



Sherburne County Board of Commissioners

April 18, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on April 18, 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 regular proposed meeting agenda as presented.

2. 9:02am Open Forum

Ashely Wirth-Petrick of Minneapolis and Julio Murphy Zelaya of St. Paul spoke regarding ICE contracts.

3. 9:09am Consent Agenda

Danielowski/Felber were unanimous to approve the Consent Agenda as presented with the removal item #18.

1 Approved County Board Meeting Minutes: April 4th, 2023.

2 Approved the County Board Workshop Minutes: April 4th, 2023.

3 Commissioner Reimbursement.

Administration

Bruce Messelt, County Administrator

Approved reimbursement in the amount of \$91.96 to Commissioner Danielowski for authorized County travel and training.

4 Food Truck Vendor Contracts.

Administration

Dan Weber, Assistant County Administrator

Approved a food truck vendor contract with Roy's Griddle Food Truck to provide various lunch options at the Government Center on scheduled dates throughout 2023. (On file.)

5 Government Center Lease Agreement with Elk River Cycle Sports, LLC. Administration

Dan Weber, Assistant County Administrator

Approved an updated 1-Year Lease Agreement with Elk River Cycle Sports, LLC (Harley Davidson) for weekend use of the Government Center Employee Parking Lot during the months of May thru October 2023. Elk River Cycle Sports, LLC will pay a monthly rent of \$250.00. (On file.)

6 Resolution No. 041823-AD-3082 Requesting Extension of the Comprehensive Local Water Management Plan.

Administration

Francine Larson, Dan Weber, Assistant County Administrator

Approved Resolution No. 041823-AD-3082 requesting from the Board of Soil and Water Resources a waiver of the 5-year amendment process and extension of the current Sherburne County Comprehensive Local Water Management Plan. (On file.)

7 Scheduling a Public Hearing Regarding a Tax Abatement Request for Beaudry Oil & Service Inc.

Administration

Dan Weber, Assistant County Administrator

Approved the scheduling and publication of Notice of a Public Hearing for a Tax Abatement application received from Beaudry Oil & Service, Inc., with said Public Hearing to be held on May 2nd, 2023 at 9:00am or soon thereafter.

- 8 Commission & Manual Warrants for March 31st, April 6, and April 7th, Auditor / Treasurer 2023.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner and Manual Warrants for March 31st, April 6th, and April 7th, 2023, as follows:
- March 31, 2023 Commissioner Warrants \$1,609,628.06
March 31, 2023 Manual Warrants \$9,804.50
April 6, 2023 Manual Warrants BMO Harris Pcard March 2023 \$49,794.62
April 7, 2023 Commissioner Warrants \$312,723.06
April 7, 2023 Manual Warrants \$10,640.00
- 9 Resolution No. 0401823-AD-3078 Supporting an Application for the Auditor / Treasurer 2023-24 Trail Assistance Program, Designating Sherburne County as Sponsor for the Snowmobile Trails Assistance Program, Authorizing Use of County Road Right-of-Way as Part of the Snowmobile Trail System, and Approving the 2024 County/Club Trail Agreement,
Diane Arnold, County Auditor/Treasurer
Approved the following actions:
- Approved and authorized the County Board Chair to sign Resolution No. 041823-AD-3078 for Sherburne County to act as Sponsor for the Snowmobile Trails Assistance Program Application for the fiscal year of July1, 2023 to June 30, 2023 (On file.);
 - Authorized Use of County Road Right-of-Way as Part of the Snowmobile Trail System;
 - Authorized the County Auditor/Treasurer and/or County Administrator to sign all necessary forms and agreements to participate in the program; and
 - Approved and authorized the County Board Chair to sign the 2024 County/Club Trail Agreement.
- 10 Agreement with the Minnesota Commissioner of Agriculture for Health & Human Services Receipt of \$1,800 in Support of the Farmer's Market Nutrition Program (FMNP).
Nicole Ruhoff, CHS Administrator
Approved an agreement with the Minnesota Commissioner of Agriculture for receipt of \$1800 in support of the Farmer's Market Nutrition Program (FMNP), for the period of June 1-December 31, 2023. (On file.)
- 11 HHS OBO Warrants for March 30th, 2023. Health & Human Services
Amanda Larson, HHS Director
Approved HHS OBO Warrants for March 30th, 2023, as follows.
- March 30, 2023 HHS OBO Warrants \$5,125.76
- 12 HHS/ADMIN Warrants for April 7th, 2023. Health & Human Services
Amanda Larson, HHS Director
Approved the HHS/ADMIN Warrants for April 7th, 2023, as follows:
- April 7, 2023 HHS/Admin Warrants \$51,224.57
- 13 \$50,000 Grant for Development of Family Resource Centers. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
Approved the acceptance of a \$50,000 Grant from the Sauer Family Foundation to complete a

community assessment to aid in the development of Family Resource Centers in Sherburne County. The term of this grant shall be April 3, 2023 through April 3, 2024. (On file.)

- 14 Minnesota Department of Health CDC Infrastructure Grant Award. Health & Human Services

Nicole Ruhoff, CHS Administrator

Approved the acceptance of the Minnesota Department of Health CDC Infrastructure Grant award in the amount of \$257,431.00 for the budget period of 3/1/2023-11/30/2027. (On file.)

- 15 Out of State Travel for a County Employee to attend a National Family Health & Human Services Support Network (Family Resource Centers) Conference in Washington DC in June 2023.

Megan Carriveau, Social Services Manager

Approved the Out of State Travel for a Health and Human Services (HHS) Representative to attend the National Family Support Network (Family Resource Centers) Member Conference in Washington, D.C. from June 20 - 22, 2023. Total cost not to exceed \$3,500.

- 16 License Agreement for Sherburne County Trail Association's Use of County Right-of-Way as Part of the Snowmobile Trail System. Public Works

David Roedel, Assistant Public Works Director

Approved the Sherburne County Trail Association License Agreement and authorized the County Board Chair to execute the same. The term of this License shall be from April 18, 2023 until April 30, 2024, or until the property is sold, whichever occurs first. (On file.)

- 17 Lowest Responsive Bidder for 2023 Mumble Strips project, SP 071-070-045. Public Works

Andrew Witter, Public Works Department Head

Approved and awarded the lowest responsive bidder, Surface Preparation Technologies, LLC, in the amount of the \$27,370.65, 2023 for a Mumble Strips Project on various Sherburne County roads, contingent upon approval and receipt of the Contractor's DBE goal from MnDOT's Office of Civil Rights (Project No. SP 071-070-045). Project construction dates will be contracted from July 24, 2023 through October 31, 2023.

- 18 9:10am Coffee Service Agreement with Blackbird Coffee Company. Recorder

Michelle Ashe, County Recorder

Felber/Gray with a 4-0 vote to approve and authorize the execution of an agreement with Blackbird Coffee Company to provide coffee services in the Sherburne County Government Center. This agreement shall commence on May 1, 2023 and shall terminate on May 1, 2024. There are no significant unbudgeted financial implications emanating from the undertaking of this recommended action. (On file.) Commissioner Danielowski abstained from the vote.

4. 9:11am Announcements

County Administrator Bruce Messelt announced the following upcoming items:

- We Are Water active exhibit at the Sherburne County History Center put on by Soil & Water Conservation District (SWCD) on April 20.
- The Lake Detective event, also put on by the SWCD, on April 20th at 6:00pm.
- The Youth Water Festival will be held on April 22nd from 10:00am - 1:00pm.
- Regional Economic Development Luncheon on April 25 hosted by the Elk River Chamber and held at Rockwoods in Otsego, Mn. Registration is due on April 19th.
- Northland Reliability Project will begin its second phase of the project and will be presenting for Public Comment. Meetings are scheduled for May 1-4 in Sauk Rapids and Palmer Township. There will be a virtual Open House on May 1-12.
- Welcoming Wednesdays for Start-Ups and Small Businesses will start on May 10 and be held June 14, and July 12. Contact Jessica Barthel for further details.

- HHS Community Outreach Van will be at Cash Wise in St. Cloud on May 18 from 9:00am - 3:30pm. This will occur every 3rd Thursday of the summer months.

Mr. Messelt also informed the board that site work will be starting soon on the Xcel Solar Project in the western part of the county. The Board was also informed the Board that the Annual NACo Conference in Austin, TX and to contact County Administration to discuss flight options.

5. 9:16am Regular Agenda

- 9:16am ¹** Proclamation of April as Child Abuse Awareness and Prevention Month Health & Human Services in Sherburne County.
Megan Carriveau, Social Services Manager
Danielowski/Hulse were unanimous to approve, by Proclamation, the designation of April as Child Abuse Awareness and Prevention month in Sherburne County. (On file.)
Social Services Manager Meg Carriveau read the proclamation to the Board. Ms. Carriveau and Social Services Manager Jodi Heurung-Dick provided a presentation providing background.
- 9:46am ²** Sherburne County's Participation in a Wright County Contract with Public Works
Bolton-Menk to Study Improvements to TH10 and I-94 Connectivity.
Dan Weber, Assistant County Administrator
Danielowski/Felber were unanimous to approve Sherburne County's participation in and support for a Wright County Contract with Bolton-Menk to Study Improvements to TH10 and I-94 Connectivity, subject to final County Approval review and approval of said contract as to form. Sherburne County's total cost is \$207,439. (On form.)
- 9:53am ³** Auditor-Treasurer's Monthly Report for March 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Gray/Danielowski were unanimous to approve and accept the March 2023 Financial Report as presented by the Auditor-Treasurer Diane Arnold. (On file.)
- 10:02am ⁴** 2022 Health and Human Services Annual Report. Health & Human Services
Amanda Larson, HHS Director
Received the 2022 Health and Human Services (HHS) Annual Report as presented. (On file.)
Health & Human Services Director Amanda Larson and staff presented the 2022 Health and Human Services (HHS) Annual Report to the County Board.
- 10:32am ⁵** Resolution No. 041823-AD-3086 Establishing 2023 Programs and Administration
Activities Undertaken Pursuant to County Participation in State and National Opioid Settlement Agreements.
Bruce Messelt, County Administrator
Danielowski/Felber were unanimous to approve Resolution 040423-AD-3086 establishing 2023 Programs and Activities undertaken pursuant to County participation in State and National Opioid Settlement Agreements and directing that future programming and activities be included in the County's annual budgeting process. (On file.) Nicole Ruhoff provided the updates from the Opioid Sub Committee. The Board was also introduced to the members of the Opioid Sub Committee.
- 11:00am ⁶** American Rescue Plan Act (ARPA) Update and Recommended Administration
Approvals and Expenditures.
Nicole Ruhoff, Community Health Services Administrator
Approved the bi-weekly ARPA related expenditures as follows:

Gray/Danielowski were unanimous to approve expenses less than \$50,000 totaling \$10,000 -

Economic Development BR&E Tracking Software (One-Time Cost - \$2,000 annual fee already included in current budget.) Approved \$10,363.68 for Pandemic Related Staffing Reimbursement of Personnel Expenses.

Felber/Gray were unanimous to approve the expenses greater than \$50,000 totaling \$125,000 Island View Park Improvements. (One-time cost)

6. **11:08am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda**

Items

Commissioner Gray - Sherburne County Association of Townships (SCAT), Farm Family selection committee, Greater St. Cloud Development Committee (GSDC) meeting, Blue Hill Township meeting, Ditch 1 meeting, Technology Steering Committee, Energy Transition Committee meeting, MICA meeting, Xcel Energy Open House, Sherburne County Soil & Water Conservation District (SWCD) meeting, Tour of Health and Human Services (HHS), Becker Township meeting

Commissioner Felber - SCAT, Livonia Township, Orrock Township Meeting, Zimmerman Fire meeting, NACo Policy Steering, Council on Foreign Relations meeting, GSDC meeting, Energy Transition Meeting, MN Emergency Services Board meeting

Commissioner Danielowski - Options site visit with Senator Mathews, SCAT, Central Mn Area Transportation meeting, Big Lake Township meeting, St Cloud Airport event, NACo Leadership Academy Kick-Off, Solid Waste Advisory meeting, Xcel Big Oaks meeting, APO meeting

Commissioner Hulse - SCAT, Anoka County Joint Transpiration Project meeting , Meeting with Elk River Council Member Wagner, Technology Steering committee, Energy Transition meeting, Community Action meeting, Elk River City Council meeting, Meeting with Representative Novotny meeting, Announced that citizens can go online to report potholes that need to be serviced in Sherburne County

Commissioner Fobbe - SCAT meeting, Anoka County Joint Transpiration Project meeting, St. Cloud Airport event, Federal Legislative briefing, Elk River Chamber meeting with Zimmerman, MICA, NACo Health Policy call and announced that April 19th is National Health Day, AMC Futures Planning meeting, Central Mn Jobs and Training Services (CMJTS), CMJTS Community Government Relations meeting, Testified at the Capital for the 169 overpass, Gave a Shout Out to Emma Bates for her victory at the Boston Marathon, Requested a monthly lunch as a Board to happen after the first meeting of every month starting May.

7. **11:21am Open Ditch Authority Meeting**

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|------------------|---|---------------------|
| 11:21am 1 | Consider Approval of Ditch Authority Agenda.
<i>Mike Lindenau, County Ditch Inspector</i>
Gray/Felber were unanimous to approve the Ditch Authority agenda as presented. | Auditor / Treasurer |
| 11:22am 2 | Ditch Drainage Technician's Report.
<i>Mike Lindenau, County Ditch Inspector</i>
Hulse/Danielowski were unanimous to accept the Ditch Drainage Technicians Report as presented by Ditch Drainage Technician Mike Lindenau.
Mr. Lindenau highlighted flooding on County Roads 1, 32, 61 and County Ditches 28 and 72 in his report. | Auditor / Treasurer |
| 11:29am 3 | County Ditch Crossing Agreement for Luke Corrigan - Ditch 14.
<i>Diane Arnold, County Auditor/Treasurer</i>
Gray/Felber were unanimous to approve a County Ditch Crossing Agreement for Luke Corrigan for Ditch 14. (On file.) | Auditor / Treasurer |

8. 11:31am Adjourn Ditch Authority Meeting, Recess
9. 11:40am Reconvene, Open Workshop
10. 12:45pm Adjourn Workshop, Reconvene Regular Meeting

HHS OBO Warrants

3/30/23	700.65	OBO Amazon 700.65
	1,034.99	OBO Dumpster.com 1,034.99
	427.68	OBO Innovative 427.68
	720.00	OBO MN Assn Child MH 720.00
	863.63	OBO Motor Works Auto Repair 863.63
	643.00	OBO Walmart 643.00
	735.81	6 Payments less than 3
	5,125.76	Total

Commissioner Warrants

3/31/23	898,639.51	General Revenue Fund
	488,808.29	Public Works Fund
	95.40	Human Service Fund
	6,270.00	Opioid Settlement Fund
	480.00	Law Library Fund
	118.97	Solid Waste Fund
	252.09	Sherco Regional Rail Authority
	206,008.16	Justice Center Enterprise Fund
	5,787.26	Agency Collections
	3,168.38	Payroll Fiduciary Fund
	1,609,628.06	Total

Manual Warrants

3/31/23	9,804.50	Agency Collections
	9,804.50	Total

Manual Warrants – BMO Harris Pcard

4/6/23	36,827.18	General Revenue Fund
	5,030.36	Public Works Fund
	663.10	Solid Waste Fund
	5,293.63	Jail Commissary Fund
	1,980.35	Justice Center Enterprise Fund
	49,794.62	Total

Commissioner Warrants

4/7/23	173,851.30	General Revenue Fund
	21,352.20	Public Works Fund
	2,555.42	Human Service Fund
	39,186.29	Jail Commissary Fund
	13,928.24	Justice Center Enterprise Fund
	41.00	Agency Collections
	629.00	Taxes & Penalties Fund
	61,179.61	Payroll Fiduciary Fund
	312,723.06	Total

Commissioner Warrants

4/7/23	1,920.00	General Revenue Fund
	8,720.00	Agency Collections

	10,640.00	Total
Warrants		
4/7/23	22,122.79	Avivo
	616.37	Boetel/LeAnne
	393.75	Central MN Mental Health Center
	670.24	Influencer Hotspot
	534.33	McCoss/Daniel J
	11,229.94	Mn Dept Of Human Services-SWIFT
	560.00	NACCHO Lockbox Processing
	426.41	Nellis/Michelle
	1,264.03	Real Time Translations, Inc
	445.00	Seven County Process Servers, LLC
	1,050.92	Sugar Lake Lodge
	6,000.00	USPS-POC
	321.68	Vik/Virginia G
	5,589.11	44 Payments less than 300
	51,224.57	Total
Commissioner Warrants		
4/7/23	51,224.57	Human Service Fund
	51,224.57	Total

Lisa A Fobbe

[Lisa A Fobbe \(May 2, 2023 11:09 CDT\)](#)

Lisa A. Fobbe, Board Chairperson

05/02/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

05/02/2023

Date