



Sherburne County Board of Commissioners

February 6, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on February 6, 2024, 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
Hulse/Gray were unanimous to approve the agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:01am Consent Agenda

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

- 1 Approved the County Board Meeting Minutes from January 16, 2024. Administration
Keisha Broderick, Executive Assistant
- 2 Approved the County Workshop Meeting Minutes from January 16, 2024. Administration
Keisha Broderick, Executive Assistant
- 3 Court Appointed Attorney Service Agreement. Administration
Bruce Messelt, County Administrator
Approved a Court Appointed Attorney Service Agreement with Hess and Jendro Law Office, P.A., for the services Adult Mental Health Commitment and Paternity/Contempt (Child Support) or a term from January 1, 2024, to June 30, 2024. (On file.)
- 4 MN Lawful Gambling Application (Premises Permit) to Becker Big Lake Ice Association. Administration
Bruce Messelt, County Administrator
Approved a MN Lawful Gambling Application (Premises Permit) to the Becker Big Lake Ice Association, to be utilized at Gateway Bar, located at 26211 184th Street NW in Big Lake, MN 55309.
- 5 MN Lawful Gambling Application (Premises Permit) to Conduct Excluded Bingo for Travelers Country Club on the Mississippi - Renewal. Administration
Bruce Messelt, County Administrator
Approved a MN Lawful Gambling Application (Premises Permit) to Conduct Excluded Bingo, received from Travelers Country Club on the Mississippi, located at 11290 80th Ave SE, Clear Lake, MN 55319.
- 6 Commissioner & Manual Warrants from January 10th - 26th, 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants from January 10th, 12th, 19th, 25th, and 26th, 2024, as follows.

January 10 2024, Manual Warrants BMO Harris Pcard Dec 2 \$61,374.91

January 12 2024, Commissioner Warrants \$1,583,658.63

January 12 2024, Manual Warrants \$14,707.50
 January 19 2024, Commissioner Warrants \$1,228,396.41
 January 19 2024, Manual Warrants \$337,613.90
 January 25 2024, Commissioner Warrants Final Settlement P3 \$677,745.48
 January 26 2024, Commissioner Warrants \$2,130,332.65
 January 26 2024, Manual Warrants \$1,403,721.89

- 7 4th Quarter 2023 Donations Received by the Health & Human Services Health & Human Services
Department.
Emily Ehnes
Approved and accepted the 4th Quarter 2023 donations received by the Health and Human
Services (HHS) Department in the amount of \$1,500.
- 8 Economic Supports Division Staffing Realignment Request. Health & Human Services
Gina Anderson, Economic Supports Manager
Approved the request to transition a full-time case aide position to 2 part-time positions in the
Income Maintenance Unit.
- 9 HHS IFS Admin Warrants from January 10, 2024. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants from January 10, 2024, as follows;

January 10, 2024 HHS IFS Admin Warrants \$112,908.19
- 10 Final Payment for 2023 Grams Park Improvements Phases A & B of the Public Works
CP Grams2 Project.
Andrew Witter, Public Works Department Head
Approved and authorized the final contract payments with Safetyfirst Specialty Contracting Inc
(DBA Safetyfirst Playground Maintenance) in the amount of \$44,680.30, for the CP Grams2 Park
Improvements phases A & B.
- 11 Lowest Responsive Bidder for CSAH 28 Reconstruction, CP 71-628-020. Public Works
Andrew Witter, Public Works Department Head
Approved the lowest responsive bidder, Knife River Corporation-North Central with a bid of
\$1,135,464.51, for the reconstruction in 2024 of CSAH 28 from CSAH 19 to the East County Line
(Baldwin Township). Project No. CP 71-628-020.
- 12 Professional Services Agreement with the Sherburne Soil & Water Public Works
Conservation District for Annual Natural Resource Services.
Gina Hugo, Parks Director
Approved a Professional Services Agreement with the Sherburne Soil & Water Conservation
District for Natural Resource Services within County Highway Right of Way and in County Parks.
(On file.) This agreement shall commence on February 6, 2024 and terminate on December 31,
2026.
- 13 Donations from The Eddy Family Foundation to the Sherburne County Sheriff
Sheriff's Office.
Joel Brott, County Sheriff
Approved the acceptance of the following donations from The Eddy Family Foundation to the
Sheriff's Office:
 - \$4,000 to the Sheriff's Office
 - \$4,000 to the Reserve Unit
 - \$2,000 to the Mounted Patrol

- \$1,000 to Seniors and Law Enforcement Together (SALT will deposit)

- 14 Donation of Fire Suppression Tools from the MN Masons in Princeton. Sheriff
Joel Brott, County Sheriff
Approved the acceptance of two fire suppression tools from the MN Masons in Princeton.
- 15 Addition of One Patrol Deputy Position to the Sheriff's Office Staffing Sheriff
Complement (City of Zimmerman Contracted Law Enforcement).
Joel Brott, County Sheriff
Approved the addition of one patrol deputy position to the Sheriff's Office staffing complement to provide contracted law enforcement services to the City of Zimmerman.
- 16 Out-of-State Travel for Two Sheriffs' Office Employees to Attend the Sheriff
National REP Conference.
Joel Brott, County Sheriff
Approved out-of-state travel for two Sheriff's Office employees to attend the National Radiological Emergency Preparedness (REP) Conference in Dallas, Texas, from April 28-May 2, 2024. The cost of training plus necessary travel expenses will emanate from received REP Grant Funds.

4. 9:02am Announcements

- 1 Updates and Announcements from the County Administrator. Administration
Bruce Messelt, County Administrator
County Administrator Bruce Messelt reminded the Board of the following:
- AMC Leadership Summit March 27-28 in Nisswa at Grand View Lodge.
 - NACo Legislative Conference in Washington D.C. February 9-14.
 - Congressman Emmer is holding mobile office hours this week. Dates and locations were shared.
 - Open House for BSS-A transmission lines date and times.
 - AMC Cyber security conference in St. Cloud on April 25.
 - AMC Legislative Forum is February 21 – 22 at the Intercontinental Hotel in St. Paul.
 - Sherburne County Area United Way – United We Shiver will be on February 10 in Big Lake.

5. 9:05am Regular Agenda

- 9:05am 1 Preliminary and Final Standard Plat for Meadow Estates South-Dan Planning & Zoning
Berning-Ziegler Custom Homes.
Lynn Waytashek, Planning & Zoning Administrator
Danielowski/Fobbe were unanimous to approve a Residential Preliminary and Final Standard Plat of "Meadow Estates South" consisting of (10) lots, with the (10) recommended Conditions as recommended by the Planning Advisory Commission, for PID #10-109-2100; Legal Desc: NE 1-4 of NW 1-4 (full legal on file); Sec 9, Twp 33, Rge 27, Big Lake Township; with 37.03 acres in the General Rural District.

Conditions:

1. The Sherburne County Public Works Department will require park dedication fees for the ten (10) new lots at \$1,200 per lot, totaling \$12,000.
Park fees must be paid prior to the Public Works Department signing the plat mylars.
2. A copy of the agreement between the utility easement holder (Xcel Energy) and developer will be required to be submitted to the zoning office prior to zoning signing

the mylars. *(Completed)*

3. The Ingress/Egress Easement DOC #162005 shall be vacated with the new access to PID 10-00109-2105 to be taken from the new public right of way of 220th Ave NW once the new road has been constructed. The existing driveway will be removed and replaced with access only for Lot 3, Block 1 of Meadow Estates South.
4. A Developers Agreement must be signed with the County Attorney's Office.
5. Approval from Big Lake Township will be required for the proposed access to Lot 3, Block 1 as the driveway proposed will be located in a Township's Drainage and Utility easement which will be dedicated to the township when the plat is recorded.
6. Must obtain an access permit from Sherburne County Public Works for the improvements to the existing driveway accesses and the new road access to the County Road.
7. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to being placed on the agenda for final plat approval. ***(Completed)***
8. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to the recording of the plat. ***(Completed)***
9. The remaining portion of PID 10-00109-2100 will be added to PID 10-00109-2105 by an Administrative Subdivision. A new legal description will need to be prepared, approved and recorded at the same time or prior to the plat.
10. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

9:06am

2

Preliminary and Final Simple Plat for White Tail Run Second Addition- Planning & Zoning
Timothy Schultz.

Lynn Waytashek, Planning & Zoning Administrator

Fobbe/Gray were unanimous to approve a Residential Preliminary and Final Simple Plat of "White Tail Run Second Addition" consisting of (3) lots, with the recommended (1) Condition as recommended by the Planning Advisory Commission, for PID #30-483-0110; Legal Desc: Lot 2, Blk 1, White Tail Run; Sec 5, Twp 34, Rge 26, Livonia Township; with 8.99 acres in the General Rural District.

Condition(s):

1. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

9:07am

3

Resolution No.020624-AD-3128 to Establish the Absentee Ballot Board Auditor / Treasurer and UOCAVA Ballot Board for the 2024 Election Year.

Diane Arnold, County Auditor/Treasurer

Gray/Danielowski were unanimous to approve Resolution No. 020624-AD-3128 establishing the Absentee Ballot Board and UOCAVA (Uniformed and Overseas Citizens Voting Act) Absentee Ballot Board for the 2024 PNP Election, 2024 Special Dist. 27B Election, and 2024 Primary and General Election. (On file.)

6. 9:08am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Mayor Dietz meeting, Representative Novotny Meeting, Economic Development Authority, Health & Human Services and Administration Meeting, Rum River One Watershed One Plan, Constituent & Coffee with Mayer Dietz,

Commissioner Fobbe - Princeton City Betterment Meeting, Central Minnesota Jobs & Training Executive

Director Search Meeting, Sherburne County Association of Townships (SCAT), State Wide Community Health Advisory Council, AMC Executive Committee Orientation, Great River Regional Library Meeting, Association of Minnesota Counties (AMC) Board Meeting, NACO Healthy Counties Advisory Committee, Constituent Meetings, Central Minnesota Council on Aging (CMCOA) Joint Powers Board, MICA Annual Meeting

Commissioner Danielowski - NACo Central Regional Meeting, Substance Use Prevention (SUP), Minnesota Open Meeting Law Webinar, SCAT Meeting, Family Resource Center meeting, Tri-County Solid Waste, Annual Joint Meeting with Big Lake, Big Lake Township, Orrock Township, Big Lake School District and the County, Big Lake SUP, Options, Election Judge Training, Big Lake Township Meeting, Economic Development Authority, Central Minnesota Area Transportation Meeting, NACo CEWD meeting

Commissioner Gray - Jenny Axelson Meeting, Two Inlets Meeting, SCAT, State Community Health Services State Advisory Committee (SCHSAC), Tri-County Solid Waste, GSDC, Health & Wellness Kick off, NACO Ag Rural Affairs Meeting, Election Training, Diversity Equity Inclusion & Belonging, Extension Meeting, MICA Ground Water discussion, St. Cloud City Council Meeting, Legislative Update with Senator Lucero, MICA Annual Legislative Forum, Legislative Update meeting with Representative Daudt

Commissioner Felber - Becker City Council Meeting, Minnesota Open Meeting Law Webinar, Two Inlets, SCAT, Tri-County Meeting, NACo Rural Action Committee, Annual Joint Meeting with Big Lake, Big Lake Township, Orrock Township, Big Lake School District and the County, Audit Interview, DEIB, Executive Steering Committee, MICA Legislative Forum, Legislative Update Meeting with Representative Daudt, & Senator Lucero, Research meeting

10. 10:45am Recess Regular Meeting, Open Workshop

7. 10:15am Recess Workshop Meeting, Open Closed Session

8. 10:15am Open Closed Session

- 1 Closed Session Pursuant to Minn. Stat. § 13D.05 Subd. 3(b) Regarding Pending Administration Litigation.

Joel Brott, County Sheriff

Convened in Closed Session, as requested by the County Attorney and Sheriff's Office, pursuant to Minn. Stat. § 13D.05 Subd. 3(b) to discuss pending litigation in reference to court file No. 23-CV-857.

9. 10:45am Close Closed Session, Reconvene Workshop Meeting

11. 11:34am Close Workshop, Adjourn Regular Meeting

Commissioner Warrants

1/12/24	459,647.17	General Revenue Fund
	131,567.77	Public Works Fund
	168.75	Human Service Fund
	1,108.61	Law Library Fund
	32,810.31	Solid Waste Fund
	30,795.89	Jail Commissary Fund
	2,908.00	Sherco Regional Rail Authority
	7,339.91	Capital Proj- Building, Land Acquisition
	66,791.58	Justice Center Enterprise Fund
	34,430.78	Agency Collections
	816,089.86	
	1,583,658.63	Payroll Fiduciary Fund
		Total

Manual Warrants

1/12/24	1,324.00	Human Service Fund
	13,383.50	Agency Collections
	14,707.50	Total

Commissioner Warrants

1/19/24	898,239.69	General Revenue Fund
	177,945.86	Public Works Fund
	1,467.31	Law Library Fund
	78,596.42	Solid Waste Fund
	18,580.65	Jail Commissary Fund
	503.10	Sherco Regional Rail Authority
	51,659.38	Justice Center Enterprise Fund
	20.00	Agency Collections
	1,334.00	Taxes & Penalties Fund
	50.00	Towns & Cities Collections
	1,228,396.41	Total

Manual Warrants

1/19/24	2,210.00	General Revenue Fund
	335,403.90	Agency Collections
	337,613.90	Total

Warrants

1/19/24	850.00	Central MN Mental Health Center
	391.69	Grater/Justin
	2,164.43	Hennepin County
	419.86	Huber/Tonya
	562.50	Lighthouse Child & Family Services
	390.38	Olinyk/Ashley M
	681.91	Real Time Translation, Inc
	4,840.00	Sherburne Co Sheriff
	91,516.48	Sherburne County Auditor Treasurer
	1,220.00	U S Post Office
	6,000.00	USPS-POC
	3,870.94	31 Payments less than 300
	112,908.19	Total

Commissioner Warrants

1/19/24	112,908.19	Human Service Fund
	112,908.19	Total

Commissioner Warrants

1/25/24	1,718.92	General Revenue Fund
	2,457.69	Metropolitan Transit Fund
	26,651.55	Hra & Ec Dev Fund
	8.30	Hospital District Collections
	33.29	Agency Collections
	153,067.47	School Districts Collections
	493,808.26	Towns & Cities Collections

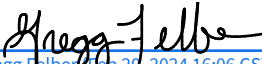
677,745.48 Total

Commissioner Warrants

1/26/24	1,741,280.66	General Revenue Fund
	26,672.82	Public Works Fund
	5,983.11	Human Service Fund
	46,865.14	Solid Waste Fund
	82,423.75	Jail Commissary Fund
	272.03	Sherco Regional Rail Authority
	199,808.42	Justice Center Enterprise Fund
	569.22	Prepaid Tax Collections
	19,257.00	Agency Collections
	7,200.50	Payroll Fiduciary Fund
	2,130,332.65	Total

Commissioner Warrants

1/5/24	2,145.90	General Revenue Fund
	1,089.73	Hra & Ec Dev Fund
	13,485.50	Agency Collections
	1,811.79	Taxes & Penalties Fund
	1,052,556.97	School Districts Collections
	332,632.00	Towns & Cities Collections
	1,403,721.89	Total


Gregg Felber (Feb 20, 2024 16:06 CST)

Gregg Felber, Board Chairperson

02/20/2024

Date



Bruce Messelt, County Administrator

02/20/2024

Date