



Sherburne County Board of Commissioners

October 5, 2021 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on October 5, 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
Fobbe/Dolan were unanimous to approve the Regular Meeting Agenda as amended with the addition of Special County Board Meeting Minutes as item 2.17 Risk Management Specialist Travel to PRIMA as item 2.18.

2. 9:02am Consent Agenda

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

- 1 Approved County Board Meeting Minutes: September 21, 2021
- 2 Approved County Workshop Meeting Minutes: September 21, 2021
- 3 Limited Prosecution Agreement with Becker Township. Attorney
Kathleen Heaney, County Attorney
Approved a limited prosecution agreement with Becker Township and authorized the County Attorney to execute the same. (On file.)
- 4 Identify "County Park Fund" on Levy Resolution for 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and authorized the County Auditor-Treasurer to add a line to the 2022 Levy Resolution for "County Park Fund" and to identify within the General Fund the same within the property tax system. (On file.)
- 5 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:

September 14, 2021 Commissioner Warrants \$163,821.69
September 17, 2021 Commissioner Warrants \$523,551.07
September 17, 2021 Manual Warrants \$752,682.30
September 24, 2021 Commissioner Warrants #1 \$3,033.50
September 24, 2021 Commissioner Warrants #2 ARPA \$215,520.00
September 24, 2021 Commissioner Warrants #3 \$2,859,023.11
September 24, 2021 Manual Warrants \$10,917.72
- 6 Foster Care Transportation Agreement. Health & Human Services
Jodi Heurung-Dick
Approved the foster care transportation agreement with Success Academy Charter School in St. Cloud. This agreement shall be in effect from October 1, 2021 - June 30, 2022.(On file.)
- 7 HHS IFS Admin Warrants 9-24-21. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants as follows:

September 24, 2021 HHS IFS Admin Warrants \$30,654.93

- 8** Revisions to Sherburne County Rules and Personnel Policies. Human Resources
Tammy Bigelow, Dan Weber, Assistant County Administrator
 Approved the two (2) recommended revisions to the Sherburne County Rules and Personnel Policies - Chapter 9.1.6.2 (Promotion) & 17.5.2 (Expense Policies). (On file.)
- 9** City of Elk River Recycling Day Expenditure. Planning & Zoning
Gabrielle Holman, Environmental Specialist
 Approved reimbursing the City of Elk River an additional \$763.58 to cover all eligible costs that were accrued during their spring Recycling Day event.
- 10** Revocation of Conditional Use Permit at the Request of Property Owner. Planning & Zoning
Lynn Waytashek, Assistant Planning & Zoning Administrator
 Approved by Resolution 100521-AD-2065 the revocation of an existing Conditional Use Permit (Doc # 260521), at the request of property owners. (On file.)
- 11** Final Contract Payment with New Look Contracting, Inc for Project # SP Public Works
 071-601-024 for 2020 CSAH 1 Reconstruction.
Andrew Witter, Public Works Department Head
 Authorized final contract payment with New Look Contracting Inf for project # SP 071-601-024 for 2020 CSAH 1 Reconstruction from Hwy 10 to BNSF Railroad.
- 12** Amended Agreement with SRF Consulting Group for TH 169 R-Cut Design and Construction Phase Services. Public Works
David Roedel, Assistant Public Works Director
 Approved an Amended Agreement with SRF Consulting Group in the amount of \$146,312 for TH 169 R-Cut Design and Construction Phase Services. The term of this amendment shall commence on the Amendment Effective Date of October 5, 2021 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County unless earlier terminated pursuant to the terms of the Agreement. (On file.)
- 13** Amended Agreement with HDR Engineering for County Road 43 Design Phase Services. Public Works
David Roedel, Assistant Public Works Director
 Approved an Amended Agreement with HDR Engineering in the amount of \$28,663 for County Road 43 Design Phase Services. The term of this amendment shall commence on the Amendment Effective Date of October 5, 2021 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County, unless earliest terminated pursuant to the terms of the Agreement. (On file.)
- 14** Park Memorial Request for Oak Savanna Park. Public Works
Gina Hugo, Park Coordinator
 Approved a request for a Leopold Memorial Bench to be placed at Oak Savanna Park.
- 15** 2021-2022 Toward Zero Death (TZD) Safe Roads Grant and Authorizing Sheriff
 by Resolution 100521-AD-2066 Execution of Grant Agreement.
Joel Brott, County Sheriff
 Approved the acceptance of the 2021-2022 Toward Zero Death (TZD) Safe Roads Grant and authorized by Resolution 100521-AD-2066 Execution of said Grant Agreement. A total of \$8,110 will be eligible to be spent regarding traffic safety efforts via this grant award from October 1, 2021 through September 30, 2022. (On file.)

- 16** Zimmerman Public Safety Building as Precinct 1 Polling Place for the City Sheriff of Zimmerman.
Joel Brott, County Sheriff
Approved the City of Zimmerman's request to utilize the Zimmerman Public Safety Building as a Precinct 1 Polling Place for the 2022 primary and general elections.
- 18** Special County Board Meeting Minutes: September 21, 2021 Administration
Approved Special County Board Meeting Minutes: September 21, 2021
- 17** Out-of-State Travel to Public Risk Management Association (PRIMA) Institute 2021 Human Resources
Tammy Bigelow, HR Director
Approved out-of-state travel for Staci Hecht (Risk Management Specialist) to attend the Public Risk Management Association (PRIMA) Institute in Nashville, Tennessee on October 27 - 29, 2021. The total cost of attending is approximately \$1,873.

3. 9:03am Announcements

Administrator Messelt provided facility updates pertaining to work being done on the roof, doors and flooring in the Government Center and reminded the group of upcoming meetings. The Board was polled to see when an ARPA Workshop would work best. The group consensus was to add the workshop to the October 19th County Board Meeting agenda.

4. 9:05am Open Public Hearing

- 1** Public Hearing of On-Off Sale with Sunday Liquor License for Bar 10. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
The Chair opened the Public Hearing at 9:06am, for On-Off Sale with Sunday Liquor License for Bar 10 (formally Monty's Tropical Hideout). The Public Hearing was closed at 9:07am. Nobody from the public was present to comment. Schmiesing/Fobbe were unanimous to approve an On-Off Sale with Sunday Liquor License for new ownership of Monty's Tropical Hideout (new name Bar 10), pending state approval, and authorized the Auditor-Treasurer and Chairperson to execute said license.

5. 9:07am Open Forum

Brett Collier of Big Lake spoke regarding Tax Abatements.

6. 9:11am Regular Agenda

- 9:11am 1** Tax Abatement for Carlson Development Group LLC/Premier Marine. Administration
Dan Weber, Assistant County Administrator
Fobbe/Burandt to approve with a 4-0 vote Resolution No. 10052021-AD-2064 authorizing the requested abatement of the County Property taxes relating to the expansion project. Assistant County Administrator Dan Weber provided a presentation recapping the tax abatement for Carlson Development Group LLC/Premier Marine.(On file.) Commissioner Dolan recused himself from the item. Carlson Development Group LLC owner Chris Carlson was present for any questions. Commissioners requested a workshop on abatements for further understanding.
- 9:22am 2** Final Standard Plat of Elk Lake Oaks - N.C. Contracting Inc. Planning & Zoning
Lynn Waytashek, Assistant Planning & Zoning Administrator
Fobbe/Dolan unanimous to approve a requested Residential Final Standard Plat for "Elk Lake Oaks" consisting of (6) lots, with the following (6) Conditions, as recommended by the Planning Advisory Commission. PID # 01-031-1112. Legal Desc: That part of Government Lot 2 (full legal on file). Sec 31, Twp 35, Rge 26, Baldwin Township. 20.37 acres in the General Rural District and within the Natural Environment Shoreland District of Goose Lake and within the General Development Shoreland District of Little Elk Lake.

Conditions:

1. Park dedication fees for six (6) lots at \$4,800. Fees are paid to Public Works prior to them signing the final plat mylars.
2. Must obtain driveway access permits from Baldwin Township and Sherburne County Public Works Department prior to driveway construction.
3. The individual(s) who hold the driveway easement will need to sign off on the plat or consent as they are interest holders.
4. An NPDES permit must be submitted to the Zoning Department prior to any land disturbing activities connected to this plat. *(Completed)*
5. A Stormwater and Erosion Control Permit from the Planning and Zoning Department is required prior to any land disturbing activities connected to this plat. *(Completed)*
6. 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.

9:24am

3

Final Standard Plat of Sanford First Addition – Sanfords - Liestman, LLC. Planning & Zoning
Lynn Waytashek, Assistant Planning & Zoning Administrator

Schmiesing/Fobbe were unanimous to approve a requested Residential Final Standard Plat for "Sanford First Addition" consisting of (9) lots, with the following (5) Conditions as recommended by the Planning Advisory Commission. PID # 01-010-1302. Legal Desc: Parcel A: That part of the Northeast Quarter (full legal on file). Sec 10, Twp 35, Rge 26, Baldwin Township. 35.79 acres in the General Rural District.

Conditions:

1. Park dedication fees for the 9 new lots at \$800 per lot, totaling \$7,200. Park fees must be paid prior to the Public Works Dept. signing the plat mylars.
2. Must obtain driveway access permits from Baldwin Township and Sherburne County Public Works Department prior to driveway construction.
3. 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.
4. An NPDES permit must be submitted to the Zoning Department prior to any land disturbing activities connected to this plat.
5. A Stormwater and Erosion Control Permit from the Planning and Zoning Department is required prior to any land disturbing activities connected to this plat.

9:25am

4

Final Standard Plat of J and J Meadows - Jon and Jeff Smith. Planning & Zoning
Lynn Waytashek, Assistant Planning & Zoning Administrator

Fobbe/Dolan were unanimous to approve a requested Residential Final Standard Plat for "J and J Meadows" consisting of (5) lots, with the following (5) Conditions, as recommended by the Planning Advisory Commission. PID # 01-018-2300. Legal Desc: SW 1-4 of NW 1-4 (full legal on file). Sec 18, Twp 35, Rge 26, Baldwin Township. 33.07 acres in the General Rural District.

Conditions:

1. Park dedication fees for the 5 new lots at \$800 per lot, totaling \$4,000. Park fees must be paid prior to the Public Works Dept. signing the plat mylars.
2. Must obtain driveway access permits from Baldwin Township and Sherburne County Public Works Department prior to driveway construction.
3. 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.

4. An NPDES permit must be submitted to the Zoning Department prior to any land disturbing activities connected to this plat.
5. A Stormwater and Erosion Control Permit from the Planning and Zoning Department is required prior to any land disturbing activities connected to this plat.

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| 9:25am | 5 | <p>Amending Zoning Ordinance-260-Section 5, Definitions and Rules of Language Construction, Subd 2, Definitions, Add Definition of Setback Averaging, Section 14, Shoreland Overlay District, Subd 5.2 (A) Dimensions, Design and Utilities, Add Clarifying Language and Section 14, Shoreland Overlay District, Subdivision 3.1 (A) Permit Required, Add Clarifying Language.</p> <p><i>Lynn Waytashek, Assistant Planning & Zoning Administrator</i></p> <p>Schmiesing/Burandt unanimous to approve Amending Zoning Ordinance-260-Section 5, Definitions and Rules of Language Construction, Subd 2, Definitions, to add definition of "Setback Averaging"; Section 14, Shoreland Overlay District, Subd 5.2 (A) Dimensions, Design and Utilities, to add clarifying language; and Section 14, Shoreland Overlay District, Subdivision 3.1 (A) Permit Required, to add clarifying language.</p> | Planning & Zoning |
| 9:26am | 6 | <p>Vonco II License Modification.</p> <p><i>Dave Lucas, Solid Waste Administrator</i></p> <p>Schmiesing/Dolan unanimous to approve granting Vonco II a Modified Solid Waste License for the operations of: a Demolition Debris Landfill, Industrial Solid Waste Landfill, Source Separated Organics Compost Facility, Yard Waste Compost Facility, Processing Facility, and a MSW Transfer Station, with a term ending December 31, 2025. Solid Waste Administrator Dave Lucas provided the Board with updated changes from Vonco. (On file.)</p> | Planning & Zoning |
| 9:30am | 7 | <p>Vonco Big Lake Closed Landfill - Annual Residential Well Sampling and Analysis.</p> <p><i>Dave Lucas, Solid Waste Administrator</i></p> <p>Dolan/Burandt were unanimous to approve the Fall sampling and analysis of six residential wells located downgradient of the Vonco Big Lake closed landfill, utilizing the services of Houston Engineering. Cost not to exceed cost of \$5,300. Dave also introduced Solid Waste Environmental Specialist Jerome Doede to the Board.</p> | Planning & Zoning |
| 9:31am | 8 | <p>Appointment of Planning and Zoning Administrator.</p> <p><i>Bruce Messelt, County Administrator</i></p> <p>Burandt/Dolan unanimous to approve the appointment of Ms. Lynn Waytashek as Planning and Zoning Administrator and Department Head, effective October 6th, 2021.</p> | Administration |
| 7. | 9:34am | Recess Regular Meeting, Break | |
| 8. | 9:41am | Reconvene Regular Meeting | |
| 9:41am | 9 | <p>Responses to "All Jail Food Service" Requests for Proposals (RFP) and Consider the Sheriff's Office's Recommendation to Award an Agreement for Said Services.</p> <p><i>Joel Brott, County Sheriff</i></p> <p>Jail Administrator Brian Frank delivered a summary of responses to the "All Jail Food Service" Requests for Proposals (RFP). Schmiesing/Dolan were unanimous to approve the Sheriff's Office's recommendation to award Trinity Services Group an agreement for said services. (On file.)</p> | Sheriff |
| 9:48am | 10 | <p>Addition of 10 hours to the Public Health Planner Position.</p> | Health & Human Services |

Nicole Ruhoff, CHS Administrator

Schmiesing/Fobbe unanimous to approve an addition of 10 hours to the Public Health Planner Position. The cost of the additional 10 hours from 11/1/2021 to 12/31/2023 will be \$69,693.68.

9:50am 11

American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration and Expenditures.

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures as follows:

- Dolan/Burandt were unanimous to approve the expenses less than \$50,000 totaling \$79,896.92 (On file.)
- Dolan/Fobbe were unanimous to approve the expenses greater than \$50,000 totaling \$60,000 - Cyber Security Response Retainer Services. (On file.)
- Dolan/Burandt were unanimous to approve the Business Recovery Grants totaling \$70,000. (On file.)

9:57am 12

Central Mississippi River Regional Planning Partnership - Update. Administration
County Commissioners Raeanne Danielowski and Tim Dolan

An update on the Central Mississippi Regional River Planning Partnership was provided by Commissioners Danielowski and Dolan.

9. 10:25am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Fobbe - Capital Investment Tour, Planning & Zoning Interviews, GRRL Board Meeting, Rum River 1 Watershed 1 Plan, Strategic Planning Meeting, Pat Carr Retirement Party, Princeton Airport Meeting, MnDOT & FAA Meeting

Commissioner Dolan - Excel Breakfast, CMRP, Strategic Planning

Commissioner Schmiesing - Strategic Planning, Special Emergency Services Board Meeting

Commissioner Burandt -Rum River 1 Watershed 1 Plan, Strategic Planning, AMC Bridging the Divide, Pat Carr Retirement Party, AMC Breakfast, Lobbyist meeting, SCHSAC, IEIC Meeting

Commissioner Danielowski - Senate Bonding Tour, Planning & Zoning Interviews, Connexus Energy Update Webinar, 7W Broadband Webinar, Options Board Meeting, CMRP, Pat Carr Retirement Party, County Road 43 Meeting, Lobbyist Meeting

10. 10:32am **Adjourn Regular Meeting, Break**

11. 10:46am **Reconvene, Open Workshop Meeting**

12. 12:09am **Adjourn Workshop Meeting**

Commissioner Warrants (1)

9/14/21	16,051.69	General Revenue Fund
	147,770.00	Taxes & Penalties Fund
	163,821.69	Total

Commissioner Warrants

9/17/21	199,934.86	General Revenue Fund
	201,380.11	Public Works Fund
	21,780.39	Solid Waste Fund

39,611.75	Jail Commissary Fund
326.49	Sherco Regional Rail Authority
19,635.51	Justice Center Enterprise Fund
40,881.96	Agency Collections
523,551.07	Total

Commissioner Warrants

9/17/21	752,682.30	Agency Collections
	752,682.30	Total

Commissioner Warrants

9/24/21	30,361.93	Human Service Fund
	293.00	Children's Mental Health Collaborative
	30,654.93	Total

Warrants

9/24/21	4,185.14	Centracare Health Ed & Pro Develop. Dept
	528.00	Lexis Nexis
	700.00	MCAA EDUCATIONAL FOUNDATION
	392.56	McCoss/Daniel J
	1,692.14	Office Of MN.IT Services
	490.00	Seven County Process Servers, LLC
	9,998.10	Sherburne Co Sheriff
	4,050.00	Sherburne County Auditor Treasurer
	6,068.00	Women & Youth Community Action Network
	2,550.99	22 Payments less than 300
	30,654.93	Total

Commissioner Warrants #1

9/24/21	3,033.50	General Revenue Fund
	3,033.50	Total

Commissioner Warrants APRA

9/24/21	215,520.00	General Revenue Fund
	215,520.00	Total

Commissioner Warrants #3

9/24/21	257,805.58	General Revenue Fund
	1,801,962.45	Public Works Fund
	49.46	Human Service Fund
	697.50	County Ditch Fund
	7,926.12	Law Library fund
	24,141.87	Solid Waste Fund
	26,030.68	Jail Commissary Fund
	689.24	Sherco regional Rail Authority
	31,284.95	Justice Center Enterprise Fund
	707,733.98	Agency Collections
	701.28	Taxes & Penalties Fund
	2,859,023.11	Total

Manual Warrants

9/24/21	1,954.97	General Revenue Fund
	8,962.75	Agency Collections
	10,917.72	Total

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Raeanne Danielowski

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Raeanne Danielowski, Board Chairperson

10/19/2021

Date

DocuSigned by:

Bruce Messelt

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Bruce Messelt, Administrator

10/19/2021

Date