



Sherburne County Board of Commissioners

January 16, 2024 - County Board Meeting Minutes

1. 9:03am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 16, 2024, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:03am.

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

2. 9:05am Proclamation

- 1 Proclaim January 16, 2024, as Stella Huso Day, in Recognition of her Veteran's Services Community Dedication and as a Gold Star Mother.
Josh Wiemann, Deputy Veteran Services Officer
Danielowski/Hulse were unanimous to approve by proclamation, January 16, 2024, as Stella Huso Day in Sherburne County, in recognition of her community dedication and as a Gold Star Mother. Deputy Veteran Service Officer Josh Weimann read the proclamation to the Board. Commissioner Danielowski provided background on the proclamation as well.

3. 9:11am Consent Agenda

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

- 1 County Board Meeting Minutes from January 16, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Board Meeting Minutes from January 16, 2024.
- 2 County Workshop Minutes from January 16, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Workshop Meeting Minutes from January 16, 2024.
- 3 Initiative Foundation Grant of \$10,000 for the Planned Undertaking of a Countywide Housing Study. Administration
Dan Weber, Assistant County Administrator
Approved the receipt of a \$10,000 grant from the Initiative Foundation to assist with the completion of a Countywide Housing Study. (On file.)
- 4 Appointments to the Eagle Lake Improvement District (ELID) Board of Directors. Administration
Dan Weber, Assistant County Administrator
Approved the appointment of the following individuals to the Eagle Lake Improvement District Board of Directors:
 - Joe Ryan - 1 year term
 - Brian Moriarity - 2 year term
 - Kenneth Andreen - 3 year term
 - Sandy McClurg - 1 year term
 - Michael Donnelly - 2 year term

- 5 Appointment to the Sherburne County Extension Committee. Administration
Dan Weber, Assistant County Administrator
Approved the appointment of Francine Larson to the Sherburne County Extension Committee as an at-large representative for a three-year term beginning January 2024 - December 2026.
- 6 Assignment of an Alternate Commissioner to the Sherburne County Planning Advisory Commission. Administration
Bruce Messelt, County Administrator
Approved the assignment of Commissioner Gregg Felber as Alternate Commissioner to the Sherburne County Planning Advisory Commission.
- 7 Gambling Premises Permit for Ducks Unlimited Wigeon Chapter #309. Administration
Keisha Broderick, Executive Assistant
Approved the Gambling Premises Permit for Ducks Unlimited Wigeon Chapter #309 for their planned February 24, 2024, event at the Getaway Bar, located at 26211 184th Street in Big Lake, Mn 55309 (Orrock Township).
- 8 Commissioner & Manual Warrants from December 29th, 2023, and Auditor / Treasurer
January 5th, 2024.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants from December 29th, 2023, and January 5th, 2024, as follows:

December 29 2023, Commissioner Warrants \$607,477.50
December 29 2023, Manual Warrants \$8,562.50
January 5 2024, Commissioner Warrants \$473,656.05
January 5 2024, Manual Warrants \$11,118.50
- 9 Execution of the Letter of Statement of Work for 2023 Audit Services. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and authorized execution by the Board Chairperson on a Letter of Statement of Work for services to be provided by CliftonLarsonAllen for the 2023 Sherburne County Audit. (On file.)
- 10 Amendment to the Arrows Family Services Contract. Health & Human Services
Amanda Larson, HHS Director
Approved an amendment to the Arrows Family Services Contract to an amount of \$110,000 for service provided from July 1, 2022 - June 30, 2025. (On file.)
- 11 December 28, 2023, HHS OBO Warrants and December 29, 2023, HHS Health & Human Services
OBO Warrants.
Amanda Larson, HHS Director
Approved December 28, 2023, HHS OBO Warrants and December 29, 2023, HHS OBO Warrants, as follows:

December 28, 2023 HHS OBO Warrants \$4,189.65
December 29, 2023 HHS OBO Warrants \$300.00
- 12 December 29th, 2023, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approve December 29th, 2023, HHS IFS Admin Warrants, as follows:

December 29, 2023 HHS IFS Admin Warrants \$109,956.57
- 13 January 5th, 2024, HHS IFS Admin Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved January 5th, 2024, HHS IFS Admin Warrants as follows:

January 5, 2023 HHS IFS Admin Warrants \$20,509.22

- 14** Hyland Onbase Agreement Update. Information Technology
Brian Kamman, IT Director
Approved the updated agreement with Databank for licensing of Hyland Onbase Software for the years of 2024, 2025 and 2026 at a cost of \$110,000.00. (On file.)
- 15** Appointments to the Solid Waste Advisory Committee. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Approved the appointment of Randy Linn, at Large Member, and Angela Bouma, representing Commissioner District 4, to three-year terms to the Solid Waste Advisory Committee, with terms beginning January 1, 2024, and ending on December 31, 2026.
- 16** Resolution No. 011624-AD-3127 in Support of the City of Elk River's Active Transportation Grant for the County Road 44 Pedestrian Trail. Public Works
David Roedel, Assistant Public Works Director
Approved Resolution No. 011624-AD-3127 supporting the City of Elk River's Active Transportation Grant Application for a pedestrian trail along County Road 44. (On file.)
- 17** Out-of-State Travel for 12 Sheriff/Jail Employees to attend a Mock Prison Sheriff Riot Training.
Joel Brott, County Sheriff
Approved out-of-state travel for 12 members of the Jail's Correctional Emergency Response Team (CERT) to attend a Mock Prison Riot training from April 28 to May 1, 2024, in Moundsville, West Virginia. Total costs are estimated at \$3,064 and will emanate from the Sheriff/Jail's Travel, Training & Professional Development budgets.
- 18** Out-of-State Travel for a Sheriff's Office Employee to attend the 2024 CALEA Conference. Sheriff
Joel Brott, County Sheriff
Approved out-of-state travel for a Sheriff's Office employee to attend the 2024 Commission on Accreditation for Law Enforcement Agencies (CALEA) Conference from March 19-23 in Montgomery, Alabama. The cost of the training is a \$780 registration fee, plus all necessary travel expenses. Total costs are estimated at \$2,383 and will emanate from the Sheriff's Office Travel, Training & Professional Development budgets.

4. 9:11am Open Forum

No one was present.

5. 9:12am Announcements

County Administrator Bruce Messelt reminded the Board of the following:

- Sherburne County Association of Township's meeting on January 17 at the Sherburne County History Center at 7pm.
- NACo Legislative Conference in Washington, D.C. February 10 -13.
- AMC Legislative Conference in Bloomington in St. Paul at the InterContinental Hotel February 21-22.
- There will be a special election coming up for Representation for 27B.

6. 9:14am Regular Agenda

- 9:14am 1** Awarding of the Request For Proposal (RFP) to Call Tower through Information Technology

Renodis for the Transition of Existing Telephone/Telecommunication Services to Unified Communications as a Service (UCaaS).

Brian Kamman, IT Director

Danielowski/Gray were unanimous to approve the awarding of the Request For Proposal (RFP) to Call Tower through Renodis for the Transition of Existing Telephone/Telecommunication Services to Unified Communications as a Service (UCaaS) with an estimated cost of \$602,000.00.

9:16am

2

Appointment of Members to the Parks & Trails Advisory Committee Public Works
Members and Approval of Committee Bylaws.

Gina Hugo, Park Coordinator

Fobbe/Danielowski were unanimous to approve and adopt the Parks and Trail Advisory Committee Bylaws and appoint the following as members of the Committee:

District 1 - Jill Varney

District 2 - Christine Jurek

District 3 - Ross Demant

District 4 - Alyx Johnson

District 5 - Dean Kleinhans

At Large - James Bedell

At Large - BearPaw Shields

Commissioner Liaison will be brought forward at the next board meeting for discussion and determination.

9:20am

3

Appointment of Two County Commissioners to the County Canvass Auditor / Treasurer
Board for the Presidential Nominating Primary Canvass on March 7,
2024 and the 2024 Primary and General Elections.

Diane Arnold, County Auditor/Treasurer

Danielowski/Gray were unanimous to appoint County Commissioners Felber, Danielowski, and Commissioner Gray as the alternate to serve on the County Canvass Board.

The County Canvass Board will canvas the results of the following:

The Presidential Nominating Primary March 5th election, with Canvassing set for Thursday, March 7th, 2024 at 2 p.m. in the Maple Room of the Sherburne County Government Center.

The Primary Election of August 13, 2024, with Canvassing set for Thursday, August 15, 2024, at 2 p.m. in the Maple Room of the Sherburne County Government Center.

The General Election to be held November 5, 2024, with Canvassing set for Thursday, November 14, 2024, at 2 p.m. in the Maple Room of the Sherburne County Government Center.

9:24am

4

Auditor-Treasurer's Monthly Report for December 2023. Auditor / Treasurer

Diane Arnold, County Auditor/Treasurer

Hulse/Fobbe were unanimous to approve and accept the December 2023 Financial Report from the Auditor-Treasurer as presented. (On file.)

9:35am

5

American Rescue Plan Act (ARPA) Update and Recommended Approvals Administration
and Expenditures.

Dan Weber, Assistant County Administrator

Approved the following expenses greater than \$50,000 totaling \$228,498.

Fobbe/Danielowski were unanimous to approve \$150,248 for Out of Home Placement Costs.

HHS Director Amanda Larson shared background on the request.

Gray/Danielowski were unanimous to approve \$78,250 for HR Business Partner Costs (1/3 Levy Transition).

7. 9:38am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Fobbe - Tri-Cap Executive Director Search Meeting, MICA, Employee Resource Group (ERG) Pride Alliance, Sherburne Strong Faith & Community Group meeting, NACo Immigration Reform Task Force, Central Minnesota Jobs & Training Services meetings, Community Adult Mental Health Task Force, Reminded the Board that the MICA Annual Legislative Forum & Dinner in Winona, Mn on February 21 is open to all to attend

Commissioner Danielowski - Mississippi One Watershed One Plan, Serve Big Meeting, Celebration of Stella Huso event, Sherburne Strong Faith & Community Group, St. Cloud APO Meeting, CMRP Sub-Committee Meeting, Announced that Options will be having a Town Hall forum at their Big Lake location, shared upcoming conference and events that she will be attending

Commissioner Hulse - One Watershed One Plan, Rum River One Watershed One Plan, Met with Representative Novotny

Commissioner Gray - MICA Board Meeting, Appointed to Nitrate Ground Water Issue, Soil Water Conservation District, East Central Irrigators and Corn Growers Meeting

Commissioner Felber - Appointed to the MN Energy Transition Advisory Committee, NACo Justice & Public Safety Committee, MESB, Appointed to Two Inlets Park Committee, Research on aquifers and justice concerns, Reminded the group of the upcoming Joint meeting between School, City, County and Township meeting in Big Lake

Administrator Bruce Messelt informed the Board that there will be a future Webinar regarding Assessing and the State, and will send more information to the Commissioners as it comes.

8. 9:56am Recess Regular Meeting, Open Community Health Board Meeting

9. 10:15am Close Community Health Board Meeting, Break

10. 10:31am Reconvene, Recess Regular Meeting, Open Workshop

11. 11:42pm Adjourn Regular Meeting

HHS OBO Warrants (1)

12/28/23	1,388.15	OBO Amazon 1,388.15
	380.00	OBO Bridging 380.00
	554.08	OBO Elk River Landfill 554.08
	569.05	OBO Quadiant 569.05
	675.23	OBO Walmart 675.23
	623.14	8 Payments less than 300
	4,189.65	Total

Commissioner Warrants

12/29/23	193,094.56	General Revenue Fund
	325,031.72	Public Works Fund
	6,379.07	Human Service Fund

3,772.24	Law Library Fund
11,857.56	Jail Commissary Fund
283.67	Sherco Regional Rail Authority
6,844.51	Justice Center Enterprise Fund
1,595.00	Taxes & Penalties Fund
58,619.17	Payroll Fiduciary Fund
607,477.50	Total

Manual Warrants

12/29/23	8,562.50	Agency Collections
	8,562.50	Total

HHS OBO Warrants

12/29/23	300.00	OBO Walmart
	300.00	Total

Commissioner Warrants

12/29/23	104,984.09	Human Service Fund
	4,972.48	Agency Collections
	109,956.57	Total

Manual Warrants

12/29/23	71,999.37	Avivo
	379.90	Boe/Evelyn
	404.14	Carlson/Barbara
	18,458.00	Culture Brokers LLC
	485.26	Erickson/Paul
	417.18	Graves-Petron/Trisha
	2,884.38	Hennepin County
	768.97	Hines/Nathaniel
	305.00	Kapsner/Lori
	327.78	Knaeble/Sarina
	310.47	Lira/Kaylie
	325.00	Main Street Family Services
	4,228.87	Mn Dept Of Human Services - SWIFT
	878.22	Mn Dept Of Human Services-SWIFT
	3,377.85	Office Of MNIT Services
	750.00	Promise Neighborhood of Central MN
	494.69	Storms/Abby
	3,161.49	25 Payments less than 300
	109,956.57	Total

Commissioner Warrants

1/5/24	469,343.90	General Revenue Fund
	245.31	Jail Commissary Fund
	4,066.84	Justice Center Enterprise Fund
	473,656.05	Total

Manual Warrants

1/5/24	11,118.50	Agency Collections
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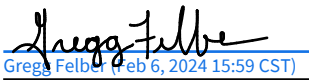
11,118.50 Total

Commissioner Warrants

1/5/24	20,509.22 H	Human Service Fund
	20,509.22	Total

Warrants

1/5/24	9,936.00	Association of Minnesota Counties (AMC)
	650.00	Minnesota Social Service Association
	1,600.00	Trimin Systems Inc
	7,812.00	Zingtree Inc
	511.22	7 Payments less than 300
	20,509.22	Total


[Gregg Felber \(Feb 6, 2024 15:59 CST\)](#)

Gregg Felber, Board Chairperson

02/06/2024

Date



Bruce Messelt, County Administrator

02/06/2024

Date