



Sherburne County Board of Commissioners

April 20, 2021 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on April 20, 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 Dolan attended the meeting virtually 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. The Chair said a special thank you to our Public Safety Personnel.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Schmiesing/Burandt unanimous to approve Regular Meeting Agenda as presented.

2. 9:02am Consent Agenda

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

- 1 Approved Regular Meeting Minutes: April 6, 2021.
- 2 Approved Workshop Meeting Minutes: April 6, 2021.
- 3 Commissioner & Manual Warrants Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants as follows:
March 31, 2021 Manual Warrants \$5,482.27
April 2, 2021 Commissioner Warrants \$599,943.99
April 2, 2021 Manual Warrants \$3,285.18
April 6, 2021 Commissioner Warrants \$215,158.36
April 6, 2021 Manual Warrants BMO Harris Pcard March 2021 \$38,804.06
April 9, 2021 Commissioner Warrants \$115,027.95
April 9, 2021 Manual Warrants \$8,217.50
- 4 County/Club Trail Agreement, Resolution 042021-AD-2036 for Auditor / Treasurer
Sherburne County to act as Sponsor for the Snowmobile Trails Assistance Program, and County Road Right-of-Way as Part of said Trail System.
Diane Arnold, County Auditor/Treasurer
Approved the following actions relating to the 2021-22 Trail Agreement between Sherburne County and the Sherburne County Trail Association, authorized the County Auditor/Treasurer and/or County Administrator to sign all necessary forms and agreements to participate in the program:

1) Approved the 2021-22 Trail Agreement between Sherburne County and the Sherburne County Trail Association;

2) Approved Resolution 042021-AD-2036 designating Sherburne County as Sponsor for the Snowmobile Trails Assistance Program for the fiscal year of July 1, 2021 to June 30, 2022; and

3) Authorized use of County Road Right-of-Way as part of said agreement and officially-designated Trail System. (On file.)

5 Monthly Auditor-Treasurer Report for March 2021. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Accepted the March 2021 Report from the Auditor-Treasurer.

6 03/31/2021 HHS OBO Warrants Health & Human Services

Amanda Larson, HHS Director

Approved HHS OBO Warrants as follows:

March 31, 2021 HHS OBO Warrants \$3,525.12

7 COVID-19 Response and Vaccine Implementation Funds. Health & Human Services

Nicole Ruhoff, CHS Administrator

Accepted a grant from the Minnesota Department of Health in that amount of \$587,543.00 to perform duties and responsibilities related to COVID 19 Response and Vaccine Implementation. This funding comes from two federal funding sources and is effective 4/01/2021 to 12/31/2021.

8 2021 Reclassification Reviews. Human Resources

Tammy Bigelow, HR Director

Approved 2021 Reclassification Review Recommendations, effective retroactively to January 1, 2021.

County Attorney's Office: Administrative Assistant I (4 employees)

* Grade 7 to Grade 8

* Job title change to Administrative Assistant II

Health & Human Services: Office Assistant - Income Maintenance Units (6 employees)

* Grade 5 to Grade 7

* Job title change to Administrative Assistant I

Health & Human Services: Support Enforcement Aide (1.8 employees)

* Grade 6 to Grade 7

* No job title change

Planning & Zoning: Environmental Specialist (1 employee)

* Grade 12 to Grade 14

* Job title change to Water Resources Planner

9 Memorandum of Understanding with Teamsters Local 320 Health & Human Services General Unit on Probationary Range Movement. Human Resources

Tammy Bigelow, HR Director

Approved a Memorandum of Understanding (MOU) with Teamsters Local 320 Health & Human Services General Unit on Probationary Range Movement for employees designated as Administrative Assistant I (assigned to the Income Maintenance Units) hired between the dates of April 19, 2021 - July 14, 2021. As a result of a reclassification effective January 1, 2021, the Office Assistants assigned to the Income Maintenance Units have been reclassified as Administrative Assistant I. (On file.)

- 10** Knife River Corporation as Lowest Responsible Bidder for the 2021 Public Works
CSAH 20 Reconditioning Project (SAP 71-620-006).

Andrew Witter, Public Works Department Head

Approved a Lowest Responsible Bidder, Knife River Corporation-North Central with a bid of \$1,212,201.12., for the 2021 reconditioning of CSAH 20 from US Hwy 10 to CSAH 16 (Project No. SAP 71-620-006). Project construction dates will be contracted from May 24, 2021 through July 2, 2021.

- 11** WSB for Design and Construction Engineering Services for the Public Works
Reconstruction of Bridges on CSAH 15 and CSAH 4.

Andrew Witter, Public Works Department Head

Approved an Agreement with WSB in the amount of \$365,660 to provide design and construction engineering services for the reconstruction of bridges on CSAH 4 (Bridge 71505) in Orrock Township and on CSAH 15 (Bridge 71504) in the City of Elk River. The term of this agreement shall commence on the effective date and, unless earlier terminated pursuant to this agreement, shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County.

- 12** Park Dedication and Memorials Policy and Guidelines. Public Works

Gina Hugo, Park Coordinator

Approved Park Dedication and Memorials Policy and Guidelines. (On file.)

- 13** Correctional Officers Week Proclamation. Sheriff

Joel Brott, County Sheriff

Approved a proclamation designating the week of May 2-8 as Correctional Officers Week in Sherburne County.

3. 9:03am Announcements

- 1** County Information and Board Correspondence. Administration

Bruce Messelt, County Administrator

County Administrator Bruce Messelt provided an update of information regarding legislative activity and resulting media attention surrounding funding for NorthStar, brief update on legislative activities, 2021 County Road Projects, and a letter from Benton County regarding a proposed homeless shelter in the City of St. Cloud. Messelt provided an update on the publication discussion from past meetings. It was decided that 2 issues would be published in 2020 and in future years 3 issues would be published. A budget will be determined and return to the Board as a Consent Agenda item. Other announcements were made regarding a letter to county residents on COVID-19 Vaccinations and that the Sheriff's Office will be hosting the 7th Law Enforcement Memorial with more information to follow.

4. 9:13am Open Forum

No one was present.

5. 9:13am Regular Agenda

- 9:13am 1** Proclamation of April 18th-24th as Victim Rights Week. Attorney
Tim Sime, Assistant County Attorney, Michelle Berner, Victim Services Coordinator
 Fobbe/Burandt unanimous to approve a Proclamation in recognition of April 18th-24th as Victim Rights Week. (On file.) Victim Service Coordinator Michelle Berner read a letter from a mother on behalf of her son expressing her gratitude to the County Attorney's Office and their Victim Services Staff.
- 9:20am 2** Becker Ash Landfill License Renewal for Final Cover and Closure. Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Dolan/Burandt unanimous to approve Becker Ash Landfill License Renewal for a one-year term to allow final cover and closure of facility. Term date of this license shall commence on April 20, 2021 and expire on April 30, 2022.
- 9:23am 3** 2022 Budget Planning Schedule. Administration
Dan Weber, Assistant County Administrator & Bruce Messelt, County Administrator
 Reviewed the 2022 budget schedule. Assistant County Administrator Dan Weber provided a review of the 2022 Budget Planning Schedule. Highlighted areas including budget and levy history and economic trends.
- 9:39am 4** Program Update and Highlights and Consider Proclamation of April as Health & Human Services
 Child Abuse Awareness and Prevention Month.
Jodi Heurung-Dick, Social Services Manager
 Fobbe/Burandt unanimous to approve Proclamation of April as Child Abuse Awareness and Prevention Month in Sherburne County. (On file.) Social Services Manager Jodi Heurung-Dick provided updates on the Safe Child Council, STIRMN.org and Safe Families. Early Intervention Social Worker Marissa Wood shared a success story with the Board.
- 9:48am 5** COVID-19 Pandemic Update and County Response. Administration
Nicole Ruhoff, CHS Administrator
 CHS Administrator Nicole Ruhoff shared COVID-19 statistics and trends for Sherburne County and local vaccination clinics.

6. 10:05am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - Testified in the House, Tri-Cap Executive Meeting, Soil & Water Board, Toured Zimmerman Firehall & Community Center, CMJT, Gina Hugo and GRRL meeting story walk, AMC Futures Leadership meeting, participated in bridging the divide through braver angels with Princeton Public Schools, Met with Ben Barton, Met with new City Admin of Princeton, Zimmerman Vaccine Clinic, MICA meeting, Tri-Cap Board Meeting, Acknowledged Vice President Mondale and his passing

Commissioner Burandt - BOA Sub Committee, Extension Committee, TZD, COVID-19 Steering Committee Meeting

Commissioner Dolan - Tech Steering Committee, EDA, Planning Commission, Extension Committee, CMRP, BOA Sub Committee, Parks Master Planning Public Engagement Session at History Center

Commissioner Schmiesing - Clear Lake Township & City of Becker on future projects, MCIT Board of Directors, Metropolitan Emergency Board Meeting, MICA, AMC Board of Directors

Commissioner Danielowski - ATP3, APO Board Meeting, Sherburne County Update with Staff of Big Lake City Council, EDA, AIS Passports Meeting,

7. 10:20am Adjourn Regular Meeting, Open Ditch Authority Meeting

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|----------------|----------|---|---------------------|
| 10:20am | 1 | Review and Approve Ditch Authority Agenda: April 20th, 2021.
Fobbe/Schmiesing unanimous to approve Ditch Authority Agenda: April 20, 2021 as presented. | Auditor / Treasurer |
| 10:21am | 2 | Ditch Drainage Technician's Report.
<i>Mike Lindenau</i>
County Ditch Inspector Mike Lindenau presented the Board with a Ditch Drainage Technician's Report highlighting Ditch 1 and Ditch 28.
Burandt/Dolan unanimous to accept Lindenau's report as presented. | Administration |
| 10:25am | 3 | Yearly Review of Ditch #1 Agreement with the City of Zimmerman.
<i>Diane Arnold, County Auditor/Treasurer</i>
Schmiesing/Fobbe unanimous to approve agreement for the Annual County Ditch #1 Meeting between Sherburne County and the City of Zimmerman. (On file.) | Auditor / Treasurer |
| 10:28am | 4 | Partial Repayment to the General Fund for Advances Made Earlier to Cover Overdrawn County Ditch Accounts.
<i>Diane Arnold, County Auditor/Treasurer</i>
Fobbe/Dolan unanimous to approve partial repayment from the Ditch Fund to the General Fund in the amount of \$28,950.68, as listed, for earlier advances to cover overdrawn Ditch Accounts. | Auditor / Treasurer |

8. 10:30am Recess Regular Meeting, Open Closed Session

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| 1 | Closed Session for Negotiation Strategy (M.S. 13D.03).
<i>Tammy Bigelow, Dan Weber, Assistant County Administrator</i>
The Board entered Closed Session to discuss the labor negotiations pursuant to Minnesota Statute 13D.03. | Administration |
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9. 10:45am Adjourn Closed Session, Open Workshop Meeting

10. 1:20pm Adjourn Workshop Meeting

HHS OBO Warrants

3/31/21	562.79	OBO Amazon
	522.60	OBO First Book
	398.00	OBO Fred Pryor Careertrack
	420.01	OBO Innovative
	646.72	OBO Penske Truck Leasing

975.00	4 Payments less than 300
3,525.12	Total

Manual Warrants

3/31/21	5,482.27	Agency Collections
	5,482.27	Total

Commissioner Warrants

4/1/21	113,905.17	General Revenue Fund
	63,831.41	Public Works Fund
	396,664.85	Sherco Regional Rail Authority
	25,376.56	Justice Center Enterprise Fund
	166.00	Agency Collections
	599,943.99	Total

Manual Warrants

4/2/21	3,285.18	Agency Collections
	3,285.18	Total

Commissioner Warrants

4/6/21	22,430.36	General Revenue Fund
	192,728.00	Taxes & Penalties Fund
	215,158.36	Total

Manual Warrants BMO Harris Pcard

4/6/21	29,103.44	General Revenue Fund
	2,999.57	Public Works Fund
	3,936.00	Human Service Fund
	1,195.00	Solid Waste Fund
	684.83	Jail Commissary Fund
	725.22	Justice Center Enterprise Fund
	160.00	Agency Collections
	38,804.06	Total

Commissioner Warrants

4/9/21	20,284.13	General Revenue Fund
	24,862.45	Public Works Fund
	569.16	Solid Waste Fund
	8,634.90	Jail Commissary Fund
	2,223.75	Capital Proj- Building, Land Acquisition
	12,304.57	Justice Center Enterprise Fund
	45,654.99	Agency Collections
	494.00	Taxes & Penalties Fund
	115,027.95	Total

Warrants

4/9/21	8,217.50	Agency Collections
	8,217.50	Total

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 Raeanne Danielowski, Board Chairperson

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 Bruce Messelt, Administrator

5/4/2021

Date

5/4/2021

Date