



Sherburne County Board of Commissioners

November 21, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Hulse/Danielowski were unanimous to approve the agenda as presented.

2. 9:01am Consent Agenda

Gray/Felber were unanimous to approve the Consent Agenda as amended with the tabling of item 2.6.

- 1 Approved County Board Meeting Minutes: November 7, 2023. Administration
- 2 Approved County Board Workshop Meeting Minutes: November 7, Administration 2023.
- 3 American Rescue Plan Act (ARPA) Community Resource & Investment Grant Program Extensions. Administration
Dan Weber, Assistant County Administrator
Approved the extension of four ARPA Community Resource & Investment Grant Programs through December 31, 2024, for the following applicants.
 - The Wave
 - Promise Neighborhood
 - Elk River School District
 - Big Lake School District
- 4 Three Year Extension of the Countywide Budgeting Software (OpenGov) Administration Agreement.
Dan Weber, Assistant County Administrator
Approved a three year extension to the existing OpenGov Budgeting, Planning, and Performance Management Software package agreement. With the extension, the new term end date will be January 1, 2027 with cost of \$156,049.00 over the next three years.
- 5 Commissioner & Manual Warrants from October 31, November 3, and Auditor / Treasurer November 10, 2023.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants from October 31, November 3, and November 10, 2023, as follows:

October 31 2023, Manual Warrants \$3,945.00
October 31 2023, Manual Warrants BMO Harris Pcard Sept 2023 \$48,895.68
November 3 2023, Commissioner Warrants \$2,023,733.16
November 3 2023, Manual Warrants \$14,790,217.74
November 10 2023, Commissioner Warrants \$1,700,359.80
November 10 2023, Manual Warrants \$15,085.50
- 6 Auditor-Treasurer to Purchase Letter/Ballot Envelope Opener with a Date Auditor / Treasurer Stamp.
Diane Arnold, County Auditor/Treasurer

- Approved to table the Auditor-Treasurer to purchase an envelope/letter/date stamping opener.
- 7** Call for Bids for 2024 Publications. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved and authorized the Auditor-Treasurer to publish in the official county newspaper on December 2nd, 9th, and 16th a Call for Bids for the awarding of 2024 publication contract(s).
- 8** November 10, 2023, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the November 10, 2023 HHS IFS Adm Warrants, as follows.
- November 10, 2023 IFS Admin Warrants \$245,840.18
- 9** Second Amendment to the County's Agreement with HEI for Planning & Zoning
 Professional and Technical Services.
Dave Lucas, Solid Waste Administrator
 Approved the Second Amendment to the Sherburne County - HEI Agreement for Professional and Technical Services, extending the term for one year, through December 31, 2024. (On file.)
- 10** Agreement with Natural Resource Services for the Oak Savanna Public Works
 Restoration Project.
Gina Hugo, Park Coordinator
 Approved a Professional Services Agreement with Natural Resource Services for the Oak Savanna Restoration Project. Agreement shall commence on November 7, 2023 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. The total compensation payable to the Contractor for Services and expenses under this agreement shall not exceed \$59,538.50.
- 11** Final Payment for the 2023 County Road 63 Reconstruction Project (CP Public Works
 71-663-017).
Andrew Witter, Public Works Department Head
 Approved and authorized final contract payment with Kraemer Trucking & Excavating Inc for Project CP 71-663-017 for the 2023 County Road 63 Reconstruction in the amount of \$91,790.01.
- 12** Lowest Responsive Bidder for the CSAH 4 Bridge Replacement Project Public Works
 (SAP 71-604-036).
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Redstone Construction LLC with a bid of \$1,533,265.75, for the 2024 CSAH 4 Bridge Replacement over the St Francis River Project No. SAP 71-604-036).
- 13** Resolution No. 112123-AD-3113 in Support of Clear Lake Township Public Works
 Applying for the Local Road Improvement Program (LRIP) Grant.
David Roedel, Assistant Public Works Director
 Approved Resolution No. 112123-AD-3113 in support of Clear Lake Township applying for the Local Road Improvement Program (LRIP) Grant, with Sherburne County serving as sponsor for the Township improvement project on 90th Avenue SE.
- 14** Addition of a Training Deputy Position to the Sheriff's Office Staffing Sheriff
 Complement.
Joel Brott, County Sheriff
 Approved the addition of a Training Deputy position to the Sheriff's Office staffing complement.
- 15** Addition of Two Jail Corporal Positions to the Sheriff's Office. Sheriff
Joel Brott, County Sheriff
 Approved the addition of Two FTE Jail Corporal Positions to the Sheriff's Office.

- 16 Addition of Two Patrol Deputy Positions to the Sheriff's Office Staffing Sheriff
Complement.
Joel Brott, County Sheriff
Approved the addition of 2 Patrol Deputy positions to the Sheriff's Office staffing complement.

3. 9:05am **Open Forum**

Kari Watkins of Haven Township spoke.

4. 9:11am **Announcements**

County Administrator Bruce Messelt reminded the Board of the following upcoming events and items:

- November 30 is the TNT Meeting at 6:00 pm in the Board Room
- December 4th - 6th is the AMC Annual Conference 12/4-6 AMC Annual Conference in Minneapolis.
- December 8th is the Holiday Luncheon with servings at 11:30am and 12:30 pm
- Submit any changes to NACo Legislative Conference to Administration
- Sherburne County received the Blazing Stars Award for Grams Park.

Chair Fobbe announced that there is an upcoming NACo Board Meeting and gathering in St. Paul and all commissioners are welcome to attend. This will run from November 30th – December 2nd.

Commissioner Danielowski shared that Sherburne County has been asked to participate in Housing Panel at the upcoming AMC Conference in Grand Ballroom, Marc Schneider will be speaking 5pm.

5. 9:25am **Regular Agenda**

- 1 Annual Update from Central Minnesota Jobs and Training Services Administration
(CMJTS).
Barb Chaffee, CMJTS CEO
Received an annual update from Central Minnesota Jobs and Training Services, Inc. (CMJTS) staff on recent activities, programs and projects.
- 2 Auditor-Treasurer's Monthly Report for October 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Felber/Danielowski were unanimous to approve and accept the October 2023 Financial Report from the Auditor-Treasurer. (On file.)
- 3 American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration
and Expenditures.
Dan Weber, Assistant County Administrator
Approved ARPA related project expenditures as follows:

Felber/Danielowski were unanimous to approve expenses less than \$50,000 totaling \$22,473.60.

- \$13,800 for SLFRF ARPA Audit Costs
- \$8,673.60 - ARPA Administration Personnel Costs

Felber/Gray were unanimous to approve Broadband Commitment Letter. (On file.)

The Board and staff discussed submitting DEED Border to Border Commitment Letter (Midco) and Assistant County Administrator Dan Weber recapped the following.

- Midco recently completed the Orrock ARPA project. The completed project came in \$35k under budget.
- Midco is requesting the County re-allocate the \$35k in project savings to a new project in

Big Lake Township that would serve 240 addresses in Big Lake Township.

- Midco is applying for a DEED Border to Border grant and has requested the County be a financial partner in the project application.
- At this time, they are seeking a commitment letter stating if the grant were awarded, the County would agree to contribute the \$35k savings from the Orrock project.
- They are not seeking additional funds, simply to re-allocate funds that were already approved.

6. **10:15am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Sherburne County Housing Summit, County Tax Abatement Policy Review, EDA, Monthly meeting with Emmer, Constituent Event,

Commissioner Danielowski - Law Library Meeting, Strategic Planning Pillar 4 meeting, CMRP By-Laws Team meeting, Sherburne County Housing Summit, NACo Economic & Workforce Development Zoom meeting, Open House for PEL Study, Big Lake Township, Veteran's Day event, Transportation Alliance Annual Meeting, APO Board Meeting, Serve Big Meeting at Big Lake Schools, Veterans Day program at High School, EDA, County Family Resource Center meeting, Tax Abatement Sub-Committee meeting, Zoom meeting for Understanding Cannabis in the 21st Century

Commissioner Gray - Housing Summit, MICA Board meeting, Transportation Alliance Meeting, Elk River Chamber Award Luncheon, Two Inlets Tour and meeting, Soil & Water Conservation Meeting, GSDC Luncheon, County Extension Committee Meeting, Haven Township Board Meeting,

Commissioner Felber - Metropolitan Emergency Services Board, Sherburne County Housing Summit, Council on Foreign Relation Webinars, Sherburne County Extension Committee, Becker Township Meeting, Meeting with Emmer,

Commissioner Fobbe - Zimmerman Business Council, MICA, SCHAC, Commissioner of Transportation meeting, Anoka/Ramsey College Senate Bonding Committee meeting, Elk River Chamber Award Luncheon, Two Inlets Tour and Meeting, AMC Futures, Tri-Cap

7. **10:25am Recess Regular Meeting, Break**

8. **10:40am Reconvene, Open Community Health Board Meeting**

9. **10:42am Adjourn Community Health Board Meeting, Reconvene**

10. **10:55am Open Workshop**

11. **11:35am Close Workshop, Adjourn Regular Meeting**

Manual Warrants

10/31/23	3,945.00	Agency Collections
	3,945.00	Total

Manual Warrants BMO Harris Pcard

10/31/23	36,926.47	General Revenue Fund
	3,904.03	Public Works Fund
	23.17	Human Service Fund
	109.54	Solid Waste Fund
	1,215.85	Jail Commissary Fund
	6,716.62	Justice Center Enterprise Fund
	48,895.68	Total

Commissioner Warrants

11/3/23	398,811.82	General Revenue Fund
	234,609.31	Public Works Fund
	99.00	Human Service Fund
	31,627.00	County Ditch Fund
	768.00	Law Library Fund
	48,978.54	Solid Waste Fund
	14,214.41	Jail Commissary Fund
	18,850.64	Justice Center Enterprise Fund
	106.00	Agency Collections
	29,668.00	Taxes & Penalties Fund
	1,238,849.44	School Districts Collections
	7,151.00	Payroll Fiduciary Fund
	2,023,733.16	Total

Manual Warrants

11/3/23	7,993.50	Agency Collections
	1,411,299.79	Taxes & Penalties Fund
	13,370,924.45	School Districts Collections
	14,790,217.74	Total

Manual Warrants

11/10/23	2,160.00	General Revenue Fund
	12,925.50	Agency Collections
	15,085.50	Total

Commissioner Warrants

11/10/23	238,328.95	General Revenue Fund
	1,230,665.00	Public Works Fund
	8,470.46	Human Service Fund
	768.00	Law Library Fund
	53,923.39	Solid Waste Fund
	14,856.72	Jail Commissary Fund
	71,867.27	Justice Center Enterprise Fund
	1,388.31	Agency Collections
	80,091.70	Taxes & Penalties Fund
	1,700,359.80	Total

Warrants

11/10/23	242,106.92	Human Service Fund
	1,591.00	Agency Collections
	2,142.26	Children's Mental Health Collaborative
	245,840.18	Total

Warrants

11/10/23	729.48	Anderson/Melissa
	2,646.54	Becker Public Schools ISD #726
	432.96	Berndt/Brittney
	638.63	Byrnes/Anna J
	608.54	Carlson/Barbara
	2,008.28	Central MN Mental Health Center

317.02	Dahlquist/Sara
490.01	Graves-Petron/Trisha
2,030.00	Great River Printing Services Inc
320.00	Hennepin Co Sheriff's Office
8,773.12	Hennepin County
718.62	Heying/Kristy M
347.70	Influencer Hotspot
809.69	Landherr/Christine D
584.50	Lexis Nexis
300.00	Lighthouse Child & Family Services
507.62	Lira/Kaylie
6,570.67	Lutheran Social Service Of Minnesota
5,272.00	Minnesota Social Service Association
2,731.05	Mn Dept Of Human Services - SWIFT
1,908.92	Mn Dept Of Human Services-SWIFT
436.25	Nellis/Michelle
3,935.40	Office Of MNIT Services
420.91	Olinyk/Ashley M
548.26	Real Time Translations, Inc
883.12	Reinking/Jordan
302.70	Relander/Samantha
591.31	Rinker/Leah
450.00	Seven County Process Servers, LLC
190,701.63	Sherburne County Auditor Treasurer
1,005.61	Smith/Alexandra
432.96	Snicker/Michael
392.92	Stevens/Melissa
643.60	Stoy/Suzanne
602.58	Stueven/Irina
387.20	The Bridge World Language Ctr Inc
386.22	Thomes/Mary
454.64	Washburn, Rebecca
4,519.52	35 Payments less than 300
245,840.18	Total

Lisa A Fobbe

Lisa A Fobbe (Dec 7, 2023 12:56 CST)

Lisa A. Fobbe, Board Chairperson

12/07/2023

Date

Bruce Messelt

Bruce Messelt, County Administrator

12/07/2023

Date