



Sherburne County Board of Commissioners

September 19, 2023 - County Board Meeting Minutes

1. 9:02am Call to Order

The Sherburne County Board of Commissioners convened in regular session on September 19, 2023, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:02am.

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

2. 9:03am Open Forum

Brett Collier of Big Lake spoke regarding the 2040 Comp Plan.

3. 9:08am Consent Agenda

Hulse/Felber were unanimous to approve the Consent Agenda as amended with the removal of items 3.3 and 3.4 to be voted on separately.

- 1 Approved County Board Meeting Minutes: September 5, 2023. Administration
- 2 Approved County Workshop Meeting Minutes: September 5, 2023. Administration
- 5 Revisions to the Use of Small Appliances Policy. Administration
Dan Weber, Assistant County Administrator, Steve Becker, Maintenance Department Head
Approved recommended revisions to the Use of Small Appliances Policy. (On file.)
- 6 FY 24 Crime Victims Services Grant and Awarded Funding. Attorney
Kathleen Heaney, County Attorney
Approved the FY 24 Crime Victim Services Grant, accepted the awarded Grant Funding in the amount of \$83,200, and authorized the County Attorney to execute the Grant Agreement. (On file.)
- 7 Commissioner & Manual Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated August 31st, September 1st, and September 8th, 2023 as follows.

August 31, 2023 Manual Warrants \$10,819.50
September 1, Commissioner Warrants \$644,775.80
September 1, 2023 Manual Warrants \$2,935.50
September 8, 2023 Commissioner Warrants \$369,204.94
September 8, 2023 Manual Warrants \$13,540.00
- 8 Ongoing Acceptance of Clothing Donations for the Community Community Corrections
Corrections Clothing Closet.
Corey Mabis-Rowe, Director of Community Corrections
Approved continued acceptance by Community Corrections of clothing donations from Community Corrections and Judicial Branch staff for clients and their families, at no cost to the County for said service.
- 9 08-31-23 HHS OBO Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved HHS OBO Warrants dated August 31st, 2023 as follows.

August 31, 2023 HHS OBO Warrants \$8,411.32

- 10** Emergency Services Program (ESP) Grant Award From the Office of Health & Human Services
Economic Opportunity.
Jodi Heurung-Dick, Social Services Manager
Approved the acceptance on behalf of the HHS Department of an Emergency Services Program (ESP) Grant Award of \$175,000 for the funding period July 1, 2023-June 30, 2025.
- 11** September 8, 2023 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approve the September 8, 2023 HHS IFS Admin Warrants as follows.

September 8, 2023 HHS IFS Admin Warrants \$136,004.47
- 12** Budget Amendment to Increase Funding of the Low Interest Loan Planning & Zoning
Program for Failing Septic Systems.
Gabrielle Holman, Environmental Specialist
Approved a Budget Amendment to the Low Interest Loan Program budget to increase available funding from the current \$500,000 to \$700,000. (On file.)
- 13** Revocation of Conditional Use Permit at the Request of Property Owner - Planning & Zoning
Judy Abrahamson.
Lynn Waytashek, Planning & Zoning Administrator
Approved Resolution No. 091923-AD-3101 revocation of existing Conditional Use Permit (Doc # 297723) at the request of the property owner. (On file.)
- 14** Sambatek, LLC for Design and Construction Engineering Phase Services for Public Works
2 Roundabouts on CSAH 4 at County Road 46 and at CSAH 11.
David Roedel, Assistant Public Works Director
Approved and authorized entering into an agreement with Sambatek, LLC to provide design and construction engineering phase services for the construction of 2 Roundabouts on County State Aid Highway (CSAH) 4 at County Road (CR) 46 and at CSAH 11, located in the City of Zimmerman and Becker Township. Estimated cost of \$369,700.00. This agreement shall commence on September 19, 2023 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. (On file.)
- 3.3 9:09am** Communication & Media Guidelines Policy. Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Hulse/Felber were unanimous to approve the proposed Communications & Media Guidelines policy for inclusion in the County's Administrative Policy Manual. (On file.)
- 3.4 9:11am** Renewal of the State and Federal Representation Agreements. Administration
Bruce Messelt, County Administrator
Gray/Danielowski were unanimous to approve the annual renewal of State (Lockridge Grindal Nauen, PLLP) and Federal (Primacy Strategy Group, LLC.) Representation Agreements for legislative and executive issues, topics and initiatives. The agreement with Lockridge Grindal Nauen, PLLP shall commence on September 19, 2023 and terminate on September 30, 2024. The total amount of this agreement shall not exceed \$40,000.00. The agreement with Primacy Strategy Group, LLC shall commence on September 19, 2023 and terminate on September 30, 2024. The total amount of this agreement shall not exceed \$48,000.00.
- 4. 9:13am Announcements**

County Administrator Bruce Messelt reminded the Board of the upcoming Xcel Energy Annual Breakfast on September 27th, a fundraising event on October 14th for the Sherburne County History Center, Transportation Alliance Annual Meeting on November 9th, and that the October 3rd meeting is at 7:00pm. County Staff requested to add the following future workshops: Legislative Priorities, Strategic Planning, and Assessing. The Board and Administrator also took this time to assign Commissioners attendance to the upcoming County Connect meetings with staff.

5. 9:19am Regular Agenda

- 9:19am 1** Proclamation Recognizing September 17th, 2023 as "Constitution Day". Administration
Bruce Messelt, County Administrator
Gray/Danielowski were unanimous to approve, by Proclamation, the recognition of September 17th, 2023 as "Constitution Day" in Sherburne County. Commissioner Hulse read the proclamation for the record. (On file.)
- 9:24am 2** Auditor-Treasurer's Monthly Report for August 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Felber/Danielowski were unanimous to approve and accept the August 2023 Financial Report from the Auditor-Treasurer. (On file.) Ms. Arnold acknowledged Penny Weihrauch of Haven Township for her 52 years of service as the head election clerk for Haven Township.
- 9:31am 3** 2024 Budget for the Three Lake Improvement District. Administration
Dan Weber, Assistant County Administrator, Diane Arnold
Gray/Felber were unanimous to approve the proposed 2024 Budget of, and assess the costs of the identified projects on benefiting priorities within, the Three Lake Improvement District (TLID), in the manner required by law. Based on 430 parcels, the assessed property owners would pay \$80.02 per property in 2024 for the projects attached in the TLID's budget.
- 9:34am 4** Participation in the University of Minnesota Libraries' Mapping Prejudice Project and Approving a Resolution Disavowing Past Practice of Discriminatory Covenants as Illegal and Unenforceable. Recorder
Michelle Ashe, County Recorder
Felber/Danielowski were unanimous to approve Resolution No. 091923-AD-3100 disavowing past practice of Discriminatory Covenants as illegal and unenforceable, and authorized an agreement with the University of Minnesota's Libraries to participate in its Mapping Prejudice Project. (On file.)
- 9:38am 5** Resolution No. 091923-AD-3099 Certifying the Preliminary 2024 General Levy. Administration
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
Gray/Danielowski approved with a 3-2 vote Resolution No. 091923-AD-3099 certifying the Preliminary 2024 Property Tax Levy in the amount of \$60,355,133. (On file.) Commissioners Hulse and Gray read statements regarding their thoughts regarding the 2024 levy.
Roll Call Vote: Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 9:53am 6** Amendments to County Park Regulations Ordinance No. 227 to Prohibit Cannabis Use in County Parks. Administration
Bruce Messelt, County Administrator, Kathleen Heaney, County Attorney
Hulse/Felber were unanimous to approve Amending Park Regulations Ordinance 227 prohibiting the use of cannabis and hemp in County Parks. (On file.)
- 9:58am 7** Ordinance No. 269 to Regulate Adult Cannabis Use in Public Places to Mitigate Threats to Public Health. Administration

Bruce Messelt, County Administrator, Kathleen Heaney, County Attorney

Assistant County Attorney Jennifer Pimm presented the Board with draft options for the ordinance and explained each version to the Board. Hulse/Felber were unanimous to approve Ordinance No. 269 to regulate Adult Cannabis Use in Public Places to Mitigate Threats to Public Health. (On file.)

6. **10:24am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Danielowski - Mississippi One Watershed One Plan, Serve Big in Big Lake, Big Lake Early Childhood Advisory Meeting, NACo EDA Meeting, AMC Fall Policy Conference

Commissioner Felber - Toward Zero Deaths, Safe Roads Coalition, MCIT Info on Family Leave meeting, Violent Offender Task Force, NACo Public Safety Call, Sherburne County Community Corrections Board meeting, Sherburne County Community Extension Committee meeting, AMC Fall Policy Conference

Commissioner Hulse - Mississippi One Watershed One Plan, Grand Re-Opening of Elk River McDonalds, AMC Fall Policy Conference, Met with Mayor Dietz and Cal Portner regarding Cannabis Ordinances

Commissioner Gray - Toured SherCo Solar 1 Project, AMC Fall Policy Conference, Sherburne County Community Extension Committee, Haven Township Board Meeting, Constituent calls

Commissioner Fobbe - NACo Health Policy Steering Committee, Freemont Villages in Zimmerman, Central Minnesota Council On Aging, Community Adult Mental Health meeting, Central Mn Jobs Training Services (CMJTS), CMJTS Community and Government Relations, CMJTS Workforce Council, Princeton Airport Meeting, Non-Profits United in Princeton, Great River Regional Library Sub-Committee, AMC Fall Policy, MICA Board Meeting

10:35am Break

7. **10:47am Reconvene, Recess Regular Meeting, Open Community Health Board Meeting**

8. **10:57am Adjourn Community Health Board Meeting, Recess**

9. **10:57am Reconvene, Open Workshop Meeting**

10. **12:02pm Close Workshop Meeting, Adjourn Regular Meeting**

Manual Warrants

8/31/23	10,819.50	Agency Collections
	10,819.50	Total

HHS OBO Warrants

8/31/23	392.90	OBO Affordable Storage
	1,597.97	OBO Amazon
	810.00	OBO Breezy Point Resort
	2,484.21	OBO McKesson Medical-Surgical Govt Solut
	300.40	OBO MN Coalition for the Homeless
	863.68	OBO Target
	1,962.16	17 Payments less than 300
	8,411.32	Total

Commissioner Warrants

9/1/23	88,796.74	General Revenue Fund
	467,497.29	Public Works Fund
	576.00	Law Library Fund

30,633.44	Jail Commissary Fund
140.50	Sherco Regional Rail Authority
13,908.44	Justice Center Enterprise Fund
216.50	
43,006.89	Agency Collections
644,775.80	Payroll Fiduciary Fund
	Total

Manual Warrants

9/1/23	2,935.50	Agency Collections
	2,935.50	Total

Commissioner Warrants

9/8/23	143,602.89	General Revenue Fund
	111,119.52	Public Works Fund
	49.00	Human Service Fund
	11.69	County Ditch Fund
	576.00	Law Library Fund
	18,439.58	Solid Waste Fund
	41,080.00	Jail Commissary Fund
	22,700.00	Capital Proj- Building, Land Acquisition
	12,177.57	Justice Center Enterprise Fund
	1,882.79	Agency Collections
	17,565.90	Payroll Fiduciary Fund
	369,204.94	Total

Manual Warrants

9/8/23	2,172.00	General Revenue Fund
	11,368.00	Agency Collections
	13,540.00	Total

Commissioner Warrants

9/8/23	130,621.97	Human Service Fund
	5,382.50	Agency Collections
	136,004.47	Total

Warrants

8/18/23	328.16	Anderson/Jane
	28,245.32	Avivo
	13,762.01	Central Mn Jobs & Training
	680.00	Central MN Mental Health Center
	2,607.81	Children's Dental Services
	400.00	City of Elk River =
	5,373.96	Hennepin County 5
	421.75	Main Street Family Services
	3,540.00	MCAA
	325.00	MFWCAA
	2,439.24	Mn Dept Of Human Services – SWIFT
	1,159.80	Mn Dept Of Human Services-SWIFT
	15,087.40	Motorola Solutions, Inc
	3,024.00	Office Of MNIT Services
	833.38	Real Time Translations, Inc

31,137.00	Sherburne Co Childrens Mental Health Col
4,149.00	Sherburne County Auditor Treasurer
580.80	The Bridge World Language Ctr Inc
10,000.00	Three Rivers Montessori
6,000.00	USPS-POC
5,909.84	46 Payments less than 300
136,004.47	Total

Lisa A Fobbe

[Lisa A Fobbe \(Oct 5, 2023 15:31 CDT\)](#)

Lisa A. Fobbe, Board Chairperson

10/05/2023

Date

Bruce Messelt

Bruce Messelt, County Administrator

10/06/2023

Date