



Sherburne County Board of Commissioners

August 1, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on August 1, 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
Hulse/Danielowski were unanimous to approve the proposed meeting agenda as amended with the removal of Consent Agenda Items 3.7, 3.8, and 3.15.

2. 9:03am Open Forum

Kari Watkins of St. Cloud spoke regarding infrastructure and solar farms.

3. 9:18am Consent Agenda

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

- 1 Approved County Board Meeting Minutes: July 18, 2023. Administration
- 2 Approved County Workshop Meeting Minutes: July 18, 2023. Administration
- 3 2023-2024 Liquor License Renewal. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved 2023-2024 Liquor License application for Getaway Bar LLC. The license period is August 19, 2023 - August 18, 2024. Approved Auditor/ Treasurer signature on the license and Chairperson.
- 4 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved the Commissioner and Manual Warrants as follows:

July 11, 2023 Commissioner Warrants Court Order \$370,282.25
July 14, 2023 Commissioner Warrants \$388,170.84
July 14, 2023 Manual Warrants \$16,593.00
July 14, 2023 Manual Warrants BMO Harris Pcard June \$50,560.08
July 21, 2023 Commissioner Warrants \$2,046,189.76
July 21, 2023 Manual Warrants \$15,836.08
- 5 Purchase of DebtBook Software. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Authorized for Diane Arnold to sign and purchase DebtBook Software pending County Attorney approval. The term of this agreement will be August 14, 2023 through August 13, 2024 at cost of \$10,000.00.
- 6 Issuance of Invasive Species Prevention Program Funds to the Soil & Water Conservation District. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved to issue AIS received funds received on July 20th, to the Soil & Water Conservation District for the Invasive Species Prevention Program in the amount of \$35,799.

- 9 HHS 2nd Quarter Donations. Health & Human Services
Amanda Larson, HHS Director
 Approved and accepted the 2nd Quarter donations received by the Health and Human Services (HHS) Department in the amount of \$2,000.00.
- 10 July 21, 2023 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Admin Warrants
 July 21, 2023 HHS IFS Admin Warrants \$39,799.95
- 11 Alternate for Haven Township to Sherburne County Planning Advisory Planning & Zoning
 Commission.
Lynn Waytashek, Planning & Zoning Administrator
 Approved the appointment of Mark Knowles as Haven Township Alternate to the Planning Advisory Commission from August 17, 2023 - December 31, 2025.
- 12 Big Elk Lake Park De-Construction Project; Use of Ash Revenues for Tribal Planning & Zoning
 Monitoring.
Dave Lucas, Solid Waste Administrator
 Approved use of Ash Revenues (Department 394) in the amount of \$149,357.36 for Tribal monitoring during the deconstruction of buildings project at Big Elk Lake Park. The project is anticipated to occur August 17, 2023 through November 15, 2023.
- 13 County Submission of 2024 Low Income Grant Application. Planning & Zoning
Zach Guttormson
 Approved the Planning and Zoning Department's application to the Minnesota Pollution Control Agency for the 2024 Low Income Subsurface Sewage Treatment System (SSTS) grant in the amount of \$40,000.
- 14 Planning & Zoning Dept to Submit a Response to the City of Princeton's Planning & Zoning
 RFP for Building Official and Inspection Services.
Lynn Waytashek, Planning & Zoning Administrator
 Approved the Planning & Zoning Department to submit a proposal in response to the City of Princeton's RFP for Building Official and Inspection Services.
- 16 Lowest Responsive Bidder for County Road 43 Reconstruction, SP 071- Public Works
 596-009.
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Douglas-Kerr Underground, LLC. with a bid of \$4,777,566.04, for the reconstruction of CR 43 from Hwy 10 to the Elk River Bridge starting in 2023, contingent upon approval of the Contractor's DBE goal from MnDOT's Office of Civil Rights; Project No. SP 071-596-009. Project construction dates will be contracted from August 21, 2023 through September 30, 2024.
- 17 County Engineer Attendance at the 2023 Transportation Alliance Public Works
 Conference, September 18-22, 2023.
Andrew Witter, Public Works Department Head
 Approved the County Engineer to attend the 2023 Transportation Alliance Conference September 18-22, 2023. Estimated cost to be \$1,925.00.
- 18 Resolution No. 080123-AD-3095 in Support of a 2023 MPDG (INFRA and Public Works
 Rural) Grant Application for the TH 169 and CSAH 4 Interchange Project.
Andrew Witter, Public Works Department Head

Approved Resolution No. 080123-AD-3095 in support of a 2023 MPDG (INFRA and Rural) Grant Application for the TH 169 and CSAH 4 Interchange Project. (On file.)

- 19 Addition of a Patrol Deputy Position to the Sheriff's Office Staffing Sheriff
Complement.
Joel Brott, County Sheriff
Approved adding a Patrol Deputy (pay grade 13) position to the Sheriff's Office staffing complement.
- 20 2022 Emergency Management Performance Grant (EMPG) Agreement. Sheriff
Joel Brott, County Sheriff
Approved the acceptance of the 2022 Emergency Management Performance Grant (EMPG) agreement in the amount of \$50,388.00, with the required annual matching grant available from the approved Emergency Management budget. (On file.)
- 21 Out-of-State Travel for Six Sheriff/Jail Employees to Attend ProPhoenix Sheriff
Advanced Training.
Joel Brott, County Sheriff
Approved the out-of-state travel for six Sheriff/Jail employees to attend the ProPhoenix Advanced Training in Wisconsin Dells, WI, from September 25-28, 2023. The cost of the training is \$795.00 per person plus necessary travel expenses.

4. 9:18am **Announcements**

Chair Commissioner Fobbe requested a Moment of Silence in honor of Administrator Bruce Messelt's daughter who recently passed. The Chair also announced Assistant County Administrator Dan Weber would be the point person during Mr. Messelt's absence.

Mr. Weber requested a Special County Board Meeting be held on August 22, 2023 at 9:30am to discuss the Comprehensive Land Use Plan. Weber also announced that artwork is now on display at the Government Center featuring Options clientele.

5. 9:20am **Regular Agenda**

- 1 Update from the Retired Seniors Volunteer Program (RSVP). Administration
Jennifer Wucherer, RSVP Program Director
RSVP Program Coordinator Jennifer Wucherer and Sherburne County RSVP Coordinator Carole McNaughton-Commers presented the County Board with a 2023 RSVP program update.
- 2 Source Separated Organics Request For Proposals. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Danielowski/Felber were unanimous to authorize County staff to solicit Request for Proposals to conduct a Feasibility Study for a Source Separated Organics recycling program.
- 3 Adopting "The Nature of Sherburne" A Comprehensive Park & Trail Public Works
System Plan.
Gina Hugo, Park Coordinator
Danielowski/Felber were unanimous to approve adopting "The Nature of Sherburne" to guide the growth and development of the County's Park & Trail System over the next 20 years. (On file.)
- 4 American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration
and Expenditures.
Dan Weber, Assistant County Administrator
Approved ARPA related project expenditures:

Hulse/Felber were unanimous to approve the following expenses, less than \$50,000.00 totaling

\$11,000.00.:

\$5,000 Milwrap Training Costs (one-time)

\$6,000 Credit Card Readers (one-time)

Approved the following expenses greater than \$50,000.00 totaling \$296,500.00.:

Danielowski/Gray were unanimous to approve funds in the amount of \$221,500 for Island Park improvements. (One-time project.)

Gray/Danielowski were unanimous to approve funds in the amount of \$75,000 for jail overtime costs. (Salary reimbursement.)

- 5 Resolution No. 080123-AD-3096 Related to County Wheelage Tax. Public Works

Andrew Witter, Public Works Department Head

Danielowski/Felber were unanimous to approve Resolution 080123-AD-3096 related to County Wheelage Tax for Transportation. (On file.)

6. 10:00am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Gray - Employee Evaluation, Community Corrections Picnic, Big Elk Lake Park Meeting, NACo Conference where many meetings and sessions were attended

Commissioner Felber - NACo Conference where many meetings and sessions were attended, Investiture Ceremony for Katrese Ringham

Commissioner Fobbe - Faith Community Outreach, Community Corrections Picnic, NACo Conference where many meetings and sessions were attended, Investiture Ceremony for Katrese Ringham, River Heights Ribbon Cutting, Extended congratulations to Commissioner Danielowski for her recent graduation from the NACo Leadership Academy

Commissioner Danielowski - Community Corrections Picnic, Economic Development Authority (EDA), River Heights Apartment Grand Opening, Department Head meeting, School Administration Staff meeting, Mississippi 1 Watershed 1 Plan, Big Lake Township meeting, Big Lake Council meeting, Investiture Ceremony for Katrese Ringham, Graduated from the NACo Leadership Academy, Appointment NACo Economic Development Committee, Requested a Workshop be held regarding NACo activities.

Commissioner Hulse - EDA, Department Head Meeting, NACo Conference where many meetings and sessions were attended, Mississippi 1 Watershed 1 Plan, Investiture Ceremony for Katrese Ringham, Reminded the Board that Night to Unite will be happening this evening, Met with Andrew Witter regarding safety protocols for county corridors

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

8. 10:20am **Reconvene, Open Closed Session**

- 1 Closed Session for Review and Discussion of Union/Labor Negotiations Human Resources and Strategies (M.S. 13D.03).

Tammy Bigelow, HR Director

The Board entered into closure of the meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statutes 13D.03.

9. 11:05am **Close Closed Session, Break**

10. 11:15am **Reconvene, Open Workshop Meeting**

11. 11:45am **Close Workshop, Adjourn Regular Meeting**

Commissioner Warrants – Court Order

7/11/23	56,366.25	General Revenue Fund
	313,916.00	Taxes & Penalties Fund

370,282.25 Total

Manual Warrants BMO Harros Pcard

7/14/23	37,534.26	General Revenue Fund
	5,161.70	Public Works Fund
	283.70	Human Service Fund
	805.35	Solid Waste Fund
	2,287.10	Jail Commissary Fund
	4,487.97	Justice Center Enterprise Fund
	50,560.08	Total

Commissioner Warrants

7/14/23	265,913.63	General Revenue Fund
	5,685.89	Public Works Fund
	12,912.67	Human Service Fund
	779.62	Law Library Fund
	168.12	Solid Waste Fund
	1,625.00	Jail Commissary Fund
	317.42	Sherco Regional Rail Authority
	63,225.44	Justice Center Enterprise Fund
	6,985.62	Agency Collections
	13,027.37	Taxes & Penalties Fund
	17,530.06	Payroll Fiduciary Fund
	388,170.84	Total

Commissioner Warrants

7/14/23	2,178.00	General Revenue Fund
	660.00	Human Service Fund
	13,755.00	Agency Collections
	16,593.00	Total

Commissioner Warrants

7/21/23	38,382.54	Human Service Fund
	1,417.41	Agency Collections
	39,799.95	Total

Commissioner Warrants

7/21/23	682,642.80	General Revenue Fund
	713,484.67	Public Works Fund
	33,721.23	County Ditch Fund
	2,638.07	Law Library Fund
	57,424.48	Solid Waste Fund
	102,111.03	Jail Commissary Fund
	184,815.34	Justice Center Enterprise Fund
	6,666.10	Agency Collections
	15,881.60	Taxes & Penalties Fund
	246,804.44	Towns & Cities Collections
	2,046,189.76	Total

Manual Warrants

7/21/23	2,098.00	General Revenue Fund
	13,738.08	Agency Collections
	15,836.08	Total

Warrants

7/23/23	23,437.37	Central Mn Jobs & Training
	4,500.00	Intrado Interactive Services Corp
	330.00	KSM Enterprises Inc
	528.00	Lexis Nexis
	998.02	Office Of MN.IT Services
	335.00	Prairie Island Indian Comm Tribal Cout
	885.00	S & T Machining
	1,205.00	Seven County Process Servers, LLC
	4,674.74	Sherburne County Auditor Treasurer
	629.28	The Bridge World Language Ctr Inc
	4,052.13	35 Payments less than 300
	41,574.54	Total

Lisa A Fobbe
[Lisa A Fobbe \(Aug 16, 2023 14:27 CDT\)](#)

Lisa A. Fobbe, Board Chairperson

08/16/2023

Date

Dan Weber
[Dan Weber \(Aug 15, 2023 16:14 CDT\)](#)

Dan Weber, Asst. County Administrator

08/15/2023

Date