



Sherburne County Board of Commissioners

March 21, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on March 21, 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
Felber/Hulse were unanimous to approve the proposed meeting agenda as amended with removing item 3.16 from the Consent Agenda.

2. 9:02am Open Forum

Steve Fuchs and Eric Boe of Big Lake spoke regarding public safety issues. Ron Hirsch of Becker spoke on County Road 93.

3. 9:09am Consent Agenda

Danielowski/Felber were unanimous to approve the Consent Agenda as amended with the removal of item 3.16.

- 1 Approved County Board Meeting minutes from March 7, 2023. Administration
- 2 Approved County Board Workshop Meeting Minutes from March 7, 2023. Administration
- 3 Membership and Agreement with the H-GAC Cooperative Purchasing Program. Administration
Dan Weber, Assistant County Administrator
Approved entering into a membership agreement as part of the Houston Galveston Area Council Cooperative (H-GAC) Purchasing Program. The term of this contract shall be January 1, 2023 through December 31, 2023. This contract shall thereafter automatically be renewed annually for each succeeding fiscal year. (On file.)
- 4 Commissioner Expense Claims. Administration
Bruce Messelt, County Administrator
Approved expense claims for Commissioner Danielowski for the NACo Legislative Conference in the amount of \$313.89 and Commissioner Felber for the Commissioner 101 Conference and the NACo Legislative Conference in the amount of \$823.25.
- 5 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:

February 28 2023, Manual Warrants \$3,850.50
March 3 2023, Commissioner Warrants \$1,212,077.99
March 3 2023, Manual Warrants \$6,063.75
March 9 2023, Manual Warrants BMO Harris Pcard Feb 2023 \$54,874.05
March 10 2023, Commissioner Warrants \$885,032.59
March 10 2023, Manual Warrants \$11,318.00
- 6 2022 Carryover and Designations for Preparation and Completion of Official Financial Statements. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer

Approved the following:

- Approved of the list of deferred revenues and restricted amounts required by law.
- Authorized standard carryovers and the carryovers requested by departments to the 2023 Budget.
- Approved and authorized the designation of fund balances in the Special Revenue, Debt Service, and Capital Projects fund, in accordance with the County's fund balance policy and accounting standards. (All on file with Administration.)

- 7** Working Capital Cash Flow - General Fund Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved the Working Capital Cash Flow, with this amount to be shown in the financial statements as Unassigned Fund Balance, as per Board-approved Resolution No. 122022-AD-3057. (On file.)
- 8** Community Corrections' Ongoing Acceptance of Clothing Closet Donations. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
 Approved and authorized Community Corrections to continue to accept ongoing donations from Community Corrections and Judicial Branch staff for clients and their families.
- 9** Joint Power Agreements (JPAs) and Court Service Amendment and Renewal for the Community Corrections Department. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
 Approved Joint Power Agreements (JPAs), Resolution No. 032123-AD-3076, Court Service Amendment and Renewal for the Community Corrections Department. The JPA is effective on the date that the BCA obtains all required signatures Minn. Stat. § 16C.05, subdivision 2 and expires 5 years from that date. (On file.)
- 10** HHS OBO Warrants dated March 1st, 2023. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS OBO Warrants, as follows:

 March 1st, 2023 HHS OBO Warrants \$4,408.98
- 11** Children's Mental Health Respite Grant Amendment. Health & Human Services
Megan Carriveau, Social Services Manager
 Approved and accepted a Children's Mental Health Respite Grant Amendment, extending the grant to 12/31/2023, and increasing the grant amount by \$20,602. (On file.)
- 12** March 10, 2023 IFS/ADMIN Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved IFS/ADMIN warrants as follows:

 March 10th, 2023 IFS/Admin Warrants \$52,907.96
- 13** Agreement with Baldwin Township for Information Technology Consulting. Information Technology
Brian Kamman, IT Director
 Approved an Agreement with Baldwin Township for Information Technology consulting. The term of this contract shall be in effect March 21, 2023 through December 31, 2023. Cost of consulting to Baldwin Township will be \$80 per hour. (On file.)
- 14** Firewall Consulting Contract with Heartland Business Systems. Information Technology
Brian Kamman, IT Director

Approved a contract with Heartland Business Systems for Firewall Consulting. Work is scheduled to run from April 4, 2023, through June 20, 2023, at a cost of \$61,003.75. (On file.)

- 15** Replace the South Portions of Asphalt at the Government Center Campus. Maintenance

Steve Becker, Maintenance Department Head

Approved replacement of the south portions of asphalt of the Government Center Campus at a cost not to exceed \$61,000 to be completed in the summer of 2023. Metro Paving was the low bidder with an estimate of \$59,700.

- 17** Professional Services Agreement for County-owned Property Clean-up on the Big Elk Lake Park Land. Public Works

Gina Hugo, Park Coordinator

Approved a professional services agreement for property clean-up at the Big Elk Lake Park Land and authorized the use of solid waste funds to fill the funding gap between actual cost and the amount held in escrow. This agreement shall commence on March 21, 2023 and shall terminate on the date that all obligations have been fulfilled. The total compensation payable to the Contractor for Services and expenses under this Agreement shall not exceed \$38,209.96. (On file.)

- 18** Resolution No.032123-AD-3074 and an Agency Agreement with MnDot for Contract No. 1052381 for County Project 071-070-042. Public Works

David Roedel, Assistant Public Works Director

Approved Resolution No.032123-AD-3074 and the Agency Agreement between the Commissioner of Transportation and Sherburne County for MnDOT Contract No. 1052381 for County Project 071-070-042, and authorized the County Board Chair and County Administrator to sign the Agreement. This agreement shall be effective on the date that the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2 and shall expire when all obligations have been satisfactorily fulfilled. (On file.)

- 19** Out-of-State Travel & Training for GIS Staff to Attend ESRI User Conference in San Diego, CA. Public Works

Brett Forbes, GIS Coordinator

Approved Out-of-State travel for three GIS staff members to attend the national GIS Conference in San Diego, CA on July 10-14 2023. Total estimated cost of \$6,740.00.

- 20** Donation of Sheriff's Office Lab Equipment to Alexandria Community College. Sheriff

Joel Brott, County Sheriff

Approved a donation of two pieces of outdated lab equipment no longer needed by the Sheriff's Offices to the Law Enforcement Program at Alexandria Community College.

- 21** Out-of-State Travel Request for a Sherburne County Substance Use Prevention Coalition Member. Sheriff

Joel Brott, County Sheriff

Approved a request for out-of-state travel for a Sherburne County Substance Use Prevention (SUP) Coalition member to attend the Montana Summer Institute in Big Sky, Montana, from June 20-23, 2023, for training purposes using federal funds from the Drug-Free Communities (DFC) Support Program Grant. The cost of \$995.00 will be covered by an education and training grant.

- 22** Out-of-State Travel for Members of Jail CERT Team. Sheriff

Joel Brott, County Sheriff

Approved a request for out-of-state travel for six members of the Jail's Correctional Emergency Response Team (CERT) to attend a Mock Prison Riot training from April 29 to May 3, 2023, in Moundsville, West Virginia. Total costs are estimated at \$11,300 and will be paid from the Jail's Travel, Training & Professional Development budgets.

- 16 9:10am** Scheduling a Public Hearing for April 4th, 2023, to Consider Amendments to the Subsurface Sewage Treatment System Low Interest Loan Program (ORD-241). Planning & Zoning
Dave Lucas, Solid Waste Administrator, Jillian Carlson
 Approved the scheduling of a Public Hearing, to begin at 7:00pm or soon thereafter, on Tuesday April 4th, 2023, to consider amendments to the Subsurface Sewage Treatment System Low Interest Loan Program Ordinance (ORD-241).
- 4. 9:12am Announcements**
 County Administrator Bruce Messelt informed the Board of the following future workshops and discussions, Housing Workshop and Budget Discussion. Messelt also reminded the Board that the Sherburne County Soil & Water Conservation District will be hosting an event called “We Are Water” on March 22, 2023, at the Sherburne County History Center from 3:00pm to 7:00pm. Messelt also announced that Public Works is transitioning from plow season to pothole filling season and provided an update on legislature and tracking of bills and their progress.
- 9:14am 1** Appointments to Sherburne County Commissioner Committees. Administration
Bruce Messelt, County Administrator, Lisa Fobbe, County Commissioner
 Felber/Gray were unanimous to appoint the following commissioners to the following ad hoc Board of Commissioners Committees:
- Energy Transition Committee:
 Commissioner Felber and Commissioner Gray.
- Elections Committee:
 Commissioner Danielowski and Commissioner Hulse.
- 5. 9:16am Regular Agenda**
- 9:16am 1** Proclamation of March as Developmental Disabilities Awareness Month. Health & Human Services
Tony Masters, Social Services Manager
 Danielowski/Gray were unanimous to approve by Proclamation March 2023 as Developmental Disabilities Awareness Month in Sherburne County. Social Services Manager Tony Master read the proclamation to the Board and provided the Board with the history of the proclamation.
- 9:21am 2** Update on Midco Broadband Activities within Sherburne County. Administration
Melissa Wolf, Dan Weber, Assistant County Administrator
 Received an update from Midco representative, Melissa Wolf, on its fiber expansion plans throughout Sherburne County.
 Areas Ms. Wolf highlighted the following during her update:
- Midco Fiber Network Map
 - Fiber Forward Initiative
 - Midco's Community Involvement - Midco Foundation
 - Sherburne County past projects with Midco 2020-2022
 - Sherburne County Expansion plans for 2023 & 2024
 - Midco Investment in Sherburne County 2020-2024
 - Recapped Service Offerings
 - Map of Midco Service and Future Projects in Sherburne County
- 9:37am 3** Donation for Park Land Development. Public Works
Gina Hugo, Park Coordinator
 Gray/Danielowski were unanimous to approve the acceptance of a \$7,800 donation for use on the costs associated with developing the recently acquired Big Elk Lake land as a nature-based park. Parks Coordinator Gina Hugo shared kind words of Mr. Bill Bronder and his generosity and

contributions to the Sherburne County parks and wetlands. Bill Bronder of Foley spoke to the Board regarding his donation of funds to the Big Elk Lake Park project.

- 9:44am** **4** Re-Appointment of the County Agricultural Inspector. Planning & Zoning
Mitchell Glines
Danielowski/Felber were unanimous to approve the re-appointment of Mitch Glines as County Agricultural Inspector and approve the proposed 2023 Workplan. The term of this appointment will be in effect from March 21, 2023 through March 21, 2028.
- 9:51am** **5** Groundwater Sampling at Vonco, Vonco II, Becker Ash Landfill, and Elk River Landfill. Planning & Zoning
Dave Lucas, Solid Waste Administrator, June Sayers
Felber/Hulse were unanimous to approve groundwater sampling at Vonco, Vonco II, Becker Ash Landfill, and Elk River Landfill, not to exceed \$12,500, and authorized the Solid Waste Administrator to sign the agreement with Houston Engineering to provide such services. The term of this agreement shall be effective March 21, 2023 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. (On file.)
- 9:54am** **6** Auditor-Treasurer's Monthly Report for February 2023. Auditor / Treasurer
Loraine Rupp, Finance Officer
Hulse/Felber were unanimous to approve and accept the February 2023 Financial Report as presented by the Finance Officer Loraine Rupp.
- 10:08am** **7** 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:

Danielowski/Felber were unanimous to approve expenses less than \$50,000 equaling \$10,270 for Public Works Loader Equipment. This would be a one-time cost and approved \$46,200 for contracted County Attorney Retainer Fee - One Time Cost as presented by County Attorney Kathleen Heaney at a total of \$56,470.00.

Approved expenses greater than \$50,000 as follows:

Felber/Danielowski were unanimous to approve 2023 County Attorney Staffing Positions in the amount of \$128,062. Felber/Danielowski were unanimous to approve Public Works Snow Removal Equipment in the amount of \$101,138. This is a one-time cost.

6. 10:17am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Danielowski - APO with audit firm, Central MN Council on Aging meeting, APO meeting in St. Cloud, Investiture Ceremony for Judge Kristi D. Stanislawski, AMC Legislative Update, Sherburne County SUP Coalition meeting, Sherburne County EDA meeting, CMRP Technical meeting, Big Lake Community Fair, Park System meeting, Asset Management Tool discussion, Lunch with Big Lake City Administrator, Conversations with constituents

Commissioner Felber - Metropolitan Emergency Services meeting, Investiture Ceremony for Judge Kristi D. Stanislawski, AMC Legislative Update, Community Corrections Advisory Board, Tri-County Solid Waste Management Board, NACo Rural Caucasus update, Sat in on the Mayors Against the Legal Gun ATF Gun Tracking Report, Township Feedback session for Land Comprehension Plan, DEIB presentation, Constituent concerns

Commissioner Hulse - Property Tax Increase and Election Integrity meeting, Meeting with Tom Emmer, District Manager Meeting Staci Morse, Investiture Ceremony for Judge Kristi D. Stanislawski, American

Commissioner Gray - Soil and Water Conservation Day at the Capital, MICA, Soil & Water Conservation Board Meeting, Investiture Ceremony for Judge Kristi D. Stanislawski, AMC meeting, Meeting with Tom Emmer District Manager Meeting Staci Morse, Clear Lake and Palmer Township Annual meetings, Big Elk Lake Park meeting, Open House for Ditch No. 1, Planning & Zoning monthly meeting

Commissioner Fobbe - GRRL Finance Committee meeting, MICA Board meeting, CMJTS, Community Government Relations meeting, CMJTS Workforce Development Board, CMJTS Joint Powers meeting, GRRL Fund Development meeting, Lisa has packets for people to distribute to business who considering donating to the GRRL system, Big Elk Lake Park Development Committee meeting, Meeting with Representative Daudt, Meeting with Mayer of Princeton, Meeting with Mayor of Zimmerman, Constituent meetings

7. 10:36am Recess Regular Meeting, Open Community Health Board Meeting

8. 10:45am Adjourn Community Health Board Meeting, Recess

9. 10:56am Reconvene, Open Workshop Meeting

10. 11:57am Close Workshop Meeting. Adjourn Regular Meeting

Manual Warrants

2/28/23	3,850.50	Agency Collections
	3,850.50	Total

HHS OBO Warrants

3/1/23	323.04	OBO Amazon
	427.94	OBO Connexus
	1,061.00	OBO Elia International
	562.45	OBO Granite City Real Estate
	493.66	OBO Holiday Inn Express
	410.47	OBO Monticello DMV
	500.00	OBO Walmart
	630.42	7 Payments less than 300
	4,408.98	Total

Commissioner Warrants

3/3/23	311,517.71	General Revenue Fund
	45,353.04	Public Works Fund
	50.00	County Ditch Fund
	1,025.00	Law Library Fund
	16,337.97	Solid Waste Fund
	53,331.80	Jail Commissary Fund
	12,773.34	Justice Center Enterprise Fund
	1,704.97	Agency Collections
	769,934.16	Payroll Fiduciary Fund
	1,212,027.99	Total

Manual Warrants

3/3/23	50.00	General Revenue Fund
	6,013.75	Agency Collections

6,063.75 Total

Manual Warrants BMO Harris Pcard Warrants

3/9/23	49,497.34	General Revenue Fund
	1,189.91	Public Works Fund
	1,708.74	Solid Waste Fund
	1,471.07	Jail Commissary Fund
	1,006.99	Justice Center Enterprise Fund
	54,874.05	Total

Commissioner Warrants

3/10/23	281,803.76	General Revenue Fund
	105,476.37	Public Works Fund
	2,881.33	Human Service Fund
	900.00	Solid Waste Fund
	32,916.94	Jail Commissary Fund
	279,925.50	Sherco Regional Rail Authority
	123,503.38	Justice Center Enterprise Fund
	32,411.57	Agency Collections
	25,213.74	Payroll Fiduciary Fund
	885,032.59	Total

Manual Warrants

3/10/23	2,142.00	General Revenue Fund
	9,176.00	Agency Collections
	11,318.00	Total

Commissioner Warrants

3/10/23	42,802.48	Human Service Fund
	10,105.48	Agency Collections
	52,907.96	Total

Warrants

3/10/23	20,418.88	Avivo
	337.33	Backhaus/Elizabeth
	333.00	DNA Diagnostics Center
	468.35	Influencer Hotspot
	897.50	Kranz/Ashley
	712.50	Lighthouse Child & Family Services
	340.00	MFWCAA
	10,598.14	Mn Dept Of Human Services - SWIFT
	999.00	Mn Dept Of Human Services-SWIFT
	1,426.11	Quadient Leasing USA, Inc
	1,300.66	Real Time Translations, Inc
	585.00	Riversedge Flooring Inc
	5,192.00	Sherburne Co Sheriff
	6,000.00	USPS-POC
	463.09	Vee/Victoria

2,836.40	26 Payments less than 300
52,907.96	Total

Lisa A Fobbe

[Lisa A Fobbe \(Apr 5, 2023 07:21 CDT\)](#)

Lisa A. Fobbe, Board Chairperson

04/05/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

04/05/2023

Date