



Sherburne County Board of Commissioners

March 7, 2023 - County Board Meeting Minutes

1. 9:01am Call to Order

The Sherburne County Board of Commissioners convened in regular session on March 7, 2023, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:01am.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Hulse/Gray were unanimous to approve the agenda as presented.

2. 9:03am Open Forum

Teri Dickenson spoke on public grants. Tracy Sodon spoke on the Second Amendment. Bret Collier provided materials on solar panels for the County Board to review.

3. 9:08am Consent Agenda

Danielowski made a motion to approve the Consent Agenda as presented. Felber requested to remove item 3.9 for further discussion. Danielowski amended her motion to approve the consent agenda with the removal of item 3.9. Felber seconded the motion. All in favor, the motion passed.

- 1 Approved the County Board Regular Meeting minutes from February 21, 2023.
- 2 Approved the County Board Workshop Meeting minutes from February 21, 2023.
- 3 Commissioner Expense Claim from AMC New Commissioner Orientation Administration & NACO Legislative Conference.
Bruce Messelt, County Administrator
Approved conference related expenses for Commissioner Gray in the amount of \$301.69.
- 4 Commissioner Expense Claim for NACO Legislative Conference. Administration
Bruce Messelt, County Administrator
Approved conference related expenses for Commissioner Fobbe in the amount of \$487.53.
- 5 Commissioner & Manual Warrants for February 13, 17 and 24, 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants for February 13th, 17th and 24th, 2023, as follows:

February 13 2023, Commissioner Warrants \$45,568.50
February 17 2023, Commissioner Warrants \$772,144.30
February 17 2023, Manual Warrants \$609,414.94
February 24 2023, Commissioner Warrants \$713,519.17
February 24 2023, Manual Warrants \$22,513.74
- 6 Resolution No. 030723-AD-3073 Allowing for Partial Reimbursement to Auditor / Treasurer Sherburne County Townships and Cities for Gopher Bounties for 2023.
Diane Arnold, County Auditor/Treasurer
Approved Resolution No. 030723-AD-3073 reimbursing one dollar (\$1.00) of the amount paid for gopher bounties to participating Sherburne County Towns and Cities, not to exceed \$1.00 per gopher during the calendar year of 2023, as per MS 348.12.
- 7 HHS IFS Admin Warrants - February 24, 2023. Health & Human Services
Amanda Larson, HHS Director

Approved HHS IFS Admin Warrants - February 24, 2023.

February 24, 2023 HHS IFS Admin Warrants \$24,025.37

- 8 Health & Human Service Employee Out of State Conference Attendance. Health & Human Services
Jodi Heurung-Dick, Social Services Manager

Approved travel and training expenses for a Health & Human Service employee to attend an out of state conference.

- 10 Authorization Request for the Planning and Zoning Department to Planning & Zoning
Amend the MPCA Grant Entitled "Replacing Failing Septic Systems to
Protect Groundwater" and Increase said Funding Request.

Lynn Waytashek, Planning & Zoning Administrator

Approved and authorized an amended submittal request for increased funding from \$100,000 to \$155,000 for a MPCA Grant Entitled "Replacing Failing Septic Systems to Protect Groundwater."

9. 9:10am Appointment to the Sherburne County Board of Adjustment. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Commissioner discussion on application process, applicant qualifications, and applicant review process. Identified a need for a future Board of Adjustment Workshop.

Danielowski made a motion to approve the appointment of Michelle MacMillan to the Sherburne County Board of Adjustment. Gray seconded that motion. Commissioners Danielowski, Gray, Hulse, and Fobbe voted- YAY, Felber voted NAY. The motion passed.

4. 9:17am Announcements

- 9:17am 1 Administrator Updates and Announcements. Administration

Bruce Messelt, County Administrator

Correspondence – Administrator Messelt reviewed a letter from Xcel regarding a proposed Sherco 3 Solar Power Production Facility on 1750 Acres in SW Sherburne County, generating 250 Megawatts of energy. Also reviewed was correspondence from the County Attorney seeking assistance from cities and townships in updating ordinances under which the County provides prosecution services. Finally, an email from the Big Lake Chamber of Commerce was shared praising local county and city public works staff for their efforts to plow snow and maintain our roadways during this snowy winter.

Calendar – Highlighted were approaching deadlines for an upcoming AMC Leadership Summit and planned Board Workshops on Housing, Northstar Commuter Rail, and the role of the Planning Advisory Committee and Board of Adjustment.

Other Updates – Shared was a University of Minnesota Extension request to identify area "High Tunnel" farming operations which may benefit from free soil testing and education, as well as recent successes by the Public Works Department in securing nearly \$3.7 million in various grants, including \$1.23 million to undertake three federal Highway Safety Improvement Program projects; and \$2,460,717 in federal State Transportation Block Grant Program funds. Projects funded include:

- \$750,000 for a roundabout at the intersection of CSAH 4 at CSAH 11 in Becker Twp.
- \$750,000 for a roundabout at the intersection of CSAH 4 at County Road 46 in Zimmerman.
- \$731,273 for 68.7 miles of edge-line rumble strips and rural intersection lighting at 19 intersections.
- Reconstruction of County State Aid Highway 4 in the City of Zimmerman - this award is in addition to previous receipt of \$700,000 in LRIP (Local Road improvement Program)

grant funding for 2 roundabouts on CSAH 4 at 10th Street and at County Road 45.

5. 9:24am Regular Agenda

9:24am 1 Preliminary and Final Simple Plat of Aspen Meadows - Robert Rasmussen. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator

Felber/Gray were unanimous to approve the requested Residential Preliminary and Final Simple Plat of "Aspen Meadows" with the following (5) Conditions, for PID #35-001-1300; Legal Des: SE 1-4 of NE 1-4 of Road & Ex Parcel 40 (full legal on file); Sec 1, Twp 34, Rge 27, Orrock Township; with 22.81 acres in the General Rural District as presented by Lynn Waytashek, Planning & Zoning Administrator.

Conditions:

1. Park dedication fees for three (3) lots at \$1,200 per lot, totaling \$3,600. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. An access permit is required from the Sherburne County Public Works Department for each lot.
3. Per comments from the Public Works Department, the existing connection to CSAH 1 accessing Lot 3 shall not be utilized and must be removed. The applicant must work with the Public Works Department on the timing of the removal of the access.
4. If the township is retaining an easement, the township will need to consent to the plat in addition to accepting the plat.
5. 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.

9:26am 2 Preliminary and Final Simple Plat for Gullickson Addition. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator

Felber made a motion to approve the preliminary and final simple play for Gullickson Addition. Danielowski seconded. Kathleen Heaney, County Attorney, advised that this agenda item was presented out of order. Felber withdrew his motion. Commissioners resumed to consider regular agenda item 5.1.

Danielowski/Felber were unanimous to approve the requested Residential Preliminary and Final Simple Plat of "Gullickson Addition" with the following (4) Conditions for PID # 10-110-1100; Legal Desc: N 1-2 of NE 1-4 of Centerline (full legal on file); Sec 10, Twp 33, Rge 27, Big Lake Township; with 14.19 acres in the General Rural District and within the Recreational Development Shoreland Overlay District of Birch Lake as presented by Lynn Waytashek, Planning & Zoning Administrator.

Conditions:

1. Park dedication fees for two (2) lots at \$1,200 per lot, totaling \$2,400. Park fees must be paid prior to the Public Works Dept signing the plat mylars.
2. The individuals who hold the driveway easements will need to sign off on the plat or consent as they are interest holders.
3. An access permit is required from the Sherburne County Public Works Department for each lot.
4. 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.

9:27am 3 Resolution No. 030723-AD-3072 Authorizing Submittal of an Application Planning & Zoning to the MPCA to Host an MPCA GreenCorps Member.
Addison Otto, Gabrielle Holman, Environmental Specialist

Felber/Danielowski were unanimous to approve Board Resolution No. 030723-AD-3072 authorizing the Solid Waste Administrator to submit an application to the MPCA to host an Americorps member from the MN GreenCorps program for the 2023-2024 program year as presented by Addison Otto, Planner & Gabrielle Holman, Environmental Specialist.

9:36am 4 Auditor/Treasurer to Sign an Agreement for Annual Auditing Services with Auditor / Treasurer a Recommended Audit Firm for the years 2023 - 2027.

Diane Arnold, County Auditor/Treasurer

Danielowski/Felber were unanimous to approve and authorize the County Auditor/Treasurer to enter into an Agreement for Professional Services to conduct the County's annual audit beginning with the audit year of 2023 through the audit year of 2027 with CliftonLarsonAllen LLP. being the most responsible bidder as presented by Diane Arnold, County Auditor/Treasurer. CliftonLarsonAllen Bid for- 2023 = \$67,000. 2024 = \$75,000. 2025 - not to exceed 7% = \$80,250. 2026 not to exceed 7% = \$84,263. 2027 not to exceed 7% = \$90,191.

9:40am 5 American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration and Expenditures.

Dan Weber, Assistant County Administrator

Approve the bi-weekly ARPA related expenditures as follows and presented by Dan Weber, Assistant County Administrator:

Felber/Gray were unanimous to approve expenses less than \$50k totaling \$10,600 for Phishing Cybersecurity Software - \$5k per cost going forward as presented by Brian Kamman, IT Director. Regarding expenses greater than \$50k:

- Gray/Danielowski were unanimous to approve IT Countywide Phone System appropriation for \$725,000 (One-Time Cost), as presented by Brian Kamman, IT Director.
- Felber/Hulse were unanimous to approve IT Countywide Desktop/Laptops for \$300,000 (One-Time Cost), as presented by Brian Kamman, IT Director.
- Hulse/Felber were unanimous to approve the Property Maintenance Climate Control Software Update for \$185,000 (One-Time Cost), as presented by Steve Becker, Building Facilities Director.
- Danielowski/Felber were unanimous to approve Parks Winter Trail Maintenance Equipment for \$55,000 (One-Time Cost), as presented by Andrew Witter, Public Works Director.

6. 9:55am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Felber- Attended the AMC Legislative Conference virtually and sat on the Extension Committee, Public Safety Committee, Legislative Committee, and met with state legislators. Attended the Becker Family in Need meeting, County Extension Committee meeting, learned about additional resources for Veterans interested in agriculture, and attended a Violent Offender Task Force meeting.

Commissioner Gray- Attended the AMC Legislative Conference virtually, attended the Environmental and Natural Resources Committee meeting, Quad County Extension meeting, Sherburne County Extension meeting, serves on the committee to nominate the Farm Family of the Year, attended the Northland Reliability Open House, opening of We Are Water at the Sherburne History Center, and a Sherco Stakeholder Meeting.

Commissioner Hulse- Attended a couple of constituent meetings and the Northstar Draft presentation for policymakers; Hulse recommended a board workshop once that report is published. Hulse has

upcoming constituent group meetings, and an upcoming meeting with Congressman Tom Emmer's Office.

Commissioner Danielowski- Attended the AMC Legislative Conference virtually, Transportation Committee meeting, sub-committee meeting that addresses housing, affordable housing and housing needs in general. On February 27, attended a Parks Committee meeting; the next meeting is on March 20. Also attended the Options Inc. Board Meeting on February 27. On February 28, attended the Big Lake Chamber meeting and attended Transportation Day at the Capital on March 1. We Are Water Kickoff goes thru April 24 at the Sherburne History Center, and attended the Northstar Partners Corridor meeting.

Commissioner Fobbe- Attended the AMC Legislative Conference virtually; met with Legislators highlighting AMC priorities and Sherburne County's priorities. Attended a meeting in Livonia township regarding HWY169/CSAH 4, an AMC Board of Directors meeting, a State Community Health Services Advisory Committee meeting, and the Princeton Airport meeting; there is a Public Hearing on March 13. Fobbe also addressed a number of constituent items, and noted there is a copy of the AMC annual report if any Commissioners want to view it. Received a letter about the Mighty Mississippi Clean-Up Challenge to form a more organized clean-up effort, and received a note from Senator Klobuchar thanking the Commissioners for their visit.

7. **10:11am Recess Regular Meeting, Break**

8. **10:23am Open Closed Session**

10:23am 1 Closed Session for Review and Discussion of Union/Labor Negotiations Human Resources and Strategies (M.S. 13D.03).
Tammy Bigelow, Director of Human Resources, Joel Brott, County Sheriff
Reviewed and discussed union/labor negotiations and strategies, pursuant to Minnesota Statute 13D.03.

9. **11:07am Close Closed Session, Break**

10. **11:18am Reconvene, Open Workshop Meeting**

11. **12:52pm Close Workshop Meeting, Adjourn Regular Meeting**

Commissioner Warrants – Court Ordered

2/13/23	45,568.50	Public Works Fund
	45,568.50	Total

Commissioner Warrants

2/17/23	169,776.44	General Revenue Fund
	556,789.63	Public Works Fund
	584.00	Law Library Fund
	373.47	Solid Waste Fund
	16,192.08	Jail Commissary Fund
	595.72	Sherco Regional Rail Authority
	27,432.96	Justice Center Enterprise Fund
	200.00	Agency Collections
	200.00	Towns & Cities Collections
	772,144.30	Total

Manual Warrants

2/17/23	609,414.94	Agency Collections
	609,414.94	Total

Commissioner Warrants

2/24/23	177,593.94	General Revenue Fund
	158,948.66	Public Works Fund
	2,555.41	Human Service Fund
	5,490.59	Law Library Fund
	15.34	Solid Waste Fund
	63,790.59	Jail Commissary Fund
	224.67	Sherco Regional Rail Authority
	190,278.43	Justice Center Enterprise Fund
	2.44	Agency Collections
	114,619.10	Payroll Fiduciary Fund
	713,519.17	Total

Manual Warrants

2/24/23	15,181.99	General Revenue Fund
	7,331.75	Agency Collections
	22,513.74	Total

Commissioner Warrants

2/24/23	23,015.57	Human Service Fund
	1,009.80	Agency Collections
	24,025.37	Total

Warrants

2/24/23	355.65	Byrnes/Anna J
	1,375.00	Central MN Mental Health Center
	3,024.00	Databank IMX LLC
	325.00	Leighton Broadcasting
	360.00	Lexis Nexis
	480.00	MFWCAA
	1,436.85	Mn Dept Of Human Services - SWIFT
	1,786.05	Office Of MN.IT Services
	1,142.46	Real Time Translations, Inc
	525.00	Seven County Process Servers, LLC
	4,334.50	Sherburne Co Community Corrections
	415.80	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	2,465.06	25 Payments less than 300
	24,025.37	Total

Lisa A Fobbe

Lisa A Fobbe (Mar 21, 2023 14:25 CDT)

Lisa A. Fobbe, Board Chairperson

03/21/2023

Date

Bruce A Messelt

Bruce Messelt, Administrator

03/21/2023

Date

