



Sherburne County Board of Commissioners

April 19, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on April 19, 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 Dolan was absent from the meeting.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Schmiesing/Danielowski with a 4-0 vote to approve the Regular Meeting Agenda as amended with the addition of Consent Agenda item 2.20, a gambling premises permit for Carefree Country Club.

2. 9:02am Consent Agenda

Fobbe/Danielowski with a 4-0 vote to approve the Consent Agenda as amended.

- 1 Approved Regular Meeting Minutes: April 5, 2022.
- 2 Approved Workshop Meeting Minutes: April 5, 2022.
- 3 Position Reclassifications. Administration
Bruce Messelt, County Administrator
Approved Position Reclassification Recommendations, effective retroactively to January 1, 2022. The total 2022 cost of implementing BakerTilly's recommendations is approximately \$105,000.
- 4 Authorization to Pay 2021 Gopher Bounty to Palmer Township After Auditor / Treasurer
Deadline.
Diane Arnold, County Auditor/Treasurer
Approved payment to Palmer Township for Gopher Bounties, as per 2021 Resolution No. 040621-AD-2037 but beyond the due date of March 1, 2022. (On file.)
- 5 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:

March 31st, 2022, Manual Warrants \$10,397.00
April 1st, 2022 Commissioner Warrants \$1,419,244.50
April 1st, 2022 Manual Warrants \$2,226.75
April 8th, 2022 Commissioner Warrants \$642,505.49
April 8th, 2022 Manual Warrants \$13,186.75
April 11th, 2022 Manual Warrants BMO Harris Pcard March 2022 \$41,594.29
- 6 Auditor-Treasurer Monthly Report for March 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Accepted the March 2022 Financial Report from the Auditor-Treasurer.
- 7 HHS 1st Quarter Donations. Health & Human Services
Amanda Larson, HHS Director
Approved and accepted 1st Quarter donations in the amount of \$2,100.00 received by the Health and Human Services (HHS) Department.
- 8 Proclamation of April as Child Abuse Awareness and Prevention Month. Health & Human Services

Megan Carriveau, Social Services Manager

Approved and proclaimed April as Child Abuse Awareness and Prevention Month. (On file.)

- 9 Local ARMHS Certification for Awesome Behavioral Health LLC. Health & Human Services
Tony Masters, Social Services Manager
Approved Local ARMHS Certification for Awesome Behavioral Health LLC.
- 10 HHS/IFS - ADMIN Warrants - April 8, 2022. Health & Human Services
Amanda Larson, HHS Director
Approved HHS/IFS Admin Warrants as follows:

April 8, 2022 HHS/IFS Admin Warrants \$24,548.14
- 11 2022 Compensation and Benefits for Non-Union Employees. Human Resources
Tammy Bigelow
Approved the 2022 Compensation Plan, which includes a 3.5% range adjustment, and 2022 Pay for Performance Compensation Plan for non-union employees, retroactive to January 1, 2022.(On file.)

Approved revisions to Sherburne County Personnel Rules and Policies regarding an 8-hour floating holiday for years. Christmas Eve falls on a Friday, Saturday or Sunday, retroactive to January 1, 2022. (On file.)

Approved Recognition Pay and Hazard Pay Benefits for eligible non-union employees. (On file.)
- 12 Resolution # 041922-AD-3008 Amending and Terminating the St Cloud Planning & Zoning Area Joint Planning District Joint Powers Agreement.
Lynn Waytashek, Planning & Zoning Administrator
Approved Resolution # 041922-AD-3008 and authorized the County Board Chair to sign the same as amending and terminating the St Cloud Area Joint Planning District Joint Powers Agreement (JPA). (On file.)
- 13 Lowest Responsive Bidder for 2022 Pavement Markings on Various Public Works County Roads.
Andrew Witter, Public Works Department Head
Approved Sir Lines-A-Lot LLC as the Lowest Responsive Bidder, with a bid of \$227,627.35, for Award of the 2022 Pavement Markings Project for various county roads (Project No. CP 71-PM-022).
- 14 Professional Services Agreement for Natural Resource Management Public Works Activities in County Parks.
Gina Hugo, Park Coordinator
Approved professional services agreement with Natural Resource Services, Inc. for natural resource management activities in County parks. The term of this Agreement shall be for three (3) years commencing on April 19, 2022 and thereafter, unless earlier terminated pursuant to this Agreement. This agreement may be renewed for a one (1) year increment with a maximum of three (3) additional years.
- 15 Resolution # 041922-AD-3009 in Support of Applying for *Connecting People to the Outdoors* Grant. Public Works
Gina Hugo, Park Coordinator
Approved Resolution # 041922-AD-3009 in support of a grant application to the Greater Minnesota Parks and Trails Association for Legacy Funding through the Connecting People to the Outdoors Grant Program. (On file.)

- 16** Out-of-State Travel & Training for GIS Staff to Attend ESRI User Conference in San Diego, CA. Public Works
Brett Forbes, GIS Coordinator
 Approved the Out-of-State travel for three GIS staff members to attend the national GIS Conference in San Diego, CA in July 2022. Total cost for the trip is \$6,240.00.
- 17** 2023 Equipment Order for the County Public Works Department. Public Works
Andrew Witter, Public Works Department Head
 Approved the ordering for 2023 of approximately \$320,000 in equipment for the Public Works Department.
- 18** Cooperative Joint Powers Agreement Regarding Public Safety and Sheriff
 Related to 2022 Traffic Saturation Patrol.
Joel Brott, County Sheriff
 Approved a Cooperative Joint Powers Agreement (JPA) regarding public safety and related to the 2022 Traffic Safety Saturation Patrol between Sherburne County, Wright County, and Stearns County. There are no significant unbudgeted financial implications emanating from the undertaking of this recommended action. The term of this agreement shall be in effect on April 1, 2022 and shall expire on December 31, 2023. (On file.)
- 19** Proclamation of May 1-7 as Correctional Officers Week. Sheriff
Joel Brott, County Sheriff
 Approved a proclamation designating the week of May 1-7 as Correctional Officers Week in Sherburne County. (On file.)
- 20** MN Lawful Gambling Application - Carefree Country Club. Administration
Bruce Messelt, County Administrator
 Approved a MN Lawful Gambling Application for Exempt Permit for Carefree Country Club, to be used for Bingo events on May 29, July 3, August 20, and September 4 of 2022 at the Carefree Country Club, 12311 185th Avenue SE, Big Lake, MN 55309.

3. 9:03am Announcements

County Administrator Bruce Messelt provided the Board with an update on the legislation, ARPA, and reminded the Board of the upcoming NACo Conference in Colorado. Commissioner Danielowski requested an update on the MnDOT funds.

4. 9:08am Open Forum

Gary Tonsager of Elk River, Kari Watkins of St. Cloud, Steve Nelson of Elk River, Bret Collier of Big Lake, Erik Von Mechelen of Hennepin County, and Teri Dickenson of Big Lake spoke against the Dominion voting machines, requested Sherburne County revert back to paper ballots, and requested a Public Hearing to be held regarding voting. Casey Mahon of Elk River requested election data be shared with taxpayers. Laurie Lang of Elk River spoke against ICE.

5. 9:35am Regular Agenda

- 9:35am 1** Minnesota Veterans 4 Veterans Trust Fund Grant. Veteran's Services
Bruce Price, Veterans Services Department Head
 Deputy Veterans Service Officer Mike Tschudi provided an overview of how the grant is planned to be utilized. Fobbe/Danielowski with a 4-0 vote to approve and accept a one-time \$10,000 grant from Minnesota Veterans 4 Veterans Trust Fund (mnv4v.org) to supplement the purchase of our two vans for the veterans' transportation program.
- 9:38am 2** Baldwin Township Assumption of Planning & Zoning Responsibilities. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator, Tim Sime, Asst. County Attorney
 An update was provided by Zoning Administrator Lynn Waytashek and Assistant County Attorney

Tim Sime on Baldwin Township's Assumption of Planning & Zoning Responsibilities.

Fobbe/Schmiesing with a 4-0 vote to approve the expression by letter of the County Board's acceptance of Township assumption of Planning and Zoning responsibilities earlier than the required one-year notice of termination and intention to waive the same, subject to formalization of said waiver in either a formal Amendment to the JPA or completion of a County pro-offered Memorandum of Understanding (MOU) laying out mutually-acceptable goals, timelines, duties, responsibilities, obligations, expectations, and protocols/procedures for Township assumption.

9:43am 3

2021 Health and Human Services Annual Report.

Health & Human Services

Amanda Larson, HHS Director

Received the Health and Human Services (HHS) Department's Annual Report for 2021 from HHS Director Amanda Larson and Division Supervisors Gina Anderson, Nicole Ruhoff, Tony Masters and Meg Cariveau. Amanda Larson provided a general update on HHS as a whole. Gina Anderson provided an update on the Economic Support Team and highlighted medical assistance cases and supplemental nutrition. Nicole Ruhoff provided an update on Public Health highlighting the Woman Infant Child (WIC) program, community garden donations to local food shelves, State Health Improvement Partnership (SHIP), and a COVID health update. Tony Masters provided an update on Adult & Disability Services, highlighting areas of mental health and the elderly. Meg Cariveau provided an update on Children & Family Services and highlighted In-Home Childcare licensing, foster care, mental health cases in children and truancy response.

10:05am 4

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

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures:

1) Bi-Weekly Expenditures

- Schmiesing/Fobbe with a 4-0 vote to approve expenses less than \$50,000, equaling \$5,815.19.
- Schmiesing/Danielowski with a 4-0 vote to approve expenses greater than \$50,000, equaling \$137,729.96 for Sheriff/Jail overtime costs. Michele Mareck spoke on the item.

2) Assistant County Administrator Dan Weber presented a Community Resource Investment Grant update.

10:08am 5

Resolution # 041922-AD-3007 to Undertake Redistricting of County Commissioner Districts following the Decennial Census.

Administration

Bruce Messelt, County Administrator, Diane Arnold, County Auditor/Treasurer

Schmiesing motioned and Danielowski seconded to approve Resolution #041922-AD-3007 entitled Adoption of County Commissioner Districts. Following discussion, Schmiesing rescinded his motion. Schmiesing. Danielowski approved with a 4-0 vote to table the item and schedule a Special County Board Meeting on April 26th, 2022 at 11:00am in the County Board Room.

6. 10:19am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Danielowski - Constituents meeting regarding elections, One Watershed One Plan, MnDOT ADP, APO, CMRP Executive meeting, Ground breaking for I-4 Industrial Park in Big Lake, Commissioner Danielowski requested that the Board consider the request for a Public Hearing as requested by constituents regarding voting and elections.

Commissioner Schmiesing - Association of Townships, MCIT Board of Directors, AMC Board of Directors,

MICA, MCIT

Commissioner Fobbe - Futures Planning meeting, CMJTS, Workforce Development meeting, Princeton Airport Annual meeting with the City Council, rep. from Livonia Township and City of Zimmerman meeting regarding Solid Waste Ordinance, Princeton Chamber Lunch 'n' Learn, MICA, NACo Leadership Gathering, Soil & Water meeting, SCHAC meeting,

Commissioner Burandt - One Watershed One Plan, Metropolitan Emergency Services Board, SCHSAC, COVID Steering Committee

7. 10:28am Adjourn Regular Meeting, Recess

10:35am Reconvene, Open Ditch Authority Meeting

- 10:35am 1** Approve Ditch Authority Agenda: April 19, 2022 Administration
Diane Arnold, County Auditor/Treasurer
 Schmiesing/Danielowski with a 4-0 vote to approve the Ditch Authority Agenda: April 19, 2022 as presented.
- 10:36am 2** Ditch Drainage Technician's Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
 Fobbe/Schmiesing with a 4-0 vote to approve the report as presented. County Ditch Inspector Mike Lindenau presented the Board with the Ditch Drainage Technicians report. Highlighted areas of the report were County Ditch 10 and County Ditch 15.

8. 10:45am Adjourn Ditch Authority Meeting, Recess

9. 11:07am Reconvene, Open Closed Session

- 1** Convene Closed Session for Review and Discussion of Union/Labor Human Resources
 Negotiations and Strategies (M.S. 13D.03).
Tammy Bigelow, Joel Brott, County Sheriff

10. 11:50am Close Closed Session

Manual Warrants

3/31/22	10,397.00	Agency Collections
	10,397.00	Total

Commissioner Warrants

4/1/22	554,483.74	General Revenue Fund
	89,870.84	Public Works Fund
	536.30	Law Library Fund
	3,045.32	Solid Waste Fund
	239.46	Jail Commissary Fund
	9,538.69	Justice Center Enterprise Fund
	761,530.15	Agency Collections
	1,419,244.50	Total

Commissioner Warrants

4/1/22	554,483.74	General Revenue Fund
	89,870.84	Public Works Fund
	536.30	Law Library Fund
	3,045.32	Solid Waste Fund
	239.46	Jail Commissary Fund
	9,538.69	Justice Center Enterprise Fund

761,530.15	Agency Collections
1,419,244.50	Total

Manual Warrants

4/1/22	2,226.75	Agency Collections
	2,226.75	Total

Commissioner Warrants

4/8/22	244,406.81	General Revenue Fund
	143,054.78	Public Works Fund
	50.80	Human Service Fund
	555.10	Law Library Fund
	11,541.35	Solid Waste Fund
	31,594.62	Jail Commissary Fund
	25,146.27	Capital Proj- Building, Land Acquisition
	140,257.43	Justice Center Enterprise Fund
	107.14	Real Estate Assurance
	45,663.73	Agency Collections
	127.46	Taxes & Penalties Fund
	642,505.49	Total

Manual Warrants

4/8/22	13,186.75	Agency Collections
	13,186.75	Total

Commissioner Warrants

7/8/22	23,790.66	Human Service Fund
	407.48	Agency Collections
	350.00	Children's Mental Health Collaborative
	24,548.14	Total

Warrants

4/8/22	1,295.65	Captivated LLC
	300.00	DNA Diagnostics Center
	5,361.14	Hennepin County
	411.57	Hennepin County
	331.11	Hines/Nathaniel
	460.00	MFWCAA Conference 460.00
	1,164.69	Mn Dept Of Human Services - SWIFT
	1,054.29	Mn Dept Of Human Services-SWIFT
	473.46	Reinking/Jordan
	325.07	Rinker/Leah
	5,276.40	Sherburne Co Sheriff
	3,485.16	Verizon Wireless
	4,609.60	41 Payments less than 300
	24,548.14	Total

Manual Warrants BMO Harris Pcard

4/11/22	37,285.44	General Revenue Fund
	793.21	Public Works Fund
	786.48	Jail Commissary Fund
	2,729.16	Justice Center Enterprise Fund

41,594.29

Total

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Barbara Burandt, Board Chairperson

5/3/2022

Date

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Bruce Messelt, Administrator

5/3/2022

Date