



Sherburne County Board of Commissioners

May 18, 2021 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 18, 2021, 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

Schmiesing/Fobbe unanimous to approve Regular Meeting Agenda as amended with the following changes; item 2.12 department change from Planning and Zoning to Public Works, item 5.2 removed from the agenda, and note that HR Director Tammy Bigelow and Risk Management Specialist Staci Hecht will be present for questions pertaining to item 5.3.

2. 9:02am Consent Agenda

Dolan/Burandt unanimous to approve Consent Agenda as amended.

1 Approved Regular Meeting Minutes: May 4, 2021.

2 Approved Workshop Meeting Minutes: May 4, 2021.

3 Use of Volunteers and Unpaid Interns Policy. Administration

Dan Weber, Assistant County Administrator

Approved the new Use of Volunteers and Unpaid Interns Policy. (On file.)

4 Office Space Lease Agreement with Retired Senior Volunteer Program Administration (RSVP).

Dan Weber, Assistant County Administrator

Approved a 1-Year Lease Agreement for General Office Space with the Retired Senior Volunteer Program (RSVP), pending final review by the County Attorney's Office and approval as to form. The lease would run from June 1, 2021 - May 31, 2022 with a lease payment of \$2,124.

5 Resolution #051821-AD-2040 Authorizing Participation in the Performance Measures Program. Administration

Dan Weber, Assistant County Administrator

Approved Resolution #051821-AD-2040 Authorizing County Participation in the State of Minnesota's Performance Measures Program. (On file.)

6 Commissioner & Manual Warrants. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Approved Commissioner & Manual Warrants as follows:

April 30, 2021 Commissioner Warrants \$1,178,845.34

April 30, 2021 Manual Warrants \$7,819.75

May 7, 2021 Commissioner Warrants \$320,331.90
 May 7, 2021 Manual Warrants BMO Harris Pcard Apr 2021 \$97,780.63
 May 7, 2021 Manual Warrants \$7,927.95

- 7** Monthly Auditor-Treasurer Report for April 2021. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Accepted the April 2021 Report from the Auditor-Treasurer as presented.
- 8** 04/30/2021 HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS OBO Warrants as follows:
 April 30, 2021 HHS OBO Warrants \$4,733.49
- 9** HHS Housing Subsidies Letter for Big Lake CommonBond Development. Health & Human Services
Amanda Larson, HHS Director
 Approved an HHS Housing Subsidies Letter for Big Lake CommonBond Development for Permanent Supportive Housing Units. (On file.)
- 10** 2021 Roofing Repair & Replacement at the Government Center Maintenance
 Campus.
Steve Becker, Maintenance Department Head
 Approved and entered into contract with McDowall Companies as the lowest responsible bidder in the amount of \$349,470.00 with a total project cost not to exceed \$400,000 including potential contingencies for the roofing repairs and replacement on sections 3,4,5,6 and 7 at the Government Center Campus site, pending final County Attorney approval of said contract terms. Work is scheduled to begin in mid-to-late June 2021 and a completion date of October 2021.
- 11** Non-Permitted Site Cleanup Program for Bonnie Proell Property, Planning & Zoning
 located at 10333 165th Ave SE.
Dave Lucas, Solid Waste Administrator
 Approved a contract for services with Wruck Excavating, Inc. in the amount of \$375, to allow cleanup of the Bonnie Proell property located at 10333 155th Ave SE, Becker MN. (On file.)
- 12** Offer and Purchase of Property for Realignment of CR 33 (PIN 75-114- Public Works
 4320).
Andrew Witter, Public Works Department Head
 Authorized the Public Works Director, on behalf of Sherburne County, to present an offer and purchase agreement for property required for realignment of CR 33 (PIN 75-114-4320).
- 13** Amended Agreement with WSB for County State Aid Highway (CSAH) Public Works
 12 Design and Construction Phase Services.
Andrew Witter, Public Works Department Head
 Approved an Amended Agreement with WSB in the amount of \$184,124 for County State Aid Highway 12 Design and Construction Phase Services. Original term start date of September 19, 2019 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County, unless earlier terminated pursuant to the terms of the

Agreement. (On file.)

- 14** RAISE Grant Application Contract with SRF Consulting. Public Works

Andrew Witter, Public Works Department Head

Approved a professional services contract with SRF Consulting, Inc. for assistance with the federal RAISE Grant Application for the US 169 and CSAH 4 Interchange in Zimmerman. Term shall commence on May 18, 2021 and shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. Total cost not to exceed \$28,426.00.

- 15** 2021 State of Minnesota Federal Boating Safety Supplemental Patrol Grant. Sheriff

Joel Brott, County Sheriff

Approved the acceptance of the 2021 State of Minnesota Federal Boating Safety Supplemental Patrol Grant in the amount of \$6,375 to provide additional boating safety patrol hours during high watercraft use periods. Grant start date of May 14, 2021 and end date of September 6, 2021.

3. 9:03am Announcements

- 1** County Information and Board Correspondence. Administration

Bruce Messelt, County Administrator

County Administrator Bruce Messelt informed the Board of a Thank You Letter from USFWS regarding efforts to seek construction of a Visitor Center at the Sherburne National Refuge. The Sherburne Water Conservation District requested to the County pre-identify its Policy Committee member; Commissioner Barbara Burandt volunteered for the committee. Messelt also reminded the Board of the upcoming NACo Annual Conference travel and lodging information.

4. 9:05am Open Forum

No one was present.

5. 9:05am Regular Agenda

- 9:05am** **1** Proclamation of May as Foster Care Month and Announcement of Award Winners. Health & Human Services

Julie Mlsna, Social Services Supervisor

Fobbe/Burandt unanimous to approve Proclamation of May as Foster Care Month. Following Board approval, Social Services Supervisor Julie Mlsna announced this year's award winners as follows: Child Foster Care Award to Wendy and Terry Bohn, Adult Foster Care to Vicky and Dave Warrant. Lead Social Worker Mitch Fennell presented the 2021 Foster Child of the Year Award to Anjail Champion. Champion spoke words of thanks to the County social worker's and staff.

- 9:18am** **2** COVID-19 Pandemic Update and County Response. Administration

Nicole Ruhoff, CHS Administrator, Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator, Diane Arnold, County Auditor/Treasurer

Dolan/Fobbe unanimous to ratify the County Auditor/Treasurer's submittal of an application on behalf of Sherburne County for receipt of Coronavirus State and Local Fiscal Recovery Funds

(American Rescue Plan or ARP) in the amount of \$18,887,342.00. Assistant Administrator Dan Weber presented on the ARP highlighting potential usage, guideline requirements, revenue loss examples and recovery of lost revenue, and next steps in the process. HHS Director Amanda Larson presented on COVID related staffing needs for HHS and County Attorney Kathleen Heaney also presented on staffing needs for Attorney's office. CHS Administrator Nicole Ruhoff presented the Board COVID-19 statistics and updates including testing rates, positivity rates, 14 Day formula and school updates, hospitalization rates, vaccination update, MDH Pilot project selection update, and funding resources. County Administrator Bruce Messelt updated the Board on the recent mask mandate lift and how it has been applied to the Government Center and staff. HR Director Tammy Bigelow and Risk Management Specialist Staci Hecht were available for any questions.

Schmiesing/Fobbe unanimous to approve the ratification of the Unified Command E.O.C.'s recommendation to the Board pertaining to COVID-19 protocol throughout the Sherburne County Government Center.

Schmiesing/Dolan unanimous to approve Resolution 051821-AD-2042 amending Resolution 032020-AD-1944 Declaring a Local State of Emergency to facilitate a return to normal conduct of public meetings of County Boards, committees and commissions. (On file.)

6. 10:02am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Dolan - Elk River Comp Plan meetings, Ground Breaking at Sport Tech, City of Elk River, Big Lake and Becker meetings, Magic Fund, CMRP Task Force, AMC Jail Population Task Force

Commissioner Fobbe - AMC Futures Conference, Princeton City Council Meeting, Baldwin Township Meeting

Commissioner Schmiesing - Law Enforcement Memorial Ceremony, Metropolitan Emergency Services Board, MICA, MCIT

Commissioner Burandt - Council on Aging Joint meeting, CAMHI, Law Enforcement Memorial Ceremony, First Steps Joint Powers

Commissioner Danielowski - Central MN Task Force, National Prayer Breakfast in Big Lake, Sport Tech Groundbreaking, Law Enforcement Memorial Ceremony, APO Board Meeting,

7. 10:05am Adjourn Regular Meeting, Open Community Health Board Meeting

8. 10:06am Community Health Board Consent Agenda

9. 10:07am Community Health Board Regular Agenda

10. 10:19am Adjourn Community Health Board Meeting, Recess

11. 10:27am Reconvene, Open County Workshop Meeting

12. 11:02am Adjourn County Workshop Meeting

Commissioner Warrants

4/30/21	232,316.78	General Revenue Fund
	103,640.94	Public Works Fund

46,523.91	Solid Waste Fund
27,861.49	Jail Commissary Fund
81.93	Sherco Regional Rail Authority
5,355.33	Justice Center Enterprise Fund
739,140.27	Agency Collections
2,491.80	Taxes & Penalties Fund
21,432.89	Towns & Cities Collections
1,178,845.34	Total

Manual Warrants

4/30/21	7,819.75	Agency Collections
	7,819.75	Total

HHS OBO Warrants

4/30/21	1,339.30	OBO Amazon
	1,172.60	OBO First Book
	493.77	OBO Innovative
	420.00	OBO Jim's Mille Lacs Disposal
	774.44	OBO Red Roof Inn
	533.38	10 Payments less than 300
	4,733.49	Total

Manual Warrants

5/7/21	7,927.95	Agency Collections
	7,927.95	Total

Manual Warrants BMO Harris Pcard

5/7/21	94,805.72	General Revenue Fund
	1,668.22	Public Works Fund
	160.87	Jail Commissary Fund
	1,125.82	Justice Center Enterprise Fund
	20.00	Agency Collections
	97,780.63	Total

Commissioner Warrants

5/7/21	131,955.06	General Revenue Fund
	22,534.99	Public Works Fund
	10,191.84	County Ditch Fund
	3,024.59	Law Library Fund
	5,279.84	Solid Waste Fund
	30,691.19	Jail Commissary Fund
	33,136.18	Justice Center Enterprise Fund
	82,526.21	Agency Collections
	992.00	Taxes & Penalties Fund
	320,331.90	Total

DocuSigned by:



Raeanne Danielowski, Chairperson

6/1/2021

Date

DocuSigned by:



Bruce Messelt, County Administrator

6/1/2021

Date

