



Sherburne County Board of Commissioners

May 2, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 2, 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 to approve the agenda as presented.

2. 9:01am Public Hearing

- 1 Public Hearing: Tax Abatement for Beaudry Oil & Service Inc. Administration
Dan Weber, Assistant County Administrator

The Assistant County Administrator Dan Weber provided a recap of the project to the Board. The Board Chair opened the Public Hearing at 9:04am. Brett Collier of Big Lake shared his opinion on tax abatements. The Chair closed the Public Hearing at 9:08am. Felber/Hulse were unanimous to approve Resolution No. 050223-AD-3084 approving the request for abatement of the County Property taxes relating to the building project. (On file.)

3. 9:10am Open Forum

Barbara Rudquist of Zimmerman spoke on the Sherburne County Jail and I.C.E. Brett Collier of Big Lake spoke on tax abatements. Kari Watkins of St. Cloud spoke on election integrity.

4. 9:19am Consent Agenda

Hulse/Felber were unanimous to approve the Consent Agenda as amended with the removing item 4.14 from the Consent Agenda.

- 1 Approved County Board Meeting Minutes: April 18, 2023.
- 2 Approved County Workshop Meeting Minutes: April 18, 2023.
- 3 Deed of Gift for Donation to the Sherburne History Center. Administration
Bruce Messelt, County Administrator
Approved the donation of a framed photograph to the Sherburne History Center and Execution of a Deed of Gift for the same.
- 4 Food Truck Vendor Contracts. Administration
Dan Weber, Assistant County Administrator
Approved the food truck vendor contracts to provide various lunch options at the Government Center on scheduled dates throughout 2023. (On file.)
- 5 Schedule a Public Hearing Regarding a Tax Abatement Request for CMP Attachments LLC. Administration
Dan Weber, Assistant County Administrator
Approved the Notice of a Public Hearing for a Tax Abatement application received from CMP Attachments LLC, with said Public Hearing to be held on May 16, 2023 at 9:00am or soon thereafter.
- 6 Approval of MN Lawful Gambling Application - Dylan Witschen Foundation. Administration

Bruce Messelt, County Administrator

Approved a MN Lawful Gambling Application for Exempt Permit for the Dylan Witschen Foundation, to be used for a Raffle, to be held on September 15, 2023 at Wild Marsh Sporting Clays, 13481 County Road 3, Clear Lake, MN 55319 (Santiago Township).

- 7 Commissioner & Manual Warrants dated April 14th and April 21st, Auditor / Treasurer 2023.

Diane Arnold, County Auditor/Treasurer

Approved Commissioner & Manual Warrants dated April 14th and April 21st, 2023 as follows:

April 14 2023 Commissioner Warrants \$682,433.85

April 14 2023 Manual Warrants \$9,395.00

April 21 2023 Commissioner Warrants \$1,193,554.51

April 21 2023 Manual Warrants \$272,389.33

- 8 Request for Public Hearing and Publication of the Same for On/Off Sale Auditor / Treasurer Farm Winery License.

Diane Arnold, County Auditor/Treasurer

Approved the Request for a Public Hearing for 9:00 AM or soon thereafter on May 16th, 2023, and authorize the Auditor/Treasurer to publish notice in legal publication on the issuance of the On/Off Sale Farm Winery License for Boulder Creek Wine Bar. (New Business).

- 9 April 21, 2023 HHS IFS Admin Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved the April 21, 2023 HHS IFS Admin Warrants, as follows:

April 21, 2023 IFS Admin Warrants \$67,877.28

- 10 Contract with Lutheran Social Services for the "Keeping Families Together" Program. Health & Human Services

Jodi Heurung-Dick, Social Services Manager

Approved a contract with Lutheran Social Services for the "Keeping Families Together" Program. This contract shall commence on May 2, 2023 and terminate on March 31, 2024. The total compensation payable to the Consultant for services and expenses under this Agreement shall not exceed \$ \$78,848.00 per year. (On file.)

- 11 Agreement Between Sherburne County and Wright County for Planning & Zoning Inspections of Type 4 and Type 5 Septic Systems in Sherburne County.

Lynn Waytashek, Planning & Zoning Administrator

Approved an agreement with Wright County to review septic designs and provide for inspection services for Type IV & Type V septic systems in Sherburne County, and authorized the Planning and Zoning Administrator to execute the same. (On file.) The agreement will commence when all signatures are obtained and continue until terminated and pursuant to the agreement. Wright County will provide the services as requested by Sherburne County at a rate of \$60 per hour.

- 12 Amendments to the 2023 SCORE Line Item Budget. Planning & Zoning

Gabrielle Holman, Environmental Specialist

Approved amendments to the 2023 SCORE line item budget to provide for grant funding to:

- 1) HHS for their WIC community garden expansion project in the amount of \$2,359.60; and
 - 2) 4H for the County Fair organics program in the amount of \$3,250, authorizing the Board Chair's signature on the 4H Grant Agreement.
- (On file.)

- 13 Memorandum of Understanding Between Sherburne County and Planning & Zoning

Baldwin Township to Authorize Baldwin Township to Carry Out Planning and Zoning Activities Within the Township.

Lynn Waytashek, Planning & Zoning Administrator

Approved a Memorandum of Understanding (MOU) with Baldwin Township for the undertaking of Planning and Zoning Activities and authorized the Sherburne County Board Chairperson to sign the same.

- 15 Resolution No. 050223-AD-3088 Requesting Transfer of Excess County Public Works State Aid Municipal Construction Funds to County State Aid Regular Construction Funds.

Andrew Witter, Public Works Department Head

Approved Resolution No. 050223-AD-3088 requesting a transfer of \$218,352 in excess County State Aid Municipal construction funds to County State Aid Regular Construction funds per Minnesota Statute 162.08, Subd 4 (d). (On file.)

- 16 BNSF Crossing Surface Agreements on County State Aid Highway 11 Public Works and on County Road 53.

David Roedel, Assistant Public Works Director

Approved the BNSF Crossing Surface Agreements on County State Aid Highway 11 and on County Road 53. Sherburne County will enter into an agreement with BNSF which outlines the roles of each agency.

The cost of participation for this work is a 50/50 split between Sherburne County and BNSF. The County's estimated cost of participation is as follows:

- \$115,200 - CSAH 11
- \$51,200 -CR 53

This agreement will begin on May 2, 2023 and will end when completion of all work contemplated in the agreement and payment of the amounts set forth in the contract.

- 17 Lowest Responsive Bidder for the 2023 Pavement Markings, CP 71- PM-2023. Public Works

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, Sir Lines-A-Lot, LLC with a bid of \$548,689.90, for the 2023 Pavement Markings on various County State Aid Highways and County Roads (Project No. CP 71-PM-2023).

- 18 Resolution No. 050223-AD-3087 to Acquire Property for the County State Aid Highway 4 Reconstruction Project. Public Works

David Roedel, Assistant Public Works Director

Approved Resolution No. 050223-AD-3087 to acquire property for the County State Aid Highway 4 Reconstruction Project. (On file.)

- 19 2022 Sherburne County Public Works Annual Report. Public Works

Andrew Witter, Public Works Department Head

Approved and accepted the 2022 Sherburne County Public Works Annual Report, as presented. (On file.)

- 20 2023 State of MN Federal Boating Safety Supplemental Patrol Grant. Sheriff

Joel Brott, County Sheriff

Approved the acceptance of the 2023 State of Minnesota Federal Boating Safety Supplemental Patrol Grant in the amount of \$5,500 to provide additional boating safety patrol hours during high watercraft use periods. The grant will begin May 12, 2023 and end on September 4, 2023. (On

file.)

- 14 9:20am** Updated Great Northern Trail Partnership Memorandum of Understanding. Public Works
Gina Hugo, Park Coordinator
Danielowski/Gray were unanimous to approve an updated Great Northern Trail Partnership Memorandum of Understanding (MOU) between Sherburne and Mille Lacs counties and the cities of Elk River, Princeton, and Zimmerman. This Memorandum of Understanding will automatically renew annually. (On file.)
- 5. 9:29am Announcements**
County Administrator Bruce Messelt reminded the board of their social gathering at Olde Main Eatery and informed the Board that the May 16 meeting will have additional discussions on mental health awareness. Blackbird Coffee by Options is officially open for businesses as of May 1. Mr. Messelt also provided a legislative update to the Board.
- 6. 9:37am Regular Agenda**
- 9:37am 1** Proclamation the Week of May 7-13, 2023, as Correctional Officers' Week. Sheriff
Dave Isais, Assistant Jail Administrator
Assistant County Jail Administrator Dave Isais read the proclamation to the Board. Hulse/Danielowski were unanimous to approve by Proclamation the designation of the week of May 7-13, 2023, as Correctional Officers' Week in Sherburne County. (On file.)
- 9:40am 2** Proclamation the Week of May 14-20, 2023, as Police Officer's Week. Sheriff
Steve Doran, Chief Deputy
Chief Deputy Steve Doran read the proclamation to the Board. Felber/Danielowski were unanimous to approve by Proclamation, the designation of the week of May 14-20, 2023, as Police Officer's Week in Sherburne County. (On file.)
- 9:45am 3** Proclamation the Month of May 2023 as Mental Health Awareness Month. Health & Human Services
Amanda Larson, Director of HHS
Director of HHS Amanda Larson read the proclamation to the Board. Danielowski/Gray were unanimous to approve by Proclamation, the month of May 2023 as Mental Health Awareness Month. (On file.)
- 9:48am 4** Update on the Great River Regional Library. Administration
Karen Pundsack, Executive Director
Received an Update from the Great River Regional Library Executive Director Karen Pundsack and staff provided an overview and highlights of the Great River Regional Library system.
- 10:07am 5** Update from the Central Minnesota Council on Aging. Administration
Lori Vrolson, Central Minnesota Council on Aging
Received an update from Lori Vrolson with Central Minnesota Council on Aging (CMCOA). Ms. Vrolson presented on Intrastate Funding Formula (IFF) Fund and why it is important to rural Minnesota. CMCOA asked the Board to look at providing comments that looks at decreasing 60+ population and increasing the rural factor. Consensus of the Board was to submit a letter from the Board as a whole.
- 10:25am 6** Combined Position Request of a Right-of-Way Specialist. Public Works
Andrew Witter, Public Works Department Head
Danielowski/Gray were unanimous to approve a Combined Position Request for a Right-of-Way Specialist.
- 10:32am 7** American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration

and Expenditures.

Dan Weber, Assistant County Administrator

Approved the bi-weekly ARPA related expenditures as follows:

Hulse/Felber were unanimous to approve the expenses less than \$50,000 equaling \$3,400 - Assessor Digital Measuring Tools. (One-time capital expense.)

Felber/Danielowski were unanimous to approve the expenses greater than \$50,000 equaling \$490,000 - Sheriff's Zimmerman Dispatch Center Equipment and Remodel (\$490,000 use of ARPA & \$985,000 use of e911 for a \$1.475M Total Project Cost). Matt Albrecht, Information Services Director for the Sheriff's Office, presented the item to the Board.

Gray/Felber were unanimous to approve \$100,000 for the HHS Resident Emergency Assistance Program. Economic Supports Manager Gina Anderson presented the item.

7. 10:39am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Gray - Joint Powers Board with Mille Lacs regarding Ditch 1 in Milaca, Big Elk Lake Park meeting, Met with representatives of TLID, Briggs Lake Chain, and Planning & Zoning regarding Septic Systems, Met with Francine Larson to discuss the structure of Sherburne Soil & Water Conservation District, Planning & Zoning meeting, NACO Agriculture and Rural Affairs presentations by Land O' Lakes and Farmer's mental health, Solar soil and water testing discussion with staff, Regional Economic Development Luncheon, Orrock Township meeting, SCHSAC meeting, Blue hill and Santiago Township Clean Up Days

Commissioner Felber - Local Water meeting and symposium on harmful algae, Central Mississippi River Partnership (CMRP), Executive Steering Committee, Becker Families in Need meeting, Orrock Township Board meeting

Commissioner Danielowski - Substance Use Prevention (SUP) Coalition meeting, Sherburne County Economic Development Association meeting (EDA), Regional Economic Development Luncheon, United Way Grant Review, Options Board meeting, Parks System Plan Review meeting, Big Lake Township Board meeting, Announced that Big Lake Township Supervisor Norm Lesley turned in his letter of resignation effective immediately, Central Mississippi River Partnership (CMRP) , Met with the Big Lake School District Superintendent

Commissioner Hulse - Sherburne County Economic Development Association meeting (EDA), Regional Economic Development Luncheon, Discussions with Representatives Lucero and Matthews on current legislation items, Announced that he will be traveling out of state next week, Thursday - Saturday.

Commissioner Fobbe - Big Elk Lake Park Land Development Team meeting, County Multidisciplinary Team meeting, Tri-Cap Finance meeting, Tri-Cap Board meeting, Federal Legislative Briefing, County Park System Plan Review, Executive Steering Committee, Princeton Airport meeting

8. 10:57am Recess Regular Meeting, Break

9. 11:10am Reconvene, Open Workshop Meeting

10. 12:51pm Close Workshop Meeting, Adjourn Regular Meeting

Commissioner Warrants

4/14/23	381,571.25	General Revenue Fund
	119,690.00	Public Works Fund
	7,046.84	Human Service Fund
	5,574.51	Law Library Fund
	1,015.38	Solid Waste Fund
	93,638.38	Jail Commissary Fund
	71,029.54	Justice Center Enterprise Fund
	3.00	Real Estate Assurance
	759.50	Agency Collections
	2,105.45	Taxes & Penalties Fund
	682,433.85	Total

Manual Warrants

4/14/23	953.00	Human Service Fund
	8,442.00	Agency Collections
	9,395.00	Total

Commissioner Warrants

4/14/23	267,492.16	General Revenue Fund
	66,458.97	Public Works Fund
	51.59	Human Service Fund
	30,014.97	Jail Commissary Fund
	440.63	Sherco Regional Rail Authority
	11,058.77	Justice Center Enterprise Fund
	23,780.00	Agency Collections
	794,257.42	Payroll Fiduciary Fund
	1,193,554.51	Total

Manual Warrants

4/21/23	2,100.00	General Revenue Fund
	270,289.33	Agency Collections
	272,389.33	Total

Commissioner Warrants

4/21/23	67,877.28	Human Service Fund
	67,877.28	Total

Warrants

4/21/23	26,637.86	Avivo
	773.56	Backhaus/Elizabeth
	478.15	Carlson/Barbara
	2,140.42	Central Mn Jobs & Training
	1,790.00	Diamond Acoustics Inc
	399.64	Grater/Justin
	1,724.03	Hennepin County
	469.00	Lexis Nexis
	1,237.50	Lighthouse Child & Family Services
	504.48	Lira/Kaylie
	1,041.68	Mn Dept Of Human Services-SWIFT
	334.71	Morgenstern/Faydra
	330.78	Ouko/Natasha A

745.47	Real Time Translations, Inc
800.00	Regents Of The University Of Minnesota
735.00	Seven County Process Servers, LLC
5,338.00	Sherburne Co Sheriff
9,676.97	Sherburne County Auditor Treasurer
772.22	Storms/Abby
693.00	The Bridge World Language Ctr Inc
6,000.00	USPS-POC
841.57	Zoller/Kara
4,413.24	37 Payments less than 300
67,877.28	Total

Lisa A Fobbe

[Lisa A Fobbe \(May 17, 2023 13:43 CDT\)](#)

Lisa A. Fobbe, Board Chairperson

05/17/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

05/18/2023

Date