



Sherburne County Board of Commissioners

April 2, 2024 - County Board Meeting Minutes

1. 6:00pm Call to Order

The Sherburne County Board of Commissioners convened in regular session on April 2, 2024, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 6:00pm.

- 1 Moment of Silence and Pledge of Allegiance No Approvers
- 2 Approval of Regular Meeting Proposed Agenda No Approvers
Gray/Danielowski were unanimous to approve the Regular Meeting as presented.

2. 6:02pm Open Forum

Marissa Mox of Becker, Lynnde LaDoux of Dayton, and Kaylin Maloney of Elk River spoke.

3. 6:17pm Consent Agenda

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

- 1 Minutes from the March 21, 2024, Regular Meeting of the County Board Administration of Commissioners,
Keisha Broderick, Executive Assistant
Approved County Board Meeting Minutes: March 21, 2024.
- 2 Reimbursement for Commissioner Expenses. Administration
Bruce Messelt, County Administrator
Approved reimbursement of expenses incurred by Commissioner Felber (\$129.53) for attendance at the AMC Legislative Conference and the Monticello Chamber Meeting.
- 3 Joint Powers Agreement (JPA) with the MN Department of Corrections Attorney (DOC) for Prosecution Costs.
Kathleen Heaney, County Attorney
Approved and authorized the County Attorney to execute a Joint Powers Agreement with the MN Department of Corrections to allow the County Attorney's Office to charge up to \$15,000 for time expended on prosecution of crimes that occur within the Minnesota Correctional Facility - St. Cloud during the state fiscal year 2025 (July 1, 2024 - June 30, 2025). (On file.)
- 4 Appointment of Assistant County Attorney Joel Whitlock. Attorney
Kathleen Heaney, County Attorney
Approved and ratified the appointment of Assistant County Attorney Joel Whitlock.
- 5 Commissioner & Manual Warrants Dated March 12th, 15th, and 22nd, Auditor / Treasurer 2024.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated March 12th, 15th, and 22nd, 2024, as follows:

March 12 2024, Reissue Commissioner Warrant \$21,463.00
March 15 2024, Commissioner Warrants \$535,511.51
March 15 2024, Manual Warrants BMO Harris Pcard Feb Charges \$67,561.69
March 15 2024, Manual Warrants \$307,171.72
March 22 2024, Commissioner Warrants \$1,334,389.17

March 22 2024, Manual Warrants \$13,120.50

- 6 Statewide Health Improvement Partnership Grant Amendment Health & Human Services
Between the MN Department of Health and Sherburne County.
Nicole Ruhoff, CHS Administrator
Approved and accepted the Statewide Health Improvement Partnership Grant Amendment between the MN Department of Health and Sherburne County for an additional \$21,912 for the November 1, 2023, to October 31, 2024, budget period. (On file.)
- 7 Contract Renewal with Lutheran Social Services for the Keeping Families Health & Human Services Together Program.
Amanda Larson, HHS Director
Approved a contract renewal with Lutheran Social Services for the Keeping Families Together Program. The contract shall commence on April 2, 2024 and terminate on March 31, 2025. Total compensation payable to the Consultant for services and expenses under this Agreement shall not exceed \$79,053.00 per year. (On file.)
- 8 HHS IFS Admin Warrants from March 22nd, 2024. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants from March 22nd, 2024, as follows:

March 22, 2024 HHS IFS Admin Warrants \$40,708.19
- 9 Out of State Travel for an Employee to Attend the EQ Assessment Human Resources Certification Program.
Tammy Bigelow, HR Director
Approved Out-of-State Travel for Emily Scharber, Assistant HR Director, to attend the EQ Assessment Certification Program in Scottsdale, Arizona on May 15-16, 2024 or next available or comparable class. Estimated cost for attending the certification program is estimated to be \$3,329.00.
- 10 Amendment to the Professional Services Agreement for Parks Natural Public Works Resource Management.
Gina Hugo, Parks Director
Approved an amendment to the 2022 - 2024 County Park Natural Resource Agreement with Natural Resource Service, Inc., to include additional prairie restoration and oak savanna enhancement work on Two Inlets Bdé Heháka - Omashkooz Zaaga'igaans Regional Park. (On file.)
- 11 Professional Service Agreement with GTRE Commercial for Right Of Public Works Way Appraisals on the County Road 44 Reconstruction Project (SP 071-596-011).
David Roedel, Assistant Public Works Director
Approved and authorized execution of a Professional Service Agreement with GTRE Commercial (Gordon Tuchenhausen) to appraise 66 parcels for the CR 44 project from CR US 10 to CSAH 1, in the City of Elk River. The agreement shall commence on April 2, 2024 and terminate on the date that all obligations have been fulfilled and all deliverables have been received by the County, but no later than November 4, 2024. (On file.)
- 12 Professional Services Agreement with Turf Enterprise Inc. for Phase II Public Works Deconstruction at Two Inlets Bdé Heháka - Omashkooz Zaaga'igaans Regional Park.
Gina Hugo, Parks Director
Approved a Professional Services Agreement with Turf Enterprise Incorporated for Phase II

Deconstruction at Two Inlets Bdé Heháka - Omashkooz Zaaga'igaans Regional Park. The agreement shall commence on April 2, 2024 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. The contract amount is \$118,312. (On file.)

- 13 Reclassification of One Survey Technician III Position to Assistant County Public Works
Surveyor.

Andrew Witter, Public Works Department Head

Approved the reclassification of One Survey Technician III position to an Assistant County Surveyor position. The proposed reclassification of this one FTE position is estimated not to exceed \$4,201.60 in 2024. (On file.)

- 14 2024 State of Minnesota Annual County Boat and Water Safety Grant. Sheriff

Joel Brott, County Sheriff

Approved and accepted the 2024 State of Minnesota Annual County Boat and Water Safety Grant, in the amount of \$15,906, to purchase equipment and supplies for boat and water enforcement and to fund overtime shifts for enforcement on various lakes within Sherburne County. The grant shall begin on January 1, 2024 and shall end on June 30, 2025. (On file.)

- 15 Out-of-State Travel for Three Sheriff/Jail Employees to Attend the Sheriff
Midwest Gang Investigators Association National Conference in May
2024.

Joel Brott, County Sheriff

Approved out-of-state travel for three Sheriff/Jail employees to attend the Midwest Gang Investigators Association National Conference from May 12-15, 2024, in Green Bay, WI. Total costs are estimated at \$2,610 and will emanate from the Sheriff's Office/Jail Travel, Training & Professional Development budgets. (On file.)

4. 6:18pm **Announcements**

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

- Commissioners will receive a survey link from Sherburne County AIS Task Force.
- Association of Minnesota Counties Cybersecurity Forum will take place in St. Cloud on April 25.
- Commissioners should have received a survey regarding a tour of SherCo Plant. Please fill it out to provided schedule availability.
- A legislative update was provided.
- Bryan Lawrence was sworn in today as State Representative.
- A request has been asked of the Sherburne County Fair Board to come to a future County Board Meeting.

5. 6:20pm **Regular Agenda**

- 1 Proclamation Designating the Week of April 14-20, 2024, as Public Safety Sheriff
Telecommunications Week.

Gregg Felber, County Commissioner

Danielowski/Hulse were unanimous to approve by proclamation the designation of the week of April 14-20, 2024, as Public Safety Telecommunications Week in Sherburne County. (On file.)

- 2 Update on the Great River Regional Library. Administration

Karen Pundsack, Hilary Dawson, Margot Barry, Great River Regional Staff

Received an update from the Great River Regional Library Executive Director Karen Pundsack and Library Services Coordinators Hilary Dawson and Margot Barry.

- 3 Han's Foreign Auto & Truck Parts, County Solid Waste License. Planning & Zoning

Dave Lucas, Solid Waste Administrator

Fobbe/Danielowski were unanimous to approve the issuance of a County Solid Waste License to Scheerer Enterprises Inc. - DBA as Han's Foreign Auto & Truck Parts, allowing the operation of a Processing Facility, for a one-year term ending March 31, 2025, in accordance with the requirements set forth in the Solid Waste Management Ordinance No. 180, as amended.

6. 6:45pm **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse: Met with City of Elk River Administrator and Mayor Dietz, Rum River One Watershed One Plan, Future meetings with Congressman Emmer and Representative Novotny.

Commissioner Fobbe: Great River Regional Library Board, Mille Lacs Band 25th Anniversary of Treaty Rights, State Community Health Services Advisory Committee, Tri-CAP, Region 3 Workforce Council, Association of Minnesota Counties (AMC) Leadership Summit.

Commissioner Danielowski: Joint area chamber meeting in Monticello and Big Lake for presentation on MnDOT for the Bridge project, Central Mississippi River Partnership community meeting, Substance Use Prevention meeting, Election Canvassing for 27B, County Economic Development Association meeting, Solid Waste LEAN Event, CentraCare Housing Summit, Options Board Meeting, Announced there will be fundraiser on April 14th at the Friendly Buffalo in Big Lake for Options Inc., AMC Leadership Summit.

Commissioner Gray: Two Inlets Park Committee, Xcel Energy Meeting, Housing Summit, National Association of Counties (NACo) Ag Rural Affairs, Association of Minnesota Counties Leadership Summit, Attended Mayor Dave Klies' address, Minnesota Inter-County Association Ground Water Nitrates

Commissioner Felber: Joint area chamber meeting in Monticello and Big Lake for presentation on MnDOT for the Bridge project, Recap of NACo Central Region, Two Inlets Park Committee, Election Canvassing for 27B, Xcel meeting, NACo Rural Action Committee, Solid Waste Meeting, Mille Lacs Band 25th Anniversary of Treaty Rights, Congress Emmer Veterans Resource Fair, Diversity Equity Inclusion & Belonging (DEIB).

7. 7:00pm **Recess Regular Meeting, Open Workshop**

8. 7:30pm **Adjourn Workshop, Reconvene Regular Meeting**

9. 7:30pm **Adjourn Regular Meeting**

Commissioner Warrants

3/12/24	21,463.00	General Revenue Fund
	21,463.00	Total

Commissioner Warrants

3/15/24	914.42	OBO Amazon
	892.30	OBO Delta
	809.00	OBO Jessica Coll
	825.00	OBO NACCHO
	399.00	OBO National WIC Assoc
	736.50	OBO Sherburne Co Treasurer
	699.64	OBO Smilemakers
	522.17	OBO United Airlines
	350.00	OBO Walmart
	532.10	6 Payments less than 300
	6,680.13	Total

Commissioner Warrants

3/15/24	237,269.78	General Revenue Fund
	165,517.54	Public Works Fund
	8,665.48	Human Service Fund
	1,736.30	Law Library Fund
	7,073.58	Solid Waste Fund
	83,904.74	Jail Commissary Fund
	14,604.05	Justice Center Enterprise Fund
	16,212.04	Agency Collections
	528.00	Taxes & Penalties Fund
	535,511.51	Total

Manual Warrants BMO Harris PCard

3/15/24	54,523.18	General Revenue Fund
	3,833.48	Public Works Fund
	621.82	Solid Waste Fund
	4,724.08	Jail Commissary Fund
	3,859.13	Justice Center Enterprise Fund
	67,561.69	Total

Manual Warrants

3/15/24	307,171.72	Agency Collections
	307,171.72	Total

Commissioner Warrants

3/22/24	124,776.73	General Revenue Fund
	202,285.60	Public Works Fund
	49.00	Human Service Fund
	5,638.33	Law Library Fund
	28,749.86	Jail Commissary Fund
	7,167.12	Justice Center Enterprise Fund
	17,372.68	Agency Collections
	948,349.85	Payroll Fiduciary Fund
	1,334,389.17	Total

Commissioner Warrants

3/22/24	2,145.90	General Revenue Fund
	10,974.60	Agency Collections
	13,120.50	Total

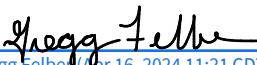
Warrants

3/22/24	39,405.25	Human Service Fund
	1,302.94	Agency Collections
	40,708.19	Total

Warrants

3/22/24	350.00	Central MN Mental Health Center
	1,302.94	Children's Dental Services
	300.00	City Of Big Lake
	1,967.74	Engelhaupt/Cody
	1,500.00	Fraboni, MD/Americo

459.79	Global Translation and Interpretation
426.75	Graves-Petron/Trisha
6,511.76	Hennepin County
346.39	Hutson/Lauren
3,383.10	Office Of MNIT Services
1,011.25	Sand Creek EAP LLC
2,900.00	Savance, LLC
560.00	Seven County Process Servers, LLC
4,488.00	Sherburne Co Sheriff
444.88	Stock/Benjamin
497.14	Stoy/Suzanne
653.40	The Bridge World Language Ctr Inc
10,000.00	Tri-Cap
3,605.05	29 Payments less than 300
40,708.19	Total


[Gregg Felber \(Apr 16, 2024 11:21 CDT\)](#)

Gregg Felber, Board Chairperson

04/16/2024

Date



Bruce Messelt, County Administrator

04/16/2024

Date