



Sherburne County Board of Commissioners

October 19, 2021 - County Board Meeting

Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on October 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.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Burandt/Dolan were unanimous to approve the Regular Meeting Agenda as amended with Consent Item 3.5's Joint Powers Agreement approval to include the townships of Orrock, Blue Hill, Clear Lake and Santiago.

2. 9:02am Consent Agenda

Fobbe/Burandt unanimous to approve Consent Agenda as amended.

- 1 Approved Meeting Minutes: October 5, 2021.
- 2 Approved Workshop Meeting Minutes: October 5, 2021.
- 3.0 American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration and Expenditures.
Dan Weber, Assistant County Administrator
Approved the bi-weekly ARPA related expenditures:
 - Expenses less than \$50,000 totaling \$15,728.53 (On file.)
- 3.5 Joint Powers Agreement with Orrock Township for Prosecution of Attorney
Township Public Safety Ordinances.
Kathleen Heaney, County Attorney
Approved a Joint Powers Agreement with Orrock, Blue Hill, Santiago, and Clear Lake Townships for prosecution of the Township public safety issues and authorized the County Attorney to execute the same.
- 4 Auditor-Treasurers Monthly Report for September 2021. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Received and accepted the September 2021 Financial Report from the County Auditor-Treasurer.
- 5 Commissioner & Manual Warrants. Auditor / Treasurer
Amanda Larson, HHS Director
Approved Commissioner & Manual Warrants as follows:

 September 30, 2021 Manual Warrants \$7,238.00
 October 1, 2021 Commissioner Warrants \$1,015,147.66
 October 1, 2021 Manual Warrants \$1,496.32
 October 8, 2021 Commissioner Warrants ARPA \$70,000.00
 October 8, 2021 Commissioner Warrants \$2,631,442.71
 October 8, 2021 Manual Warrants BMO Harris Pcard Sept 2021 \$35,387.43
 October 2, 2021 Manual Warrants \$9,314.25
- 6 Contract with Premier Biotech for Oral Drug Testing. Health & Human Services

Jodi Heurung-Dick

Approved a contract for oral drug testing with Premier Biotech. The agreement shall be in effect from November 1, 2021 to December 31, 2022. (On file.)

- 7 Housing Support Agreement for CommonBond Communities. Health & Human Services

Tony Masters

Approved the Housing Support Agreement for CommonBond Communities. This agreement has a term of July 1, 2021 to June 30, 2022. (On file.)

- 8 Local ARMHS Certification for Northwest Solution Services. Health & Human Services

Tony Masters, Social Services Manager

Approved Local ARMHS Certification for Northwest Solution Services. (On file.)

- 9 Submission of an Application to Provide Services for the DHS' Long Term Homeless Supportive Services Fund Program. Health & Human Services

Amanda Larson, HHS Director

Approved the submission of an application to the DHS in Response to a Request for Proposals for grantees to provide services for the department's Long Term Homeless Supportive Services Fund Program.

- 10 09-29-21 HHS OBO Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved HHS OBO Warrants as follows:

September 29, 2021 HHS OBO Warrants \$6,189.08

- 11 HHS ADMIN 10/8/2021. Health & Human Services

Amanda Larson, HHS Director

Approved HHS Admin Warrants as follows:

October 8, 2021 Warrants \$24,716.91

- 12 2022-2023 Biennial Services Agreement for the Minnesota Family Investment Program. Health & Human Services

Gina Anderson, Economic Supports Manager

Approved the 2022-2023 Biennial Services Agreement for the Minnesota Family Investment Program. Term of the agreement shall commence on January 1, 2022 and end on December 31, 2023.

- 13 MPCA - SSTS Clean Water Fund Grant Award and BWSR Low Income SSTS Upgrade Grant for 2022. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Accepted three (3) septic system grants awards: MPCA base grant, MPCA low income grant and BWSR low income grant through the Natural Resources Block Grant (NRBG), and allowed the County Zoning Administrator to sign the grant agreement(s), subject to final County Attorney review and approval of said grant agreement(s) as to form.

- 14 Revocation of Conditional Use Permit at the Request of Property Owner. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approved Resolution101921-AD-2067 for the Revocation of an existing Conditional Use Permit,

at the request of property owners. (On file.)

- 15 CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Public Works Act) Funds.
Andrew Witter, Public Works Department Head
Approved and accepted CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) funds in the amount of \$221,600.00.
- 16 3-year Cross Country Ski Trail Grooming Agreement with the City of Public Works
Becker.
Gina Hugo, Park Coordinator
Approved the 3-year contract to provide cross country ski trail grooming for the City of Becker Trail system, with agreed-upon hourly compensation. This agreement will start November 1, 2021 and end April 30, 2024. City will pay the County \$85.00 per hour for trail grooming services provided.
- 17 Update on US 169 and CSAH 4 Interchange Request for Proposals (RFP). Public Works
Andrew Witter, Public Works Department Head
Information was provided to the County Board on RFP release for the final design of the Zimmerman Interchange. (On file.)
- 18 Annual Sherburne County Area United Way Campaign. Recorder
Michelle Ashe, County Recorder
Approved support of the annual Sherburne County Area United Way (SCAUW) campaign, to include:
 1. Sherburne County Area United Way payroll deduction information given to employees;
 2. Sale of quarterly Sherburne County Area United Way dress down stickers, to be used with Supervisor approval;
 3. Raffle or Silent Auction for donated gift cards from local businesses;

3. 9:03am **Announcements**

County Administrator Bruce Messelt provided the Board with updates on roofing and floor projects, the completion of Zimmerman Property land sale, Economic Development Authority meeting and hosting District 5 meeting on 10/25, federal lobbyist update

4. 9:05am **Public Hearing**

- 1 Public Hearing - Consider Revisions to All Services and Fee Schedule. Administration
Bruce Messelt, County Administrator
The Chair opened the Public Hearing at 9:07am. There was no public comment. The Public Hearing was closed at 9:08am. Discussion and regarding recommended approval of revisions to the Sherburne County All Services and Fee Schedule, reflecting changes in fees in County Attorney, Community Corrections, Health & Human Services, Public Works, Recorder, Planning & Zoning, and IT. Dolan/Burandt were unanimous to approve the revisions to the Sherburne County All Services and Fee Schedule, reflection changes in fees in County Attorney, Community Corrections, Health & Human Services, Public Works, Recorder, Planning & Zoning, and IT. Fee schedule changes will go into effect January 1, 2022.

5. 9:09am **Open Forum**

No one was present for comment.

6. 9:10am **Regular Agenda**

- 9:10am** **1** Annual Northstar Operations Update from Metropolitan Council. Public Works
Andrew Witter, Public Works Department Head
 Annual Northstar Operations Update from Metropolitan Council members Wes Kooistra, Ed Petrie, and Anthony Hebert. Hebert presented operation updates and the impacts COVID has had on operations and ridership numbers. An update on federal relief funds, 2022 projection of revenue and expenses, and ridership forecasts. The group also discussed the future of Northstar and its partnerships.
- 9:43am** **2** Update from the University of MN Extension Office. Administration
Lori Vicich, Regional Director
 Regional Director Lori Vicich presented an update of the University of MN Extension Office to the Board. Discussion was had on memorandums of agreements and partnerships. Local Sherburne County farmer Carla Mertz of Princeton shared why Extension is important to her family and other farmers within the Sherburne County community.
- 10:10am** **3** Publication of a Request For Proposal (RFP) for Planning & Zoning Planning & Zoning
 Permitting System
Carrie Winter, Office Supervisor
 Schmiesing/Dolan were unanimous to approve with modifications the publication of a Request for Proposals (RFP) for New Permitting Software for Planning & Zoning with the added language of comparable functionality to 2.2 Scope of Work Item C. (On file.) Office Supervisor Carrie Winter, provided the background of how they came to the request for the proposed permitting system.
- 10:15am** **4** Google/AO Docs Contract and Five-Year Cost of Ownership. Health & Human Services
Amanda Larson, HHS Director
 Dolan/Fobbe were unanimous to approve the Google/AO Docs Contract and Five-Year Cost of Ownership at a cost of \$600,000 that shall commence on October 19, 2021. (On file.)
- 7. 10:18am Open Ditch Authority Meeting**
- 10:18am** **1** Approval of Ditch Authority Agenda. Administration
Bonnie Jacobs, Property Tax Manager
 Fobbe/Schmiesing were unanimous to approve the Ditch Authority Agenda as presented.
- 10:19am** **2** Drainage Technician's Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
 Ditch Inspector Mike Lindenau presented the Board with the Drainage Technician's Report. Lindenau presented on underground pipes along Ditch 28. Video of the pipes was presented to show the pipes' condition. Schmiesing/Burandt were unanimous in accepting the report as presented.
- 8. 10:33am Close Ditch Authority Meeting, Open Closed Session**
- 10:42am** **1** Closed Meeting For Ongoing Litigation. Attorney
Kathleen Heaney, County Attorney
 The Board and staff entered into Closed Session to provide information from outside counsel Re: Kruse vs. Sherburne County.
- 9. 11:06am Close Closed Session, Open Closed Session**
- 11:07am** **1** Closed Meeting For Ongoing Litigation. Attorney
Kathleen Heaney, County Attorney

The Board and staff entered into Closed Session to provide information from outside counsel Re: Nordby vs. Sherburne County.

10. 11:15am Close Closed Session, Break Reconvene Regular Agenda

11. 11:23am Reconvene Regular Meeting

11:23am 1 Direction from Closed Session. Administration
Kathleen Heaney, County Attorney
 Burandt/Dolan were unanimous to approve the settlement in Norby v Sherburne County in the sum of \$125,000 with a County contribution of \$75,000 toward the settlement.

11. 11:24am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Burandt - CAMHI, Elk River City Council Meeting for 169 Corridor, Healthy Mn Meeting, Sherburne County Association of Townships Meeting, COVID Steering Meeting, Strategic Planning Meeting.

Commissioner Fobbe - East Central Regional Juvenile Center Meeting, CMJTS, SCAT, Baldwin Broadband, Strategic Planning, Workforce Development Board Meeting, Government Relations Meeting, Met with Livonia Township to talk about broadband, Soil & Water Board Meeting and Workshop, Met with Baldwin Townships to discuss broadband, Water Plan Advisory Committee,

Commissioner Dolan - Will relay correspondence at the November 2nd County Board Meeting.

Commissioner Schmiesing -Strategic Planning Meeting, Sherburne Association of Townships

Commissioner Danielowski - ATP 3 Planning Meeting, Mediation Session, City of Big Lake Workshop on County Road 43, Sherburne County Association of Townships Meeting, APO Meeting, Blandin Broadband Conference via Zoom

12. 11:29am Adjourn Regular Meeting, Recess

13. 11:35am Reconvene, Open Workshop

14. 11:30am Adjourn Workshop

HHS OBO Warrants

9/29/21	1,590.03	OBO 4Imprint 1
	1,194.17	OBO Amazon
	659.77	OBO Fleet Farm
	662.64	OBO Target
	1,080.80	OBO Walmart
	315.00	OBO YMCA Customer Svc Ctr
	686.67	
	6,189.08	5 Payments less than 300
		Total

Manual Warrants

9/30/21	7,238.00	Agency Collections
	7,238.00	Total

Commissioner Warrants

10/1/21	729,871.77	General Revenue Fund
	157,995.32	Public Works Fund
	3,770.21	Solid Waste Fund

62,035.11	Jail Commissary Fund
22,323.25	Justice Center Enterprise Fund
35,952.00	Agency Collections
3,200.00	Total

Manual Warrants

10/1/21	1,496.32	Agency Collections
	1,496.32	Total

Commissioner Warrants

10/8/21	283,368.56	General Revenue Fund
	2,124,098.50	Public Works Fund
	50.80	Human Service Fund
	49,530.40	Solid Waste Fund
	44,436.35	Jail Commissary Fund
	33.75	Forfeited Land Sale
	115,470.73	Justice Center Enterprise Fund
	2,529.64	Agency Collections
	11,923.98	Taxes & Penalties Fund
	2,631,442.71	Total

Manual Warrants BMO Harris Pcard

10/8/21	29,668.82	General Revenue Fund
	2,149.03	Public Works Fund
	21.17	Human Service Fund
	425.97	Solid Waste Fund
	167.94	Jail Commissary Fund
	700.00	Forfeited Land Sale
	2,254.50	Justice Center Enterprise Fund
	35,387.43	Total

Commissioner Warrants APRA

10/8/21	70,000.00	General Revenue Fund
	70,000.00	Total

Manual Warrants

10/8/21	9,314.25	Agency Collections
	9,314.25	Total

Audit Warrants

10/8/21	2,800.00	Becker Public Schools ISD #726
	425.97	Bender/Nicole
	976.91	Captivated LLC
	1,275.00	Central MN Mental Health Center
	3,500.00	Coborn's
	500.00	Corner House
	360.00	ECM Publishers Inc
	1,933.66	Hennepin County
	303.88	Main Street Family Services
	400.00	Mn Dept Of Health-Legitimations
	2,622.94	Mn Dept Of Human Services - SWIFT
	1,787.26	Mn Dept Of Human Services-SWIFT

424.00	Stenseng/Sara
374.04	The Bridge World Language Ctr Inc
3,300.94	Verizon Wireless
3,732.31	31 Payments less than 300
24,716.91	Total

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Raeanne Danielowski, Board Chairperson

11/2/2021

Date

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Bruce Messelt, Administrator

11/2/2021

Date