



Sherburne County Board of Commissioners

January 17, 2023 - County Board Meeting

Minutes

1. 9:00am **Call to Order**

The Sherburne County Board of Commissioners convened in regular session on January 17, 2023, 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
Gray/Felber were unanimous in approving the agenda as presented.

2. 9:01am **Consent Agenda**

Felber/Gray were unanimous to approve the Consent Agenda as presented.

- 1 Approved the County Board meeting minutes: January 3, 2023.
- 2 Approved the County Workshop meeting minutes: January 3, 2023.
- 3 Appointments to the Mississippi River St. Cloud 1W1P Citizen Advisory Administration Committee.

Dan Weber, Assistant County Administrator

Approved to appoint the following individuals to the Mississippi River St. Cloud 1W1P Citizen Advisory Committee beginning on 1/1/23 and running through 12/31/24:

Terrance Vander Eyk
7325 Ave Clear Lake
Member at Large
Term ends: 12/31/2024

Cole Petroske
10686 185th Ave SE
Becker
Member at Large
Term ends: 12/31/2024

- 4 Appointments to the Water Plan Advisory Committee. Administration

Dan Weber, Assistant County Administrator

Approved the appointment of the following individuals to the Water Plan Advisory Committee, effective on 1/1/23 and running through 12/31/23:

Mike Niziolek
12275 Rush Circle
Elk River
Member at Large
Term ends: 12/31/2023

Vicki MacGlover
11218 173rd Ave
Becker

- Member at Large
Term ends: 12/31/2023
- 5 Resolution 011723-AD-3067 of Support for AMC Appointment to NACo Administration Board of Directors.
Bruce Messelt, County Administrator
Approved Resolution No. 011723-AD-3067 in Support of Commissioner Lisa Fobbe's Application for Consideration for Appointment by AMC to the NACo Board of Directors. (On file.)
- 6 Affirm the Appointment of an Assistant County Attorney. Attorney
Kathleen Heaney, County Attorney
Approved the appointment of Sarah Kimball as an Assistant County Attorney commencing January 2023.
- 7 December 30, 2022 and January 6, 2023 Commissioner & Manual Auditor / Treasurer Warrants.
Diane Arnold, County Auditor/Treasurer
Approved December 30, 2022 and January 6, 2023 Commissioner & Manual Warrants, as follows:
- | | | |
|-------------------|-----------------------|----------------|
| December 30, 2022 | Commissioner Warrants | \$266,445.90 |
| December 30, 2022 | Manual Warrants | \$8,678.21 |
| January 6, 2022 | Commissioner Warrants | \$1,932,330.26 |
| January 6, 2022 | Manual Warrants | \$5,664.00 |
- 8 Auditor-Treasurer's Monthly Report for December 2022. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and accepted the December 2022 Financial Report from the Auditor-Treasurer. (On file.)
- 9 Appointment of Individuals to Serve on the Sherburne County Community Corrections Advisory Board. Community Corrections
J Hancuch, Community Corrections Department Head
Approved and appointed the following individuals to serve a two-year term on the Sherburne County Community Corrections Advisory Board (SCCCAB):
- Citizens: Kenneth Asangwe & Mary Jo Cobb
 - Commissioner: Commissioner Gregg Felber
 - Corrections: Carter Diers, DOC District Supervisor & J. Hancuch, Sherburne County Community Corrections Director
 - Education: Nicole Stottlemire, ISD 728 Coordinator of Prevention and Safety
 - Judiciary: Honorable Judge Walter Kaminsky, Judge 10th Judicial District
 - Law Enforcement: Joel Brott, Sherburne County Sheriff & Steve Doran, Sherburne County Chief Deputy (Alternate)
 - Prosecution: Dawn Nyhus, Lead Assistant County Attorney & Kathy Heaney, Sherburne County Attorney (Alternate)
 - Public Defense: Lisa Hallberg, Sherburne County Chief Managing Attorney
 - Health & Human Services: Amanda Larson, Sherburne County Health & Human Services Director & Jodi Heurung-Dick, Health & Human Services Planner
 - Rivers of Hope: Hannah-Ruth Patterson, Executive Director
- 10 Resolution 011723-AD-3068 of Support for Greater & More Equitable State Funding for Community Supervision. Community Corrections
J Hancuch, Community Corrections Department Head

- Approved Resolution No.011723-AD-3068 in support of greater and more equitable State funding for Community Supervision programs. (On file.)
- 11 HHS OBO Warrants - December 28, 2022. Health & Human Services
Amanda Larson, HHS Director
 Approve the 12-28-22 HHS OBO Warrants, as presented:
- December 28, 2022 OBO Warrants \$18,899.83
- 12 Approval of January 6, 2023 HHS/ADMIN Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the admin warrants as follows:
- January 6, 2023 HHS/Admin Warrants \$3,208.27
- 13 HHS 4th Quarter 2022 Donations. Health & Human Services
Amanda Larson, HHS Director
 Approved and accepted 4th Quarter 2022 donations received by the Health and Human Services (HHS) Department in the amount of \$26,000.00.
- 14 HHS IFS Admin December 30, 2022 Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the HHS IFS Admin Warrants as follows:
- December 30, 2022 HHS IFS Admin Warrants \$50,136.71
- 15 Memorandum of Understanding with MNPEA Corrections Officer/Master Control Operator Unit Regarding Specialty Pay. Human Resources
Tammy Bigelow, Director of HR
 Approved a Memorandum of Understanding with MNPEA Corrections Officer/Master Control Operator Unit Regarding Specialty Pay.
- 16 Agreement for Professional Services with Baker Tilly. Human Resources
Tammy Bigelow, Director of HR
 Approved an agreement for Professional Services with Baker Tilly. Costs associated with this agreement are included within the approved 2023 budget. This agreement shall commence on January 17, 2023 and terminate on January 17, 2024. (On file.)
- 17 Pay Equity Report to Minnesota Management & Budget as Required by the Local Government Pay Equity Act. Human Resources
Tammy Bigelow
 Approved the submission of, and authorized the Board Chair to sign, the Pay Equity Report to Minnesota Management & Budget, as required by the Local Government Pay Equity Act (M.S. 471.991 - 471.999). (On file.)
- 18 2023 Appointment to the Sherburne County Planning Advisory Commission for Blue Hill Township. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
 Approve appointment of Blue Hill Township Planning Advisory Commission members, as of January 17, 2023 and through December 31, 2025, as follows:
- Representative: Francine Larson
 Alternate: Matthew Sullivan
- 19 Revocation of Conditional Use Permit at the Request of Property Owner Planning & Zoning

- County of Sherburne.

Lynn Waytashek, Planning & Zoning Administrator

Approved by Resolution No. 011723-AD-3066, the revocation of an existing Conditional Use Permit (Doc # 219291), at the request of the property owner. (On file.)

- 20 EPA's Solid Waste Infrastructure Recycling Grant Application. Planning & Zoning
Gabrielle Holman, Environmental Specialist, Jillian Carlson

Approved and authorized County staff to submit an application to the EPA for a Solid Waste Infrastructure Recycling Grant, in the amount of \$4,000,000. (On file.)

- 21 Authorization for the Planning and Zoning Department to Apply for a MPCA Grant Entitled "Replacing Failing Septic Systems to Protect Groundwater." Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approved and authorized submittal of an application for a MPCA Grant Entitled "Replacing Failing Septic Systems to Protect Groundwater."

- 22 Lowest Responsive Bidder for 2022 Intersection Improvements (Street Lights), SP 071-070-042. Public Works

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, Design Electric Inc. in the amount of \$521,577.00, for the installation of street lights at 23 various CR & CSAH intersections within Sherburne County in 2023, contingent upon approval of the Contractor's DBE goal from the MnDOT's Office of Civil Rights, Project No. SP 071-070-042.

- 23 Lowest Responsive Bidder for Zimmerman Community Trail Project, SP 071-591-003. Public Works

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, New Look Contracting Inc. in the amount of \$196,495.50, for the construction of the Zimmerman Community Trail from CR 45 to CSAH 4 in 2023, Project No. SP 071-591-003, contingent upon approval of the Contractor's DBE goal from MnDOT's Office of Civil Rights.

- 24 Donation of an AED to Emmanuel Christian Center. Sheriff
Joel Brott, County Sheriff

Approved the donation of an AED to Emmanuel Christian Center.

- 25 Out-of-State Travel & Training Request for Four Sheriff/Jail Employees. Sheriff
Joel Brott, County Sheriff

Approved a request for four Sheriff/Jail employees to attend the 2023 Midwest Gang Investigators Association (MGIA) Conference in South Bend, Indiana, from May 8-11, 2023, at a cost of training of \$295 registration fee per person, plus necessary travel expenses.

3. 9:02am **Announcements**

County Administrator Bruce Messelt provided the following updates and announcements:

- Weather and Road Update
- Provided the Board with an upcoming meeting list for the Northland Reliability Project.
- Shared the Great River Regional Library new hours.
- Let the group know that an early discussion on budget in February will be added to the Future Workshop list.

Commissioner Fobbe shared that there was a great article in the Elk River Star regarding the recent

Klobuchar visit.

4. 9:05am **Open Forum**

Bret Collier of Big Lake spoke regarding non-disclosure agreements and abatements. Kari Watkins of St. Cloud spoke regarding the potential placement of the Open Forum and the proposed 2023 County Board Meeting schedule. Teri Dickenson of Big Lake welcomed the new commissioners and expressed her opinion on the proposed 2023 County Meeting schedule.

5. 9:12am **Regular Agenda**

9:12am 1 Application for the EPA's Recycling Education and Outreach Grant. Planning & Zoning

Addison Otto, Planning & Zoning Planner

Danielowski/Hulse were unanimous to approve and authorize County staff to submit an application to the EPA for a Recycling Education and Outreach Grant, in the amount of: \$2,000,000.

9:21am 2 American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration and Expenditures.

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures and discuss several Round #2 Broadband Projects as follows:

Danielowski/Gray were unanimous to approve the expenses less than \$50,000 equaling \$20,317.50. (Jail PPE - one-time funds)

Gray/Felber were unanimous to approve the expenses greater than \$50,000 equaling \$52,000. (Park Maintenance vehicle - one-time funds). Parks Coordinator Gina Hugo was present to provide an overview of the item.

Gray/Hulse were unanimous to approve the Broadband - Detailed Project Information that was presented by Assistant County Administrator Dan Weber.

Midco Blue Hill - \$71,000 (23 passings)

Midco Livonia - \$161,000 (67 passings)

Midco Orrock - \$53,000 (9 passings)

Total = \$285,000 (99 passings)

9:26am 3 2023 Commissioner Committee Assignments. Administration

Bruce Messelt, County Administrator

Hulse/Felber were unanimous to approve the 2023 County Commissioner Committee Assignments, as modified/amended at today's Meeting. (On file.)

9:42am 4 2023 County Board Meeting Schedule. Administration

Bruce Messelt, County Administrator

Following review and discussion, Felber/Gray were unanimous to approve the 2023 County Board Meeting Schedule, as modified and agreed upon at today's meeting and to allow the County Administrator to change the policy accordingly. Modified changes to the schedule are as follows; the start time will be 7:00pm for the April 4, July 18 and October 3 meetings. (On file.)

10:05am 5 2023 State and Federal Legislative Priorities. Administration

Bruce Messelt, County Administrator

Upon review and discussion, Danielowski/Gray were unanimous to approve 2023 State and Federal Legislative priorities and strategies, as presented. (On file.)

6. 10:21am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Danielowski: Wave Youth Center Facility Building meeting, MN Chamber State Session Priorities event, Senator Klobuchar meeting, Options Board meeting, St. Cloud Area Planning Organization Board meeting

Commissioner Gray: MICA Conference, Sherburne Soil and Water Conservation District meeting

Commissioner Felber: Metropolitan Emergency Services Board

Commissioner Hulse: Met with staff regarding the Economic Development Authority and Northstar

Commissioner Fobbe: CMJTS Executive Director meeting, AMC HHS and Public Safety Joint meeting, Community Adult Initiative, Joint meeting with Princeton City and Princeton Airport Advisory Board, MICA, Princeton Airport Advisory meeting, Sherburne Soil and Water Conservation District meeting

Commissioner Gray reminded the Board that Commissioners Felber, Hulse and himself will not be able to attend the Northland meetings that were announced this morning due to prior engagements.

7. 10:30am **Recess Regular Meeting, Break**
8. 10:40am **Reconvene, Open Community Health Board Meeting**
9. 10:52am **Close Community Health Board Meeting, Open Workshop Meeting**
10. 12:19pm **Close Workshop Meeting, Adjourn Regular Meeting**

HHS OBO Warrants

12/28/22	548.38	OBO Albertville Meadow
	5,895.77	OBO Amazon
	814.63	OBO Facebook
	1,140.25	OBO First Book
	517.45	OBO Granite City Real Estate
	3,100.00	OBO Holiday Station Store
	420.82	OBO Innovative
	369.00	OBO ISD #728
	2,000.00	OBO The UNTraining
	942.90	OBO Trip Front
	982.40	OBO United Airlines
	1,155.00	OBO Walmart
	1,013.23	11 Payments less than 300
	18,899.83	Total

Warrants

12/30/22	50,136.71	Human Service Fund
	50,136.71	Total

Warrants

12/30/22	36,187.32	Central Mn Jobs & Training
	500.00	Central MN Mental Health Center
	690.00	DNA Diagnostics Center
	2,561.15	Hennepin County
	500.00	Hines/Nathaniel
	325.76	Ilgar/Olivia
	337.50	Lighthouse Child & Family Services
	536.25	McCoss/Daniel J

1,748.46	Mn Dept Of Human Services-SWIFT
1,540.95	Moverland Consulting
825.46	Real Time Translations, Inc
401.35	Sunnarborg/Jamie
389.32	The Bridge World Language Ctr Inc
433.75	Vee/Victoria
3,159.44	32 Payments less than 300
50,136.71	Total

Warrants

1/6/23	1,366.42	Evenflo Company, Inc
	1,841.85	15 Payments less than 300
	3,208.27	Total

Commissioner Warrants

1/6/23	3,208.27	Human Service Fund
	3,208.27	Total

Lisa A Fobbe

Lisa A Fobbe (Feb 15, 2023 11:14 CST)

Lisa A. Fobbe, Board Chairperson

02/15/2023

Date

Bruce A Messelt

Bruce Messelt, Administrator

02/17/2023

Date