



Sherburne County Board of Commissioners

March 22, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on March 22, 2022, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Commissioner Raeanne Danielowski was absent from the meeting.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Schmiesing/Fobbe with a 4-0 vote to approve the Regular Meeting Agenda as amended with the addition of an agreement for \$1.25 million being added to RBA 6.6 and adding the introduction of the new Law Librarian to item 6.1.

2. 9:01am Consent Agenda

Dolan/Fobbe with a 4-0 vote to approve the Regular Meeting Proposed Consent Agenda as presented.

- 1 Approved Regular Meeting Minutes: March 8, 2022. Administration
- 2 Approved Workshop Meeting minutes: March 8, 2022. Administration
- 3 2022 Election Security Grant Agreement with the State of Minnesota. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved the 2022 Election Security Grant Agreement with the State of Minnesota, authorized the Auditor-Treasurer to sign the same, and in doing so accepted the Grant Award of \$40,523.94.(On file.)
- 4 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:

February 28th, 2022, Manual Warrants \$1,421.23
March 4th, 2022, Commissioner Warrants \$965,783.70
March 4th, 2022, Manual Warrants \$14,546.50
March 10th, 2022, Manual Warrants BMO Harris Pcard Feb 2022 \$142,043.61
March 11th, 2022, Commissioner Warrants \$429,737.33
March 11th, 2022, Manual Warrants \$10,635.25
- 5 Auditor-Treasurer Monthly Report for February 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Accepted the Auditor-Treasurer Monthly Report for February 2022.
- 6 Ongoing Acceptance of Clothing Donations. Community Corrections
Bobbie Shafer, Supervisor
Approved the acceptance by Community Corrections of ongoing clothing donations from Community Corrections and Judicial Branch staff for offenders and their families.
- 7 Proposed Amendment to the Patron Transportation Contract. Health & Human Services
Megan Carriveau, Social Services Manager
Approved an Amendment to the Patron Transportation Contract, as presented and recommended. The contract period is from January 1, 2022 through December 31, 2022, unless otherwise terminated by law or a provision of this contract. (On file.)

- 8 Reclassification of Social Worker to Lead Social Worker. Health & Human Services
Amanda Larson, HHS Director
 Approved Reclassification of 1FTE from Social Worker to Lead Social Worker. Estimated cost not to exceed \$8,882 annually.
- 9 HHS/ADMIN Warrants 3/11/2022. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS/Admin Warrants as follows:

 March 11, 2022 HHS Admin Warrants \$72,345.63
- 10 Amendment #2 for the System of Care Grant Contract No. 168299 from the Department of Human Services. Health & Human Services
Megan Carriveau, Social Services Manager
 Approved Amendment #2 for the System of Care Grant Contract No. 168299 from the Department of Human Services, extending the Grant for a partial 4th year due to COVID impacts. \$19,594 is the current amount allocated through the end of the grant, September 29, 2022. The total contract amount for this grant is \$391,001, covering the period of 10/8/2018 - 9/29/2022. (On file.)
- 11 Service Agreement with SafeAssure for 2022 Safety Consulting. Human Resources
Staci Hecht, Risk Management Specialist
 Approved a Service Agreement with SafeAssure Service, as recommended, subject to final review and approval by the County Attorney as to form. This service agreement will be funded by the Safety Committee Budget in the amount of \$12,058.00. The service agreement year will begin on April 1, 2022 and will terminate on April 1, 2023.
- 12 2022 Service Agreement with Daikin HVAC Systems for Climate Control Mechanical and Preventive Maintenance Repair Services. Maintenance
Steve Becker, Maintenance Department Head
 Approved a 2022 Agreement with Daikin for mechanical (climate control) repairs and preventive maintenance services, as recommended. Total budgeted amount of \$43,044.00. The term of this agreement is March 22, 2033 through March 15, 2023. (On file.)
- 13 Needed Upgrades to the P1/ HHS Elevator. Maintenance
Steve Becker, Maintenance Department Head
 Approved to contract with MEI Total Elevator Solutions, via use of a State contract, to make recommended upgrades to the P1/HHS Elevator, at a cost not to exceed \$65,000. (On file.)
- 14 Registered Land Survey (RLS #55) for Anderson Properties in Big Lake Township. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
 Approved the conduction of a Registered Land Survey (RLS #55) for Anderson properties in Big Lake Township.
- 15 Scheduling a Public Hearing for April 5th, 2022, to Consider Amendments to the Subsurface Sewage Treatment System Low Interest Loan Program (ORD-241). Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Approved the scheduling of a Public Hearing, to begin at 9:15am or soon thereafter, on Tuesday April 5th, 2022, to consider amendments to the Subsurface Sewage Treatment System Low Interest Loan Program Ordinance (ORD-241).
- 16 Joint Powers Agreement with the City of Big Lake for the Extension of Public Works

Sanitary Sewer and Watermain Utilities.

Andrew Witter, Public Works Department Head

Approved a Joint Powers Agreement with the City of Big Lake for Contract Administration Services for the extension of Sanitary Sewer and Watermain utilities. Total cost estimate of \$335,531.82 to split in half with the City of Big Lake. This agreement shall commence on March 22, 2022 and terminate on the date that the County Project and the City Improvements have been completed as determined by the County, unless earlier terminated pursuant to this agreement. (On file.)

- 17** MnDOT Detour Agreement 1049445. Public Works

Andrew Witter, Public Works Department Head

Approved MnDOT Detour Agreement 1049445. (On file.) This agreement will be effective on the date that the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2 and expires when the State removes all detour signs, returns the temporary Truck Highway detour to the County, and pays for the detour compensation.

- 18** Final Payment for the 2021 Hwy 169 Intersection Improvements (R-cut turn lanes). Public Works

Andrew Witter, Public Works Department Head

Approved and authorized the final contract payment with Meyer Contracting Inc for project # SAP 71-030-008 for the 2021 Hwy 169 Intersection Improvements (R-cut turn lanes for CSAH 25 and CSAH 19) in the amount of \$27,094.10.

- 19** Lowest Responsive Bidder for the 2022 Overlay Projects, CP 71-604-021, CP 71-609-021, CP 71-613-021 & CP 71-661-019. Public Works

Andrew Witter, Public Works Department Head

Approved and accepted the Lowest Responsive Bidder, Knife River Corporation, with a bid of \$3,793,349.50, for the 2022 overlay projects on CSAH 4 from CSAH 5 to CSAH 15, CSAH 9 from Hwy 169 to CSAH 19, CSAH 13 from N Jct CSAH 33 to N Co Line, & CR 61 from CSAH 20 to CSAH 3. Project No. CP 71-604-021, CP 71-609-021, CP 71-613-021 & CP 71-661-019.

- 20** 2021 Emergency Management Performance Grant (EMPG) Agreement. Sheriff

Joel Brott, County Sheriff

Approved and accepted the 2021 Emergency Management Performance Grant (EMPG) Agreement in the amount of \$44,733.00, with the required annual matching grant available from the approved Emergency Management budget. The grant contract agreement term date was effective 01/01/2021 and set to expire on 09/30/2022. (On file.)

3. 9:03am Announcements

County Administrator Bruce Messelt reminded the Board of the upcoming events; AMC Leadership Summit on March 30th, 2022 to April 1, 2022 in Nisswa at the Grand View Lodge and the Youth ATV Training event on April 30th, 2022 at the Government Center. Mr. Messelt also announced that, as requested, information on local option sales tax was provided, 2023 valuation and 2022 tax statements have been sent out and provided an update on the legislative activities.

4. 9:05am Open Forum

Dean Determan of Elk River spoke to the Board against SARI and their view on immigration. Terrie Dickerson of Big Lake, Henry Griner and Gary Towsuger, both of Elk River, all spoke regarding voting machines and voting integrity.

5. 9:21am Open Public Hearing

- 1** Continued Public Hearing and Consideration of Amendments to the Solid Planning & Zoning Waste Management Ordinance No.180.

Dave Lucas, Solid Waste Administrator

Solid Waste Administrator Dave Lucas spoke on amendments, clarifications and changes that have

been made to the ordinance.

The Chair opened the continued Public Hearing at 9:26 am.

Mike Miller, from Waste Management representing Elk River Landfill, wanted to make it known that they are working with Livonia Township to change their facility in Livonia to a municipal solid waste landfill. Mr. Miller requested a discussion to be had with Dave Lucas, Waste Management, Livonia and asked the Board not to vote on the item today.

The Chair closed the Public Hearing at 9:28am.

Schmiesing/Fobbe with a 4-0 vote to table the adoption of amendments to the Solid Waste Management Ordinance No. 180 and bring it back at a yet to be determined date.

6. 9:29am Regular Agenda

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|---------------|----------|--|--------------------|
| 9:29am | 1 | <p>Introduction of New Staff to the County Board: Zach Johnson, Deputy Veterans Service Officer.</p> <p><i>Bruce Price, Veterans Services Department Head</i></p> <p>Veteran's Services Officer Bruce Price introduced Zach Johnson, Deputy Veterans Service Officer, to the County Board. Mr. Johnson provided a brief bio about himself to the Board. County Attorney Kathleen Heaney introduced the new Law Librarian, Troy Dobbs. Mr. Dobbs also provided a brief bio of himself to the Board.</p> | Veteran's Services |
| 9:34am | 2 | <p>Re-Appointment of the County Agricultural Inspector.</p> <p><i>Mitchell Glines, Planner</i></p> <p>Schmiesing/Fobbe with a 4-0 vote to re-appoint Mitch Glines as County Agricultural Inspector and approved the 2022 Workplan and Noxious Weed Summary.</p> | Planning & Zoning |
| 9:40am | 3 | <p>Amending the SCORE Line Item Budget.</p> <p><i>Gabrielle Holman, Environmental Specialist</i></p> <p>Schmiesing/Doaln with a 4-0 vote to approve an amendment to the 2022 SCORE line item budget to provide for an additional 25 percent match, in the amount of: \$75,753, in order to facilitate a problem materials collection event and a Source Separated Organics program; as well as to account for an increase in funding adjustment. (On file.)</p> | Planning & Zoning |
| 9:41am | 4 | <p>Resolution # 032222-AD-3004 Regarding Abatement of Fire Damaged Structure (PID 15-402-0385).</p> <p><i>Doug Maschler, Building Official</i></p> <p>County Building Official Doug Maschler provided a brief history of the damaged structure to the Board. Fobbe/Dolan with a 4-0 vote to approve Resolution #032222-AD-3004 abatement of a fire damaged structure at 14422 283 1/2 Ave NW, located in Blue Hill Township (PID 15-402-0385). (On file.)</p> | Planning & Zoning |
| 9:46am | 5 | <p>Annual Residential Well Sampling and Analysis for Properties Downgradient of the Vonco Big Lake Landfill.</p> <p><i>Dave Lucas, Solid Waste Administrator</i></p> <p>Schmiesing/Dolan with a 4-0 vote to approve spring sampling and analysis of 11 residential wells located down the gradient of the Vonco Big Lake Landfill, utilizing the services of Houston Engineering, for the amount of \$7,900.</p> | Planning & Zoning |
| 9:49am | 6 | <p>DNR Grant Contract Agreement and \$500,000 Award for Acquisition of Property for Big Elk Lake Park.</p> <p><i>Bruce Messelt, County Administrator</i></p> <p>Fobbe/Schmiesing with a 4-0 vote to approve the DNR Grant Contract Agreement and accept a \$500,000 Award for Acquisition of Property for Big Elk Lake Park with a term of January 18, 2022 to June 30, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Also, to approve State of Minnesota Grant Contract Agreement CMRPTC23-08 in the amount of \$1,250,000.00 with a term of February 16, 2022 to June 30, 2024, or until all obligations have</p> | Administration |

been satisfactorily fulfilled, whichever occurs first. County Administrator Bruce Messelt let the board know he reviewed the COVID restrictions that were set in place with the grants, and we are compliant.

9:55am 7 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:

1) Bi-Weekly Expenditures

- Dolan/Schmiesing with a 4-0 vote to approve expenses less than \$50,000, equaling \$87,671.01. (On file.)
- Schmiesing/Dolan with a 4-0 vote to approve expenses greater than \$50,000 equaling \$61,600. (On file.) IT Director Brian Kamman was present to speak regarding Privilege Access Management (PAM). (Thycotic PAM Cybersecurity)

2) Broadband Grant Agreements

The Assistant County Administrator presented two potential broadband projects.

- Fobbe/Schmiesing approved, with a 4-0 vote pending County Attorney approval, the Livonia Project (Midco) at a total project cost of \$580,000. The County contribution amount will be \$36,500. This project will include 169 passings.
- Dolan/Fobbe with a 4-0 vote to approve the Elk River Project and agreement (Arvig) with a total project amount of \$2,009,197. The County contribution amount will be \$904,213. This project will include 247 passings.

7. 10:03am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - AMC Futures Planning meeting, CMJTS Workforce meeting, CMJTS Joint Powers meeting, GRRL Finance meeting, GRRL Board of Trustees meeting, Tri-Cap Executive meeting, Asked the Board if they would be interesting funding a leadership cohort for woman group that is part of a partnership between AMC and NACo. Commissioners Danielowski, Burandt and Fobbe have been asked to be part of the cohort, and Commissioner Fobbe expressed great interest in being involved.

Commissioner Schmiesing – Economic Development Authority (EDA) meeting, MCIT, MICA Board meeting, NorthStar Scope meeting, Tri-County Solid Waste meeting.

Commissioner Dolan - Economic Development Authority (EDA) meeting

Commissioner Burandt - SCHSAC, Fair Board meeting

Commissioner Danielowski - Absent.

8. 10:06am Adjourn Regular Meeting, Open Community Health Board Meeting

9. 10:22am Adjourn Community Health Board Meeting, Break

10. 10:38am Reconvene, Open Workshop Meeting

11. 11:12am Adjourn Workshop, Reconvene Regular Meeting

Manual Warrants

2/28/22	1,421.23	Agency Collections
	1,421.23	Total

Commissioner Warrants

3/4/22	98,009.56	General Revenue Fund
	58,321.63	Public Works Fund
	4,318.10	Solid Waste Fund
	12,299.98	Jail Commissary Fund
	12,760.23	Justice Center Enterprise Fund
	780,074.20	Agency Collections
	965,783.70	Total

Manual Warrants

3/4/22	14,546.00	Agency Collections
	14,546.00	Total

Manual Warrants – BMO Harris PCard

3/10/22	138,480.02	General Revenue Fund
	2,970.02	Public Works Fund
	-1,773.70	Solid Waste Fund
	443.00	Jail Commissary Fund
	1,924.27	Justice Center Enterprise Fund
	142,043.61	Total

Manual Warrants

3/11/22	3/11/22	3/11/22
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Commissioner Warrants

3/11/22	70,236.63	Human Service Fund
	2,109.00	Agency Collections
	72,345.63	Total

Warrants

3/11/22	450.00	Arnold/Sydney
	13,476.16	Central Mn Jobs & Training
	1,375.00	Central MN Mental Health Center
	933.00	Chase On The Lake
	3,623.00	Classic Acrylics Inc
	5,365.00	Databank IMX LLC
	360.00	DNA Diagnostics Center
	351.46	Fairview Specialty Services Pharm WDDS
	1,133.84	Hennepin County
	473.50	Lexis Nexis
	2,403.71	Mn Dept Of Human Services - SWIFT
	870.00	Mn Dept Of Human Services-SWIFT
	1,369.20	Office Of MN.IT Services
	1,426.11	Quadient Leasing USA, Inc
	1,238.29	Real Time Translations, Inc
	530.00	Seven County Process Servers, LLC
	24,606.00	Sherburne Co Childrens Mental Health Col
	4,719.60	Sherburne Co Sheriff 4The Bridge World
	521.00	Language Ctr Inc

3,063.47	Verizon Wireless
361.66	Verizon Wireless
3,695.63	36 Payments less than 300
72,345.63	Total

Commissioner Warrants

3/11/22	192,524.11	General Revenue Fund
	160,265.83	Public Works Fund
	2,754.63	Human Service Fund
	14,760.72	Jail Commissary Fund
	1,623.00	Capital Proj- Building, Land Acquisition
	13,146.72	Justice Center Enterprise Fund
	44,662.32	Agency Collections
	429,737.33	Total

Manual Warrants - 1

3/11/22	10,635.25	Agency Collections
	10,635.25	Total

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Barbara Burandt, Chairperson

4/6/2022

Date

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Bruce Messelt, County Administrator

4/5/2022

Date