



Sherburne County Board of Commissioners

January 3, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 3, 2023, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the County Administrator Bruce Messelt 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 presented.

2. 9:02am Oaths of Offices

- 1 Oaths of Offices for Elected County Commissioners and County Administration Officials.
Honorable Judge Walter Kaminsky
Honorable Judge Walter Kaminsky performed the following Elected Officials Oaths of Office for their respective elected positions:

- County Commissioner - District 1: Andrew Hulse
- County Commissioner - District 2: Raeanne Danielowski
- County Commissioner - District 3: Gregg Felber
- County Commissioner - District 4: Gary Gray
- County Attorney: Kathleen Heaney
- County Auditor/Treasurer: Diane Arnold
- County Recorder: Michelle Ashe
- County Sheriff: Joel Brott

3. 9:13am Recess Regular Meeting, Break

4. 9:35am Reconvene Regular Meeting

5. 9:35am Election of Board Chairperson

- 9:35am 1 Election of 2023 Board Chair. Administration
Bruce Messelt, County Administrator
Bruce Messelt, County Administrator, called for nominations for Chair of the County Board of Commissioners for the year of 2023. Danielowski/Gray were unanimous to elect Commissioner Lisa Fobbe as Chair for 2023.

6. 9:37am Election of Vice-Chairperson

- 9:37am 1 Election of Vice-Chairperson. Administration
Board Chair, County Commissioner
Chair Fobbe called for nominations for the 2023 Vice-Chair of the Board of Commissioners. Danielowski/Gray were unanimous to elect Commissioner Gregg Felber as Vice-Chair for 2023. Chair Fobbe said a few words welcoming the new commissioners to the Board of Commissioners.

7. 9:39am Consent Agenda

Danielowski/Hulse were unanimous to approve the Consent agenda as presented.

- 1 County Board Meeting Minutes: December 20, 2022 Administration
Approved County Board Meeting Minutes: December 20, 2022.
- 2 Commissioner Expense Claim. Administration
Bruce Messelt, County Administrator
Approved an Expense Claim for Commissioner Fobbe for reimbursement of expenses incurred while attending the AMC Annual Conference. The total transportation reimbursement for Commissioner Fobbe is \$17.88.
- 3 December 16, 2022, and December 23, 2002, Commissioner & Manual Auditor / Treasurer Warrants.
Diane Arnold, County Auditor/Treasurer
Approved December 16, 2022, and December 23, 2002, Commissioner & Manual Warrants, as follows:

December 16, 2022 Commissioner Warrants \$1,243,173.70
December 16, 2022 Manual Warrants \$365,554.34
December 23, 202 Commissioner Warrants \$698,186.67
December 23, 2022 Manual Warrants \$2,408,604.25
- 4 2023 Signature Authorizations and Designation of Depositories. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer, Loraine Rupp
Approved and authorized execution of the following:

1.) Resolution No. 010323-AD-3065 designating Depositories of Public Funds for 2023 for The Bank of Elk River and First Bank Elk River. (On file.)

2.) Resolutions attesting to Chairperson's signature of record at the bank for checking accounts at US Bank/MAGIC and First Bank Elk River and 2023 Board Chair endorsement of appropriate signature forms. (On file.)

3.) 2023 Board Chair signature for check signature image for 2023 warrants (as required by M.S. 385.05). (On file.)
- 5 December 23, 2022 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved December 23, 2022 HHS IFS Admin Warrants, as follows:

December 23, 2022 HHS IFS Admin Warrants \$39,754.26
- 6 UHL Company 2023 Service Agreement. Maintenance
Steve Becker, Maintenance Department Head
Approved the 2023 Service agreement with UHL Company. The estimated cost for 2023 will be \$45,365.00. The term of this agreement shall be January 1, 2023 - December 31, 2023. (On file.)
- 7 2023 Appointments to the Sherburne County Planning Advisory Planning & Zoning Commission.
Lynn Waytashek, Planning & Zoning Administrator
Approved the appointment of the following Township representatives and alternates to the Planning Advisory Commission, for the term of January 1, 2023-December 31, 2025:

Clear Lake Township:
Alternate: Ross Imholte

Haven Township:

Representative: Kathi Sims Kosloski

Alternate: Bruce Hentges

Livonia Township:

Representative: Butch Hass

- 8 Out of State Travel for Public Works Employee. Public Works
Brett Forbes, GIS Coordinator
Approved travel to Futureview Conference in San Antonio, TX from April 23rd to the 26th for Public Works Employee Brett Forbes. Estimated cost of expenses is \$300.00 for ground transportation and no-provided meal expenses. There is no cost for meals, lodging, airfare, and conference registration.
- 9 Resolution No.010323-AD-3062 and Agency Agreement with MnDot Public Works
for Contract No. 1052035.
Andrew Witter, Public Works Department Head
Approved Resolution No.010323-AD-3062 and Agency Agreement with MnDot for Contract No. 1052035. (On file.) This agreement shall commence on January 3, 2023 and shall stay in effect until it is superseded.
- 10 Resolution No. 010323-AD-3063 in Support of Sponsoring the CSAH Public Works
5/Elk River Pedestrian & Bicycle Bridge in Seeking Transportation
Alternatives Program Funding from MNDOT.
Gina Hugo, Park Coordinator
Approved Resolution No. 010323-AD-3063 in support of sponsoring the CSAH 5 Pedestrian and Bicycle Bridge over the Elk River. (On file.)
- 11 Final Payment to Knife River for 2022 Overlays. Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with Knife River for the 2022 Overlays, including projects CP 71-604-012, CP 71-609-021, CP 71-613-21 & CP 71-661-019. (On file.)
- 12 Resolution No. 010323-AD-3064 Agreeing to Maintain the CSAH 5 Public Works
Pedestrian Bridge Over the Elk River.
Gina Hugo, Park Coordinator
Approved Resolution No. 010323-AD-3064 agreeing to maintain the CSAH 5 pedestrian and bicycle bridge over the Elk River. (On file.)
- 13 Acceptance of a Donation from River of Life Church to the Sheriff's Sheriff
Office Chaplaincy Program.
Joel Brott, County Sheriff
Approved the acceptance of a donation from the River of Life Evangelical Free Church to the Sheriff's Office chaplaincy program in the amount of \$2,000.00.
- 14 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 attend an Investigative Techniques Training, presented by the National Criminal Justice Training Center of Fox Valley Technical College in Birmingham, Alabama, from January 23-27, 2023. Estimated cost will be \$320.00 for meals and other necessary travel expenses. The Minnesota BCA will reimburse all costs associated with the hotel and flight.

- 15 Notification of Participation in the Law Enforcement Support Office (LESO) 10-33 Program. Sheriff *Joel Brott, County Sheriff*
Approved the notification of the Sheriff's Office's participation in the Law Enforcement Support Office (LESO) 10-33 Program.

8. 9:41am **Announcements**

County Administrator Bruce Messelt reminded the Board of the following upcoming events:

- January 19th there will be an Annual Legislative Forum Dinner at Jack and Jim's in Duelm, Mn from 2 pm to 8 pm.
- January 19th there will be a Joint Meeting of Big Lake City, Big Lake Township, Orrock Township, Sherburne County Board of Commissioners and ISD #727 School Board at the Big Lake City Council Chambers in Big Lake, Mn
- January 25th the Government 101 conference will be held at the Intercontinental Hotel in St. Paul.
- The NACo Legislative Conference will be held on February 11th -14th in Washington, D.C.

Mr. Messelt also extended kudos to the Public Works staff for all their hard work this season and keeping our roads plowed. The Board was asked to keep an eye out in their email for a survey regarding Economic Development that would come from staff members Dan Weber and Jessica Barthel.

The Board inquired if there would be a Sherburne County Association of Townships meeting coming up, staff will inquire and update the commissioners on the inquiry.

9. 9:45am **Open Forum**

Brett Collier of Big Lake, Mn spoke to the Board regarding Northstar ridership, Regional Rail levy, Northstar Link, Google data center, the Consent Agenda, tax abatements and election integrity.

10. 10:49am **Regular Agenda**

- 9:49am 1 Preliminary and Final Simple Plat of Schroer Estates - Taylor and Taylor Planning & Zoning
Schroer.

Lynn Waytashek, Planning & Zoning Administrator

Danielowski/Felber were unanimous to approve a requested Residential Preliminary and Final Simple Plat of "Schroer Estates" consisting of (2) lots, with the following (1) Condition as recommended by the Planning Advisory Commission and listed below in the background justification: PID #10-545-0105 and #10-561-0115; Legal Desc: Lot 1, Block 1 of Fernwood and Lot 3, Block 1 Carlson Estates; Sec 1, Twp 33, Rge 27, Big Lake Township; with 19.6 acres in the General Rural District.

CONDITION:

1. 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 the Final Plat.

- 9:52am 2 EPA's Solid Waste Infrastructure Recycling Grant Application. Planning & Zoning
Gabrielle Holman, Environmental Specialist, Dave Lucas, Solid Waste Administrator, Jillian Carlson

Felber/Gray were unanimous to authorize the County Staff to submit an application to the Environmental Protection Agency (EPA) for a Solid Waste Infrastructure Recycling Grant, in the amount of: \$3,630,000.

- 9:58am 3 Awarding Bid for the 2023 Official County Publications. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved and awarded the bid for 2023 Publication of the Commissioner's Proceedings, Delinquent Tax Listing, 2022 Financial Statement and alternate 2022 Financial Statement, as presented separately by the Auditor-Treasurer.

Danielowski/Felber were unanimous to award the Patriot News with a bid of \$3.25 per inch, as the publisher of choice for Commissioner's Proceedings.

Felber/Gray were unanimous to award the Patriot News with a bid of \$3.50 per inch, as the publisher of choice for the Delinquent Tax Listing.

Hulse/Danielowski were unanimous to award Elk River Star News with a bid of \$3.95 per inch, as the publisher of choice for the 2022 Financial Statement.

Danielowski/Gray were unanimous to award the Patriot News with a bid of \$12.00 per inch, as the alternate publisher of choice for the 2022 Financial Statement.

- 10:11am 4** American Rescue Plan Act (ARPA) Update and Recommended Administration
Approvals and Expenditures.
Dan Weber, Assistant County Administrator
Approved the bi-weekly ARPA related expenditures as follows:
Gray/Felber were unanimous to approve expenses less than \$50,000.00 totaling \$89,912.00. (On file.)
- 10:16am 5** Updates to County Administrative Policy Manual. Administration
Bruce Messelt, County Administrator
Danielowski/Felber were unanimous to approve updates to the following Sections of the County Administrative Policy Manual, as proposed: Purpose and Administration; County Board Agenda Development and Review Process; and Operating Rules. (On file.) Commissioners Hulse and Danielowski requested a future workshop on Ceremonial Procedures.
- 10:23am 6** 2023 County Board Meeting Schedule. Administration
Bruce Messelt, County Administrator
Danielowski/Felber were unanimous to table the 2023 County Board Meeting Schedule.
- 11. 10:36am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
Commissioner Danielowski: Commissioner Recognition of Felix Schmiesing and Barbara Burandt, Substance Use Prevention, NACo Women in County Government, Commissioner Tim Dolan Recognition, Xcel Energy meeting, constituent issues

Commissioner Felber: Commissioner Recognition of Felix Schmiesing and Barbara Burandt, Onboarding activities, Xcel Energy Meeting

Commissioner Gray: AMC Conference, Commissioner Recognition of Felix Schmiesing and Barbara Burandt, Commissioner Dolan Recognition, Xcel Energy meeting, Visited townships in District 4, Onboarding activities

Commissioner Hulse: Onboarding activities, Xcel Energy Meeting

Commissioner Fobbe: Legislative Briefing, Xcel Energy Meeting, Commissioner Dolan Recognition
- 12. 10:47am Recess Regular Meeting, Open Regional Rail Authority Meeting**
- 13. 10:55am Close Regional Rail Authority Meeting, Open Housing and Redevelopment Authority Meeting**
- 14. 10:56am Close Housing Redevelopment Authority Meeting, Break**

15. 11:20am **Reconvene, Open Workshop Meeting**

16. 11:55am **Close Workshop Meeting, Adjourn Regular Meeting**

Commissioner Warrants

12/16/22	560,635.77	General Revenue Fund
	217,596.78	Public Works Fund
	5,007.65	Human Service Fund
	23,865.00	Solid Waste Fund
	37,161.77	Jail Commissary Fund
	269,027.03	Sherco Regional Rail Authority
	64,610.23	Justice Center Enterprise Fund
	450.00	Agency Collections
	7,340.32	Taxes & Penalties Fund
	57,479.15	Payroll Fiduciary Fund
	1,243,173.70	Total

Manual Warrants

12/16/22	1.00	General Revenue Fund
	365,553.34	Agency Collections
	365,554.34	Total

Commissioner Warrants

12/23/22	39,493.38	Human Service Fund
	260.88	Agency Collections
	39,754.26	Total

Warrants

12/23/22	5,251.44	Atmosphere Commercial Interiors
	58,745.26	Central Mn Jobs & Training
	2,000.00	Fraboni, MD/Americo
	12,000.00	Greater MN Family Services
	363.88	Kapsner/Lori
	1,232.84	Main Street Family Services
	598.64	McCoss/Daniel J
	2,764.89	Mn Dept Of Human Services - SWIFT
	1,022.77	Mn Dept Of Human Services-SWIFT
	1,174.95	Office Of MN.IT Services
	1,161.34	12 Payments less than 300
	86,316.01	Total

Commissioner Warrants

12/23/22	346,265.47	General Revenue Fund
	207,700.88	Public Works Fund
	51.59	Human Service Fund
	4,998.53	Solid Waste Fund
	112,036.77	Jail Commissary Fund
	276.94	Sherco Regional Rail Authority
	7,906.99	Justice Center Enterprise Fund
	18,829.50	Agency Collections
	120.00	Taxes & Penalties Fund
	698,186.67	Total

Manual Warrants

12/23/22	2,400,780.50	General Revenue Fund
	7,823.75	Agency Collections
	2,408,604.25	Total

Lisa A Fobbe

[Lisa A Fobbe \(Jan 17, 2023 11:20 CST\)](#)

Lisa A. Fobbe, Board Chairperson

01/17/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

01/17/2023

Date