



Sherburne County Board of Commissioners

May 3, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 3, 2022, 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
Dolan/Schmiesing were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:02am Consent Agenda

Danielowski/Fobbe were unanimous to approve the Consent Agenda as amended with pulling item 2.22 to be voted on separately.

- 1 Approved County Board Meeting Minutes: April 26, 2022. Administration
- 2 Approved Special County Board Meeting Minutes: April 26, 2022. Administration
- 3 Out-of-State Travel for Commissioners and staff to visit Washington DC May 17th-19th to present the County's federal priority funding requests to members of Congress and representatives of the Executive Branch. Administration
Bruce Messelt, County Administrator
Approved a request for out-of-state travel for Commissioner Schmiesing, Commissioner Fobbe, County Engineer Andrew Witter, Parks Director Gina Hugo, and County Administrator Bruce Messelt to visit Washington D.C. on May 17th-19th to present the County's federal priority funding requests to members of Congress and representatives of the Executive Branch. Estimated budgeted cost of \$5,000.00 for this trip.
- 4 Food Truck Vendor Contract. Administration
Dan Weber, Assistant County Administrator
Approved the food truck vendor contract to provide various lunch options on scheduled dates throughout 2022. The effective starting date of the agreement shall be May 3, 2022 and shall stay in effect until one party terminated the contract. There shall be no cost incurred from this contract to or from the County. (On file.)
- 5 Office Space Lease Agreement with Retired Senior Volunteer Program (RSVP). Administration
Dan Weber, Assistant County Administrator
Approved a 2-Year Lease Agreement for General Office Space with the Retired Senior Volunteer Program (RSVP). The lease would run from June 1, 2022 - May 31, 2024. The lease payment of this agreement shall be \$5,397.50. (On file.)
- 6 Premises Permit Renewal with Princeton Youth Hockey. Administration
Bruce Messelt, County Administrator
Approved a Premises Permit renewal for Princeton Youth Hockey, at the location of the Finish Line Café, 31924 125th St. NW Princeton, MN 55371.
- 7 MN Lawful Gambling Application - Dylan Witschen Foundation. Administration
Bruce Messelt, County Administrator
Approved a MN Lawful Gambling Application for Exempt Permit for the Dylan Witschen

Foundation, to be used for a raffle, to be held on June 2, 2022 at Wild Marsh Sporting Clays, 13481 County Road 3, Clear Lake, MN 55319 (Santiago Township).

- 8** Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved Commissioner & Manual Warrants as follows:
- April 15th, 2022 Commissioner Warrants 402,956.30
 April 15th, 2022 Manual Warrants \$10,965.33
 April 22nd, 2022 Commissioner Warrants \$648,747.70
 April 22nd, 2022 Manual Warrants \$451,467.83
- 9** Department of Corrections Prosecution Reimbursement Joint Powers Agreement (JPA). Attorney
Kathleen Heaney, County Attorney
 Approved a Joint Powers Agreement (JPA) with the Minnesota Department of Corrections to facilitate reimbursement to the County for prosecution of crimes committed in the correctional facility, and authorized the County Attorney to sign the agreement. The MN Department of Commerce will reimburse the County Attorney's Office up to \$15,000 for time spent prosecuting the criminal cases arising from the Correctional facility.
- 10** Amendment to the Child and Teen Checkups Grant Award, Extending and Accepting the Grant from July 1, 2022 through December 31, 2022. Health & Human Services
Nicole Ruhoff, CHS Administrator
 Approved and accepted an Amended Grant Award from the Minnesota Department of Human Services, in the amount of \$62,553, to perform duties and responsibilities related to the Child and Teen Checkups program, for the funding period of July 1, 2022 through December 31, 2022. (On file.)
- 11** (Confidential) Recommendation for Award of 2023 Managed Care (Seniors & SNBC) Services, Subject to Submission to and Acceptance by the MN Department of Human Services. Health & Human Services
Gina Anderson, Economic Supports Manager
 Approved the (confidential) recommendation of the Health and Human Services Department for the award of 2023 Managed Care (Seniors & SNBC) services, subject to submission to and acceptance by the MN Department of Human Services.
- 12** Sherburne Statewide Health Improvement Partnership (SHIP) Letter of Agreement (mini-grants), as Recommended. Health & Human Services
Nicole Ruhoff, CHS Administrator
 Approved the Sherburne Statewide Health Improvement Partnership (SHIP) Letter of Agreement (mini-grant) with a total grant amount of \$2,564.80. (On file.)
- 13** Contract with Elia International Limited for Access to the Signs of Safety Knowledge Bank Online Library for Learning, Practice, and Implementation Resources. Health & Human Services
Megan Carriveau, Social Services Manager
 Approved a contract with Elia International Limited for access to the Signs of Safety Knowledge Bank online library for learning, practice, and implementation resources. Cost of this contract shall be \$1,081.00. The contract shall commence on May 3, 2022 and shall terminate 1 year later. (On file.)
- 14** HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved HHS IFS Admin Warrants as follows:

April 22, 2022 HHS IFS Admin Warrants \$71,573.55

- 15 Collective Bargaining Agreement with LELS Licensed Supervisor Unit. Human Resources
Tammy Bigelow, HR Director
Approved the Collective Bargaining Agreement with LELS Licensed Supervisor Unit for the term of January 1, 2022 through December 31, 2024, as recommended by the Negotiating Committee, and authorized the Board Chair to execute the Agreement.
- 16 Appointment to the Solid Waste Management Advisory Committee. Planning & Zoning
Andrew Witter, Public Works Director
Appointed Linda S. Cambell to the Solid Waste Management Advisory Committee as the appointee for Commissioner District #1, to fill the current vacancy. Ms. Cambell's term will commence May 3, 2022 and terminate on May 3, 2024.
- 17 Cost Agreement with the Christ Our Light Parish for Construction of Turn Public Works
and Bypass Lanes on CSAH 9.
Andrew Witter, Public Works Department Head
Approved a Cost Share Agreement with Christ Our Light Parish for construction of turn and bypass lanes on CSAH 9. (On file.) The agreement shall commence on May 3, 2022 and terminate on the date that the project has been completed, as determined by the County. At this time, the estimated cost to the Parish for the requested County Road improvements totals \$41,731.88, based on the cost split of the low bidder. (On file.)
- 18 Cost Agreement with the Sand Dune Properties MN, LLC for Construction Public Works
of Turn and Bypass Lanes on CSAH 4.
Andrew Witter, Public Works Department Head
Approved a Cost Share Agreement with Sand Dune Properties MN, LLC for construction of turn and bypass lanes on CSAH 4. This agreement shall commence on May 3, 2022 and terminate on the date that the project has been completed, as determined by the County. At this time, the estimated cost to the Developer for the requested County Road improvements totals \$31,940.24, based on the cost split of the low bidder. (On file.)
- 19 Grant Contract with the Minnesota Department of Natural Resources for Public Works
an improvement project at Grams Regional Park.
Gina Anderson, Economic Supports Manager
Approved an Outdoor Recreation Grant Contract with the Minnesota Department of Natural Resources for an improvement project at Grams Regional Park. The effective date of this agreement is November 22, 2021 and shall expire on December 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever comes first. (On file.)
- 20 Contract for Grams Park Improvements Design. Public Works
Gina Hugo, Park Coordinator
Approved a contract for the design of the Grams Park Improvements Project. This agreement shall go into effect on May 3, 2022 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. The consultant shall not commence work until the County's Authorized Representative issues a written notice to proceed. Total budgeted expenses for this project are \$97,000.00. (On file.)
- 21 Resolution # 050322-AD-3010 Authorizing the Acquisition of Property on Public Works
County State Aid Highway (CSAH) 33.
Andrew Witter, Public Works Department Head

Approved Resolution # 050322-AD-3010 authorizing the Acquisition of Property on County State Aid Highway 33. Total budgeted cost is \$43,250.00. (On file.)

- 23** Out-of-State Travel for Veterans Services Officer Bruce Price to attend the National Association of County Veteran Service Officers Conference in San Antonio, TX (June 2022). Veteran's Services

Bruce Price, Veterans Services Department Head

Approved out-of-state travel for Veterans Services Officer Bruce Price to attend the National Association of County Veteran Service Officers Conference in San Antonio, TX in June 2022. There is no cost to the County for this trip.

- 2.22 9:04am** Proclamation of May 11-16 as Police Officers' Week.

Sheriff

Joel Brott, Sheriff

Schmiesing/Raeanne were unanimous with a 4-0 to approve a proclamation designating the week of May 11-16, 2022, as Police Officers' Week in Sherburne County. (On file.) County Administrator Bruce Messelt read the proclamation to the Board.

3. 9:07am Announcements

County Administrator Bruce Messelt provided the Board with an update on hazard pay, legislation, delegation in Washington D.C, Quarters for Commerce proposal, and labor agreement settlements. Messelt also announced the success of the park's efforts through the proposal of a Traditional Cultural Property Survey. The project for the survey is fully funded with no local match needed.

4. 9:13am Open Public Hearing

- 1** Public Hearing for the 2022 Annual Municipal Separate Storm Sewer System (MS4). Public Works

Andrew Witter, Public Works Department Head

Public Works Director Andrew Witter provided a recap of the Municipal Separate Storm Sewer System (MS4), Storm Water Pollution Prevention Program to the Board. The Public Hearing opened at 9:13am and closed at 9:13am. No one was present to comment and no action was needed.

5. 9:15am Open Forum

Rick Weible of South Dakota, Teri Dickinson of Big Lake, Gary Towsager of Elk River, Robin Sylvester of Pequot Lakes, Kari Watkins of St. Cloud, Richard Helms of Big Lake and Doug Kern of Brainerd spoke to the board regarding voting integrity, Dominion voting machines and the request for a Public Hearing regarding voting. Casey Mahon of Elk River spoke, asking the Board that more information be released regarding voting to ensure an informed public.

6. 9:40am Regular Agenda

- 9:40am 1** Veteran Services to Purchase Two 2022 Toyota Sienna Vans for the County's Transportation Program. Veteran's Services

Bruce Price, Veterans Services Department Head

Assistant Veteran's Services Officer Mike Tschudi provided the Board with a recap of the program and was available for any questions. Fobbe/Danielwoski were unanimous to approve the purchase of two new 2022 Toyota Sienna Hybrid LE AWD vans, at an estimated cost of \$73,540, for the County's Veterans Services Transportation (aka Vets Vehicle) Program.

- 9:44am 2** Preliminary Residential Standard Plat of "Pine Crest Estates West" -Sand Dunes Properties MN LLC. Planning & Zoning

Marc Schneider, County Planner

Dolan/Fobbe were unanimous to approve the Preliminary Residential Standard Plat of "Pine Crest Estates West" which consists of (23) lots, as recommended by the Planning Advisory Commission, with the following (14) Conditions; PID # 35-008-4305; Legal Desc: All that part of the SW 1/4 (full

legal on file); Sec 8, Twp 34, Rge 27, Orrock Township; with 71.53 acres in the General Rural District.

Conditions:

1. The Developer shall show Clear Title to the Zoning Department prior to the preliminary plat going to County Board for approval.
2. Orrock Town Board Resolution Vacating Road Order dated May 30, 1881, filed October 10, 1881, shall be recorded with the Final Plat.
3. Preliminary plat drawing must be updated to reflect Orrock Town Board Resolution Vacating Road Order prior to the preliminary plat going to the County Board for approval. If road right-of-way is remaining on land south the subject property (35-008-4305) then updated plat drawing must reflect 67ft road setback on Lots 7 & 8 Block 2 and Lot 5 Block 3.
4. A right turn lane and a bypass lane is required to be constructed on CSAH 4. These improvements will be paid for by the developer.
5. The driveway encroachments on Lots 1-5, Block 2 and Lots 1 & 2, Block 1 must be removed once the internal roads have been installed.
6. The Developers shall enter into a Developer's Agreement with the County Attorney's Office to ensure all conditions of the plat are met.
7. Park dedication fees for 23 lots at \$1,200.00 per lot, totaling \$27,600. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
8. The fence encroachments identified on Lot 2; Block 1 shall be removed prior to Zoning signing the mylars.
9. For Lot 5, Block 2 and Lots 3 & 4, Block 3 the fill soils be compacted and certified for building by a Geotechnical Engineer prior to a building permit being issued.
10. Lot 5, Block 2 the septic area must be protected prior to land disturbing activities.
11. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to any ground disturbing activities taking place on site.
12. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to any ground disturbing activities taking place on site.
13. 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.
14. A driveway approach will be added to the Final Plat Drawing and the Final Grading and Drainage Plans to show driveway access from 177th St NW for the property to the South.

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| 9:48am | 3 | <p>Planning and Zoning Permit Program LEAN Event Recap. Public Works</p> <p><i>Andrew Witter, Public Works Department Head</i></p> <p>Received a recap of the recent Planning and Zoning Permit Program LEAN event presented by Public Works Director Andrew Witter and Assistant Planning & Zoning Administrator Zach Guttormson.</p> |
| 10:02am | 4 | <p>American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration</p> <p>and Expenditures.</p> <p><i>Dan Weber, Assistant County Administrator</i></p> <p>County Administrator Bruce Messelt provided a brief recap of the non-profit grant program allocation, and Assistant County Administrator Dan Weber provided a summary of the program.</p> |

ARPA Community Support & Non-Profit Grant Program Allocation

- a. Danielowski/Fobbe were unanimous in approving the request to increase the program allocation to a maximum of \$750,000.

- b. Danielowski/Dolan with a unanimous vote to approve the utilization of ARPA dollars to fund the attached summary of grant programs and amounts of \$394,568 excluding the YMCA and CAER Food Shelf.

An updated list was provided to the board. (On file.)

- c. Danielowski/Fobbe with a 4-0 to approve the utilization of ARPA dollars to fund the YMCA grant program in the amount of \$20,000. Commissioner Dolan recused himself from the vote.
- d. Dolan/Fobbe with a 4-0 to approve the utilization of ARPA dollars to fund the CAER Food Shelf grant program in the amount of \$15,000. Commissioner Burandt recused herself from the vote.

10:17am

5

2023 Budget Planning Schedule.

Administration

Bruce Messelt, County Administrator

County Administrator Bruce Messelt presented the Preliminary Budget Preparation for 2023 to the Board. Highlighted area of the presentation was the 2023 Budget Calendar. The consensus of the group was to move forward with the budget schedule as presented.

7. 10:39am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Fobbe - Testified at the Minnesota State Senate, Great Northern Trail Gathering at Princeton Depot, Tri-Cap Board Meeting (was elected Chair), AMC Futures Planning Meeting, NACo Leadership Institute, Extension Committee Meeting, Fobbe announced that the Extension Committee will be having a May 21st plant sale, Livonia Township Meeting, Special County Board Meeting, Rum River 1 Watershed 1 Plan, Princeton Airport Meeting

Commissioner Dolan - Economic Development Authority, Special County Board Meeting, CMRP, MAGIC Board Meeting, Intro to Mn Office of Energy Transition Meeting, Economic Development Summit with Elk River Chamber, Dolan suggested that the County look into producing informative videos from the county for the public to better provide FAQ and information.

Commissioner Danielowski - Central Mississippi Transportation Sub Committee Meeting, SUP, Grand Opening of Ember Coffee in Big Lake, Community Fair, Special County Board Meeting, Spoke at the Big Lake Chamber meeting with Gina Hugo on parks and redistricting, CMRP, Rivers of Hope fundraiser, Danielowski requested a conversation be had regarding election issues that has been coming before the board, Danielowski also informed the group that the senate has passed some legislation to increase transparency within the election process.

Commissioner Schmiesing - Economic Development Authority, Special County Board Meeting

Commissioner Burandt - Fair Board, Executive Steering Committee, County Extension Meeting, Special County Board Meeting, Economic Development Summit with Elk River Chamber, Boy Scout Breakfast

8. 10:56am **Adjourn Regular Meeting**

Commissioner Warrants

4/15/22	250,778.64	General Revenue Fund
	28,542.79	Public Works Fund
	2,503.82	Human Service Fund
	280.00	Law Library Fund
	3,484.70	Solid Waste Fund
	103,470.04	Jail Commissary Fund
	479.90	Sherco Regional Rail Authority

12,266.86	Justice Center Enterprise Fund
45.10	Agency Collections
1,104.45	Taxes & Penalties Fund
402,956.30	Total

Manual Warrants (1)

4/15/22	10,965.33	Agency Collections
	10,965.33	Total

Manual Warrants

4/15/22	10,965.33	Agency Collections
	10,965.33	Total

Commissioner Warrants

4/22/22	235,040.42	General Revenue Fund
	315,636.32	Public Works Fund
	2,683.91	Human Service Fund
	151.89	County Ditch Fund
	4,702.81	Law Library Fund
	618.85	Solid Waste Fund
	77,944.81	Jail Commissary Fund
	5,164.16	Justice Center Enterprise Fund
	9.30	Metropolitan Transit Fund
	5.22	Hra & Ec Dev Fund
	5,487.25	Agency Collections
	1,084.00	Taxes & Penalties Fund
	72.10	School Districts Collections
	146.66	Towns & Cities Collections
	648,747.70	Total

Manual Warrants

4/22/22	2,063.30	General Revenue Fund
	449,404.53	Agency Collections
	451,467.83	Total

Commissioner Warrants

4/22/22	71,573.55	Human Service Fund
	71,573.55	Total

Warrants

4/22/22	599.50	Airport Taxi Inc
	1,327.50	Captivated LLC
	45,893.18	Central Mn Jobs & Training
	625.00	Central MN Mental Health Center
	384.03	Graves-Petron/Trisha
	480.70	Influencer Hotspot
	472.00	Lexis Nexis
	360.00	MACMH
	320.00	Mn Dept Of Health-Legitimations
	1,022.93	Mn Dept Of Human Services-SWIFT
	665.00	Seven County Process Servers, LLC
	5,332.32	Sherburne Co Sheriff

4,455.50	Sherburne County Auditor Treasurer
324.09	Shufelt/Darcie
443.04	The Bridge World Language Ctr Inc
6,000.00	USPS-POC
2,868.76	28 Payments less than 300
71,573.55	Total

DocuSigned by:

Barbara Burandt

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Barbara Burandt, Board Chairperson

5/17/2022

Date

DocuSigned by:

Bruce Messelt

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Bruce Messelt, Administrator

5/17/2022

Date