



Sherburne County Board of Commissioners

February 20, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on February 20, 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
Board Chair Felber lead a moment of silence in honor of those lost in the events that took place in Burnsville, Mn over the weekend.
- 2 Approval of Regular Meeting Proposed Agenda
Danielowski/Gray were unanimous to approve the Regular Meeting agenda as presented.

2. 9:01am Open Forum

Bret Collier of Big Lake spoke.

3. 9:05am Consent Agenda

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

- 1 County Board Meeting Minutes from February 6, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Board Meeting Minutes from February 6, 2024.
- 2 County Workshop Meeting Minutes from February 6, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Workshop Meeting Minutes from February 6, 2024.
- 3 North East Sherburne Fire and Rescue Relief Association Gambling Permit. Administration
Keisha Broderick, Executive Assistant
Approved a Gambling Permit for the North East Sherburne Fire and Rescue Relief Association for an event to take place on September 14, 2024, at Baldwin Fire Station, located at 30239 128th St. NW in Princeton, Mn 55371.
- 4 Commissioner & Manual Warrants dated January 31st, February 2nd, Auditor / Treasurer
and February 9th, 2024.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated January 31st, February 2nd, and February 9th, 2024, as follows:

January 31, 2024, Manual Warrants \$2,073,398.76
February 2, 2024, Commissioner Warrants \$542,323.19
February 2, 2024, Manual Warrants \$4,352.00
February 9, 2024, Commissioner Warrants \$1,225,237.42
February 9, 2024, Manual Warrants \$13,834.50
- 5 Ratification of 2023 Year-End Transfer from the General Fund (01) to Auditor / Treasurer
the County Ditch Fund (15).
Diane Arnold, County Auditor/Treasurer
Approved to ratify the December 31st, 2023 transfer of \$9,563.89 from the General Fund (01) to

- the County Ditch Fund (15) - Ditch #30 Account - to cover the 2023 Year-End deficit balance, as allowed by Minn. Statute 103E.655, Sub 2.
- 6 HHS OBO Warrants dated January 30th, 2024. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS OBO Warrants dated January 30th, 2024, as follows.
- January 30, 2024 HHS OBO Warrants \$3,882.33
- 7 HHS IFS Admin Warrants, dated February 9th, 2024. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Admin Warrants as follows:
- February 9, 2024 HHS IFS Admin Warrants \$269,610.41
- 8 Out-of-State Travel for HHS Public Health Division Staff to Attend the Health & Human Services
 National Family Resource Center Conference.
Nicole Ruhoff, CHS Administrator
 Approved Out-of-State Travel for one HHS Public Health Division Staff member to attend the National Family Resource Center Conference, to be held in Washington DC, May 6-9, 2024. All expenses will be paid with the Sauer Family Grant.
- 9 Out-of-State Travel for HHS Public Health Division Staff to Attend the Health & Human Services
 National Women, Infants and Children (WIC) Association Annual Education and Training Conference.
Nicole Ruhoff, CHS Administrator
 Approved out-of-state travel for two HHS Public Health Division Staff to attend the 2024 National WIC Association (NWA) Education and Training Conference, to be held in Chicago, IL from April 7-10, 2024. All expenses will be paid with the WIC and Workforce Development Grants.
- 10 Hosting Agreement with the Minnesota Counties Information Systems Information Technology
 (MCIS).
Brian Kamman, IT Director
 Approved a new 5-year agreement, for the calendar years of 2024 through 2028, with the Minnesota Counties Information Systems (MCIS) for hosting the County's taxation system at an estimated cost of \$22,548.00. (On file.)
- 11 Reclassification of a Custodian to an Administrative Specialist. Maintenance
Steve Becker, Maintenance Department Head, Dan Weber, Assistant County Administrator
 Approved a Property Maintenance request to reclassify a Custodian (grade 4) to an Administrative Specialist (grade 6).
- 12 2024 SCORE Line-Item Budget. Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Approved the 2024 SCORE line-item budget, as recommended, and authorized staff to advertise for grant opportunities. (On file.)
- 13 Amended Agreement with TKDA Engineering for County Road 44 Design Public Works
 Phase Services.
David Roedel, Assistant Public Works Director
 Approved an amended agreement with TKDA Engineering in the amount of \$97,098 for County Road 44 Design Phase Services. This agreement shall commence once all signatures have been obtained and terminate on the date that all obligations have been fulfilled. (On file.)
- 14 Contract for Phase II Archeology Survey for Island View Park. Public Works

Gina Hugo, Parks Director

Approved a contract with 106 Group for Phase II Archaeology Survey for Island View Park. This agreement shall commence on February 20, 2024 and terminate on the date that all obligations have been fulfilled, and all deliverables have been approved by the County. Costs of this agreement shall not exceed \$58,325.00. (On file.)

- 15 Final Payment for the 2022 HSIP Rural Intersection Street Lighting (SP Public Works 071-070-042).

Andrew Witter, Public Works Department Head

Approved and authorized final contract payment, in the amount of \$109,540.07, with Design Electric for project# SP 071-070-042 for the 2022 HSIP Rural Intersection Street Lighting, pending notification of project clearance from the Minnesota Office of Civil Rights.

- 16 Amended Joint Powers Agreement with the Midwest Regional Forensic Sheriff Laboratory.

Joel Brott, County Sheriff

Approved an amended Joint Power Agreement (JPA) for the Midwest Regional Forensic Laboratory, as presented and recommended. The JPA will be in effect through December 31, 2026.

- 17 Out-of-State Travel for the Sheriff's Office Co-Responder to Attend the Sheriff 5th Annual Co-Responder Conference.

Joel Brott, County Sheriff

Approved out-of-state travel for the Sheriff's Office Co-Responder to attend the 5th Annual Co-Responder Conference in Omaha, Nebraska, from June 10-12, 2024. Total costs are estimated at \$1,850.

- 18 Reclassification of a Public Service Specialist to a Senior Public Service Sheriff Specialist in the Sheriff's Office.

Joel Brott, County Sheriff

Approved the reclassification of one Public Service Specialist position (pay grade 7) to a Senior Public Service Specialist (pay grade 8) within the Sheriff's Office.

4. 9:05am **Announcements & Legislative Updates**

County Administrator Bruce Messelt informed the Board that there may be shifting of the workshops this morning to accommodate guests from outside entities. Administrator Messelt also informed the Board of the following:

- Association of Minnesota Counties Legislative Conference will be taking place February 21-22 at the InterContinental Hotel in St. Paul, Mn.
- Provided legislative updates.
- Announced that for the 30th year in a row that the Auditor/Treasurer's Office has won the Government Finance Offices of America for Accounting's award for Accounting Excellence.

5. 9:11am **Regular Agenda**

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| 9:11am | 1 | Amendments to Juvenile Rule 20 Contracts. Community Corrections
<i>Corey Mabis-Rowe, Director of Community Corrections</i>
Fobbe/Danielowski were unanimous to approve an amendment to the current Juvenile Rule 20 contracts to increase the hourly rate from \$100.00 to \$150.00, and increase the evaluation cap from \$2,000.00 to \$2,500.00, as recommended [or "as modified"]. Community Corrections Director Corey Mabis-Rowe provided background to the Board on Juvenile Rule 20. |
| 9:14am | 2 | Health and Human Services, Public Health Division Personnel and Health & Human Services
Restructuring Requests.
<i>Nicole Ruhoff, CHS Administrator</i> |

Danielowski/Gray were unanimous to approve the Health and Human Services, Public Health Division personnel and restructuring requests, as discussed at the February 4th Public Health Workshop, to include: (Using non-levy funds.)

- Add Women, Infants and Children Supervisor 1.0 FTE
- Reclassification of WIC Coordinator, Lead to 1.0 FTE Nutrition Educator
- Add Nutrition Educator 1.0FTE
- Add Community Health Worker 1.0 FTE or 2, 0.5 FTE
- Increase Administrative Specialist from 0.6 to 0.8 FTE
- Increase Case Aide, PHD, from 0.8 to 1.0 FTE
- Increase Community Health Coordinator from 0.5 to 1.0 FTE

9:26am	3	Resolution No. 022024-AD-3129 to Acquire Property for the County Road 83 Improvement Project. <i>David Roedel, Assistant Public Works Director</i> Danielowski/Gray with a 4-1 vote to approve Resolution No. 022024-AD-3129 to Acquire Property for the County Road 83 Improvement Project. (On file.)	Public Works
9:28am	4	Resolution No. 022024-AD-3130 to Acquire Property for the County Road 65 Improvement Project. <i>David Roedel, Assistant Public Works Director</i> Gray/Danielowski with a 4-1 vote to approve Resolution No. 022024-AD-3130 to Acquire Property for the County Road 65 Improvement Project. (On file.)	Public Works
9:31am	5	Auditor-Treasurer's Monthly Report for January 2024. <i>Bruce Messelt, County Administrator</i> Hulse/Fobbe were unanimous to approve and accept the January 2024 Financial Report from the Auditor-Treasurer as presented by County Administrator Bruce Messelt.	Auditor / Treasurer
9:34am	6	American Rescue Plan Act (ARPA) Update and Consider Recommended Approvals and Expenditures. <i>Dan Weber, Assistant County Administrator</i> Approved ARPA related project expenditures: Approve expenses less than \$50,000 as follows. Fobbe/Danielowski were unanimous to approve \$54,454 to cover 2024 Cybersecurity Insurance costs. Danielowski/Gray were unanimous to approve \$67,000 to cover back-up to the Amazon S3 Cloud costs. Information Technology Director Brian Kamman was present to provide more information on the item request. Total Costs = \$121,454	Administration

6. 9:39am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
- Commissioner Gray** - Association of Minnesota Counties (AMC) Drainage Conference, NACo Legislative Conference, Legislative Call with Representative Novotny
- Commissioner Fobbe** - Zimmerman Business Council, First Steps Joint Powers Board, Central Minnesota Jobs & Training Services, Employee Resource Group: Pride Alliance, National Association of Counties

(NAC0) Legislative Conference, AMC Executive Committee, Sherburne Multi-Disciplinary Team, Tri-Cap Finance meeting, Tri-Cap Board meeting

Commissioner Danielowski - Law Library, Area Planning Organization (APO) in St. Cloud Area Board Meeting, APO Belt Line Workshop, NACo Legislative Conference, Sherburne County Economic Development Authority, Zoom meeting for Family Resource Center, Sherburne County Homegrown Workshop, Informed the Board that on Saturday, Feb 24 10a-12p there is an event at The Sherburne County History Center for 168th Birthday Celebration of Sherburne County

Commissioner Hulse - Solid Waste Committee Meeting, Discussion with Public Works on Park Project Budgeting, Sherburne County Economic Development Authority, Sherburne County Homegrown Workshop, Constituent Issues, Representative meetings, discussed policy improvements

Commissioner Felber - NACo Public Safety Online meeting, Legislative Meeting with Representative Novotny, Chamber of Commerce Legislative Meeting, Becker Families in Need meeting, United We Shiver Event, Plan & Advisor Commission, Energy Transition Advisory Committee, Addressed the Burnsville shooting that happened over the weekend

7. 9:58am Recess Regular Meeting, Open Ditch Authority Meeting

- 9:59am 1** Approve the Ditch Authority Agenda. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Gray/Hulse were unanimous to approve the Ditch Authority agenda as presented.
- 10:00am 2** Ditch Drainage Technician Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Fobbe/Hulse were unanimous to approve and receive the Ditch Drainage Technician's Report from County Ditch Inspector Mike Lindenau.

8. 10:05am Close Ditch Authority Meeting, Break

9. 10:14am Recess Regular Meeting, Open Workshop

10. 12:50pm Adjourn Regular Meeting

HHS OBO Warrants

1/30/24	761.22	OBO Amazon
	340.00	OBO Dietitian Success Center
	739.46	OBO Innovative
	728.42	OBO Menards
	1,313.23	11 Payments less than 300
	3,882.33	Total

Manual Warrants

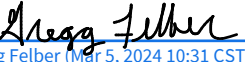
1/31/24	2,066,493.76	2017A GO CIP Bond-Government
	80 6,905.00	Agency Collections
	2,073,398.76	Total

Commissioner Warrants

2/2/24	302,144.23	General Revenue Fund
	24,218.18	Public Works Fund
	5,026.54	Law Library Fund
	27,178.76	Solid Waste Fund
	27,801.84	Jail Commissary Fund
	22,961.65	Justice Center Enterprise Fund

	120.00	Agency Collections
	39,433.70	Towns & Cities Collections
	93,438.29	Payroll Fiduciary Fund
	542,323.19	Total
Manual Warrants		
2/2/24	4,352.00	Agency Collections
	4,352.00	Total
Commissioner Warrants		
2/9/24	533,834.15	General Revenue Fund
	477,829.33	Public Works Fund
	2,503.82	Human Service Fund
	858.00	Law Library Fund
	11,282.17	Jail Commissary Fund
	65,867.60	Justice Center Enterprise Fund
	1,055.51	Agency Collections
	49,503.27	School Districts Collections
	63,888.93	Towns & Cities Collections
	18,614.64	Payroll Fiduciary Fund
	1,225,237.42	Total
Manual Warrants		
2/9/24	2,220.00	Revenue Fund
	11,614.50	Agency Collections
	13,834.50	Total
Commissioner Warrants		
2/9/24	265,078.95	Human Service Fund
	4,531.46	Agency Collections
	269,610.41	Total
Warrants		
2/9/24	361.20	Burr/Ashley
	765.00	Central MN Mental Health Center
	1,302.94	Children's Dental Services
	18,458.00	Culture Brokers LLC
	1,700.56	Evenflo Company, Inc
	9,000.00	Friends of the Mississippi River
	2,192.13	Hennepin County
	368.11	Hovdestad/Andrea
	331.64	Koenig/Jenna
	866.72	LaCount/Carlie
	471.00	Lexis Nexis
	360.88	Main Street Family Services
	360.46	Martin/Amanda J
	455.00	Minnesota Social Service Association
	2,991.04	Mn Dept Of Human Services - SWIFT
	901.44	Mn Dept Of Human Services-SWIFT
	2,421.30	Office Of MNIT Services
	300.00	Seven County Process Servers, LLC
	695.00	Sher Co Mental Hlth Adv Council
	7,557.00	Sherburne Co Community Corrections
	206,138.87	Sherburne County Auditor Treasurer

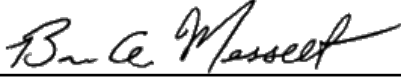
400.67	Smith/Robin
314.60	The Bridge World Language Ctr Inc
6,000.00	USPS-POC
4,896.85	40 Payments less than 300
269,610.41	Total


[Gregg Felber \(Mar 5, 2024 10:31 CST\)](#)

Gregg Felber, Board Chairperson

03/05/2024

Date



Bruce Messelt, County Administrator

03/05/2024

Date