



Sherburne County Board of Commissioners

February 2, 2021 - County Board Meeting

Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on February 2, 2021, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Commissioner Schmiesing attended via WebEx pursuant to Minn. Stat. § 13D.021 and as authorized under County Board Resolution No. 032020-AD-1944: Declaring a Local State of Emergency.

1 Moment of Silence and Pledge of Allegiance

2 Approval of Regular Meeting Proposed Agenda

Dolan/Fobbe unanimous to approve Regular Meeting Agenda as amended with the addition of adding Resolution 020221-AD-2024 to Regular Agenda item 5.3.

2. 9:02am Consent Agenda

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

1 Approved Regular Meeting Minutes: January 19, 2021

2 Approved Workshop Meeting Minutes: January 19, 2021

3 Legal Services Agreement Renewals with Wiley Law Office. Administration
Bruce Messelt, County Administrator

Approved renewal of Legal Services Agreements with the Wiley Law Office for employment law services supporting County Administration and the Sheriff's Office, from March 1, 2021 - February 28, 2023, subject to final County Attorney approval. Total cost not to exceed, \$159,000.00.

4 Date and Time for Public Hearing - Tax Abatement for Sportech, LLC. Administration
Dan Weber, Assistant County Administrator

Approved the scheduling and notice of a Public Hearing for a Tax Abatement application received from Sportech, LLC, to be held on March 2nd, 2021 at 9:05am or soon thereafter.

5 MN Lawful Gambling Application (Premises Permit) to Conduct Excluded Bingo for Travelers Country Club on the Mississippi - Renewal. Administration
Bruce Messelt, County Administrator

Approved a MN Lawful Gambling Application (Premises Permit) to Conduct Excluded Bingo for Travelers Country Club on the Mississippi, located at 11290 80th Ave SE, Clear Lake, MN 55319. The proposed 2021 bingo events will take place on May 29, June 19, July 24 and August 28.

6 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer

Approved Commissioner & Manual Warrants as follows:

January 14, 2021 Manual Warrants BMO Harris Pcard Dec 2020 \$69,644.33
 January 15, 2021 Commissioner Warrants \$1,276,708.42
 January 15, 2021 Commissioner Warrants Business Relief Grant \$162,697.00
 January 15, 2021 Manual Warrants \$8,254.75
 January 22, 2021 Commissioner Warrants \$544,946.18
 January 22, 2021 Commissioner Warrants Business Relief Grant \$121,989.00
 January 22, 2021 Manual Warrants \$723,117.78
 January 25, 2021 Commissioner Warrants Final Settlement P3 \$642,178.62

- 7 December 2020 Auditor-Treasurer Monthly Report. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Received and accepted the December 2020 Monthly Auditor-Treasurer Report. (On file.)
- 8 Additional FTE Administrative Assistant I - Driver's License Agent - Auditor / Treasurer
 Grade 7.
Diane Arnold, County Auditor/Treasurer
 Approved and authorized the Auditor-Treasurer to hire one additional FTE position - Administrative Assistant I (grade 7) - for Driver's License Agent.
- 9 Community Corrections Advisory Board Appointment of County Commissioner. Community Corrections
J. Hancuch, Community Corrections Director
 Approved appointing the following individual to serve a two-year term on the Community Corrections Advisory Board: County Commissioner Raeanne Danielowski. Term set to expire January 2023.
- 10 HHS Administrative Debits (IFS) 1-21-21. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS Administrative Debits (IFS) from the posted period of 1-21-21. January 21, 2021 HHS Administrative IFS Warrants \$42,975.81
- 11 Memorandum of Understanding with Teamsters Public Health Unit Regarding Compensatory Time Accrual Maximum. Human Resources
Tammy Bigelow, HR Director
 Approved a Memorandum of Understanding (MOU) with Teamsters Public Health Unit to temporarily waive the Compensatory Time Accrual Maximum, due to the anticipated need to fully staff all upcoming COVID-19 vaccination clinics.
- 12 Sherburne County COVID-19 Response - Policies, Practices and FAQs. Human Resources
Tammy Bigelow, HR Director
 Approved revisions to Sherburne County COVID-19 Response - Policies, Practices and FAQs. (On File.)
- 13 Professional Services Agreement with Braun Intertec for 2021 Roofing Replacement Oversight. Maintenance

Steve Becker, Maintenance Department Head & Dan Weber, Assistant County Administrator

Approved an Agreement with Braun Intertec to oversee and manage the 2021 roofing and masonry projects at the Government Center, at a cost not to exceed \$55,000. This is estimated as a ten to twelve week project and would start in early to mid-April. The expected end is the August/September timeframe.

14 Final Payment for Conduit Installation for Future Fiber (CP 71-FIB-020). Public Works

Andrew Witter, Public Works Department Head

Authorized final contract payment with Design Electric, Inc. in the amount of \$8,887.00 for project #CP 71-FIB-020 for the Conduit Installation for Future Fiber.

15 Contract with Amherst H. Wilder Foundation for Consulting Services. Sheriff

Joel Brott, County Sheriff

Approved a contract with Amherst H. Wilder Foundation for consulting services in connection with evaluation of the "Second Chance Act Addressing the Needs of Incarcerated Parents and Their Minor Children Grant,". This contract shall not exceed \$225,600 and will be effective until September 30, 2023.

16 5th and Final Extension of Supplementing Worker's Compensation for a Sheriff's Office Employee, due to Injury on Duty.

Joel Brott, County Sheriff

Approved a fifth and final extension to supplement Worker's Compensation payments, up to June 30, 2021, contingent upon provision of additional medical information, for a Sheriff's Office employee injured on duty, as recommended by the County Sheriff. Total expenses not to exceed \$3,997.00.

17 Administrative Policy Regarding Ceremonial Proclamations & Resolutions. Administration

Bruce Messelt, County Administrator

Approved the recommended Policy regarding administration and management of Ceremonial Proclamations, Resolutions, and related requests for proclamations and resolutions falling outside the County's authority, oversight, or control. (On file.)

3. 9:02am Announcements

County Administrator Bruce Messelt reminded the Board of the upcoming NACo Legislative Conference in March, AMC Legislative Conference in February, and that there would be a vaccination update during the COVID-19 Update and County Response portion of the agenda.

4. 9:03am Open Forum

No one was present.

5. 9:04am Regular Agenda

9:04am 1 Presentation on the Northwest Metro Mississippi River Crossing Feasibility Analysis. Public Works

Andrew Witter, Public Works Department Head

Received information on, and an update regarding the Northwest Metro Mississippi River Crossing Feasibility Analysis. Area Coordinator of the DOT Roads District Jennifer Wiltgen and

Paul Morris of SRF Consulting Group presented on the Northwest Metro Mississippi River Crossing and highlighted the following items:
 Background of Northwest River Crossing
 Highway 101, 169, & 610
 Congestion Analysis

- | | | | |
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| 9:46am | 2 | Appointment to the Sherburne County Board of Adjustment.
<i>Nancy Riddle, Planning & Zoning Administrator</i>
Dolan/Burandt unanimous to approve appointment of Mr. David Anderson to the Board of Adjustment, for a Three- (3) Year Term. Term set to expire in 2024. | Planning & Zoning |
| 9:49am | 3 | 2021 COVID-19 Business Relief Fund Program - Round #2.
<i>Dan Weber, Assistant County Administrator</i>
Dolan/Fobbe unanimous to approve Resolution 020221-AD-2023 modifying the 2021 COVID-19 Business Relief Fund Program that was established by Resolution 122920-AD-2011. (On file.) Fobbe/Burandt unanimous to approve Resolution 020221-AD-2024 for the 2021 COVID-19 Business Relief Fund program authorizing certain supplement grants. (On file.) The window for businesses to apply for this grant is February 3, 2021 through February 12, 2021. | Administration |
| 9:57am | 4 | COVID-19 Update and County Response.
<i>Bruce Messelt, County Administrator, Nicole Ruhoff, CHS Administrator, Amanda Larson, HHS Director</i>
HHS Director Amanda Larson provided the Board with a COVID-19 update highlighting school trends, vaccination throughout the state and county and volunteer opportunities for the Commissioners at the vaccine clinics. CHS Administrator Nicole Ruhoff was present for additional comments. County Administrator Bruce Messelt updated the Board on new implementations pertaining to in-person meetings for staff at the Government Center. | Administration |

6. 10:19am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - SUP Coalition, Empathy & Equity meeting, Livonia Township meeting, Rum River 1 Watershed 1 Plan, AMC Futures meeting

Commissioner Burandt - MICA Annual meeting, Big Lake Joint Meeting, Steering Committee, Board of Adjustment Interviews, ESC meeting

Commissioner Dolan - Law Library meeting, CMRP Executives meeting, General CMRP meeting, Initiative Foundation and staff discuss strategic priorities, NGA Summit, AMC Business & Partner Development meeting, MICA Annual meeting, Board of Adjustment Interviews, Broadband discussion, EDA, Planning Commission, NACo Tech & Telecommunications meeting

Commissioner Schmiesing - MICA Board of Directors, MICA Annual Meeting

Commissioner Danielowski - Interview with Patriot Newspaper, MICA Annual meeting, Big Lake Joint meeting, Broadband Discussion, CMRP, Executive Steering Meeting, EDA

7. 10:23am Adjourn Regular Meeting, Open Workshop

8. 12:12am Adjourn Workshop

Commissioner Warrants

1/21/21	42,915.81	Human Service Fund
	60.00	Agency Collections
	42,975.81	Total

Commissioner Warrants

12/31/20	2,000.00	Big Lake Comm Food Shelf
	726.33	Captivated LLC
	2,000.00	Community Aid Elk River (CAER)
	21,060.00	Franklin Outdoor Advertising
	543.00	Impact Publications Inc
	528.00	Lexis Nexis
	2,000.00	Liberty Elementary
	360.00	Mn Social Srv Assn
	350.00	Promise Neighborhood of Central MN
	4,739.00	Sherburne Co Community Corrections
	6,150.45	Sherburne County Auditor Treasurer
	2,519.03	23 Payments less than 300
	42,975.81	Total

Commissioner Warrants

1/15/21	447,433.94	General Revenue Fund
	103,676.86	Public Works Fund
	50.53	Human Service Fund
	716.80	County Ditch Fund
	1,843.59	Law Library Fund
	17,389.61	Jail Commissary Fund
	600.00	Forfeited Land Sale
	623.64	Sherco Regional Rail Authority
	18,679.31	Justice Center Enterprise Fund
	685,694.14	Agency Collections
	1,276,708.42	Total

Commissioner Warrants BRG

1/15/21	162,697.00	General Revenue Fund
	162,697.00	Total

Manual Warrants

1/15/21	582.25	General Revenue Fund
	7,672.50	Agency Collections
	8,254.75	Total

Commissioner Warrants

1/22/21	238,763.75	General Revenue Fund
	137,813.30	Public Works Fund
	295.31	Law Library Fund
	76,339.01	Solid Waste Fund
	22,878.66	Jail Commissary Fund
	150.00	Forfeited Land Sale
	26,935.14	Justice Center Enterprise Fund

41,771.01	Agency Collections
544,946.18	Total

Commissioner Warrants BRG

1/22/21	121,989.00	General Revenue Fund
	121,989.00	Total

Manual Warrants

1/22/21	723,117.78	Agency Collections
	723,117.78	Total

Commissioner Warrants Final Settlement

1/25/21	1,093.54	General Revenue Fund
	882.39	Metropolitan Transit Fund
	23,352.35	Hra & Ec Dev Fund
	49.42	Hospital District Collections
	38.69	Agency Collections
	131,062.49	School Districts Collections
	485,699.74	Towns & Cities Collections
	642,178.62	Total

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Raeanne Danielowski

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Raeanne Danielowski, Chairperson

2/16/2021

Date

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Bruce Messelt

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Bruce Messelt, Administrator

2/16/2021

Date