



Sherburne County Board of Commissioners

November 7, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on November 7, 2023, 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

Danielowski/Felber were unanimous to approve the agenda as amended with the change made to Consent Agenda item 3.15 regarding the donation of \$50,000 being removed as it had been approved by the Board at a previous County Board Meeting.

2. 9:03am Open Forum

Kari Watkins and Brett Collier spoke. An online submission form from Kathryn Stanek.

3. 9:09am Consent Agenda

Felber/Gray were unanimous to approve the Consent Agenda as amended.

1 County Board Meeting Minutes: October 17, 2023. Administration

Keisha Broderick, Executive Assistant

Approved the County Board Meeting Minutes: October 17, 2023.

2 County Workshop Meeting Minutes: October 17, 2023. Administration

Keisha Broderick, Executive Assistant

Approved County Workshop Meeting Minutes: October 17, 2023.

3 2024 Meal Reimbursement Rates. Administration

Dan Weber, Assistant County Administrator

Approved Resolution No.110723-AD-3105 establishing the 2024 Meal Reimbursement Rate. (On file.)

4 2024 Mileage Reimbursement Rate. Administration

Dan Weber, Assistant County Administrator

Approved Resolution No. 110723-AD-3106 setting the amount authorized for mileage reimbursement for 2024, at the current rate promulgated by the IRS. (On file.)

5 Gambling Premises Permit for the Minnesota Trapshooting Association. Administration

Keisha Broderick, Executive Assistant

Approved a gambling permit for the Minnesota Trapshooting Association to be utilized on September 7, 2024 at Del-Ton Shooting Park located at 3322 123th St. SE, St. Cloud, Mn 56304 in Haven Township.

6 Transfer from the General Fund Balance to the Workers Compensation Self Insurance Account. Administration

Dan Weber, Assistant County Administrator, Diane Arnold, County Auditor/Treasurer

Approved the transfer of \$107,600 in General Fund Reserves to support additional Workers Compensation Self Insurance Costs.

7 Out of State Travel: National District Attorneys Association. Attorney

Kathleen Heaney, County Attorney

Approved out of state travel for the County Attorney to attend the National District Attorney's Association meeting in Washington DC from January 27 to 30, 2024 with an estimated cost of \$1300.00.

- 8 2023-2024 New Tobacco License for Zimmerman Smoke Shop LLC. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved a 2023-2024 New Tobacco License application for Zimmerman Smoke Shop LLC, pending City of Zimmerman's approval, and authorized the Auditor/Treasurer to execute said license. (On file.)
- 9 Commissioner & Manual Warrants for October 13th, 20th, 25th, and Auditor / Treasurer
27th, 2023.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants for October 13th, 20th, 25th, and 27th, 2023 as follows.
- October 13 2023, Commissioner Warrants \$1,925,747.24
October 13 2023, Manual Warrants \$13,655.50
October 20 2023, Commissioner Warrants \$2,741,971.97
October 20 2023, Manual Warrants \$349,327.31
October 25 2023, Commissioner Warrants-50%
Est School Dist Payout P2 \$1,238,849.50
October 27 2023, Commissioner Warrants\$1,586,840.51
October 27 2023, Commissioner Warrants-2 \$13,212.00
October 27 2023, Manual Warrants 14,795,367.86
- 10 Audit Engagement Software with Wolters Kluwer for Preparation of the Auditor / Treasurer
Annual Comprehensive Financial Report (ACFR).
Diane Arnold, County Auditor/Treasurer
Approved the purchase of Audit Engagement Software with Wolters Kluwer for preparation of the Annual Comprehensive Financial Report (ACFR), as presented with an estimated cost of \$14,808.60.
- 11 Community Corrections Electronic Monitoring Contract Extension. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved a contract extension with Minnesota Monitoring to provide electronic monitoring equipment and services for court-ordered juvenile and adult offenders. New term end date with the extension is December 31, 2025. (On file.)
- 12 2024 Annual Women, Infants and Children (WIC) Grant Funding Award. Health & Human Services
Nicole Ruhoff, CHS Administrator
Accepted the 2024 WIC Grant Funding Award in the amount of \$416,660, as determined by the \$20.00 per participant per month with a grant period of January 1, 2022 through December 31, 2026.
- 13 2024 Local Public Health Grant Award from the Minnesota Department Health & Human Services
of Health.
Nicole Ruhoff, CHS Administrator
Accepted the 2024 Local Public Health Grant Award from the Minnesota Department of Health. Local Public Health Grant agreement period is 1/1/2020 to 12/31/2024 in the amount of \$241,088.00.
- 14 Grant Contract from the MN Department of Human Services for Child Health & Human Services
and Teen Checkups.

Nicole Ruhoff, CHS Administrator

Approved the Child and Teen Checkups Grant Contract from the MN Department of Human Services for the period of 1/1/2024-12/31/2026 in the amount of \$148,453 for the 2024 budget period.

- 15 3rd Quarter Donations Received by the Health & Human Services Department. Health & Human Services
Amanda Larson, HHS Director
Approved and accepted 3rd quarter donations received by the Health and Human Services (HHS) Department in the amount of \$604.96.
- 16 October 20, 2023 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved October 20, 2023 HHS IFS Admin Warrants as follows.

October 20, 2023 HHS IFS Admin Warrants \$106,818.28
- 17 October 31st, 2023, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved October 31st, 2023, HHS OBO Warrants are as follows.

October 31, 2023 HHS OBO Warrants \$5,373.52
- 18 Proposed Change to the Employee Well@Work Clinic Office Visit Cost. Human Resources
Tammy Bigelow, HR Director
Approved the proposed change to the Office Visit Cost at the Well@Work Clinic for employees on a medical plan with an HSA, from the \$110 pricing option to the \$50 pricing option, effective January 1st, 2024.
- 19 Cellphone Reimbursement Amount for 2024. Information Technology
Brian Kamman, IT Director
Approved the continuation of reimbursement for use of personal cellphones for approved country-related businesses at up to \$30 per month.
- 20 Minor Modifications to the County's Solid Waste License for Vonco II. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Approve minor modifications to the County's Solid Waste License for Vonco II. (On file.)
- 21 Establishment of a Parks and Trail Advisory Committee. Public Works
Gina Hugo, Park Coordinator
Approved the establishment of a Parks and Trails Advisory Committee and authorized staff to advertise for Committee Member applications.
- 22 Final Payment for 2023 Pavement Markings (CP 71-PM-023). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with Sir Lines-A-Lot, LLC for project # CP 71-PM-023 for 2023 Pavement Markings in the amount of \$29,394.35.
- 23 Donation to the Sheriff's Office from Dahlheimer Beverage, Bill's Superette, and Black Rifle Coffee. Sheriff
Joel Brott, County Sheriff
Approved the acceptance of a \$804.00 donation to the Sheriff's Office from Dahlheimer Beverage, Bill's Superette, and Black Rifle Coffee.
- 24 Supplementing Workers Compensation for a Sheriff's Office Employee Sheriff

Injured on Duty.

Joel Brott, County Sheriff

Approved supplementing Workers' Compensation Payments for a Sheriff's Office employee seriously injured on duty, for up to an additional sixty (60) days, as recommended by the County Sheriff and allowed under State Statute and the applicable labor agreement.

4. 9:10am Announcements

9:10am 1 Administrator Updates and Announcements . Administration

Bruce Messelt, County Administrator

County Administrator Bruce Messelt informed and reminded the Board of the following:

- Housing Summit is Wednesday, November 8th at the Government Center in Maple.
- Economic Development Coordinator Jessica Barthel was announced PACE Setter Volunteer of the year through the Elk River Chamber of Commerce.
- A petition was received for Big Eagle Lake to become a Lake Improvement District. A public hearing is scheduled to be set for the December 7th County Board Meeting.
- Big Elk Lake Park received the Legacy Award from Minnesota Lakes & Trails.
- The Government Center is lit up with green lights in honor of Operation Green Light.
- Received a request from the City of St. Cloud to reconvene the Regional Homelessness Task Force.

Commissioner Lisa Fobbe announced there will be a meeting with the Commissioner of Transportation regarding the 169 Overpass Project, the meeting will take place on Thursday with the Senate Bonding Committee. Chair Fobbe also shared that there will be a Futures gathering at Camp Ripley for their statewide gathering that will be honor veterans.

5. 9:15am Regular Agenda

9:15am 1 Proclamation November 6-12, 2023 as Operation Green Light for Veteran's Services
Veterans Week.

Bruce Price, Veterans Services Department Head

Veteran Services Officer Bruce price introduced the new Assistant Veteran Service Officer Josh Weimann, who then read the proclamation to the Board. Hulse/Danielowski were unanimous to approve, by Proclamation, the designation of November 6-12, 2023 as Operation Green Light for Veterans Week. (On file.)

9:20am 2 Proclamation of November as Adoption Month. Health & Human Services

Kelly Schmidt , Social Services Supervisor

Gray/Felber were unanimous to approve the Proclamation of November as Adoption Month. (On file.) Social Services Supervisor Kelly Schmidt read the proclamation to the Board. Social Services Manager Meg Carriveau and Kelly Schmidt also read an additional statement regarding adoption within Sherburne County.

9:27am 3 Xcel MN Energy Connection Update. Administration

Randy Fordice, Xcel Energy Manager and Mark Osondorf, Community Relation manager

Received an update on the MN Energy Connection project, presented by representatives from Xcel Energy.

9:49am 4 Planning & Zoning Hiring of a Seasonal Partime Employee. Planning & Zoning

Dave Lucas, Solid Waste Administrator, Gabrielle Holman, Environmental Specialist, Addison Otto, Planner

Felber/Danielowski were unanimous to approve County staff to advertise and hire a seasonal part-time employee in the Planning & Zoning Department to complete the tasks and initiatives started by staff from the GreenCorps.

9:54am 5 Sherburne County Comprehensive Land Use Plan. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Danielowski/Gray to approve with a 4-1 vote the Adoption of the Sherburne County Comprehensive Land Use Plan and rescission of the 2010-2030 Comprehensive Land Use Plan as amended with changes made to the clerical error on page 30 and wordsmithing to be done regarding land acknowledgment and the word graffiti. (On file.)

- 10:13am 6** Naming of the New County Park on Big Elk Lake as: *Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park.* Public Works

Gina Hugo, Park Coordinator

Felber/Gray were unanimous to approve the naming of Sherburne County's newest Park on Big Elk Lake as: Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park.

6. 10:20am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Danielowski - NACo Central Region Meeting, Strategic Planning Pillar 2, Options Board Meeting, Interfaith Community Outreach Meeting, Substance Use Prevention Coalition , Big Lake Township Board Meeting, Central Mississippi River Partnership, Tri-County Solid Waste meeting, Recognition of Medical Manufacturing Week Tour, Big Lake Chamber Meeting, Minnesota Central Council on Aging meeting, Big Lake Chamber Ambassador meeting, Big Lake Substance Use Prevention Coalition meeting,

Commissioner Hulse - Economic Development Authority, Mississippi 1 Watershed 1 Plan

Commissioner Gary - Big Elk Lake Park meeting, NACo Rural & Agriculture meeting, Interfaith Community Outreach Meeting, Northland Reliability Project meeting, Strategic Planning Pillar 1 & Pillar 3 meetings

Commissioner Felber - NACo Central Regional Meeting, I/We presentation via Central Minnesota Jobs & Training Services, NACo Rural Action Committee, Orrock Township Meeting, Central Mississippi River Partnership , Tri-County Solid Waste meeting, Executive Steering Committee Meeting, Violent Offender Task Force Meeting, NACo Justice & Public Safety Steering Committee,

Commissioner Fobbe - NACo Health Policy Steering Committee meeting, Big Elk Lake Park meeting, Tri-Cap, Tri-Cap Finance, Tri-Cap Board, Action Caucus, Sherburne Multi-disciplinary Team, Livonia Township Meeting, Interfaith Community Outreach Meeting, NACo Health & Counties meeting, Executive Steering Committee, Strategic Planning Pillar 3, Legislation Preparation, Great River Regional Library meeting, ISD 728 Community Partners meeting, NACo Behavioral Task Subcommittee

7. 10:35am Recess Regular Meeting, Break

8. 10:51am Reconvene, Open Closed Session

- 10:51am 1** Sherburne County Jail - Security Discussion. Sheriff
Joel Brott, County Sheriff

Entered into Closed Session pursuant to Minnesota Statute 13D.05, Subd (3a) Discuss Sherburne County Jail Security Issues and Considerations.

9. 12:07pm Close Closed Session, Break

10. 12:12pm Reconvene, Open Workshop Meeting

11. 12:29pm Close Workshop Meeting, Adjourn Regular Meeting

Commissioner Warrants

10/13/23	643,249.11	General Revenue Fund
	1,174,526.32	Public Works Fund
	2,552.82	Human Service Fund
	891.31	Law Library Fund

36,038.97	Solid Waste Fund
30,225.64	Jail Commissary Fund
12,702.20	Justice Center Enterprise Fund
25,560.87	Agency Collections
1,925,747.24	Total

Manual Warrants

10/13/23	64.00	Human Service Fund
	13,591.50	Agency Collections
	13,655.50	Total

Commissioner Warrants

10/20/23	421,456.98	General Revenue Fund
	1,245,475.31	Public Works Fund
	5,797.17	Human Service Fund
	5,622.96	Law Library Fund
	27,038.83	Solid Waste Fund
	121,839.19	Jail Commissary Fund
	427.90	Sherco Regional Rail Authority
	91,984.12	Justice Center Enterprise Fund
	27,775.23	Agency Collections
	794,554.28	Payroll Fiduciary Fund
	2,741,971.97	Total

Manual Warrants

10/20/23	10,000.00	Acorn Housing Services
	2,353.20	Becker Public Schools ISD #726
	7,500.00	Central MN Community Empowerment Org
	535.70	Children's Dental Services
	2,650.00	Community Aid Elk River (CAER)
	20,000.00	Culture Brokers LLC
	1,114.40	Databank IMX LLC
	457.53	Foster/Jenny
	1,015.19	Graves-Petron/Trisha
	458.96	Hendrickson/Miles
	432.96	Hermanson/Kristie L
	461.84	Hindi/Karey A
	857.67	Hines/Nathaniel
	402.17	Hutson/Lauren
	653.33	Irwin/Lori
	8,948.59	ISD 728
	332.10	Krotzer/Leah
	588.85	LaCount/Carlie
	320.45	Lees/Mark F
	432.12	Lhotka/Katherine M
	426.41	Lira/Kaylie
	3,285.33	Lutheran Social Service Of Minnesota
	7,317.07	Main Street Family Services
	483.96	Miller/Alison J
	533.83	Money/Alynn
	432.74	Nellis/Michelle
	432.96	Neubert/Kimberly

834.00	Passing the Bread
588.85	Pearson/Jacob
451.83	Putnam/Tara
1,259.08	Real Time Translations, Inc
335.00	Seven County Process Servers, LLC
5,016.00	Sherburne Co Sheriff
3,240.20	Sherburne County Auditor Treasurer
632.53	Sunnarborg/Jamie
1,198.30	The Bridge World Language Ctr Inc
1,400.00	The Wave
1,366.62	Treas City Of Big Lake
7,500.00	Tri-Cap
6,000.00	USPS-POC
432.96	Willard/Amy
4,135.55	39 Payments less than 300
106,818.28	Total

Warrants

10/20/23	105,702.43	Human Service Fund
	1,115.85	Agency Collections
	106,818.28	Total

Commissioner Warrants 50% Est School Dist Payout Pt 2

10/25/23	1,238,849.50	School Districts Collections
	1,238,849.50	Total

Commissioner Warrants

10/27/23	410,378.01	General Revenue Fund
	721,440.44	Public Works Fund
	1,090.10	Law Library Fund
	21,285.06	Solid Waste Fund
	6,724.22	Jail Commissary Fund
	233.99	Sherco Regional Rail Authority
	239,593.72	Center Enterprise Fund
	2,974.50	Agency Collections
	46,767.00	Taxes & Penalties Fund
	73,675.38	Towns & Cities Collections
	62,678.09	Payroll Fiduciary Fund
	1,586,840.51	Total

Commissioner Warrants (2)

10/27/23	13,212.00	Taxes & Penalties Fund
	13,212.00	Total

Manual Warrants

10/27/23	13,143.50	Agency Collections
	1,411,299.79	Taxes & Penalties Fund
	13,370,924.57	School Districts Collections
	14,795,367.86	Total

HHS OBO Warrants

10/31/23 2,139.71
1,018.00
345.85
1,395.36
472.59
2.01
5,373.52

OBO Amazon
OBO Autism Products
OBO McKesson Medical-Surgical Govt Solut
OBO Pier B Resort
OBO Walmart
6 Payments less than 300
Total

Lisa A Fobbe

[Lisa A Fobbe \(Dec 12, 2023 13:21 CST\)](#)

Lisa A. Fobbe, Board Chairperson

12/12/2023

Date

Bruce Messelt

Bruce Messelt, County Administrator

11/21/2023

Date