



Sherburne County Board of Commissioners

June 1, 2021 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 1, 2021, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am.

1 Moment of Silence and Pledge of Allegiance

2 Approval of Regular Meeting Proposed Agenda

Dolan/Fobbe unanimous to approve Meeting Agenda as amended adding FY 22-23 Community Living Infrastructure Grant from the Department of Human Services (DHS) as item 5.7 to the Regular Agenda.

2. 9:01am Consent Agenda

Schmiesing/Burandt unanimous to approve the Consent Agenda as amended with moving Consent Agenda item 3 and 16 to the Regular Agenda. Item 3 was moved for additional content and item 16 for clarification.

1 Approved County Board Meeting Minutes: May 18, 2021.

2 Approved County Board Workshop Meeting Minutes: May 18, 2021

4 Amending 2021 Legislative Priorities.

Administration

Bruce Messelt, County Administrator

Approved amending 2021 Legislative Priorities for Sherburne County, to include efforts to secure State and/or federal funding for potential new Regional Park planning, acquisition, and development. (On file.)

5 Ratification of the Joint Powers Agreement with MN Department of Corrections for Reimbursement of Prosecution Costs.

Attorney

Kathleen Heaney, County Attorney

Approved to ratify the Joint Powers Agreement (JPA) between the MN Department of Corrections (DOC) and the County Attorney's Office to allow the reimbursement of prosecution costs, up to a maximum of \$15,000, for the time period of July 1, 2021 to June 1, 2022, and authorize the County Attorney to execute the agreement. (On file.)

6 Commissioner & Manual Warrants

Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved Commissioner & Manual Warrants as follows:

May 14, 2021 Commissioner Warrants \$462,472.41

May 14, 2021 Manual Warrants \$7,719.25

May 21, 2021 Commissioner Warrants \$779,615.08

May 21, 2021 Manual Warrants \$557,107.62

- 7** Resolution 060121-AD-2045 - Forfeited Land Sale Preparation. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved Resolution 060121-AD-2045 pertaining to preparations by the County Auditor's Office for the Tax Forfeited Land Sale, date to be decided later, authorizing County Board Signatures on the classification certification of forfeited land, and appointing the County Assessor so as to set minimum sale prices for the properties.
- 8** Renewal of Remote Electronic Monitoring (REAM) Grant with Minnesota Department of Corrections for FY 2022 & FY 2023. Community Corrections
J Hancuch, Community Corrections Department Head
 Approved renewal of Remote Electronic Alcohol Monitoring (REAM) Grant with the Minnesota Department of Corrections for FY 2022 and FY 2023 in amount of \$15,000 per year. Contract start date of July 1, 2019 and expiration date of June 30, 2023.
- 9** HHS IFS Admin Deb 5-21-21 Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Warrants as follows:

 May 21, 2021 HHS IFS Admin Deb \$90,417.97
- 10** Amendment to System of Care Grant Agreement. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved the amendment to System of Care Grant Agreement to receive an additional \$72,194. Contract start date of November 2, 2018 and expiration date of September 29, 2021. (On file.)
- 11** Use of \$22,000 from YES Account for Detention Lighting Upgrade. Maintenance
Steve Becker, Maintenance Department Head
 Approved use of \$22,000 from the YES Account to upgrade lighting in a portion of the Jail Detention area. Tradewinds Electric LLC will be the awarded contractor. Work is expected to start summer of 2021 and be completed by fall 2021.
- 12** Use of \$22,000 from YES Account for the Concrete Replacement Northwest Portion of the Government Center Campus. Maintenance
Steve Becker, Maintenance Department Head
 Approved use of \$22,000 from the YES account for concrete replacement on the northwest portion of the government center campus. North Country Concrete was the awarded contractor with work starting June 7th, 2021 with an estimated completion date of June 14th or soon thereafter.
- 13** AAA Striping Service as Lowest Responsible Bidder for the 2021 Pavement Markings Project (CP 71-PM-021). Public Works
Andrew Witter, Public Works Department Head
 Approved the lowest responsible bidder, AAA Striping Service with a bid of \$353,678.24, for the 2021 Pavement Markings on various County Roads (Project No. CP 71-PM-021). Project construction dates will be contracted from July 6, 2021 through October 22, 2021.

- 14** Knife River Corporation as Lowest Responsible Bidder for the 2021 CSAH Public Works
2 Resurfacing Project (SAP 71-602-005 & SAP 71-602-006).

Andrew Witter, Public Works Department Head

Approved the lowest responsible bidder, Knife River Corporation-North Central with a bid of \$2,332,277.07, for the 2021 resurfacing of CSAH 2 from CSAH 2 to E Co Line & CSAH 2 from Hwy 169 to south of 323rd Ave NW (Project No. SAP 71-602-005 & SAP 71-602-006). Project construction dates will be contracted from August 2, 2021 through September 3, 2021.

- 15** Meyer Contracting Inc. as Lowest Responsible Bidder for the 2021 Hwy Public Works
169 R-cut turn lanes (SP 7106-89).

Andrew Witter, Public Works Department Head

Approve a lowest responsible bidder, Meyer Contracting Inc. with a bid of \$815,746.72, for the 2021 Hwy 169 R-cut turn lanes at CSAH 19 & CSAH 25 (Project No. SP 7106-89). Project construction dates will be contracted from July 6, 2021 through September 24, 2021.

- 17** 2021 State of MN Annual County Boat and Water Safety Grant Sheriff
Contract.

Joel Brott, County Sheriff

Approved the 2021 State of MN Annual County Boat and Water Safety Grant Contract for \$10,568. Term of the grant is from January 1, 2021 - June 30, 2022, with Grant funds set to expire on June 30, 2022.

- 18** Joint Powers Agreement Between Sherburne County and the MN Sheriff
Bureau of Criminal Apprehension for the MN Internet Crimes Against
Children Task Force.

Joel Brott, County Sheriff

Approve Resolution 060121-AD-2044 and a Joint Powers Agreement (JPA) between Sherburne County and the Minnesota Bureau of Criminal Apprehension (BCA) for the MN Internet Crimes Against Children Task Force (MICAC). The JPA will remain in effect until May 31, 2024. (On file.)

- 19** Out-of-State Travel Request for Sheriff's Office/Jail Employees to Sheriff
Attend ProPhoenix Advanced Training.

Joel Brott, County Sheriff

Approve out-of-state travel for six Sheriff's Office/Jail employees to attend the ProPhoenix Advanced Training at Kalahari Resort and Convention Center in Wisconsin Dells, WI, from September 27-30, 2021, at a total estimated cost of \$6,611.

- 9:03am 2a.** Appoint Commissioner Burandt as Potential Policy Committee Member for the Administration
Mississippi River/St. Cloud Watershed 1W1P Application.

Bruce Messelt, County Administrator

Schmiesing/Fobbe unanimous to approve the appointment of Commissioner Burandt as Sherburne County's Potential Policy Committee Member and Commissioner Danielowski as the alternate for the Mississippi River/St. Cloud Watershed 1W1P Application.

- 9:04am 2b.** Transfers from the Unallocated Recorders Compliance Fund to Various Recorder
Departments for the 2022 Budget Year.

Michelle Ashe, County Recorder

Schmiesing/Dolan unanimous to approve transfers from the Unallocated Records Compliance Fund to Various Departments for the 2022 Budget Year. (On file.)

3. 9:06am Open Forum - Please sign up at the table in the back of the Board Room

No one was present.

4. 9:06am Announcements

- 1** County Information and Board Correspondence. Administration

Bruce Messelt, County Administrator

Administrator Bruce Messelt informed the Board that Jodi Heurung-Dick authored a State Statute that was signed by the Governor for Health & Human Services Policy and Finance Bill and is now State Law. Administrator Messelt also provided the Board with a legislative update and reviewed a press release from the GSDC on a recently completed Labor Survey which was presented to the Board. The Board also reviewed a copy of the City of Clearwater's Resolution extending application of its subdivision regulations to unincorporated territory located within two miles of its limits.

- 2** Scheduled Event for Employee Anniversary Recognition. Administration

Bruce Messelt, County Administrator

Administrator Messelt informed the Board of an upcoming Employee Anniversary Recognition on June 29th at 10:00am located in the tent next to the Maintenance shed on the government center campus. Staff who had an anniversary from July 2020 - December 2020 and January 2021 - June 2021 will be recognized for their years of service.

- 3** Notice of Special Meetings and Meeting Cancellation. Administration

Bruce Messelt, County Administrator

Administrator Messelt reviewed special meeting notices to be posted regarding upcoming special meetings and meeting cancellations/changes. The July 13th County Board meeting will be rescheduled for July 15 at 10:00 in the Board Room. This change was made due to NACo Annual Conference in Washington, D.C.

5. 9:11am Regular Agenda

- 9:11am 1** Presentation by Sherburne County Safe Roads Coalition. Sheriff

Roxanne Schreder, Patrol Deputy/Crim Prevention & Becky Putzke, Law Enforcement Liaison-Traffic Safety

The Sherburne County Safe Roads Coalition presented information to the County Board regarding a recently completed project with a local student, Zachary Knapp. Patrol Deputy/Crime Prevention Roxanne Schreder introduced Mr. Knapp to the Board and Knapp proceeded to present the Board with how this project came to be. Following the presentation, Knapp was presented with a challenge coin from the Minnesota Toward Zero Deaths (TZD) initiative by Becky Putzke a Law Enforcement Liaison for Office of Traffic Safety.

- 9:30am 2** Acceptance and Award for Provision of Human Resource Information System Services to ADP Inc. Human Resources

Tammy Bigelow, HR Director

Burandt/Fobbe unanimous to approve ADP, Inc. as Sherburne County's Human Resource

Information System (HRIS) Service Provider, contingent upon negotiation of a final Agreement by the County Administrator and Human Resources Director (with guidance from the County Attorney's Office), and authorized the County Board Chair to execute said final agreement. A cost of \$181,475.50 from the County's Year End Savings (YES) account for the initial purchase and implementation costs.

- 9:36am** **3** AO Docs as a Technology Solution for Social Services Electronic Filing System. Health & Human Services
- Amanda Larson, HHS Director*
- Burandt/Dolan unanimous to approve AO Docs as a Technology Solution for Social Services Electronic Filing System, authorized use of HHS Reserves for said purchase and implementation costs in a not-to-exceed-amount of \$200,000, and directed the County Auditor/Treasurer to undertake any necessary adjustments the County's and Department's annual 2021 budget.
- 9:49am** **4** American Rescue Plan Act (ARPA) Update and Recommended Approvals and Expenditures. Administration
- Dan Weber, Assistant County Administrator*
- Dolan/Fobbe unanimous to approve of Resolution 060121-AD-2043 accepting the coronavirus local fiscal recovery fund allocation of \$18,887,342 from the United States Treasury.
- 2) Schmiesing/Burandt unanimous to approve the bi-weekly ARPA related expenditures:
- a) Expenses < \$50k = \$87,840.29 - list attached
 - b) Expenses > \$50k
 - i) Fobbe/Burandt unanimous to approve HHS Staffing Request totaling \$276,114.
 - Eligibility Specialist FTE Grant
 - ii) Fobbe/Burandt unanimous to approve the Attorney Staffing Requests totaling \$841,081.
 - Contract Attorney
 - Admin Assistant FTE
 - Current Office Asst at 28 hours to 40 hours with benefits
 - Staff Attorney FTE (1/1/22)
- 3) Discussed preliminary business relief guidelines/parameters. The Board provided direction per discussion.
- 10:16am** **5** FY 22-23 Community Living Infrastructure Grant from the Department of Health & Human Services Human Services (DHS)
- Amanda Larson, HHS Director*
- Sherburne County responded to a Community Living Infrastructure RFP in early April for a 1FTE Housing Resource Specialist at a cost of \$233,048 (two-year grant award). What was awarded was \$101,820. This covers the cost of a .5FTE + technology expenses. HHS is seeking for Board direction on acceptance or forfeiture of the grant award and if accepted, direction to proceed with a .5FTE or 1 FTE.
- 10:25am** **6** COVID-19 Pandemic Update and County Response. Health & Human Services
- Nicole Ruhoff, CHS Administrator, Staci Hecht, Risk Management Specialist, Bruce Messelt, County Administrator*
- CHS Administrator Nicole Ruhoff provided the Board with COVID-19 rates, 14 day formula, vaccine data and vaccine clinic updates. It was determined that these updates will now be

provided in written form to the Board on a monthly basis and a presentation update will be provided during the Community Health Board Meetings.

Dolan/Burandt unanimous to approve recommended updates to the COVID-19 Preparedness Plan (on file), to include the following major changes:

- Employees no longer need to complete online health screening but should self-screen for symptoms prior to arriving to work
- Remove language related to employee social distancing requirements and room capacity limitations
- Remove language related to requirement to wear face coverings
- Remove requirements of customers to maintain social distance, limit number of people in an area, and exchange of payment precautions
- Remove language related to customers wearing face coverings

- 10:37am 7** Planning and Zoning Discussion About Performance Standards for Exterior Storage of Vehicles. Planning & Zoning
- Marc Schneider, County Planner*
- County Planner Marc Schneider and Solid Waste Administrator Dave Lucas presented on the issue of excessive vehicle storage on residential properties, reviewed draft ordinance language, and solicited County Board guidance on suggested next steps.

6. 11:10am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Dolan - EDA, CMRP, Met with Elk River YMCA

Commissioner Fobbe - Law Library Board, GRRL Board of Trustees, SUP, Tri-County Solid Waste , Tri-Cap Annual Meeting, AMC Futures Discussion, 1 Watershed 1 Plan Policy meetingw1p policy

Commissioner Schmiesing - AMC, Tri-County Solid Waste

Commissioner Burandt - Community Partners meeting with ISD 728, SCHSAC Executive Meeting, Central Mississippi Meeting, Hwy 10 Corridor Study

Commissioner Danielowski - EDA, Options, Big Lake Township meeting, CMRP

7. 11:12am Recess

8. 11:24am Reconvene, Open Closed Session

- 11:24am 1** Closed Meeting Pursuant to Minnesota Statute 13D.05, Subd. 2b. Attorney
- Kathleen Heaney, County Attorney*
- Provision of information pursuant to statute for the purpose of discussion was held.

9. 12:09pm Close Closed Session, Adjourn Meeting

Manual Warrants

5/14/21	7,719.25	Agency Collections
	7,719.25	Total

Commissioner Warrants

5/14/21	137,617.08	General Revenue Fund
	227,036.62	Public Works Fund
	50.54	Human Service Fund
	963.46	County Ditch Fund
	42,845.29	Jail Commissary Fund
	50,238.98	Justice Center Enterprise Fund
	3,720.39	Agency Collections
	462,472.36	Total

Warrants

4/30/21	449.25	All In One Translation Agency, LLC
	331.19	Anez/Janee
	12,230.48	Benton County Public Health
	870.47	Captivated LLC
	376.00	Centracare Health Ed & Pro Develop. Dept
	28,227.47	Central Mn Jobs & Training
	390.00	Databank IMX LLC
	321.00	DNA Diagnostics Center
	311.92	Jakes/Samantha
	526.85	Lees/Mark F
	348.00	Lexis Nexis
	344.33	McKesson Medical- Surgical Government
	8,269.21	Mn Dept Of Human Services – SWIFT
	1,178.05	Mn Dept Of Human Services-SWIFT
	660.00	Seven County Process Servers, LLC
	4,471.20	Sherburne Co Sheriff
	3,259.00	Stearns Co Human Services
	6,000.00	USPS-POC
	20,079.10	Wright County Health & Human Services
	2,073.49	19 Payments less than 300
	90,717.01	Total

Commissioner Warrants

5/21/21	83,482.49	Human Service Fund
	7,234.52	Agency Collections
	90,717.01	Total

Commissioner Warrants

5/21/21	271,783.24	General Revenue Fund
	7,286.12	Public Works Fund
	7,715.75	Human Service Fund
	962.09	County Ditch Fund
	960.00	Law Library Fund
	14,550.11	Solid Waste Fund
	18,618.71	Jail Commissary Fund
	345,361.03	Sherco Regional Rail Authority
	109,078.03	Justice Center Enterprise Fund
	123.00	Agency Collections
	3,177.00	Taxes & Penalties Fund
	779,615.08	Total

Manual Warrants

5/21/21	3,323.63	General Revenue Fund
	553,783.99	Agency Collections
	557,107.62	Total

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Raeanne Danielowski

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Raeanne Danielowski, Board Chairperson

6/15/2021

Date

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Bruce Messelt

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Bruce Messelt, Administrator

6/15/2021

Date