



Sherburne County Board of Commissioners

January 2, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 2, 2024, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Commissioner Hulse attended via interactive technology, pursuant to Minnesota Statute § 13D.02.

1 Moment of Silence and Pledge of Allegiance

2 Approval of Regular Meeting Proposed Agenda

Felber/Danielowski with a 4-0 vote to approve the proposed meeting agenda as presented.

Roll Call Vote: Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Hulse - Absent.

2. 9:03am Election of Board Chairperson

1 Election of 2024 Board of Commissioners Chairperson. Administration

Bruce Messelt, County Administrator

Fobbe/Gray with a 3-0 vote to approve appointing Commissioner Gregg Felber as the 2024 County Board Chair.

Roll Call Vote: Commissioner Fobbe - Aye, Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Felber - Abstained, Commissioner Hulse - Absent.

3. 9:04am Election of Vice-Chairperson

1 Election of 2024 Board of Commissioners Vice-Chairperson. Administration

Bruce Messelt, County Administrator

Danielowski/Fobbe with a 4-0 vote to approve Commissioner Gary Gray and the 2024 Vice Chair of the Board of Commissioners.

Roll Call Vote: Commissioner Danielowski - Aye, Commissioner Gray - Abstained, Commissioner Fobbe - Aye, Commissioner Hulse - Aye, Commissioner Felber - Aye

4. 9:05am Open Forum

No one was present.

5. 9:06am Consent Agenda

Gray/Fobbe were unanimous to approve the Consent Agenda as presented.

Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Felber - Aye

1 Approved County Board Meeting Minutes: December 19, 2023. Administration

2 Approved County Workshop Meeting Minutes: December 19, 2023. Administration

3 2024 Minnesota Housing Finance Agency Participation Program Agreement. Administration

Dan Weber, Assistant County Administrator

Approved the Minnesota Housing Finance Agency Minnesota City Participation Program

- Agreement for 2024. This agreement shall commence on January 16, 2024 and shall continue through November 30, 2024. (On file.)
- 4 Gift Card From Resources Training and Solutions. Administration
Dan Weber, Assistant County Administrator
Approved the acceptance of a \$200.00 gift card to Sherburne County Administration from Resource Training and Solutions.
- 5 Commissioner Expenses from the December 2023 AMC Annual Conference. Administration
Bruce Messelt, County Administrator
Approved reimbursement of authorized expenses submitted by Commissioner Fobbe for attendance at the December 2023 AMC Annual Conference in the amount of \$370.23.
- 6 County Gift Card Policy. Administration
Dan Weber, Assistant County Administrator, Kathleen Heaney, County Attorney
Approved a County Gift Card Policy, as presented. (On file.)
- 7 Courts' Wing 3rd Floor Restroom Addition. Administration
Dan Weber, Assistant County Administrator, Steve Becker, Maintenance Department Head
Approved the low bid from Kiser Construction, at an estimated cost of \$40,500.00 for the Government Center Courts' Wing 3rd floor restroom addition.
- 8 Re-Appointment to the Economic Development Authority. Administration
Dan Weber, Assistant County Administrator
Approved the Re-Appointment of Ken Geroux to the Economic Development Authority for a six-year term, from 1/1/24 and running through 12/31/29.
- 9 Update to the County Tax Abatement Financing Policy. Administration
Dan Weber, Assistant County Administrator, Kathleen Heaney, County Attorney
Approve an Update to the County Tax Abatement Financing Policy, as recommended by the County EDA. (On file.)
- 10 Setting the 2024 County Board of Appeal and Equalization Meeting Date and Time as June 18, 2024, at 3:00 p.m. Assessor
Michelle Moen, County Assessor
Approved the recommended date and time for the 2024 County Board of Appeal and Equalization Meeting as June 18, 2024, at 3:00 p.m.
- 11 2024 Signature Authorizations and Designation of Depositories. Auditor / Treasurer
Loraine Rupp, Finance Officer
Approved and authorized execution of the following:
1.) A Resolution 010224-AD-3126 designating Depositories of Public Funds for 2024 for The Bank of Elk River and First Bank Elk River.
2.) Resolutions attesting to the Chairperson's signature of record at the bank for checking accounts at US Bank/MAGIC and First Bank Elk River and 2024 Board Chair endorsement of appropriate signature forms.
3.) 2024 Board Chair signature, as required for a check signature image, for 2024 warrants (as required by M.S. 385.05).
- 12 Commissioner & Manual Warrants Dated December 15th and December 22nd, 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated December 15th and December 22nd, 2023, as follows.

- December 15 2023, Commissioner Warrants \$2,176,205.21
 December 15 2023, Manual Warrants \$10,865.00
 December 22 2023, Commissioner Warrants \$784,186.60
 December 22 2023, Manual Warrants \$330,594.69
- 13** December 15th, 2023, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approve the December 15th, 2023, HHS IFS Admin Warrants, as follows.
- December 15, 2023 HHS IFS Admin Warrants \$38,577.41
- 14** December 22nd, 2023, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved December 22nd, 2023 HHS IFS Admin Warrants as follows.
- December 22, 2023 HHS IFS Admin Warrants \$40,359.20
- 15** Agreement Regarding the New MN Emergency Response Sustainability Health & Human Services Grant.
Nicole Ruhoff, CHS Administrator
 Accepted and approved an agreement regarding the new, 5 year MN Emergency Response Sustainability Grant for the time period of December 1, 2023, to June 30, 2027, with a 2024 funding amount of \$126,848.03 (for Budget Period 1: December 1, 2023, to June 30, 2024). (On file.)
- 16** Out-of-State Travel for an HHS Public Health Division Staff Member to Attend MAPP 2.0 Training Pilot Test Sponsored by NACCHO. Health & Human Services
Nicole Ruhoff, CHS Administrator
 Approved Out-of-State travel for one HHS, PH division staff, Public Health Planner to attend MAPP 2.0 Training in Washington D.C. on January 29-30, 2024.
- 17** Out-of-State Travel for One HHS Public Health Division Staff Member to Attend the National PHEP Conference. Health & Human Services
Nicole Ruhoff, CHS Administrator
 Approved out-of-state travel for one HHS Public Health Division Staff Member to attend the National PHEP Conference, to be held in Ohio from March 25-28, 2024. Cost will be covered by the PHEP grant.
- 18** Memorandum of Understanding Regarding Corrections Officer Wage Adjustments. Human Resources
Tammy Bigelow
 Approved a Memorandum of Understanding (MOU) with MNPEA Corrections Officer/Master Control Operator Unit regarding Corrections Officer wage adjustments. (On file.)
- 19** Position of Senior Environmental Specialist for Solid Waste and Amending the Solid Waste Budget to Account for Associated Costs. Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Approved establishing a Senior Environmental Specialist position from a currently vacant Environmental Specialist position, and amended the Solid Waste Budget to account for the increased costs associated with this position. The annual increase in salaries by elevating the current vacant Grade 12 position to that of a Grade 15 would be approximately \$20,286 for 2024. Fund 21 are non-levy dollars. Salaries are taken from Fund 21-391 (Surcharge and License Fees) and 21-395 (Landfill Host Fees).

- 20 Final Payment for 2022 Zimmerman County Trail Improvements (SP 71- Public Works 591-003).
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with New Look Contracting, Inc. for project# SP 71-591-003 for the 2022 Zimmerman Community Trail Improvements in the amount of \$215,621.14, pending notification of project clearance from the Minnesota Office of Civil Rights.
- 21 Resolution No. 010224-AD-3124 for Five Year Bridge Replacement Plan. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 010224-AD-3124 designating the County's Five-Year Bridge Replacement Plan (2024-2028), or when Local Bridge Bond Funding becomes available from the State of MN. (On file.)
- 22 2024 State of Minnesota Federal Boating Safety Supplemental Sheriff
Equipment Grant.
Joel Brott, County Sheriff
Approved and accepted the 2024 State of Minnesota Federal Boating Safety Supplemental Equipment Grant, in the amount of \$22,757.00, to purchase a boat, motor and trailer for recreational boating safety and enforcement.
- 23 Gift Cards from Riverside Church for Families in Need. Sheriff
Joel Brott, County Sheriff
Approved the acceptance of 30 - \$50 gift cards from Riverside Church for families in need.
- 24 Medical Leave Extension for a Sheriff's Office Employee. Sheriff
Joel Brott, County Sheriff
Approved a 90-day medical leave extension for a Sheriff's Office Employee, as recommended.
- 25 Out-of-State Travel for Two Sheriff's Office Employees to Attend Sheriff
Negotiator Training.
Joel Brott, County Sheriff
Approved out-of-state travel for two Sheriffs' Office employees to attend Crisis/Hostage Negotiation Level II training in Waukesha, Wisconsin, from March 4-8, 2024. Total costs are estimated at \$3,054.

6. 9:07am **Announcements**

- 9:07am 1 Receive County Administrator Announcements. Administration
Bruce Messelt, County Administrator
County Administrator Bruce Messelt reminded the Board of the upcoming MICA Annual Legislative Forum and Dinner.

7. 9:08am **Regular Agenda**

- 9:08am 1 Contract and Amendment to the Solid Waste Budget for Provision of Planning & Zoning
Services for the Non-Permitted Site Cleanup Program.
Dave Lucas, Solid Waste Administrator, Jillian Carlson, Environmental Specialist
Hulse/Fobbe were unanimous to approve a Non-Permitted Site Residential Cleanup Cost Share Program Contract for Provision of Services for Stephen and Deborah Krick, property located at 13175 Elgin Drive, Elk River, and authorized payment for the County's percent of cleanup cost in an amount not to exceed \$39,822.64, amending Fund 21-391-772-0000-6807 to increase the current budgeted amount from \$25,000 to \$75,000.

Roll Call Vote:

Commissioner Fobbe- Aye, Commissioner Hulse - Aye , Commissioner Danielowski - Aye,

- Commissioner Gray - Aye, Commissioner Felber - Aye
- 9:13am 2** Resolution No. 010224-AD-3125 in Support of Becker City's Active Transportation Grant for CSAH 23 Trail. Public Works
Gina Hugo, Park Coordinator
 Danielowski/Gray were unanimous to approve Resolution No. 010224-AD-3125 in support of the City of Becker's Active Transportation Grant Application for a pedestrian trail along CSAH 23. (On file.)
- Roll Call Vote:
 Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Felber - Aye
- 9:17am 3** Resolution No. 010224-AD-3123 in Support of Sponsoring the Surface Transportation Block Grant Program (STBGP) for County Road 44 Improvements in the City of Elk River. Public Works
David Roedel, Assistant Public Works Director
 Hulse/Gray were unanimous to approve Resolution No. 010224-AD-3123 in support of sponsoring the Surface Transportation Block Grant Program (STBGP) for County Road 44 improvements in the City of Elk River. (On file.)
- Roll Call Vote:
 Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Hulse - Aye, Commissioner Felber - Aye
- 9:19am 4** Bid(s) for the 2024 Official County Publications. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved and awarded the Bid for the 2024 Publications as follows:
- Fobbe/Gray were unanimous to approve and award the bid for Delinquent Tax Listings to Elk River Star News to with a bid of \$3.49 per inch.
 Roll Call Vote: Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye
- Fobbe/Danielowski were unanimous to approve and award the bid to Patriot News for 2023 Financial Statement with a bid of \$12.50 per inch.
 Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Felber - Aye
- Hulse/Gray were unanimous to approve and award the bid for Alternate Publication for 2023 Financial Statement to Elk River Star News with a bid of \$11.00 per inch.
 Roll Call Vote: Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Felber - Aye, Commissioner Hulse - Aye, Commissioner Felber - Aye
- Danielowski/Fobbe were unanimous to approve and award the bid for Commissioner Proceedings to Elk River Star News with a bid of \$3.24 per inch.
 Roll Call Vote: Commissioner Gray - Aye, Commissioner Fobbe - Aye, Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye
- 9:30am 5** Petition to Approve the Formation of an Eagle Lake Improvement District Administration (ELID).
Dan Weber, Assistant County Administrator
 Commissioner Danielowski/Commissioner Gray were unanimous to approve the Petition to

establish the Eagle Lake Improvement District (ELID). (On file.)

Roll Call Vote: Commissioner Fobbe -Aye, Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Gray - Aye, Commissioner Felber - Aye

9:33am 6

2024 Committee Assignments.

Administration

Bruce Messelt, County Administrator

Commissioner Gray/Commissioner Gray were unanimous to approve the 2024 County Commissioner Committee Assignments as amended with Commissioner Felber to be an alternate on Central Mississippi River Partnership, Commissioner Fobbe assigned to Association of Minnesota Counties Futures and to the AMC Board of Directors. (On file.)

Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Fobbe - Aye, Commissioner Felber - Aye

8. 9:39am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Fobbe - Two Inlets Regional Park Land Development Committee, Baldwin Township Public Hearing on Incorporation, Tri-Cap Executive Director Search Committee meeting, Team Emmer Monthly Zoom Call, Caucusus Call, Sherburne County Adult Protection/Multi-Disciplinary Team, Tri-Cap meeting

Commissioner Hulse - Economic Development Authority (EDA), Team Emmer Monthly Zoom Call

Commissioner Danielowski - NACo Central Regional Meeting, SUP Coalition Meeting, Business Network International (BNI) meeting with Economic Development Coordinator Jessica Barthel, EDA, Safe Child Coalition and Family Resource Center meeting, Team Emmer Monthly Zoom Call

Commissioner Gray - Two Inlets Regional Park Land Development Committee, Soil Water Conservation District, Team Emmer Monthly Zoom Call, Provided an Extension update regarding Tyler Reis' resignation, Announced the passing of Stuart Nelson

Commissioner Felber - Pope Douglas Meeting, Team Emmer Monthly Zoom Call, Extension Committee

Congratulations were extended to Commissioners Felber and Gray on their appointments to Chair and Vice Chair of the Board of Commissioners for the year of 2024.

9. 9:49am **Recess Regular Meeting, Break**

10. 10:05am **Reconvene, Open Regional Rail Authority Meeting**

11. 10:12am **Recess Regular Meeting, Open Housing Redevelopment Authority Meeting**

12. 10:18am **Recess Regular Meeting, Open Workshop**

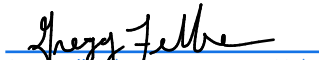
13. 10:47am **Adjourn Workshop, Adjourn Regular Meeting**

Commissioner Warrants

12/15/23	711,166.73	General Revenue Fund
	1,304,188.71	Public Works Fund
	2,552.82	Human Service Fund
	768.00	Law Library Fund
	32,275.32	Solid Waste Fund
	71,521.31	Jail Commissary Fund
	488.83	Sherco Regional Rail Authority
	16,378.27	Justice Center Enterprise Fund

	19,410.00	Agency Collections
	17,455.22	Payroll Fiduciary Fund
	2,176,205.21	Total
Manual Warrants		
12/15/23	10,865.00	Agency Collections
	10,865.00	Total
Commissioner Warrants		
12/15/23	35,354.66	Human Service Fund
	3,222.75	Agency Collections
	38,577.41	Total
Warrants		
12/15/23	399.34	Beckman/Tracey
	19,250.00	Culture Brokers LLC
	3,194.00	Great River Printing Services Inc
	1,989.06	Hennepin County
	755.87	LaCount/Carlie
	314.00	Middle English Interpreting
	536.10	Miller/Alison J
	1,426.11	Quadient Leasing USA, Inc
	493.02	Real Time Translation, Inc
	1,053.64	Smith/Alexandra
	388.44	Stock/Benjamin
	365.49	Stoy/Suzanne
	750.00	US Post Office
	6,000.00	USPS-POC
	1,662.34	19 Payments less than 300
	38,577.41	Total
Commissioner Warrants		
12/22/23	252,028.52	General Revenue Fund
	279,705.61	Public Works Fund
	2,503.83	Human Service Fund
	2,686.07	Law Library Fund
	26,293.41	Solid Waste Fund
	13,526.64	Jail Commissary Fund
	207,081.52	Justice Center Enterprise Fund
	361.00	Taxes & Penalties Fund
	784,186.60	Total
Manual Warrants		
12/22/2023	2,095.60	General Revenue Fund
	328,499.09	Agency Collections
	330,594.69	Total
Commissioner Warrants		
12/22/23	39,056.26	Human Service Fund
	1,302.94	Agency Collections

	40,359.20	Total
Warrants		
12/22/23	301.00	Captivated LLC
	1,302.94	Children's Dental Services
	882.50	DNA Diagnostics Center
	498.34	Engelhaupt/Cody
	412.00	Franzwa/Martha
	909.82	Influencer Hotspot
	472.50	Lexis Nexis
	2,212.50	Lighthouse Child & Family Services
	6,570.67	Lutheran Social Service Of Minnesota
	320.00	Mn Dept Of Health-Legitimations
	15,087.40	Motorola Solutions, Inc
	4,026.00	Sherburne Co Sheriff
	5,932.00	Sherburne County Auditor Treasurer
	328.30	Todd/Windsong
	1,103.23	10 Payments less than 300
	40,359.20	Total


Gregg Felber (Jan 19, 2024 09:51 CST)

Gregg Felber, Board Chairperson

01/19/2024

Date



Bruce Messelt, County Administrator

01/16/2024

Date