



# Sherburne County Board of Commissioners

## January 5, 2021 - County Board Meeting Minutes

### 1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 5, 2021, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the County Administrator was at 9:00am.

1 Moment of Silence and Pledge of Allegiance

2 Approval of Regular Meeting Proposed Agenda

Danielowski/Burandt unanimous to approve the Regular Meeting Agenda as presented.

### 2. 9:03am Oaths of Offices

Judge Brianne Buccicone was present to officiate over and administer the Oath of Office for the following:

Commissioner Barbara Burandt

Commissioner Tim Dolan

Commissioner Lisa Fobbe

### 3. 9:08am Election of Board Chairperson

1 Election of 2021 Board Chair.

Administration

*Bruce Messelt, County Administrator*

County Administrator Bruce Messelt called for nominations for the 2021 Chair of the Sherburne County Board of Commissioners. Commissioner Schmiesing made a motion to nominate Commissioner Danielowski. Commissioner Fobbe seconded the nomination. There were no other nominations. Schmiesing/Fobbe unanimous to elect Commissioner Danielowski as the 2021 Board Chair of Sherburne County Board of Commissioners.

### 4. 9:09am Election of Vice-Chairperson

1 Election of 2021 Vice-Chairperson.

Administration

*Raeanne Danielowski, Board Chair*

Board Chair Danielowski called for nominations for the 2021 Vice-Chair of the Sherburne County Board of Commissioners. Commissioner Schmiesing made a motion to nominate Commissioner Burandt. Commissioner Dolan seconded the nomination there were no other nominations. Schmiesing/Dolan unanimous to elect Commissioner Burandt as the 2021 Board Vice-Chair of the Sherburne County Board of Commissioners.

### 5. 9:10am Consent Agenda

Dolan/Burandt unanimous to approve the Consent Agenda as presented.

1 Approved County Board Meeting Minutes: December 15, 2020

2 Approved County Board Workshop Minutes: December 15, 2020

- 3 County EDA Resignations and Appointment of New EDA Members. Administration  
*Dan Weber, Assistant County Administrator*  
1) Accepted the resignations of the following Sherburne County EDA members:  
Amanda Othoudt  
Randy Piasecki  
Hanna Klimmek  
Marie Pflipsen  
  
2) Approved appointment and terms for the following Sherburne County EDA members listed below:  
Molly Hanson - Commissioner District One - Term Expires 1/2/25  
Ken Geroux - Commissioner District Two - Term Expires 1/2/24  
Andy Voller - Commissioner District Three - Term Expires 1/2/23  
Laura Kangas - Commissioner District Four - Term Expires 1/2/26  
Tom Hammer - Commissioner District Four (Re-appointment) Term expires 1/2/27
- 4 Appointments to the Water Plan Advisory Committee. Administration  
*Dan Weber, Assistant County Administrator*  
Appointed the following individuals to the Water Plan Advisory Committee for a three year term, beginning on 1/1/21 and running through 12/31/23:  
**Members-At-Large**  
Scott Ruiter - Clear Lake  
Tom Hammer - St. Cloud  
Richard Dahlman - Elk River  
Terrance Vander Eyk - Clear Lake  
  
**At-Large Alternates**  
Mike Niziolek - Elk River  
Vicki MacGlover - Becker
- 5 Office Space Lease Agreement with Central MN Jobs & Training Services. Administration  
*Dan Weber, Assistant County Administrator*  
Approved a 1-Year Lease renewal Agreement for General Office Space with Central Minnesota Jobs and Training. The lease would run from January 1, 2021 - December 31, 2021 with annual rent being set at \$1,400.00.
- 6 Revisions to the County Commissioner Wage Adjustment Policy Administration  
*Dan Weber, Assistant County Administrator*  
Approved revised County Commissioner Wage Adjustment Policy. (On file.)
- 7 Appointment of Full time temporary Assistant County Attorney. Attorney  
*Kathleen Heaney, County Attorney*  
Approved the appointment of Elisabeth Spilde as a full time temporary Assistant County Attorney effective as of November 23, 2020 and lapse at the end of the County Attorney's present term.
- 8 Annual Approval of Investment Policy. Auditor / Treasurer

*Diane Arnold, County Auditor/Treasurer, Loraine Rupp*

Approved Sherburne County Investment Policy with no changes from 2020, per policy requirement. (On file.)

- 9** Commissioner & Manual Warrants. Auditor / Treasurer

Approved Commissioner and Manual Warrants as follows:

December 8th, 2020 Commissioner Warrants CRF Funds \$59,111.75  
December 11th, 2020 Commissioner Warrants \$1,832,839.51  
December 11th, 2020 Manual Warrants \$7,761.05  
December 14th, 2020 Manual Warrants BMO Harris Pcard Nov 2020 \$49,590.45  
December 18th, 2020 Commissioner Warrants \$1,365,071.33  
December 18th, 2020 Manual Warrants \$622,372.22  
December 24th, 2020 Commissioner Warrants \$218,415.82  
December 24th, 2020 Manual Warrants \$5,546.71

- 10** Designation of Depositories and Signature Authorizations. Auditor / Treasurer

*Diane Arnold, County Auditor/Treasurer, Loraine Rupp*

1.) Authorized Resolution 010521-AD-2019 designating Depositories of Public Funds for 2021 for the Bank of Elk River and First Bank Elk River.

2.) Approved Resolution of Chairperson's signature of record at bank, each year, for checking accounts at US Bank/MAGIC and First Bank Elk River and to sign appropriate signature forms.

3.) As required by M.S. 385.05 - Approved 2021 Chairman of the Board signature on form for check signature image for 2021 warrants.

- 11** Electronic Home Monitoring Agreement with Minnesota Monitoring. Community Corrections

*J. Hancuch, Community Corrections*

Approved a Professional and Technical Services Agreement with Minnesota Monitoring for 2021 to provide electronic home monitoring and associated services for both adult and juvenile defendants and offenders under the supervision of Community Corrections. Term of agreement of January 5, 2021 through December 31, 2021. County shall pay the Contractor in accordance with the amounts specified. (On file.)

- 12** HHS OBO Warrants: 12-28-20. Health & Human Services

Approved HHS OBO Warrants: 12-28-20 as follows:

December 28, 2020 HHS OBO Warrants \$16,477.22

- 13** COVID Vaccine Grant from MDH. Health & Human Services

*Amanda Larson, HHS Director*

Accepted grant from the Minnesota Department of Health in the amount of \$30,496 to perform duties and responsibilities related to COVID vaccine administrator. This grant runs from December 1, 2020 through June 30, 2021.

- 14** HHS IFS Admin Deb 12-10-20. Health & Human Services

Approved HHS IFS Admin Warrants as follows:

December 10, 2020 Commissioner Warrants \$10,803.38

- |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                         |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>15</b> | <p>HHS IFS Admin Deb 12-23-20.</p> <p>Approved HHS IFS Admin Warrants as follows:<br/>HHS IFS Admin Deb 12-23-20 \$58,322.00</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Health & Human Services |
| <b>16</b> | <p>2021 Appointments to the Sherburne County Planning Advisory Commission.</p> <p><i>Nancy Riddle, Planning &amp; Zoning Administrator</i></p> <p>Approved appointment of the following Township representatives and alternates to the Planning Advisory Commission for the term of January 1, 2021-December 31, 2023:<br/>Baldwin Township Representative: Bryan Lawrence<br/>Alternate: Jay Swanson<br/>Haven Township Representative: Mike Pesch<br/>Alternate: Kathi Sims-Kosloski<br/>Palmer Township Representative: Steve Demeules<br/>Alternate: Mike Ganz<br/>Santiago Township Representative: David Jehoich<br/>Alternate: Jeff Pappenfus</p> | Planning & Zoning       |
| <b>17</b> | <p>Final Payment for CR 38 Reconstruction (CP 71-638-017).</p> <p><i>Andrew Witter, Public Works Department Head</i></p> <p>Authorized final contract payment with Knife River Corp. in the amount of \$133,385.47 for project #CP 71-638-017 for CR 38 Reconstruction.</p>                                                                                                                                                                                                                                                                                                                                                                              | Public Works            |
| <b>18</b> | <p>Final Payment for CR 79 Pavement resurfacing (CP 71-679-019).</p> <p><i>Andrew Witter, Public Works Department Head</i></p> <p>Authorized final contract payment with Knife River Corp. in the amount of \$52,159.74 for project #CP 71-679-019 CR 79 Pavement resurfacing.</p>                                                                                                                                                                                                                                                                                                                                                                       | Public Works            |
| <b>19</b> | <p>Resolution No. 010521-AD-2016 Authorizing an Application for Funding through the MN DNR Natural and Scenic Areas Grant Program for Parkland Acquisition.</p> <p><i>Gina Hugo, Park Coordinator</i></p> <p>Approved Resolution No. 010521-AD-2016 authorizing an application for funding through the MN DNR Natural and Scenic Areas Grant Program for parkland acquisition.</p>                                                                                                                                                                                                                                                                       | Public Works            |
| <b>20</b> | <p>No. 010521-AD-2013 Agreeing to Facilitate the Connection of the Zimmerman Community Trail Project to Fremont Trail Road.</p> <p><i>Andrew Witter, Public Works Department Head</i></p> <p>Approved Resolution No. 010521-AD-2013 agreeing to facilitate the connection of the Zimmerman Community Trail Project to Fremont Trail Road. The total cost of the proposal is estimated at \$14,550, with the County's 50% match amount of \$7,275.00 coming from the Parks Improvement-Non Capital account. ISD 728 is paying the other 50% - \$7,275.00.</p>                                                                                             | Public Works            |
| <b>21</b> | <p>Resolution No. 010521-AD-2015 an Application for Funding through the MN DNR Federal Recreational Trail Program Grant for Trail</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Public Works            |

Maintenance Equipment.

*Gina Hugo, Park Coordinator*

Approved Resolution No. 010521-AD-2015 authorizing an application for funding through the MN DNR Federal Recreational Trail Program Grant for trail maintenance equipment. The total cost of the proposal is estimated at \$145,000, with the County's 50% match amount of \$72,500.

- 22** Resolution No. 010521-AD-2018 Authorizing an Application for Funding Public Works through the MN DNR Outdoor Recreation Grant Program for Improvements to Grams Park.

*Gina Hugo, Park Coordinator*

Approved Resolution No. 010521-AD-2018 authorizing an application for funding through the MN DNR Outdoor Recreation Grant Program for improvements to Grams Park. The total cost of the proposal is estimated at \$500,000, with the County's 50% match amount of \$250,000.

- 23** State of Minnesota Agency Agreement for S.P. 7102-135. Public Works

*Dave Roedel, Deputy County Engineer*

Approved Resolution No. 010521-AD-2017 for the Minnesota Department of Transportation Agency Agreement No. 1044570, between the Minnesota Department of Transportation and Sherburne County for S.P. 7102-135. A 25 Percent cost will be the County's rate of participation, estimated to be \$261,810.52. This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2 and shall expire when all obligations have been satisfactorily fulfilled.

**6. 9:11am Announcements**

County Administrator Bruce Messelt reminded the Board of the Legislative Breakfast that is being held on Thursday, January 7 at 9:00am in the County Board Room and the meeting's proposed content.

**7. 9:12am Open Forum**

No one was present.

**8. 9:12am Recess Regular Meeting, Open Housing and Redevelopment Authority Meeting**

**9. 9:21am Recess Regular Meeting, Open Regional Rail Meeting**

**10. 9:27am Regular Agenda**

- 9:28am 1** Awarding Bid for 2021 Official County Publications. Auditor / Treasurer

*Diane Arnold, County Auditor/Treasurer*

Dolan/Schmiesing unanimous to approve the Delinquent Tax List awarded to Patriot News at \$4 per inch.

Dolan/Fobbe unanimous to approve the Financial Statement to Patriot News at \$3.75 per inch. Schmiesing/Dolan unanimous to approve the Alternate Financial Statement to Elk River Star News at \$16.00 per inch.

Schmiesing/Dolan unanimous to approve the Commissioner Proceedings to Patriot News at \$3.75 per inch.

- 9:39am 2** Purchase and Installation of Additional Driver's License Electronic Signage and Related Mobile Ticket Software. Auditor / Treasurer

*Diane Arnold, County Auditor/Treasurer, Michelle Ashe, County Recorder, Brian Kamman, IT*

*Director*

Schmiesing/Fobbe unanimous to approve the Quote for purchase and installation of LED signage for the new Driver's License windows (estimated cost \$4,237.29 for signs & install) and related software for Mobile Ticket (estimated cost at \$4,025.04), at a not to exceed amount of \$8,262.33 from Qmatic Corporation, such monies to be paid for by any carryover 2020 funds.

- |                |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9:51am</b>  | <b>3</b> | <p>Families First Coronavirus Response Act (FFCRA) Benefit Extension.      Human Resources</p> <p><i>Tammy Bigelow</i></p> <p>Fobbe/Burandt unanimous to approve extension of Families First Coronavirus Response Act (FFCRA) benefits from December 31, 2020 to February 28, 2021. This benefit extension shall be automatically rescinded if other available paid State or Federal COVID-19 leave is made available to employees.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>9:54am</b>  | <b>4</b> | <p>Memoranda of Understanding Regarding and Related Approval for      Human Resources<br/>Additional Paid COVID-19 Leave for Eligible County Jail Staff.</p> <p><i>Tammy Bigelow, Joel Brott, County Sheriff</i></p> <p>Fobbe/Burandt unanimous to approve Memoranda of Understanding (MOUs) with MNPEA Corrections Officers/Master Control Operators and Teamsters Corrections Supervisory Unit regarding additional paid COVID-19 leave; and also approved additional paid COVID-19 leave for Jail Recreation Programmers. (On file.) Term of the MOU will be January 5th, 2021 through June 30th, 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>10:00am</b> | <b>5</b> | <p>2021 Meeting Schedule for County Board of Commissioners.      Administration</p> <p><i>Bruce Messelt, County Administrator</i></p> <p>Schmiesing/Fobbe unanimous to approve the 2021 County Board Meeting Schedule as follows:</p> <ul style="list-style-type: none"> <li>- First Tuesday and third Tuesday of every month starting at 9:00 a.m.</li> <li>- Except for July, with one Board Meeting on the second Tuesday (4th of July Holiday and NACO Conference).</li> <li>- Workshop Meetings will be scheduled as needed after a Regular Board Meeting.</li> </ul> <p>Review and discussion were had on Operating Procedures and there were no recommendations for change. County Administrator Bruce Messelt will modify and bring back to amend the Board Proceeding Policy pertaining to non-County issues.</p>                                                                                                                                                                                                 |
| <b>10:08am</b> | <b>6</b> | <p>2021 Legislative Priorities.      Administration</p> <p><i>Bruce Messelt, County Administrator</i></p> <p>Dolan/Burandt unanimous approve the 2021 Legislative Priorities, as amended, for Sherburne County after discussion and review to be the following:</p> <ul style="list-style-type: none"> <li>• Construction Funding for TH 169/CSAH 4 Interchange</li> <li>• Seek Legislation allowing for HHS Response Flexibility</li> <li>• Secure Legislation to Create County Community Development Agency (CDA)</li> <li>• Support Increase Rural Broadband Funding &amp; Access</li> <li>• Support Compensating Deputy Registrars for Lost Business &amp; Increased Costs (Increase Agent Fee from \$8 to \$24)</li> </ul> <p>County Engineer Andrew Witter, HHS Director Amanda Larson, Assistant County Administrator Dan Weber and County Auditor/Treasurer Diane Arnold each provided a brief overview of their assigned priority. Other item of discussion was the expansion of the NorthStar Commuter Rail.</p> |

**10:45am**      **7**      Commissioner Committee Assignments.      Administration  
*Bruce Messelt, County Administrator*  
 Fobbe/Dolan unanimous to establish Commissioner Committee assignments for 2021 as amended. (On file.)

**10:50am**      **8**      COVID-19 Pandemic and County Response.      Administration  
*Amanda Larson, Bruce Messelt, County Administrator*  
 HHS Administrator Amanda Larson presented on County COVID-19 Statistics, local school analysis, update on vaccines and vaccine distribution. Assistant County Administrator Dan Weber provided the Board with a Sherburne County Business Relief funding update. County Administrator updated the Board on the meeting schedule for Unified Command.

**11. 11:18am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Fobbe - AMC Futures Leadership meeting, One Watershed One Plan policy meeting, Board of Soil & Water, Tri-Cap meeting, Tri-County Solid Waste Strategic Planning meeting, Special County Board meeting, Zimmerman City Council meeting

Commissioner Burandt - Healthy Minnesota Partnership meeting, Board of Adjustment Special Committee meeting, Special County Board meeting

Commissioner Dolan - EDA, Master Planning Kick Off meeting with Parks on Weis Property, Special County Board meeting, Broadband Discussion

Commissioner Schmiesing - Unified Command, EDA, MCIT, Special County Board meeting

Commissioner Danielowski - EDA, Meeting with County Administrator Bruce Messelt, Met with various County staff, Unified Command, Special County Board meeting, Broadband Discussion

**12. 11:22am Adjourn Regular Meeting, Open Workshop**

**13. 12:20pm Adjourn Workshop Meeting**

Commissioner Warrants

|          |           |                    |
|----------|-----------|--------------------|
| 12/10/20 | 10,803.38 | Human Service Fund |
|          | 10,803.38 | Total              |

Commissioner Warrants (2)

|          |           |                                 |
|----------|-----------|---------------------------------|
| 12/10/20 | 1,755.00  | Great Kids, Inc                 |
|          | 331.00    | Mn Dept Of Human Services-SWIFT |
|          | 2,852.22  | Quadient Leasing USA, Inc       |
|          | 1,062.07  | Real Time Translations, Inc     |
|          | 4,139.83  | Sherburne Co Sheriff            |
|          | 663.26    | 9 Payments less than 300        |
|          | 10,803.38 | Total                           |

Commissioner Warrants

|          |           |                    |
|----------|-----------|--------------------|
| 12/23/20 | 58,322.00 | Human Service Fund |
|----------|-----------|--------------------|

58,322.00                      Total

HHS IFS Warrants

|          |           |                                        |
|----------|-----------|----------------------------------------|
| 12/23/20 | 694.72    | Captivated LLC                         |
|          | 968.70    | CDW Government                         |
|          | 51,163.64 | Central Mn Jobs & Training             |
|          | 664.50    | Evenflo Company, Inc                   |
|          | 364.70    | Fairview Specialty Services Pharm WDDS |
|          | 1,149.75  | Mn Dept Of Human Services-SWIFT        |
|          | 1,228.76  | Office Of MN.IT Services               |
|          | 637.50    | Volunteers Of America                  |
|          | 1,449.73  | 12 Payments less than 300              |
|          | 58,322.00 | Total                                  |

HHS OBO Warrants

|          |           |                          |
|----------|-----------|--------------------------|
| 12/28/20 | 4,497.67  | OBO 4Impring             |
|          | 1,047.46  | OBO Amazon               |
|          | 447.23    | OBO Neopost              |
|          | 7,760.53  | OBO Rad Power Bikes      |
|          | 1,100.00  | OBO Speedway             |
|          | 315.00    | OBO UofM Cont Learning   |
|          | 389.21    | OBO Walmart              |
|          | 920.21    | 6 Payments less than 300 |
|          | 16,477.22 | Total                    |

DocuSigned by:

*Raeanne Danielowski*

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Raeanne Danielowski, Chairperson

1/19/2021

Date

DocuSigned by:

*Bruce Messelt*

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Bruce Messelt, Administrator

1/19/2021

Date