-0040 and Legal Desc: Highland Farms, Outlot D (full legal on file). Sec 33, Twp 35, Rge 26, Baldwin Township.

Conditions:

1. Park dedication fees for 2 lots at \$800 per lot, totaling \$1,600. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

10:10am 5

Amending Zoning Ordinance-249-Section 16.2 Interim Use Permits, Subd 5.8, A.3, Conditions, "Contractor's Yard".

Nancy Riddle, Planning & Zoning Administrator

Dolan/Schmiesing unanimous to amend Zoning Ordinance-249-Section 16.2 Interim Use Permits, Subd 5.8, A.3, Conditions, "Contractor's Yard" to remove the set maximum for number of

employees and number of vehicles and establish the maximum for employees and maximum number of vehicles through the Interim Use Permit.

10:12am 6 Rum River Comprehensive Water Management Plan Joint Powers Agreement Administration

Bruce Messelt, County Administrator

Approved a Joint Powers Draft Agreement between the Counties of Aitkin, Benton, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, and Sherburne each by and through its respective Board of Commissioners; and the Aitkin, Anoka, Benton, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, and Sherburne Soil and Water Conservation Districts, each by and through its respective Board of Supervisors (collectively referred to as the SWCDs); and the Lower Rum River and Upper Rum River Watershed Management Organizations to collectively form the Rum River Watershed Implementation Partnership.

6. 10:16am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - AMC Futures Meeting, Legislative Priorities Breakfast, Assisted with Vaccination Clinic at the Sherburne County Government Center, AMC Coffee & Conversation, MICA, Board of Soil & Water

Commissioner Dolan – Commissioner Dolan forgot his calendar at home and will report more at the next County Board Meeting.

Commissioner Burandt - BOA Applicant Meeting, Legislative Priorities Breakfast, Assisted with Vaccination Clinic at the Sherburne County Government Center

Commissioner Schmiesing – Legislative Priorities Breakfast, MICA, Metropolitan Emergency Services, AMC Board

Commissioner Danielowski - Unified Command, Legislative Priorities Breakfast, Assisted with Vaccination Clinic at the Sherburne County Government Center, MCIU (Gang Task), ATP 3, APO Board Meeting,

7. 10:19am Adjourn Regular Meeting, Open Community Health Board Meeting

10. 10:40am Adjourn Community Healthy Board Meeting, Open Workshop

11. 12:09am Adjourn Workshop Meeting

HHS OBO Warrants

12/31/20	591.95	OBO Venricor
	139.04	3 Payments less than 300
	730.99	Total

Commissioner Warrants

12/31/20	200,278.83	General Revenue Fund
	84,924.76	Public Works Fund
	50.54	Human Service Fund
	48,207.97	Solid Waste Fund
	63,748.33	Jail Commissary Fund
	48,759.49	Justice Center Enterprise Fund

57,774.14	Agency Collections
6,919.00	Taxes & Penalties Fund
510,663.06	Total

Commissioner Warrants – Forfeited Land Settlement 2020

12/23/20	246,551.54	Forfeited Land Sale
	246,551.54	Total

Manual Warrants

12/31/20	4,892.38	Agency Collections
	4,892.38	Total

Commissioner Warrants (2)

1/7/21	67,787.49	Human Service Fund
	225.00	Agency Collections
	68,012.49	Total

Commissioner Warrants

1/7/21	480.00	Databank IMX LLC
	1,456.09	Real Time Translations, Inc
	64,340.95	Sherburne County Auditor Treasurer
	950.00	U S Post Office
	785.45	7 Payments less than 300
	68,012.49	Total

Commissioner Warrants – Business Relief Grant

1/8/21	60,310.00	General Revenue Fund
	60,310.00	Total

Commissioner Warrants

1/8/21	1,520,427.32	General Revenue Fund
	255,038.08	Public Works Fund
	1,131.95	Human Service Fund
	562.41	Law Library Fund
	182.95	Solid Waste Fund
	11,200.22	Jail Commissary Fund
	6,385.27	Sherco Regional Rail Authority
	150,913.05	Justice Center Enterprise Fund
	6,902.25	Agency Collections
	1,952,743.50	Total

Manual Warrants

1/8/21	8,910.56	Agency Collections
	8,910.56	Total

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Raeanne Danielowski

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Raeanne Danielowski, Chairperson

2/2/2021

Date

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Bruce Messelt

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Bruce Messelt, Administrator

2/2/2021

Date

