



Sherburne County Board of Commissioners

June 20, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 20, 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 amended, moving Open Forum to Item No. 2 and the Consent Agenda as Item No. 3.

3. 9:02am Open Forum

No one was present.

2. 9:02am Consent Agenda

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

- 1 Approved County Board Meeting Minutes: June 6, 2023.
- 2 Approved County Board Workshop Meeting Minutes: June 6, 2023.
- 3 Farm Friends Barn Site Plan Changes. Administration
Jean Johnson, Dan Weber, Assistant County Administrator
Approved amending the current Farm Friend Barn lease to include the proposed site plan improvements. (On file.)
- 4 Participation in the National Center for Public Lands Counties. Administration
Bruce Messelt, County Administrator
Approved Participation in the National Center for Public Lands Counties in the amount of \$1,000, as part of AMC's support for said effort, and authorized the County Board Chair and Administrator to effect said participation.
- 5 Update to the Use of County Provided Vehicles Policy. Administration
Dan Weber, Assistant County Administrator, Diane Arnold, County Auditor/Treasurer
Approved changes and updates to the Use of County Vehicles Policy. (On file.)
- 6 Westlaw Three Year Contract. Attorney
Kathleen Heaney, County Attorney
Approved the Westlaw contract for three years at a cost of \$1672.5 per month with a 3% increase per year and a start date of September 2023; and authorized the County Attorney to sign. (On file.)
- 7 2023-2024 Tobacco License Renewal. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved 2023-2024 Tobacco License applications for 11 establishments with completed applications, approved 4 establishments contingent on approval from their local boards; and authorized the Auditor/Treasurer's signature on the licenses.

Completed Applications:

City of Zimmerman: Frontier Liquor, Holiday Stationstores # 239, Z Market, P&A Liquor, Speedway

#4535, Uptown Off-Sale, Casey's General Store # 3445, Dollar General Store # 19543, Zimmerman Tobacco.

Orrock Township: Sand Dunes Food and Fuel LLC, Sand Dune Spirits

Incomplete Applications:

Baldwin Township: Ridgeway Bay Resort

Becker Township: Holiday Stationstore #598

Palmer Township: Briggs Lake General Store

Santiago Township: Santiago Country Store

- 8 Commissioner and Manual Warrants. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approve Commissioner and Manual Warrants as follows:

May 31 2023, Manual Warrants \$3,592.86

June 2 2023, Commissioner Warrants \$643,983.35

June 2 2023, Manual Warrants \$3,838.75

June 6 2023, Commissioner Warrants P1 Estimated 50% School District Payout #2 \$1,523,352.23

June 9 2023, Commissioner Warrants \$546,086.07

June 9 2023, Manual Warrants \$17,369,251.81

June 9 2023, Manual Warrants BMO Harris Pcard May \$73,598.66

- 9 Public Hearing Request Required for On Sale With Sunday Liquor License Application. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Authorized to set a hearing for July 18th, 2023, and for the Auditor/ Treasurer to publish notice of such in the June 23rd, 2023 Patriot News for said public hearing on the issuance of an On-Sale with Sunday Liquor License Application for Getaway Bar (formally known as KJ's Refuge Bar & Grill).

- 10 Submittal of the County's 2022 Annual Comprehensive Financial Report Auditor / Treasurer and Award Application to the GFOA (Government Finance Officers Association).

Diane Arnold, County Auditor/Treasurer

Authorized the Auditor-Treasurer to submit to the GFOA (Government Finance Officers Association) the 2022 Annual Comprehensive Financial Report and Award Application.

- 11 TANF (Temporary Assistance for Needy Families) Grant from the Minnesota Department of Health in the Amount of \$249,372. Health & Human Services

Nicole Ruhoff, CHS Administrator

Accepted the TANF (Temporary Assistance for Needy Families) grant from the Minnesota Department of Health in the amount of \$249,372 to perform duties related to family home visiting for families at or below 200% of the federal poverty guidelines and who are at risk, including but not limited to child abuse, child neglect or juvenile delinquency.

- 12 June 1, 2023 HHS OBO Warrants. Health & Human Services

Amanda Larson, HHS Director

Considered and approved warrants as follows:

June 1, 2023 HHS OBO Warrants \$11,495.60

- 13 June 9, 2023 HHS/ADMIN Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved June 9, 2023 HHS/ADMIN Warrants.

June 9, 2023 HHS/Admin Warrants \$106,047.21

- 14 Contract With the Minnesota Pollution Control Agency for the Replacing Planning & Zoning Failing Septic Systems to Protect Groundwater Grant.

Zach Guttormson

Approved and accepted a one-time grant award of \$155,000 from the MPCA to provide funding for low income residential septic system replacement; and authorized the Assistant County Zoning Administrator to sign the grant agreement. The grant term ends in June of 2025. This funding source can be utilized with the existing low-income septic grant program to provide a maximum funding amount up to \$11,000. (On file.)

- 15 Lowest Responsive Bidder for 2023 HSIP Edgeline Striping, SP 071-070- Public Works 046.

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, Century Fence Company with a bid of \$347,057.50, for the 2023 HSIP Edgeline Striping on various county roads in 2023; contingent upon approval of the Contractor's DBE goal from MnDOT's Office of Civil Rights (Project No. SP 071-070-046). Project construction dates will be contracted July 10, 2023 through August 25, 2023.

- 16 Lowest Responsive Bidder for 97th Street Reconstruction, SAP 71-592- Public Works 001, SAP 71-592-002, SAP 71-594-002.

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, Knife River Corporation-North Central with a bid of \$2,828,480.74, for the reconstruction of 97th Street from Hwy 10 to CSAH 23 in 2023; contingent upon approval from Becker Township and Clear Lake Township; for Project Nos. SAP 71-592-001, SAP 71-592-002, & SAP 71-594-002. Project construction dates will be contracted from July 5, 2023, through October 15, 2023.

- 17 Joint Powers Agreement with the City of Becker and Becker and Clear Lake Townships for the 97th Street Improvements. Public Works

Andrew Witter, Public Works Department Head

Approved the Joint Powers Agreement with the City of Becker and Becker and Clear Lake Townships for the 97th Street Improvements. There are no financial implications emanating from the undertaking of this recommended action. The term of this agreement shall be in effect on June 20, 2022 and shall terminate on the date that the project has been completed, grant funds have been disbursed to the County and all other obligations have been fulfilled. (On file.)

- 18 Joint Powers Agreement with the City of Big Lake and Big Lake Township Public Works for County Road 43 Improvements.

Andrew Witter, Public Works Department Head

Approved a Joint Powers Agreement with the City of Big Lake and Big Lake Township for County Road 43 Improvements. There are no significant unbudgeted financial implications emanating from the undertaking of this recommended action. The term of this agreement shall commence on June 20, 2022 and shall terminate on the date that the project improvements have been completed and all other obligations have been fulfilled.

- 19 Out-of-State Travel Request for Four Sheriff/Jail Employees to Attend Sheriff the American Correctional Association Conference.

Andrew Witter, Public Works Department Head

Approved the out-of-state travel request for four Sheriff/Jail employees to attend the American Correctional Association Conference in Philadelphia, Pennsylvania, from August 10-13, 2023. Total

costs are estimated at \$5,020.00.

4. 9:03am Announcements

- 9:03am 1** Administrator Updates. Administration
Dan Weber, Assistant County Administrator
Assistant County Administrator Dan Weber reminded the Board that there will only be one meeting in July on the 18th and that it will be an evening meeting. Mr. Weber also reminded the Board that Budget Workshops will take place in July as well.

6. 9:03am Regular Agenda

- 9:03am 3** Auditor-Treasurer's Monthly Report for May 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Hulse/Danielowski were unanimous to accept the May 2023 Financial Report from the Auditor-Treasurer Diane Arnold as presented.
- 9:12am 5** Host Fee Rates for Elk River Landfill for the Years 2024 through 2030. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Following discussion, Danielowski/Felber were unanimous to amend the 2014-2030 Host Fee Agreement between Sherburne County and Elk River Landfill, to provide additional time for designation of host fees to be paid during the period of 2024-2030 by modifying the date for such determination from July 1, 2023, to August 1, 2023.

5. 9:16am Employee Recognition

- 9:16am 2** Celebrate Spring Employee Anniversary Recognition. Administration
Bruce Messelt, County Administrator
The County Board acknowledged staff who had a milestone anniversary from the months of January - June of 2023. The Board recessed at 9:20am for a reception in the Staff Cafe.

6. 9:20am Regular Agenda

- 9:46am 1** Legislative Session Recap From the Minnesota Inter-County Association (MICA). Administration
Matt Massman, Steve Novak, Nancy Silesky, Carli Stark
Received a Legislative Session Recap From the Minnesota Inter-County Association (MICA). Matt Massman recapped the historic surplus and session, comprehensive property tax relief, Corrections and Public Safety, and other county impacts. Steve Novak recapped transportation and transit. Nancy Silesky recapped Public Health and Human Services.
- 10:43am 2** Roofing Replacement and Masonry Repair Low Bids Scheduled for Summer 2023. Maintenance
Steve Becker, Maintenance Department Head
Danielowski/Felber were unanimous to approve and accept the McDowall Roofing proposal for the sum of not to exceed \$90,000 and the Cities Masonry Restoration proposal for the sum of not to exceed \$76,000. Work will commence from late summer to early fall of 2023. (On file.)
- 10:50am 4** 2024 Budget - Departmental Strategic Priorities Discussion. Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Conducted a Board discussion regarding 2024 Department Strategic Budget Priorities and received and reviewed staff's recommendations for consideration of the same.

7. 11:45am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Danielowski - Law Library Interviews, APO, AMC District 5 meeting, Ad Hoc Election Review, County Board of Equalization meeting, County EDA meeting, Sherburne County Road Tour, Calls

with Staff and Constituents, Family Resource Center with HHS and Big Lake School District

Commissioner Hulse - HHS Tour, Elections Ad Hoc Meeting, Tech Steering, Board of Equalization, Sherburne County Road Tour , County EDA meeting, Constituent calls

Commissioner Felber - NACo Public Safety meeting, Council on Foreign Relations, Towards Zero Deaths, Sherburne County Corrections meeting, Metro Emergency Services Board

Commissioner Gray - Xcel Energy Open House on Transmission on Line Routes, Soil & Water Conservation District (SWCD) Board meeting, Equity and Inclusion meeting, AMC District 5 meeting, Technology Steering Committee, Board of Equalization, SWCD Podcast taping, Xcel Energy Stake Holder meeting, Sherburne County Road Tour, Planning & Zoning Board meeting

Commissioner Fobbe - Great River Regional Library (GRRL) Sub Committee, Tri-Cap Meeting, Central Minnesota Jobs & Training Services (CMJTS) Community and Government meeting, CMJTS Workforce Development meeting, CMJTS Joint Powers Board meeting, AMC District 5 Meeting, Board of Appeals, SWCD Podcast, Elk River Chamber/Zimmerman Business Community meeting, MICA meeting, Sherburne County Road Tour

8. 11:53am Recess Regular Meeting, Break

9. 11:45am Reconvene, Open Ditch Authority Meeting

- 1** Approval of Ditch Authority Agenda. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Hulse/Felber were unanimous to approve the Ditch Authority Agenda as presented.
- 2** Ditch Drainage Technician's Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Danielowski/Gray were unanimous to accept the Ditch Drainage Technician's Report as presented by Ditch Inspector Mike Lindenau. Mr. Lindenau highlighted both Ditch 28 and 30.
- 3** Payback to the General Fund. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Hulse/Felber were unanimous to approve payback to the General Fund for advances made previously to cover overdrawn County Ditch accounts for Ditches 6, 1, 13, 15, and 30. (On file.)

10. 12:05pm Close Ditch Authority Meeting, Break

11. 12:20pm Reconvene Regular Meeting, Open Workshop

12. 1:20pm Close County Workshop Meeting, Adjourn Regular Meeting

Manual Warrants

5/31/23	3,592.86	Agency Collections
	3,592.86	Total

HHS OBO Warrants

6/1/23	3,048.23	OBO 4Imprint
	2,224.28	OBO Amazon
	502.64	OBO CCI Hotel Res
	2,600.00	OBO Holiday Station Store
	300.00	OBO Home Depot
	646.24	OBO Innovative
	350.56	OBO Target
	1,627.35	OBO Walmart

196.30	13 Payments less than 300
11,495.60	Total

Commissioner Warrants

6/2/23	176,246.71	General Revenue Fund
	111,924.28	Public Works Fund
	52.11	Human Service Fund
	720.30	County Ditch Fund
	2,259.51	Solid Waste Fund
	46,266.11	Jail Commissary Fund
	279,381.50	Sherco Regional Rail Authority
	16,787.89	Justice Center Enterprise Fund
	20.00	Agency Collections
	10,324.94	Payroll Fiduciary Fund
	643,983.35	Total

Manual Warrants

6/2/23	3,838.75	Agency Collections
	3,838.75	Total

Commissioner Warrants P1 Est 50% School District

6/6/23	1,523,352.23	School District Collections
	1,523,352.23	Total

Manual Warrants

6/9/23	181,240.64	General Revenue Fund
	251,572.58	Public Works Fund
	2,552.82	Human Service Fund
	19,539.31	Solid Waste Fund
	33,863.22	Jail Commissary Fund
	16,929.10	Justice Center Enterprise Fund
	6,427.40	Agency Collections
	33,961.00	Taxes & Penalties Fund
	546,086.07	Total

Manual Warrants

6/9/23	2,139.00	General Revenue Fund
	9,093.50	Agency Collections
	1,975,544.00	Taxes & Penalties Fund
	15,382,475.31	School Districts Collections
	17,369,251.81	Total

Manual Warrants – BMO Harris Card

6/9/23	68,936.55	General Revenue Fund
	1,158.54	Public Works Fund
	227.58	Human Service Fund
	128.57	Solid Waste Fund
	1,258.29	Jail Commissary Fund
	1,889.13	Justice Center Enterprise Fund
	73,598.66	Total

Commissioner Warrants

6/9/23	101,133.10	Human Service Fund
	4,914.11	Agency Collections
	106,047.21	Total

Com Warrants

6/9/23	441.46	Airport Taxi Inc
	29,033.76	Avivo
	577.06	Byrnes/Anna J
	419.86	Carlson/Barbara
	680.00	Central MN Mental Health Center
	767.24	Children's Dental Services
	3,500.00	Community Giving
	375.00	DNA Diagnostics Center
	1,629.00	Hennepin County
	2,977.12	Influencer Hotspot
	450.00	Institute for Community Alliances
	3,330.00	Kanabec County Community Health
	588.64	Lees/Mark F
	1,052.50	Lexis Nexis
	5,071.72	Mn Dept Of Human Services - SWIFT
	1,920.96	Mn Dept Of Human Services-SWIFT
	429.06	O'Brien/Beth
	800.61	Office Of MNIT Services
	324.69	Ouko/Natasha A
	487.50	Promise Neighborhood of Central MN
	1,426.11	Quadient Leasing USA, Inc
	740.32	Real Time Translations, Inc
	900.00	Seven County Process Servers, LLC
	31,583.00	Sherburne Co Childrens Mental Health Col
	4,246.00	Sherburne Co Sheriff Sherburne County
	6,597.00	Auditor Treasurer
	464.73	Stock/Benjamin
	385.14	Stoy/Suzanne
	639.28	Welgraven/Chelsie
	4,209.45	37 Payments less than 300
	106,047.21	Total

Lisa A Fobbe

Lisa A Fobbe (Jul 19, 2023 06:10 CDT)

Lisa A. Fobbe, Board Chairperson

07/19/2023

Date

Bruce Messelt

Bruce Messelt, Administrator

07/18/2023

Date

