



Sherburne County Board of Commissioners

June 21, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 21, 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
Danielowski/Fobbe were unanimous to approve the Regular Meeting agenda as amended with adding the approval of the Joint Powers Entity (provided to the Board) and the appointment of a representative and alternate, and an updated resolution being added to item 7.2.

2. 9:01am Consent Agenda

Schmiesing/Dolan were unanimous to approve the Consent Agenda as presented.

- 1 Approved County Board Meeting Minutes: June 7, 2022. Administration
- 2 Approved County Workshop Meeting Minutes: June 7, 2022. Administration
- 3 Community Support Grant Agreements. Administration
Dan Weber, Assistant County Administrator
Approved Grant Agreements for the following Community Resource Non-Profit Investment grant awards:

Becker School District in the amount of \$90,000. This grant shall commence on June 21, 2022 and expire on December 21, 2023 or when all obligations have been fulfilled to satisfaction of the County, whichever occurs first.
Princeton School District in the amount of \$40,779. This grant shall commence on June 21, 2022 and expire on December 21, 2023 or when all obligations have been fulfilled to satisfaction of the County, whichever occurs first.
- 4 Food Truck Vendor Contract. Administration
Dan Weber, Assistant County Administrator
Approved a food truck vendor contract with Brain Freeze to provide various ice cream related treats on scheduled dates throughout 2022. The agreement shall be and shall remain in full force and effect from and after June 21, 2022 until the parties renew it or until one party terminates the contract. (On file.)
- 5 Commissioner Expense Claim. Administration
Bruce Messelt, County Administrator
Approved an expense claim in the amount of \$69.28 form by Commissioner Fobbe for reimbursement of expenses incurred while presenting the County's federal priority funding requests to members of Congress and representatives of the Executive Branch.
- 6 Quad County 7W Economic Development Resolution to Dissolve the Joint Powers Agreement. Administration
Dan Weber, Assistant County Administrator
Approved the Quad County 7W Economic Development Resolution 062122-AD-3024 to Dissolve the Joint Powers Agreement. (On file.)

- 7** Resolution the Updated 2022 Mileage Reimbursement Rate. Administration
Dan Weber, Assistant County Administrator
 Approved Resolution #06212022-AD-3025 increasing the 2022 amount authorized for mileage reimbursement at the current rate allowed by the IRS, effective July 1, 2022. (On file.)
- 8** Remain as Class Member in Monsanto Class Action. Attorney
Kathleen Heaney, County Attorney
 Approved Sherburne County remaining as a class member in the litigation involving Monsanto in Ct. No. 2:16-cv-03493 venued in US District Court, Central District of California Western Division.
- 9** 2022-2023 Tobacco License Renewal. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved the following 2022-23 Tobacco License applications and authorize the Auditor/Treasurer to sign and execute said licenses:
- 13 establishments with completed applications;
 - Baldwin Township: Ridgewood Bay Resort
 - Palmer Township: Briggs Lake General Store
 - Becker Township: Holiday Station store 598
 - Orrock Township: Sand Dune Spirits, Sand Dunes Food and Fuel LLC
 - Santiago Township: Santiago Country Store
 - City of Zimmerman: Frontier Liquor, Holiday Station Store 239, Z Market, P & A Liquor, Uptown off Sale, Casey's General Store 3445, Dollar General Store 19543
 - 1 establishment contingent on receiving completed paperwork and approval from the Sheriff, County Attorney, and HHS/Compliance (their local board has also approved contingent upon return of completed paperwork). (On file.)
- 10** Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved Commissioner and Manual Warrants, as follows:
- May 31st 2022, Manual Warrants \$41,819.05
 June 3rd 2022, Commissioner Warrants \$229,751.56
 June 3rd 2022, Manual Warrants \$8,387.82
 June 6th 2022, Commissioner Warrants 2nd 1/2 50% Est School Dist P1 Payout \$1,351,696.56
 June 10th 2022, Commissioner Warrants \$730,196.96
 June 10th 2022, Manual Warrants \$15,621,082.57
 June 10th 2022, Manual Warrants BMO Harris Pcard May 2022 \$123,555.79
- 11** Revision for 2021 Assessment, Pay 2022, Powerline Values. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer, Michelle Moen, County Assessor
 Approved a revision for 2021 Assessment/Pay 2022, upon notification from the State of Minnesota of a reduction in 2022 taxes collected from NSP, in the amount of \$188,618.00, due to powerline values being taxed twice. (On file.)
- 12** Auditor-Treasurer Monthly Report for May 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved and accepted the May 2022 Financial Report from the Auditor-Treasurer. (On file.)
- 13** Submittal of the County's 2021 Annual Comprehensive Financial Report Auditor / Treasurer
 and Award Application to the GFOA (Government Finance Officers Association).
Diane Arnold, County Auditor/Treasurer

Authorized the Auditor-Treasurer to submit to the GFOA (Government Finance Officers Association) the 2021 Annual Comprehensive Financial Report and Award Application.

- 14** Review and Approve 06-01-22 HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the HHS OBO Warrants as follows:
 June 1, 2022 HHS OBO Warrants \$8,365.70
- 15** HHS/IFS Admin Warrants - 6/10/22. Health & Human Services
Amanda Larson, HHS Director
 Approve HHS/IFS Admin Warrants as follows:
 June 10, 2022 HHS/IFS Admin Warrants \$27,285.79
- 16** Arrows Family Service Contract. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved a new contract with Arrows Family Services in Milaca to provide In-Home Family Based Services and Supervised Visitation Services for Sherburne County Health & Human Services. This agreement shall be in effect from June 21, 2022 to June 1, 2025. The total budgeted project request is \$60,000.00. This contract is subject to approval of the County Attorney's Office.
- 17** Community Living Infrastructure Grant Contract. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved the Community Infrastructure Grant Contract. The amount of this grant is \$240,289.00. This contract is effective June 1, 2022 through March 31, 2024 or until all obligations set forth in the contract have been satisfactorily fulfilled, whichever occurs first.
- 18** Family Wise Service Contract. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved a new contract with Family Wise for In-Home Family Based Services and Supervised Visits. The terms of this agreement shall be in effect from June 21, 2022 through June 1, 2025. The total amount to be paid pursuant to this agreement shall not exceed \$120,000. This contract is contingent upon the approval of the County Attorney's Office.
- 19** Influencer Hotspot Contract Addendum. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved a contract addendum for the current Influencer Hotspot's contract. This contract addendum is contingent upon the approval of the County Attorney's Office. (On file.)
- 20** Collective Bargaining Agreement with MNPEA Transport/Court Security Unit. Human Resources
Tammy Bigelow, HR Director
 Approved the Collective Bargaining Agreement with MNPEA Transport/Court Security 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. (On file.)
- 21** Reclassification for the Position of Attorney Office Supervisor. Human Resources
Tammy Bigelow
 Approved Reclassification Review Recommendation, effective retroactively to January 1, 2022.
- Attorney's Office Supervisor (1 employee)
 - Grade 13 to Grade 14
 - Job title change to Administrative Supervisor

- 22** Resolution No. 062122-AD-3019 Authorizing the Acquisition of Property on County Road 43. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 062122-AD-3019 Authorizing the Acquisition of Property on County Road 43. (On file.)
- 23** Resolution No. 062122-AD-3026 Requesting Transfer of Excess County State Aid Municipal Construction Funds to County State Aid Regular Construction Funds. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 062122-AD-3026 Requesting Transfer of \$265,733 in Excess County State Aid Municipal Construction Funds to County State Aid Regular Construction Funds, as per Minnesota Statute 162.08, Subd 4 (d). (On file.)
- 24** 2021 Sherburne County Public Works Annual Financial Report. Public Works
Andrew Witter, Public Works Department Head
Approved and accepted the 2021 Sherburne County Public Works Annual Report, as presented. (On file.)
- 25** Amendment #1 to Extend by One Year the TH 10 and TH 25/CR52 MN DEED Grant. Public Works
Andrew Witter, Public Works Department Head
Approved Amendment #1 to extend by one year the MN DEED Grant Agreement CETG-21-0001-Z-FY21. This will adjust the new contract completion date to June 30, 2023. (On file.)
- 26** 2022 State on Minnesota Annual County Boat and Water Safety Grant. Sheriff
Joel Brott, County Sheriff
Approved the 2022 State of Minnesota Annual County Boat and Water Safety Grant in the amount of \$11,864; effective January 1, 2022 to June 30, 2022.
- 27** Out-of-State Travel for Two Sheriff's Office Employees. Sheriff
Joel Brott, County Sheriff
Approved out-of-state travel for two Sheriff's Office employees to attend the 43rd Annual Northwest Shuttle Conference from September 18-22, 2022, to be held in Casper, Wyoming, at a registration cost of \$250.00 per attendee, plus necessary travel expenses.
- 28** Consider Acceptance of the 2022 Central MN Community Foundation Grant - Drug Awareness Resistance Education Fund. Sheriff
Joel Brott, County Sheriff
Approved the acceptance of the 2022 Central MN Community Foundation Grant - Drug Awareness Resistance Education Fund, in the amount of \$1,310.00. The term of this agreement shall be June 1st, 2022 through December 31, 2022. (On file.)
- 29** Agreement Between Sherburne County and Wellpath LLC for Jail Healthcare Services. Sheriff

Approved an agreement between Sherburne County and Wellpath LLC for healthcare services for inmates and detainees at the Sherburne County Jail. The agreement between Sherburne County and Wellpath LLC will be effective September 1, 2022, and shall terminate on August 31, 2025, unless both parties agree to extend the agreement for additional one-year terms by executing a written agreement to extend the initial or subsequent term.

3. 9:03am Announcements

County Administrator Bruce Messelt provided the Board with a copy of a letter of correspondence to the legislation branch, a reminder of the Board of the Employee Anniversary Recognition to take place during today's meeting and that July will only have one meeting on the 12th of July due to the Annual NACo Conference in Colorado.

4. 9:05am Open Forum

Teri Dickenson of Big Lake spoke regarding Minnesota State Statute 206.52 and against electronic voting systems. Gary Tonsager of Elk River and Kari Watkins of Haven Township also spoke against electronic voting systems. Dean Determan of Elk River spoke to the Board regarding maintenance of County Parks.

5. 9:19am Regular Agenda

- 9:19am 1** Introduction of Jessica Barthel, New Economic Development Coordinator. Administration

Dan Weber, Assistant County Administrator

Assistant County Administrator Dan Weber introduced Jessica Barthel, the new Economic Development Coordinator, to the County Board. Ms. Barthel provided the board with a brief bio about herself and her experience.

- 9:20am 2** Update on the Retired Seniors Volunteer Program (RSVP). Administration

Jennifer Wucherer, Carole McNaughton-Commers

RSVP Program staff presented to the County Board with an RSVP program update. RSVP Director Jennifer Wucherer presented the Board with volunteer impact service hours, new mental wellness campaign, and volunteer satisfaction survey results. Sherburne County Program Director Carole McNaughton-Commers presented the Board with 2021 volunteer impacts to Sherburne County, their future endeavors and 2022 goals.

- 9:43am 3** Celebrate Spring Employee Anniversary Recognition. Administration

Bruce Messelt, County Administrator

The County Board recognized employees who had an anniversary from January to June 2022 and thanked them for their service.

6. 9:44am Recess Regular Meeting for Employee Recognition Reception

7. 10:13am Reconvene Regular Meeting

- 10:13am 1** Resolution #06212022-AD-3021 Adopting and Implementing the Rum River Compressive Watershed Management Plan. Administration

Francine Larson, Dan Cibulka

Dolan/Schmiesing were unanimous to approve Resolution #06212022-AD-3021 adopting and implementing the Rum River Comprehensive Watershed Management Plan and Joint Powers Entity. Danielowski/Dolan were unanimous to appoint Commissioner Fobbe as the primary representative and Commissioner Burandt as the alternate to the Rum River Watershed Implementation Partnership. (On file.)

- 10:22am 2** Proposed Amendments to Solid Waste Ordinance No. 180 and Accompanying Resolution # 062122-AD-3018. Planning & Zoning

Dave Lucas, Solid Waste Administrator

Dolan/Danielowski were unanimous to approve and adopt amendments to the Solid Waste Management Ordinance No.180, as recommended, along with accompanying Resolution # 062122-AD-3018. (On file.)

- 10:25am 3** American Rescue Plan Act (ARPA) Update and Recommended Approvals and Expenditures. Administration

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures as follows:

Fobbe/Dolan were unanimous to approve the bi-weekly expenditures of less than \$50,000.00, totaling \$21,251.39.

Approved expenses greater than \$50,000.00 totaling \$904,425.35 as follows.

1) Schmiesing/Fobbe were unanimous to approve Administration Hazard/Recognition Pay in an estimated cost not to exceed \$765,000. County Administrator Bruce Messelt presented the background on the item to the Board.

2) Dolan/Danielowski were unanimous to approve Last Pass Manager in the amount of \$75,000. -IT Director Brian Kamman presented background on the item to the Board.

3) Schmiesing/Fobbe were unanimous to approve Sheriff Patrol Medical Bags/AED in the amount of \$64,425.35.

8. 10:32am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Dolan: EDA meeting

Commissioner Fobbe: MICA, Great Northern Public Engagement, SCHSAC, Sherburne County Soil & Water, NACo High Performance Leadership, CMJT Government Relations meeting, CMJT Workforce, CMJT Joint Powers, AMC District 5 meeting

Commissioner Schmiesing: EDA, MICA Executive meeting, MICA, AMC District 5 meeting, Board of Adjustment, MCIT Board

Commissioner Danielowski: 7W Long Range Planning, CMRP, MnDOT & Federal Highway meeting, Options Outdoor Space Kick-Off, CMRP, St. Cloud APO meeting, 7W Transportation Policy meeting, AMC District 5 meeting, County Board of Appeals, SUP, 7W ATP meeting

Commissioner Burandt: SCSW, MESB, SCHSAC, County Board of Appeals, County Corrections Advisory, Fair Board, Greater St. Cloud Development Corporation, APTMT, PAC

9. 10:36am Adjourn Regular Meeting, Open Ditch Authority Meeting

10:36am 1 Approve Ditch Authority Agenda. Auditor / Treasurer

Dolan/Danielowski were unanimous to approve the Ditch Authority Agenda as presented.

10:37am 2 Ditch Drainage Technician's Report. Auditor / Treasurer

Andrew Witter, Public Works Director

County Engineer Andrew Witter, presented the board with the Ditch Drainage Technician report. Schmiesing/Fobbe were unanimous in approving the report as presented.

10. 10:38am Adjourn Ditch Authority Meeting

11. 10:39am Open Workshop Meeting

12. 12:06pm Adjourn Workshop Meeting

Manual Warrants

5/31/22	39,030.05	General Revenue Fund
	2,789.00	Agency Collections
	41,819.05	Total

HHS OBO Warrants

6/1/22	574.44	OBO 4AllPromos
	2,357.31	OBO Amazon
	914.45	OBO American Heart Assoc.
	366.29	OBO Dicks Sporting Goods
	660.00	OBO IBLCE
	777.74	OBO Innovative
	1,306.56	
	359.00	OBO Ruttger's Bay Lake Lodge
	300.00	OBO Shutterstock
	749.91	OBO Web Gift Card
	8,365.70	7 Payments less than 300
		Total

Manual Warrants

6/3/22	8,387.82	Agency Collections
	8,387.82	Total

Commissioner Warrants

6/3/22	70,024.69	General Revenue Fund
	103,334.67	Public Works Fund
	51.59	Human Service Fund
	17,820.00	Solid Waste Fund
	7,650.77	Jail Commissary Fund
	16,149.95	Justice Center Enterprise Fund
	14,719.89	Taxes & Penalties Fund
	229,751.56	Total

Commissioner 2nd 50% Est School Dist P1 Payouts Warrants

6/6/22	1,351,696.56	School Districts Collections
	1,351,696.56	Total

Commissioner Warrants

6/10/22	529,996.27	General Revenue Fund
	17,214.08	Public Works Fund
	2,503.82	Human Service Fund
	1,039.31	Law Library Fund
	21,668.69	Solid Waste Fund
	5,520.24	Jail Commissary Fund
	82,454.11	Justice Center Enterprise Fund
	4,150.94	Agency Collections
	14,940.00	Taxes & Penalties Fund
	29,872.06	School Districts Collections
	20,837.44	Towns & Cities Collections
	730,196.96	Total

Manual Warrants BMO Harris Pcard Warrants

6/10/22	114,231.14	General Revenue Fund
	5,885.24	Public Works Fund
	961.14	Solid Waste Fund
	883.83	Jail Commissary Fund
	1,594.44	Justice Center Enterprise Fund
	123,555.79	Total

Manual Warrants

6/10/22	12,454.25	Agency Collections
	2,004,613.44	Taxes & Penalties Fund
	13,604,014.88	School Districts Collections
	15,621,082.57	Total

Commissioner Warrants

6/10/22	27,285.79	Human Service Fund
	27,285.79	Total

Warrants

6/10/22	1,290.00	Breezy Point Resort
	1,283.81	Captivated LLC
	1,375.00	Central MN Mental Health Center
	333.50	DNA Diagnostics Center
	430.22	Goshorn/Kerry
	721.95	Influencer Hotspot
	688.95	Lees/Mark F
	2,698.29	Mn Dept Of Human Services-SWIFT
	2,371.95	Office Of MN.IT Services
	397.94	Ouko/Natasha A
	1,426.11	Quadient Leasing USA, Inc
	1,085.00	Seven County Process Servers, LLC
	5,009.40	Sherburne Co Sheriff
	660.00	Sorem/Gloria
	750.00	US Post Office
	3,545.03	Verizon Wireless
	721.61	Zoller/Kara
	2,497.03	21 Payments less than 300
	27,285.79	Total

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Barbara Burandt, Board Chairperson

7/14/2022

Date

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Bruce Messelt, Administrator

7/12/2022

Date