



Sherburne County Board of Commissioners

July 15, 2021 - County Board Meeting Minutes

1. 10:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on July 15, 2021, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 10:00am. Commissioner Burandt was absent.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Schmiesing/Dolan unanimous with to approve the County Board Meeting agenda as amended with the addition of item 2.17 being approved contingent upon County Attorney approval.

2. 10:04am Consent Agenda

- 1 Approved Regular Meeting Minutes: June 15, 2021
- 2 Approved Workshop Meeting Minutes: June 15, 2021
- 3 Approved Special Workshop Meeting Minutes: June 15, 2021
- 4 CARES Related Expense Approval. Administration
Dan Weber, Assistant County Administrator
Approved CARES related expense of \$5,607.45 for invoice related to the County Wellness Van.
- 5 2021-2022 Liquor License Applications. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved 2021-2022 Liquor License applications for 8 establishments with completed applications and 1 establishment with an incomplete application (contingent upon Sheriff and County Attorney signatures)., for the license period of August 19, 2021- August 18, 2022, and authorized the Auditor/Treasurer and Chairperson to execute said licenses.
- 6 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:
June 11, 2021 Commissioner Warrants \$1,946,530.31
June 11, 2021 Commissioner Warrants APRA \$6,450.00
June 11, 2021 Manual Warrants \$16,881,031.92
June 18, 2021 Commissioner Warrants \$469,253.37
June 18, 2021 Commissioner Warrants-70% Est Towns & Cities Payout P1 \$7,176,986.82
June 18, 2021 Manual Warrants \$8,320,392.68
June 25, 2021 Commissioner Warrants \$1,149,663.35
June 25, 2021 Manual Warrants \$588,476.44
June 30, 2021 Manual Warrants \$5,187.00
July 2, 2021 Commissioner Warrants \$828,558.69
July 2, 2021 Manual Warrants \$4,142.57
July 6, 2021 Commissioner Warrants-Final Settlement P1 \$4,682,635.88
- 7 Minutes and Authorization of Signatures for the County Board of Auditor / Treasurer
Appeal and Equalization Meeting Held on June 15th, 2021.
Diane Arnold, County Auditor/Treasurer
Approved Minutes and authorized County Board Members' signature on the Official Documents

from the County Board of Appeal and Equalization meeting held on June 15th, 2021.

- 8** Auditor-Treasurer's Monthly Report for June 2021. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Received and reviewed the June 2021 Financial Report from the County Auditor-Treasurer.
- 9** Proclamation of July 18-24 as Sherburne County Community Corrections Pretrial, Probation and Parole Supervision Week. Community Corrections
J Hancuch, Community Corrections Department Head
 Approved a Proclamation designating July 18-24, 2021 as Sherburne County Community Corrections Pretrial, Probation and Parole Supervision Week.
- 10** 06-28-21 HHS OBO Warrants. Health & Human Services
Amanda Larson, Director of HHS
 Approved 06-28-21 HHS OBO Warrants as follows:
 June 28th, 2021 HHS OBO Warrants \$20,618.36
- 11** Housing Support Letter for Hillside Heights Housing Development. Health & Human Services
Amanda Larson, Director of HHS
 Approved to ratify staff signature of Letter of Support for proposed Housing Support for Hillside Heights Housing Development in Elk River.
- 12** On-Site Childcare Contract with YMCA of the Greater Twin Cities. Health & Human Services
Amanda Larson, Director of HHS
 Approved a contract for drop in child care with the YMCA for 16 hours/week of on-site child care per week for the contract term of 8/02/2021 through 12/31/2021, at a cost not to exceed \$20,000, with \$14,085 to be paid directly from funds received through the MFIP Consolidated Fund.
- 13** Set Public Hearing Date of August 3rd, 2021 for Consideration of Amending County Ordinance No. 241 Subsurface Sewage Treatment System Low Interest Loan Program (Rescheduled). Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Approved the scheduling and advertisement of 9:00am or later on August 3rd, 2021 for a Public Hearing to consider amending County Ordinance No. 241 Subsurface Sewage Treatment System Low Interest Loan Program to include well replacement as an eligible activity when deemed necessary for repair or replacement of septic systems.
- 14** Final Payment for the 2019 Reconstruction of CSAH 16 (SAP 71-616-018). Public Works
Andrew Witter, Public Works Department Head
 Authorized final contract payment with Minnesota Paving & Materials for project# SAP 71-616-018 for the Reconstruction of CSAH 16 from CSAH 11 to CR 93.
- 15** Memorandum of Agreement to Apply for Legacy Funding through the Greater Minnesota Regional Parks and Trails Commission. Public Works
Gina Hugo, Park Coordinator
 Approved Memorandum of Agreement to apply for Legacy funding through the Greater Minnesota Regional Parks and Trails Commission for acquisition of park land.
- 16** County Engineer to Attend the 2021 Transportation Alliance Conference, September 20-23, 2021. Public Works
Andrew Witter, Public Works Department Head
 Authorized the County Engineer to attend the 2021 Transportation Alliance Conference,

September 20-23, 2021 in Washington DC. Total cost not to exceed \$1,900.00.

- 17** Agreement with Evergreen Services in the amount of \$338,795.10 to Provide Right-of-Way Services for the Reconstruction of County Road 73, County Road 65, & County State Aid Highway 20. Public Works
Andrew Witter, Public Works Department Head
 Approved agreement with Evergreen Services in the amount of \$338,795.10 to provide right of way services for the reconstruction of County Road 73, County Road 65, & County State Aid Highway 20. The term of this agreement shall commence on July 15, 2021 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. Such approval is contingent upon the County Attorney's review and approval.
- 18** Knife River as Lowest Responsive Bidder for the 2021 County Rd 42 & County Rd 70 Surface Improvements. Public Works
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Knife River, with a bid of \$1,209,310.15, for the 2021 County Road 42 and County Road 70 surface improvement projects (CP 71-642-020, CP 71-670-019, CP 71-670-020). Project start date of August 16, 2021 and an end date of September 17, 2021.
- 19** Resolution 071521-AD-2053 Authorizing the Acquisition of Property on County Road 73, County Road 65, and County State Aid Highway 20. Public Works
Andrew Witter, Public Works Department Head
 Approved Resolution 071521-AD-2053 Authorizing the Acquisition of Property on County Road 73, County Road 65, and County State Aid Highway 20. (On file.)
- 20** Resolution 071521-AD-2052 Authorizing the Acquisition of Property on County Road 63. Public Works
Andrew Witter, Public Works Department Head
 Approve Resolution 071521-AD-2052 authorizing the acquisition of Property on County Road 63. (On file.)
- 21** County Geographic Information Services (GIS) Activities and Projects. Public Works
Brett Forbes
 Received an update on County Geographic Information Services (GIS) Activities and Projects. (On file.)
- 22** 2020 Sherburne County Public Works Annual Financial Report. Public Works
Andrew Witter, Public Works Department Head
 Received and accepted the 2020 Sherburne County Public Works Annual Report. (On file.)
- 23** Resolution No.071521-AD-2055 Authorizing a State of Minnesota Agency Public Works Agreement for Advanced Construction for SP 71-613-012.
Andrew Witter, Public Works Department Head
 Approved Resolution No.071521-AD-2055 authorizing State of Minnesota Agency Agreement MnDOT Contract No. 1047722 between the Minnesota Department of Transportation and Sherburne County for Federal Participation in Advance Construction for SP 071-613-012, STPF 7121(235), effective July 15, 2021 and in effect for up to five (5) years. The project was approved to receive \$598,000 in federal fiscal year 2021 and \$1,031,000 in federal fiscal year 2024. Federal FY 2021 runs from July 2020 to June 2021; and FY 2024 runs from July 2023 to June 2024
- 24** Resolution Requesting Transfer of Excess County State Aid Municipal Construction Funds to County State Aid Regular Construction Funds. Public Works
Andrew Witter, Public Works Department Head

Approved Resolution 071521-AD-2056 requesting transfer of \$253,870 in Excess County State Aid Municipal Construction Funds to County State Aid Regular Construction Funds, as per Minnesota Statute 162.08, Subd 4 (d). (On file.)

- 25** Transfer of Park Dedication Funds. Public Works
Andrew Witter, Public Works Department Head
 Approved the transfer of \$75,000 in Park Dedication funds to County Parks for a portion of the History Center Trail project.
- 26** Transfer of YES (Year End Savings) Funds to County Parks for a Portion of Public Works
 the History Center Trail Project Cost.
Andrew Witter, Public Works Department Head
 Approved the transfer of \$25,000 in YES (Year End Savings) funds to County Parks for a portion of the costs for the History Center Trail project.
- 27** Out-of-State Travel for a Sheriff's Office Employee. Sheriff
Joel Brott, County Sheriff
 Approved out-of-state travel for a Sheriff's Office employee to attend the Foundations of Intelligence Analysis Training (FIAT) in Cheyenne, Wyoming, from July 21-25, at a cost of \$600 for registration plus necessary travel expenses.
- 28** Out-of-State Travel for a Sheriff's Office Employee. Sheriff
Joel Brott, County 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 September 20-24, 2021, in Decatur, Georgia. International Association of Law Enforcement Intelligence Analysts (IALEIA) provides all travel, housing, and meal expenses for this out-of-state training.
- 29** Out-of-State Travel for Four Sheriff/Jail Employees. Sheriff
Joel Brott, County Sheriff
 Approved of out-of-state travel for four Sheriff/Jail employees to attend the American Correctional Association 151st Congress of Correction Conference in Nashville, TN, from August 11-15, 2021, at an estimated cost of \$4,140 for registration fees plus necessary travel expenses.

3. 10:04am Announcements

- 1** County Board Correspondence. Administration
Bruce Messelt, County Administrator
 Received and reviewed official correspondences including reminders of the upcoming Special Joint Meeting between the Board and the Elk River City Council, Ice Cream Social on August 3rd thanking staff for their work through the pandemic and announced the retirement of Zoning Administrator Nancy Riddle.

4. 10:07am Open Forum

Numerous members of the public presented their positions on the 2nd Amendment and the proposed amendment of the Zoning Ordinance regarding parking.

5. 10:34am Regular Agenda

- 1** Amendment of Zoning Ordinance-255-Section 5, Definitions and Rule of Planning & Zoning
 Language Construction, Subd 2, Parking Surface, Motor Vehicle,
 Operable Motor Vehicle.

10:34am

Nancy Riddle, Planning & Zoning Administrator

Schmiesing/Dolan approved with a 3-1 vote to amend Zoning Ordinance-255-Section 5, Definitions

and Rules of Language Construction, Subd 2, to establish definitions for Improved Parking Surface, Motor Vehicle, Operable Motor Vehicles. (On file.) Zoning Administrator Nancy Riddle displayed a presentation explaining the proposed amended ordinance in more detail. Commissioner Schmiesing Yae, Commissioner Fobbe Nay, Commissioner Danielowski Yae, Commissioner Dolan Yae.

- 11:03am** **2** Amendment of Zoning Ordinance-256-Section 17, General Development Planning & Zoning Regulations, Subd 2, Parking and Loading Regulations Proposal.
Nancy Riddle, Planning & Zoning Administrator
Dolan/Schmiesing unanimous to send the item back to the Planning Commission for a second Public Hearing based upon changes that staff has recommended subsequent to the last hearing, regarding amendments to Zoning Ordinance-256-Section 17, General Development, Subdivision 2, Parking Regulations by adding Item 12. "Permitted Parking Areas for Residential Platted Lots", to the County Zoning Ordinance. (On file.)
- 11:10am** **3** Amendment of Zoning Ordinance-257-Section 18, Administration and Planning & Zoning Enforcement, Subd 3, relating to the Board of Adjustment and Variances.
Nancy Riddle, Planning & Zoning Administrator
Dolan/Fobbe unanimous to approve to send the item back to the Planning Commission for clarification of language and recommended proposals regarding the amendment of Zoning Ordinance-257-Section 18, Administration and Enforcement, Subd 3, relating to the Board of Adjustment and Variances. (On file.)
- 11:21am** **4** Resolution #071521-AD-2051 Requesting MPCA Review and Approve the Planning & Zoning Sherburne County Solid Waste Management Plan.
Gabrielle Holman, Environmental Specialist
Schmiesing/Dolan unanimous to approve Resolution #071521-AD-2051, requesting MPCA review and approval of the Sherburne County Solid Waste Management Plan. (On file.)
- 11:22am** **5** County Road 79 and 209th Ave Road Transfers with Big Lake Township Public Works and Elk River.
Andrew Witter, Public Works Department Head
Dolan/Fobbe approved with a 3-1 vote, the jurisdictional transfers of County Road 79 and 209th Ave with Big Lake Township and Elk River. Citizen Terry Adler was present for comment. Commissioner Schmiesing Yae, Commissioner Fobbe Yae, Commissioner Danielowski Nay, Commissioner Dolan Yae.
- 11:36am** **Recess, Reconvene Regular Agenda**
- 11:45am** **6** ARPA Update from County Staff. Administration
Dan Weber, Assistant County Administrator
Assistant County Administrator Dan Weber provided the Board with an update on the latest ARPA guidance and discuss upcoming priorities.
- 11:49am** **7** Resolution No. 071521-AD-2056 Rescinding Declaration of Local Administration Emergency (COVID-19).
Bruce Messelt, County Administrator
Schmiesing/Dolan unanimous to approve Resolution No. 071521-AD-2056 Rescinding Declaration of Local Emergency for Responding to the COVID-19 Global Pandemic. (On file.)
- 6. 11:50am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
Commissioner Fobbe - SUP, Great Northern Trail Public Engagement, Story Stroll Announcement, TriCap, Employee Anniversary Celebration, Empathy & Equity, City of Princeton & Princeton Airport Joint meeting, Met with Congressman Emmer & Senator Benson, MICA, SCAT

Commissioner Dolan - Met with Congressman Emmer & Senator Benson, Trail Meeting in Princeton, CMRP, EDA, NACo Conference

Commissioner Schmiesing - SCAT, Metropolitan Services Board, Santiago Township Meeting

Commissioner Danielowski - Board of Appeals, EDA, Conexus Energy Presentation, Business Visit, 4-H Meeting, CMRP, Options Board Meeting, CMRP Branding Meeting, Met with Congressman Emmer & Senator Benson, Violent Offender Task Force Meeting, NACo Conference, SCAT

Reminder of Sherburne County Fair this week!

7. 11:57am Adjourn Regular Meeting, Open Community Health Board Meeting

8. 12:15pm Adjourn Community Health Board Meeting

9. 12:15pm Reconvene, Open Closed Session

1 Closed Session for Negotiation Strategy (M.S. 13D.03). Human Resources

Tammy Bigelow

The Board entered a closure of the meeting for discussion of labor negotiations, pursuant to Minnesota Statutes 13D.03.

10. 1:06am Close Closed Session, Open Workshop

11. 2:35pm Adjourn Workshop Meeting

Commissioner Warrants

6/11/21	617,686.70	General Revenue Fund
	1,101,153.50	Public Works Fund
	6,229.03	Law Library Fund
	19,374.87	Solid Waste Fund
	60,169.59	Jail Commissary Fund
	121,255.44	Justice Center Enterprise Fund
	5,755.25	Agency Collections
	14,905.93	Taxes & Penalties Fund
	1,946,530.31	Total

Commissioner Warrants - ARPA

6/11/21	6,450.00	General Revenue Fund
	6,450.00	Total

Manual Warrants

6/11/21	10,378.18	Agency Collections
	2,003,172.51	Taxes & Penalties Fund
	14,867,481.23	School Districts Collections
	16,881,031.92	Total

Commissioner Warrants

6/18/21	323,097.46	General Revenue Fund
	31,999.67	Public Works Fund
	16,437.84	Solid Waste Fund
	26,403.82	Jail Commissary Fund
	245.56	Sherco Regional Rail Authority
	27,881.52	Justice Center Enterprise Fund

41,671.50	Agency Collections
1,516.00	Taxes & Penalties Fund
469,253.37	Total

Commissioner Warrants – Cities/Townships

6/18/21	7,176,986.82	Towns & Cities Collections
	7,176,986.82	Total

Commissioner Warrants

6/25/21	326,529.67	General Revenue Fund
	44,532.88	Public Works Fund
	227.55	County Ditch Fund
	21,107.25	Solid Waste Fund
	8,704.49	Jail Commissary Fund
	69.37	Sherco Regional Rail Authority
	28,353.87	Justice Center Enterprise Fund
	699,962.75	Agency Collections
	20,175.52	Taxes & Penalties Fund
	1,149,663.35	Total

Manual Warrants

6/25/21	585.65	General Revenue Fund
	587,890.79	Agency Collections
	588,476.44	Total

HHS OBO Warrants (2)

6/28/21	2,336.11	OBO 4Imprint
	6,956.83	OBO Amazon
	2,875.00	OBO Center for Breastfeeding
	580.00	OBO Holiday Station Store
	3,113.69	OBO Innovative
	800.00	OBO Speedway
	1,629.48	OBO UW PCR Programs
	1,107.60	OBO Walmart
	1,219.65	9 Payments less than 300
	20,618.36	Total

Manual Warrants

6/30/21	5,187.00	Agency Collections
	5,187.00	Total

Commissioner Warrants

7/2/21	581,499.53	General Revenue Fund
	17,357.58	Public Works Fund
	6,425.66	Solid Waste Fund
	197,714.92	Jail Commissary Fund
	13,169.66	Justice Center Enterprise Fund
	900.00	Agency Collections
	11,491.34	Taxes & Penalties Fund
	828,558.69	Total

Manual Warrants

7/2/2021	4,142.57	Agency Collections
	4,142.57	Total

Commissioner Warrants Final Settlement P1

7/6/21	18,895.81	General Revenue Fund
	57,980.54	Metropolitan Transit Fund
	757,004.07	Hra & Ec Dev Fund
	9.67	Hospital District Collections
	1,640.60	Agency Collections
	48,495.65	School Districts Collections
	3,798,609.54	Towns & Cities Collections
	4,682,635.88	Total

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Raeanne Danielowski

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Raeanne Danielowski, Chairperson

8/3/2021

Date

DocuSigned by:

Bruce Messelt

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Bruce Messelt, County Administrator

8/3/2021

Date