



Sherburne County Board of Commissioners

May 17, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 17, 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
Schmiesing/Dolan were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:02am Consent Agenda

Dolan/Fobbe to approve the Consent Agenda as amended with the updated attachments for item 2.12 and addition of item 2.26 Resolution Supporting HHS Staff Recommendation of Managed Care Organizations.

- 1 Approved County Board Meeting Minutes: May 3, 2022 Administration
- 2 Food Truck Vendor Contract. Administration
Dan Weber, Assistant County Administrator
Approved a food truck vendor contract with D&D Goodies to provide various lunch options on scheduled dates throughout 2022. The effective starting date of the agreement shall be May 17, 2022, and shall stay in effect until one party terminates the contract. There shall be no cost incurred from this contract to or from the County. (On file.)
- 3 Purchase of Google Workspace Licenses for AODocs. Administration
Bruce Messelt, County Administrator
Approved the purchase of and contract for Google Workspace licenses and implementation for the AODocs project. The total cost of the project will be \$30,870.00. This is a 3 year contract that shall commence on May 17, 2022. (On file.)
- 4 Resolution #051722-AD-3011 Authorizing Participation in the Performance Measures Program. Administration
Dan Weber, Assistant County Administrator
Approved Resolution #051722-AD-3011 authorizing County Participation in the State of Minnesota's Performance Measures Program. (On file.)
- 5 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner and Manual Warrants as follows:
April 29th, 2022 Commissioner Warrants \$1,289,715.16
April 29th, 2022 Manual Warrants \$11,112.50
May 2nd, 2022 Commissioner Warrants \$8,139.39
May 5th, 2022 Commissioner Warrants \$24,880.22
May 6th, 2022 Commissioner Warrants \$248,900.37
May 6th, 2022 Manual Warrants \$10,528.00
- 6 Letter of Engagement for Audit Services for 2021 Audit. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved a Letter of Engagement with CliftonLarsonAllen (CLA) for Audit Services for the 2021

Audit and authorized the County-Auditor-Treasurer to execute the same on behalf of Sherburne County. (On file.)

- 7** Auditor-Treasurer Monthly Report for April 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Accepted the April 2022 Financial Report from the Auditor-Treasurer.
 - 8** WIC-Farmer's Market Nutrition Program Grant From the Minnesota Health & Human Services
 Department of Agriculture.
Nicole Ruhoff, CHS Administrator
 Approved and accepted a grant from the MN Department of Agriculture, for a not to exceed amount of \$2,700, for the WIC-Farmer's Market Nutrition Program, effective June 1, 2022 through December 31, 2022.
 - 9** 04-28-22 HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS OBO Warrants as presented and recommended.

 April 28, 2022 OBO Warrants \$9,151.30
 - 10** HHS/IFS - ADMIN Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS/IFS Warrants as follows:

 May 6, 2022 HHS/IFS Admin Warrants \$209,859.47
 - 11** Collective Bargaining Agreement with LELS Patrol/Investigator Unit. Human Resources
Tammy Bigelow, Director of Human Resources
 Approved a Collective Bargaining Agreement with LELS Patrol/Investigator 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.
 - 12** Collective Bargaining Agreement with MNPEA Corrections Human Resources
 Officers/Master Control Operators Unit.
Tammy Bigelow, Director of Human Resources
 Approved a Collective Bargaining Agreement with MNPEA Corrections Officers/Master Control Operators 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.
 - 13** Collective Bargaining Agreement with Sherburne County Highway Human Resources
 Association.
Tammy Bigelow, Director of Human Resources
 Approved a Collective Bargaining Agreement with Sherburne County Highway Association 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.
 - 14** Low Bids for the 2022 Roofing Replacement and Masonry Repair Maintenance
 Projects.
Steve Becker, Maintenance Department Head
 Approved the following Low Bidders for the identified 2022 Government Center Repair and Replacement Projects:
- a) Government Center Roof Replacement (McDowall Company) with a low bid of \$166,070.
 - b) Government Center Masonry Repair (Cities Masonry Restoration) with a low bid of \$72,080.

- 15** Card Access/Key Issuance Policy and Protocol. Maintenance
Steve Becker, Maintenance Department Head
 Approved Card Access/Key Issuance Policy and Protocol. (On file.)
- 16** Joint Powers Agreement with Orrock Township to Include 180th Street Construction with the CSAH 4 Construction Project. Public Works
Andrew Witter, Public Works Department Head
 Approved a Joint Powers Agreement (JPA) with Orrock Township to Include 180th Street Construction with the CSAH 4 Construction project. (On file.) This agreement shall commence on May 17, 2022 and shall terminate on the date that the Country Project and the Township Improvements have been completed, as determined by the County.
- 17** Final Payment for 2021 Bridgeview Park Parking Lot & Trail Improvements (CP Bridgeview1). Public Works
Andrew Witter, Public Works Department Head
 Approved final contract payment in the amount of \$5,585.18 with JL Theis Inc for project # CP Bridgeview1 for the 2021 Bridgeview Park Parking Lot & Trail Improvements.
- 18** Resolution No. 051722-AD-3013 and MnDOT Agreement No. 1050334. Public Works
Andrew Witter, Public Works Department Head
 Approved Resolution No. 051722-AD-3013 for the authorization for a Master Partnership Contract Agreement between the State of Minnesota Commissioner of Transportation and Sherburne County and authorized signatures from the Sherburne County Public Works Director and County Administrator on MnDOT Agreement No. 1050334. (On file.) This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The contract will expire on June 30, 2027.
- 19** MNDOT Resolution to Execute Previously-Approved Detour Agreement No. 1049445. Public Works
Andrew Witter, Public Works Department Head
 Approve MNDOT Resolution 051722-AD-3017 required to Execute Detour Agreement No. 1049445. (On file.)
- 20** Resolution No. 051722-AD-3014 Authorizing the Acquisition of Property on County Road 63. Public Works
Andrew Witter, Public Works Department Head
 Approve Resolution No. 051722-AD-3014 authorizing the acquisition of Property on County Road 63. (On file.)
- 21** Out-of-State Travel for a Member of the Sherburne County Substance Use Prevention Coalition to Attend the National Emerging Drug Trends Conference. Sheriff
Joel Brott, County Sheriff
 Approved out-of-state travel for one member of the Sherburne County Substance Use Prevention Coalition to attend the National Emerging Drug Trends Conference in Dallas, Texas, from October 7-8, 2022, with travel costs fully covered using federal funds from the Drug-Free Communities (DFC) Support Program Grant. The cost of the conference registration fee of \$1,699.85, plus all necessary travel expenses will be paid from the Drug-Free Communities (DFC) Support Program Grant.
- 22** Out-of-State Travel for a Sheriff's Office Employee. Sheriff
Joel Brott, County Sheriff
 Approved out-of-state travel for a Sheriff's Office employee to participate as an instructor for a Foundations of Intelligence Analysis Training (FIAT) class being held July 25-29, 2022, in Forsyth,

Georgia. The IALEIA provides for all travel, housing, and meal expenses for this out-of-state training.

- 23** 2021-23 State of MN Off Highway Vehicle (OHV) Grant in the Annual Sheriff
Amount of \$8,642.
Joel Brott, County Sheriff
Approved the 2021-23 State of MN Off Highway Vehicle (OHV) Grant in the annual amount of \$8,642, with effective grant dates of July 1, 2021 through June 30, 2023. (On file.)
- 24** 2022 Federal Boating Safety Supplement Patrol Grant in the Amount of Sheriff
\$5,500.
Joel Brott, County Sheriff
Approved and accepted the Federal Boating Safety Supplemental Patrol Grant in the amount of \$5,500, with effective dates of May 13, 2022 through September 5, 2022. (On file.)
- 25** Turning Over the Care and Responsibility for Retiring K-9 Deputy Riggs to Sheriff
His Handler.
Joel Brott, County Sheriff
Approved turning over the care and responsibility for retiring K-9 Deputy Riggs to his handler, Investigative Sergeant Ryan Sturm.
- 26** Resolutions Supporting HHS Staff Recommendation of Managed Care Health & Human Services
Organizations to Provide Health Care Services for MSHO (Resolution 051722-AD-3016) and SNBC Enrollees (Resolution 051722-AD-3015).
Gina Anderson, Economic Supports Manager
Approved resolutions of Managed Care Managed Care Organization(s) recommended by HHS to provide managed health care services to Seniors enrolled in MSHO and SNBC in Sherburne County effective 2023.
- Resolution 051722-AD-3016 Managed Care Organizations to Provide Health Care Services for MSHO (On file.)
 - Resolution 051722-AD-3015 SNBC Enrollees Resolution (On file.)

3. 9:03am **Announcements**

County Administrator Bruce Messelt reminded the Board of the Washington DC Legislation trip from May 17 - May 19 and provided an update of the potential schedule. Messelt also announced that Sherburne County will be helping Wright County with their GIS site until their staffing needs are fulfilled. Messelt also provided a legislative activity update and flooding update of county roads.

4. 9:07am **Open Forum**

Nancy Hassett of Big Lake spoke to the Board about SARI and their views on immigration within Sherburne County Jail. Kari Watkins of St. Cloud, Gary Tonsager, Steve Nelson of Elk River, and Teri Dickinson of Big Lake spoke against dominion voting machines, requested a Public Hearing on election integrity and invited the Board of Commissioners to attend a Swamp Watcher event in Shoreview, Mn on May 19th, 2022.

5. 9:25am **Regular Agenda**

- 9:25am** **1** Proclamation of May 2022 as Foster Care Month and Receive the Health & Human Services
Announcement of Award Winners.
Megan Carriveau, Social Services Manager
Dolan/Fobbe were unanimous to approve by Proclamation the Declaration of May 2022 as Foster Care Month.
Licensing Intake Supervisor Julie Mlsna read the proclamation aloud to the Board and thanked all Licensed Social Workers and providers.

Lead Social Worker Mitchell Fennel presented the award for Child Foster Care Provider of the Year to Peter and Mallei Soare.

Social Worker Christa Mitchell presented the award for Adult Foster Care Providers of the Year to Mike and Marnie Wipper.

Social Worker Kelly Schmidt presented the award for Foster care Child of the Year to Sara Schoen. The Board of Commissioners thanked all of the social workers and providers for all of their work, expressed how proud they were of them, and called them the unsung heroes of the County.

9:39am Recess Regular Meeting, Reconvene

9:47am 2 Preliminary Residential Standard Plat of "Suburban Refuge" - Suburban Planning & Zoning Builders, Inc.

Zach Guttormson, Assistant Planning & Zoning Administrator

Fobbe/Dolan unanimous to approve the Preliminary Residential Standard Plat of "Suburban Refuge" which consists of (8) lots, as recommended by the Planning Advisory Commission, with the (6) Conditions; PID # 01-019-3300; Legal Desc: The Southwest Quarter of the Southwest Quarter of Section 19, Township 35 North, Range 26 West (full legal on file); Sec 19, Twp 35, Rge 26, Baldwin Township; with 28.85 acres in the General Rural District.

Conditions:

1. Park dedication fees for 8 lots at \$800 per lot, totaling \$6,400. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. Must obtain driveway access permits from Baldwin Township prior to driveway construction.
3. An Access Permit from Sherburne County Public Works will be required prior to accessing CSAH 9 and CSAH 1 and shall be constructed according to Sherburne County Public Works Engineering Standards.
4. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to being placed on the agenda for final plat approval.
5. 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.
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.

9:48am 3 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

- Dolan/Danielowski were unanimous to approve expenses less than \$50,000, totaling \$8,264. (On file.)
 - Danielowski/Schmiesing were unanimous to approve expenses greater than \$50,000, totaling \$234,745. (On file.)
- IT Director Brian Kamman spoke regarding the expenditure of over \$50,000 with further details on the item.
- CJIS Data Storage Environment - \$173,687
 - Core Networking Switching - \$61,058

2) Community Resource Investment Grant Update

- Fobbe/Danielowski were unanimous to approve Elk River School District, totaling \$81,492.
- Total program grant awards = \$511,064
- Staff is still reviewing the Promise Neighborhood Application & The Wave Application.

9:55am **4** Update on Sherburne County Preparations for 2022 Elections. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 The Board received an update from Auditor-Treasurer Diane Arnold on preparations for the upcoming 2022 elections. (On file.) The Board expressed gratitude, and thanks to Ms. Arnold and her staff for all the hard work they put into the election.

6. 10:17am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - Rum River 1 Watershed 1 Plan, NACo, MICA Board meeting, Sherburne County Soil and Water, AMC Futures Conference

Commissioner Schmiesing - MICA Board meeting

Commissioner Danielowski - Rum River1 Watershed 1 Plan, Grand Opening of heights garner group, National Day of Prayer, Law Enforcement Memorial Ceremony, Big Lake Township meeting, APO meeting in St. Cloud

Commissioner Dolan - Nothing to report.

Commissioner Burandt - Toward Zero Deaths, Joint Central Minnesota Council on Aging meeting, Joint STEPS meeting, CAMHI, MESB, Soil & Water Conservation meeting, Toward Zero Deaths Conference

7. 10:21am Adjourn Regular Meeting, Recess

8. 10:33am Reconvene, Open Community Health Board Meeting

9. 10:56am Adjourn Community Health Board Meeting, Open Workshop Meeting

11. 11:29am Adjourn Workshop

HHS OBO Warrants

4/28/22	1,430.95	OBO 4Imprint
	1,134.07	OBO Amazon
	1,081.00	OBO Elia International
	524.53	OBO Innovative
	600.00	OBO Metro Transit Store
	1,200.00	OBO Speedway
	400.00	OBO UofM Cont Learning
	1,550.95	OBO Walmart
	1,229.80	13 Payments less than 300
	9,151.30	Total

Manual Warrants

4/29/22	11,112.50	Agency Collections
	11,112.50	Total

Commissioner Warrants

4/29/22	328,782.18	General Revenue Fund
---------	------------	----------------------

86,386.20	Public Works Fund
9,619.14	Solid Waste Fund
14,863.75	Jail Commissary Fund
220.22	Sherco Regional Rail Authority
1,676.00	Capital Proj- Building, Land Acquisition
17,307.19	Justice Center Enterprise Fund
809,657.07	Agency Collections
2,347.09	Taxes & Penalties Fund
18,856.32	Towns & Cities Collections
1,289,715.16	Total

Commissioner Warrants

5/2/22	8,139.39	General Revenue Fund
	8,139.39	Total

Commissioner Warrants

5/5/22	700.22	700.22 General Revenue Fund
	24,180.00	81 24,180.00 Taxes & Penalties Fund
	24,880.22	Total

Manual Warrants

5/6/22	209,680.72	Human Service Fund
	178.75	Agency Collections
	209,859.47	Total

Commissioner Warrants

5/6/22	2,781.25	Central MN Mental Health Center
	412.50	Lighthouse Child & Family Services
	2,075.37	Mn Dept Of Human Services-SWIFT
	7,040.50	Mn Social Srv Assn
	565.00	NACCHO Lockbox Processing
	2,996.70	Office Of MN.IT Services
	479.20	Real Time Translations, Inc
	775.00	Rebecca Schueller Training & Consulting
	525.00	Seven County Process Servers, LLC
	178,567.74	Sherburne County Auditor Treasurer
	485.10	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	3,560.61	Verizon Wireless
	3,595.50	30 Payments less than 300
	209,859.47	Total

Manual Warrants

5/6/22	10,528.00	Agency Collections
	10,528.00	Total

Commissioner Warrants

5/6/22	140,740.80	General Revenue Fund
	33,669.06	Public Works Fund
	50.80	Human Service Fund
	2,080.46	Law Library Fund
	332.87	Solid Waste Fund

10,424.56	Jail Commissary Fund
17,800.68	Justice Center Enterprise Fund
43,633.14	Agency Collections
168.00	Taxes & Penalties Fund
248,900.37	Total

DocuSigned by:

7B5ED2D69C724E2...
Barbara Burandt, Board Chairperson
6/9/2022
Date

DocuSigned by:

8D04EE78737742E...
Bruce Messelt, Administrator
6/7/2022
Date