



Sherburne County Board of Commissioners

December 20, 2022 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on December 20, 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 proposed agenda as presented.

2. 9:01am Consent Agenda

Fobbe/Dolan were unanimous to approve the Consent Agenda as amended with the revised action, motion and attachments to Consent Agenda Item #4.

- 1 Approved County Board Meeting Minutes: December 8, 2022. Administration
- 2 Approved County Board Workshop Meeting Minutes: December 8, 2022. Administration
- 3 Approved the Truth In Taxation (TNT) Meeting minutes: December 1, 2022. Administration
- 4 Court Appointed Attorney Service Agreements. Administration
Patricia Kuka, Court Administrator
Approved Court Appointed Attorney Service Agreements for a one-year term from January 1, 2023 to December 31, 2023. The County has budgeted \$172,000 in 2023 for these services.
- 5 Resolution No. 122022-AD-3048 Establishing 2023 Salaries for County Commissioners. Administration
Dan Weber, Assistant County Administrator
Approved Resolution No. 122022-AD-3048 establishing the 2023 salaries for Sherburne County Commissioners. The 2023 County Commissioner's salary would be set at \$56,263. (On file.)
- 6 Resolution No. 122022-AD-3055 Establishing 2023 County Elected Official Salaries. Administration
Bruce Messelt, County Administrator
Approved Resolution No. 122022-AD-3055 establishing County Elected Official Salaries for 2023. (On file.)
Sherburne County Sheriff \$180,977.15
Sherburne County Attorney \$180,712.84
Sherburne County Auditor-Treasurer \$134,127.26
Sherburne County Recorder \$118,958.45
- 7 Three Lake Improvement District 2022 Annual Report. Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Received and accepted the 2022 Annual Report from the Three Lake Improvement District. (On file.)
- 8 County Administrator 2022 Performance Evaluation Summary. Administration
Bruce Messelt, County Administrator

Approved goals from the performance evaluation conducted by the Sherburne County Board of Commissioners for County Administrator Bruce Messelt for the period of August 19, 2022 to August 19, 2023.

- 9 2023 5-Year Capital Improvement Plan. Administration
Dan Weber, Assistant County Administrator
Approved the 2023 5-Year Capital Improvement Plan. (On file.)
- 10 2023 Non-Levied Budgets. Administration
Dan Weber, Assistant County Administrator
Approved 2023 Non-Levied Budgets as presented. (On file.)
- 11 Establish June 13, 2023 as the Official Meeting Date for the County Assessor
Board of Appeal and Equalization.
Michelle Moen, County Assessor
Approved establishing the official meeting date and time for the County Board of Appeal and Equalization as June 13, 2023 at 3:00 p.m.
- 12 Contract with Karpel for the Calendar Year 2023. Attorney
Kathleen Heaney, County Attorney
Approved a contract with Karpel for the sum of \$164,625 for the implementation of a new software program, subject to approved use of ARPA funds, and authorized the County Attorney to execute the same. (On file.)
- 13 Authorization to Pay Final 2022 Warrants. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer
Approved and authorized the County Auditor/Treasurer to pay final 2022 Warrants.
- 14 Commissioner & Manual Warrants for 11/30, 12/02, 12/06, and 12/09 Auditor / Treasurer
2022.
Diane Arnold, County Auditor/Treasurer
Approve Commissioner and Manual Warrants as follows:

November 30, 2022 Commissioner Warrants Final Payout P2 \$10,213,732.59
November 30, Manual Warrants \$11,630,158.85
December 2, 2022 Commissioner Warrants \$1,136,133.54
December 2, 2022 Manual Warrants \$2,417.75
December 6, 2022 Commissioner Warrants \$262,124.09
December 9, 2022 Commissioner Warrants \$1,177,600.80
December 9, 2022 Manual Warrants \$21,682.82
December 9, 2022 Manual Warrants BMO Harris Pcard Nov \$68,419.90
- 15 No. 122022-AD-3057 to Commit Fund Balance in Accordance with GASB Auditor / Treasurer
Statement #54.
Diane Arnold, County Auditor/Treasurer
Approved Resolution No. 122022-AD-3057 to commit Fund Balance, so as to be in compliance with GASB Statement #54. (On file.)
- 16 Auditor-Treasurer's Monthly Report for November 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and accepted the November 2022 Financial Report from the Auditor-Treasurer. (On file.)
- 17 Agreement for Investigative Services of Welfare Fraud. Health & Human Services

Gina Anderson, Economic Supports Manager

Approved an agreement for the Sherburne County Sheriff's Office to provide Investigative Services for Welfare Fraud. The terms of this agreement will be from January 1, 2023 to December 31, 2025. The cost of services provided to the Department by the Investigator shall be at the hourly figure of \$44.00 up to but not greater than \$91,520.00 per year for a contract limit of \$274,560.00.(On file.)

- 18 Adult Day/Prevocational Services and Employment Support Contract for Health & Human Services Options Inc.

Tony Masters, Social Services Manager

Approved a contract with Options Inc. for Adult Day/Prevocational Services, Employment Support Services, and transportation, subject to County Attorney's Office approval prior to full execution. The total for the three-year contract is \$300,000; approximately \$100,000 per year. The Agreement shall be in effect from January 1, 2023 to December 31, 2025. (On file.)

- 19 Contract Renewal for Greater Minnesota Family Services for In-Home Health & Human Services Services.

Megan Carriveau, Social Services Manager

Approved a contract renewal for Greater Minnesota Family Services for In-Home therapy and Skills support. \$300,000 is the total for the three-year contract; approximately \$100,000 per year. The Agreement shall be in effect from January 1, 2023 to December 31, 2025. (On file.)

- 20 HHS/IFS Admin Warrants from December 16, 2022. Health & Human Services

Amanda Larson, HHS Director

Approved HHS/IFS Admin Warrants as follows

December 16, 2022 HHS/IFS Admin Warrants \$29,728.80

- 21 Renewal of Contract for Nystrom and Associates for In-home Services Health & Human Services and Psychological Testing.

Megan Carriveau, Social Services Manager

Approved a contract renewal for Nystrom and Associates for In-Home Family-Based Counseling and Family-Based Life Management Skills, as well as Psychological Testing. \$150,000 is the total for the three-year contract, approximately \$50,000 per year. The Agreement shall be in effect from January 1, 2023 to December 31, 2025. (On file.)

- 22 Semi-Independent Living Skills (SILS) Contract for Mains'I Services Inc. Health & Human Services

Tony Masters, Social Services Manager

Approved the Semi-Independent Living Skills (SILS) contract for Mains'I Services Inc, subject to County Attorney's Office approval as to form prior to execution. The funding source for Semi-Independent Living Skills (SILS) is 85% State funding and 15% County levy. \$300,000 is the total for the three-year contract; approximately \$100,000 per year. This contract shall start on January 1, 2023 and go through December 31, 2025.

- 23 2022 Community Outreach Program Grant Award from the Health & Human Services CommUNITY Adult Mental Health Initiative.

Tony Masters, Social Services Manager

Approved, accepted, and authorized signature on the contract for the 2023 Community Outreach Program Grant award from the CommUNITY Adult Mental Health Initiative, subject to approval by the County Attorney's Office as to form prior to execution. The contract amount for 2023 is \$50,562.00. This contract shall go into effect January 1, 2023 and expire on December 31, 2023 or until funds are utilized, whichever comes first.

- 24 Contract with A New Direction for Provision of Semi-Independent Living Health & Human Services

Skills (SILS).

Tony Masters, Social Services Manager

Approved a contract with A New Direction for provision of Semi-Independent Living Skills (SILS) services, subject to approval from the County Attorney's Office as to form prior to execution. Semi-Independent Living Skills (SILS) is 85% State funding and 15% County levy funding. \$150,000 is the total for the three-year contract, approximately \$50,000 per year. The Agreement shall be in effect from January 1, 2023 to December 31, 2025. (On file.)

- 25** Contract with Central Minnesota Mental Health Center for Community Health & Human Services Support Program (CSP) Services, Adult Mental Health Clinical Consultation, Infant and Early Childhood Mental Health Consultation, and Reflective Consultation for Public Health Staff.
Tony Masters, Social Services Manager
Approved a contract with Central Minnesota Mental Health Center for Community Support Program (CSP) services, Adult Mental Health Clinical Consultation, Infant and Early Childhood Mental Health Consultation, and Reflective Consultation for Public Health staff, subject to approval by the County Attorney's Office as to form prior to execution. The total three-year contract limit is \$66,000 or approximately \$22,000 per year. This contract shall be in effect from January 1, 2023 through December 31, 2025.
- 26** Consider Approval of HHS IFS Admin Warrants Dated 12/09/22. Health & Human Services
Amanda Larson, Director of HHS
Approved HHS IFS Warrants as follows:

December 9, 2022 HHS IFS Warrants \$21,644.77
- 27** On-Site Childcare Contract with the YMCA of the Greater Twin Cities. Health & Human Services
Gina Anderson, Economic Supports Manager
Approved a contract with the YMCA to provide on-site drop-in childcare for 29 hours/week at a cost not to exceed \$65,000 paid with MFIP and ARPA funding, with a contract period from 1/1/2023 -12/31/2023, and subject to CAO approval and approval of ARPA funding prior to full execution. (On file.)
- 28** Renewal of a Contract with Main Street Family Services. Health & Human Services
Megan Carriveau, Social Services Manager
Approve renewal of a contract with Main Street Family Services. The agreement shall be in effect from January 1, 2023 to December 31, 2025. \$525,000 is the total for the three-year contract; approximately \$175,000 per year.
- 29** Renewal of a Contract with Operation Foresight for Drug Testing of HHS Health & Human Services Clients.
Megan Carriveau, Social Services Manager
Approved the renewal of a contract with Operation Foresight for Drug Testing of HHS Clients. \$75,000 is the total for the three-year contract; approximately \$25,000 per year. The Agreement shall be in effect from January 1, 2023 to December 31, 2025.
- 30** Renewal of a Contract with Lighthouse Child and Family Services for Health & Human Services
Reflective Consultation for Staff, Supervisors and Manager of Child and Family Services.
Megan Carriveau, Social Services Manager
Approved a renewal of a contract with Lighthouse Family Services for Reflective Consultation for social workers, Child and Family Supervisors and Managers. \$70,200 is the total amount for the three-year contract; approximately \$23,400 per year. This shall be in effect January 1, 2023, through December 31, 2025.

- 31 County Equal Employment Opportunity Policy. Human Resources
Tammy Bigelow, Director of HR
Approved the Sherburne County Equal Employment Opportunity Policy, for the period of January 1, 2023 through December 31, 2024. There are no unbudgeted financial implications associated with the approval of this Equal Employment Opportunity Policy. (On file.)
- 32 Reappointment to the Sherburne County Board of Adjustment. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved the reappointment of Roger Johnson and Lloyd Stimmler to the Board of Adjustment, both for (3) year terms. The terms shall commence on January 1, 2023 and shall terminate on December 31, 2026.
- 33 Revocation of Conditional Use Permit at the Request of Property Owner Planning & Zoning
- Linda Kasowski.
Lynn Waytashek, Planning & Zoning Administrator
Approved by Resolution No. 122022-AD-3056 the revocation of an existing Conditional Use Permit (Doc # 444988), at the request of the property owner. (On file.)
- 34 Contract Amendment with WSB & Associates for Additional Design Services Pertaining to the Bridge 71504 (CSAH 15) and Bridge 71505 (CSAH 4) Projects. Public Works
Andrew Witter, Public Works Department Head
Approved an Amendment to the Agreement with WSB & Associates for Bridge 71504 (CSAH 15) and Bridge 7105 (CSAH 4) for additional Design Phase Services and authorized the County Administrator to sign said Amendment. There will be an additional project expense which will be incorporated into the larger project budget in the amount of \$90,217.48. The term of this amendment shall commence on December 20, 2022 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County.
- 35 Fourth Amendment to the Agreement with Alliant Inc. for CR 65 Design Services. Public Works
Andrew Witter, Public Works Department Head
Approved the Fourth Amendment to the Agreement with Alliant Inc. for CR 65 Design Services and authorized County Administrator to sign said Amendment. This Amendment is an expansion of work previously scoped and included in the original August 17, 2021 Agreement. The total amount of the amendment is \$26,500. (On file.)
- 36 Second Amendment to the Agreement with SRF Consulting Group for CSAH 33 Design Phase Services. Public Works
Andrew Witter, Public Works Department Head
Approved the Second Amendment to the Agreement with SRF Consulting Group for CSAH 33 Design Phase Services and authorized the County Administrator to sign said Amendment. The term of this Second Amendment shall commence on December 20, 2022 and shall terminate on the date that all obligations have been fulfilled. Estimated cost of \$163,413.00. (On file.)
- 37 Resolution No. 122022-AD-3060 in Support of Sponsoring the Surface Transportation Block Grant Program (STBGP) for CSAH 4 Road Improvements in the City of Zimmerman. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 122022-AD-3060 in support of sponsoring the Surface Transportation Block Grant Program (STBGP) for CSAH 4 road improvements in the City of Zimmerman. (On file.)
- 38 Resolution No. 122022-AD-3061 and Approve State of Minnesota Agency Agreement for Advanced Construction for SP 071-070-042, HSIP Public Works

7122(224).

Andrew Witter, Public Works Department Head

Approved Resolution No. 122022-AD-3061 for the State of Minnesota Agency Agreement for MnDOT Contract No. 1051570, between the Minnesota Department of Transportation and Sherburne County for Federal Participation in Advanced Construction for SP 071-070-042, HSIP 7122(224). (On file.)

- 39 Receipt of a Donation of \$1,100.00 in Gas Cards from the Big Lake Veteran's Services
American Legion Auxiliary.

Bruce Price, Veterans Services Department Head

Approved and accepted a donation of \$1100.00 in Gas Cards from the Big Lake American Legion Auxiliary.

3. 9:03am Announcements

County Administrator Bruce Messelt reminded the Board that there will be a Commissioner Recognition in the Maple Room at 12:00pm today (12/20/22) and that the Government Center will be closed on Monday, December 26 and Monday, January 3, and . Mr. Messelt extended a thank you to the staff who were able to attend the Holiday Party on Friday, December 16 and to the Public Works plow crew for all their hard work over the past few days. During this time, Mr. Messelt presented Commissioners Burandt, Dolan and Schmiesing with plaques for their service to the County Board. Commissioner Burandt was also presented with a plaque for servicing as the Board Chair for 2023.

4. 9:11am Open Forum

No one was present.

5. 9:11am Open Regional Rail Authority

6. 9:17am Adjourn Regional Rail Authority, Open Regular Agenda

- 9:17am 1 Annual Review of and Approve Recommended Changes to the Auditor / Treasurer
Financial Policy Manual.

Diane Arnold, County Auditor/Treasurer

Schmiesing/Danielowski were unanimous approve the recommended changes to the Financial Policy Manual. (On file.)

- 9:21am 2 Joint Powers Agreement with Wright County for Planning and Public Works
Environmental Linkage Study of TH 25.

Andrew Witter, Public Works Department Head

Dolan/Danielowski were unanimous to approve a Joint Powers Agreement with Wright County for a Planning and Environmental Linkage study of Trunk Highway 25. This Agreement shall continue until terminated as provided hereinafter. Public Works Director Andrew Witter outlined the agreement to the Board. (On file.)

- 9:30am 3 Adoption of the 2023 Annual Budget and Associated Annual Levies. Administration

Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

Dolan/Schmiesing were unanimous to approve Resolutions No. 122022-AD-3049 to adopt the 2023 County Budget. (On file.)

Dolan/Fobbe were unanimous to approve Resolution No. 122022-AD-3050 to approve the 2023 Property Tax Levy. (On file.)

Schmiesing/Fobbe were unanimous to approve Resolution No.122022-AD-3051 to approve the 2023 Regional Rail Levy. (On file.)

- 9:39am 4 American Rescue Plan Act (ARPA) Update and Consider Approval of Administration
Recommended Expenditures.

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures as follows:

- 1) Fobbe/Danielowski were unanimous to approve the Bi-Weekly Expenditures less than \$50,000 equaling \$8,750.04.
- 2) Approved the expenses greater than \$50,000:
 - a) Danielowski/Dolan were unanimous to approve the Sheriff - HR Position Reimbursement in the amount of \$68,926.28.
 - b) Schmiesing/Fobbe were unanimous to approve the Sheriff - Jail Overtime Costs in the amount of \$106,362.19. Chief Deputy Steve Duran presented the item to the Board.
 - c) Dolan/Fobbe were unanimous to approve the HHS - YMCA Drop-In Child Care Staffing in the amount of \$65,000. HHS Director Amanda Larson presented the item to the Board.
 - d) Danielowski/Dolan were unanimous to approve the Attorney - File Management System for the amount of \$164,625. County Attorney Kathy Heaney presented the item to the Board.

Assistant County Administrator Dan Weber provided the following broadband update:
Arvig has been awarded two Border to Border Broadband projects in Sherburne County. The County Board approved a letter of commitment to assist in the funding of the projects at the July 12, 2022 Board meeting. Project details are below:

Fobbe/Dolan were unanimous to approve the following:

Grant Application #1 Haven/Clear Lake Townships

- 212 Passings
- County Contribution \$644,162.25 (seeking \$5,000 each from Haven and Clear Lake Townships = \$634,162.25)
- State/Arvig Contribution \$1,433,745.75
- Scored 85 out of 100
- County Contribution = \$3,038 per passing or \$2,991 if both townships participate

Grant Application #2 City of Elk River

- 42 passings
- County Contribution \$162,795.38 (seeking \$40,700 from the City of Elk River = \$122,096)
- State/Arvig Contribution \$379,855.88
- Scored 80 out of 100
- County Contribution = \$3,876 per passing or \$2,970 if the City of ER participates

Total = \$806,957.63 and 254 homes and \$3,177 per passing
or \$756,258 and \$2,977 per passing

7. 9:51am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Schmiesing: MICA, EDA

Commissioner Fobbe: CMJTS Legislative Breakfast, CMJTS Joint Powers Board meeting, MICA, Rum River 1 Watershed 1 Plan Technical Committee meeting, meetings with Baldwin and Livonia Townships

Commissioner Dolan: Nothing to report.

Commissioner Danielowski: Met with the City of Big Lake, Big Lake Township, and Big Lake Fire Department to discuss County Road 43, AIS meeting, Park System Plan update, EDA, Mississippi 1 Watershed 1 Plan

Commissioner Burandt: Nothing to report at this time and will submit at a later date.

8. 9:55am Adjourn Regular Meeting, Open Ditch Authority Agenda Meeting

- | | | | |
|----------------|----------|---|---------------------|
| 9:55am | 1 | Approval of Ditch Authority Meeting Agenda.
<i>Mike Lindenau, County Ditch Inspector</i>
Dolan/Fobbe were unanimous to approve the Ditch Authority's Meeting Agenda as presented. | Auditor / Treasurer |
| 9:57am | 2 | Ditch Drainage Technicians Report.
<i>Mike Lindenau, County Ditch Inspector</i>
Dolan/Fobbe were unanimous to accept the Ditch Drainage Technicians Report as presented by County Ditch Inspector Mike Lindenau. Highlighted items were County Ditch 1 and County Ditch 19. | Administration |
| 10:02am | 3 | Set the Next Ditch Authority Meeting Date for Tuesday, February 21, 2022.
<i>Mike Lindenau, County Ditch Inspector</i>
It was the consensus of the Board to set the next Ditch Authority Meeting Date for Tuesday, February 21, 2022. | Administration |

9. 10:03am Adjourn Ditch Authority Meeting

Commissioner Warrants – Final Settlement Payout P2

11/30/22	5,524.82	General Revenue Fund
	50,556.56	Metropolitan Transit Fund
	677,285.57	Hra & Ec Dev Fund
	16.49	Hospital District Collections
	1,686.38	Agency Collections
	20,909.93	School Districts Collections
	9,457,752.84	Towns & Cities Collections
	10,213,732.59	Total

Manual Warrants

11/30/22	104,096.62	Hra & Ec Dev Fund
	5,393.50	Agency Collections
	29,726.57	Taxes & Penalties Fund
	331,324.93	School Districts Collections
	11,159,617.23	Towns & Cities Collections
	11,630,158.85	Total

Commissioner Warrants

12/2/22	249,487.27	General Revenue Fund
	28,086.97	Public Works Fund
	51.59	Human Service Fund
	570.00	County Ditch Fund
	44,533.34	Solid Waste Fund
	120.03	Jail Commissary Fund
	19,441.04	Justice Center Enterprise Fund
	1,000.00	Agency Collections
	11,787.94	Taxes & Penalties Fund
	781,055.36	Payroll Fiduciary Fund

	1,136,133.54	Total
Manual Warrants		
12/2/22	2,417.75	Agency Collections
	2,417.75	Total
Commissioner Warrants		
12/6/22	17,758.09	General Revenue Fund
	244,366.00	Taxes & Penalties Fund
	262,124.09	Total
Commissioner Warrants		
12/9/22	545,048.44	General Revenue Fund
	315,064.27	Public Works Fund
	51.59	Human Service Fund
	5,159.27	Law Library Fund
	14,801.27	Solid Waste Fund
	33,830.74	Jail Commissary Fund
	1,443.02	Sherco Regional Rail Authority
	250,008.38	Justice Center Enterprise Fund
	2,210.10	Agency Collections
	9,983.72	Taxes & Penalties Fund
	1,177,600.80	Total
Manual Warrants		
12/9/22	10,739.82	General Revenue Fund
	10,943.00	Agency Collections
	21,682.82	Total
Manual Warrants BMO Harris Pcard Warrants		
12/9/22	54,288.04	General Revenue Fund
	8,828.08	Public Works Fund
	361.17	Human Service Fund
	2,932.87	Solid Waste Fund
	1,853.07	Jail Commissary Fund
	156.67 J	Justice Center Enterprise Fund
	68,419.90	Total
Commissioner Warrants		
12/9/22	13,036.79	Human Service Fund
	8,607.98	Agency Collections
	21,644.77	Total
Warrants		
12/9/22	625.00	Central MN Mental Health Center
	1,352.98	Hennepin County
	2,287.50	Lighthouse Child & Family Services
	12,304.65	Mn Dept Of Human Services - SWIFT
	849.00	Mn Dept Of Human Services-SWIFT
	1,426.11	Quadient Leasing USA, Inc
	300.00	Seven County Process Servers, LLC
	2,499.53	22 Payments less than 300

	21,644.77	Total
Warrants		
12/16/22	580.00	Boe/Evelyn 580.00
	467.50	Dakota Printing Inc 467.50
	624.37	Koenig/Jenna 624.37
	646.00	Lexis Nexis 646.00
	939.00	Mn Dept Of Human Services-SWIFT 939.00
	6,081.00	Mn Social Srv Assn 6,081.00
	680.00	Pinnacle Printing Inc 680.00
	11,054.75	Sherburne County Auditor Treasurer 11,054.75
	369.80	The Bridge World Language Ctr Inc 369.80
	6,000.00	USPS-POC 6,000.00
	2,286.38	18 Payments less than 300
	29,728.80	Total
Commissioner Warrants		
12/16/22	29,648.80	Human Service Fund
	80.00	Agency Collections
	29,728.80	Total

Lisa A. Fobbe

[Lisa A. Fobbe \(Jan 6, 2023 15:02 CST\)](#)

Lisa A. Fobbe, Chairperson

01/06/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

01/06/2023

Date