



Sherburne County Board of Commissioners

May 21, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 21, 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
Fobbe/Danielowski were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:1am Consent Agenda

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

- 1 County Board Meeting Minutes from May 7th, 2024. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from May 7th, 2024.
- 2 County Board Workshop Minutes from May 7, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Board Workshop Minutes from May 7, 2024.
- 3 Government Accessibility Improvements. Administration
Dan Weber, Assistant County Administrator, Steve Becker, Maintenance Department Head
Approved the purchase and installation of multiple automatic door accessibility power controls throughout the Government Center campus, at a cost not to exceed \$27,500, to be paid from the Year End Savings (YES) account.
- 4 MN Lawful Gambling Application - Big Lake Firefighters Relief Association. Administration
Bruce Messelt, County Administrator
Approved an application for a MN Lawful Gambling Exempt Permit for the City of Big Lake Firefighters Relief Association, to be used for a Raffle to be held on October 13th, 2024, at the Big Lake Fire Department, 20243 County Road 43, Big Lake, MN 55309 (Big Lake Township).
- 5 MN Lawful Gambling Application (Exempt Permit) for the Ruffed Grouse Society - Rum River Chapter. Administration
Keisha Broderick, Executive Assistant
Approved a MN Lawful Gambling Application (Exempt Permit) for the Ruffed Grouse Society - Rum River Chapter, to be used at Wild Marsh Sporting Clays, located at 13481 County Road 3 in Clear Lake, MN 55319.
- 6 Sherburne County Comment on Proposed Elk River TIF District #29. Administration
Dan Weber, Assistant County Administrator
Approved the proposed Tax Increment Financing Comment Letter and authorized the Assistant County Administrator to submit to Baker Tilly Municipal Advisors prior to the Public Hearing scheduled for June 3rd, 2024. (On file.)

- 7 Commissioner & Manual Warrants Dated April 30th, May 3rd, and May 10th, 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
 Approved Commissioner & Manual Warrants Dated April 30th, May 3rd, and May 10th, 2024 as follows:
- April 30 2024, Manual Warrants \$4,830.50
 May 3 2024, Commissioner Warrants \$557,921.28
 May 3 2024, Manual Warrants \$6,456.50
 May 10 2024, Commissioner Warrants \$312,415.21
 May 10 2024, Manual Warrants BMO Harris Pcard April \$73,196.08
 May 10 2024, Manual Warrants \$15,483.00
- 8 April 30th, 2024, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved April 30th, 2024, HHS OBO Warrants as follows:
- April 30th, 2024 HHS OBO Warrants \$13,245.03
- 9 May 10th, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the May 10th, 2024, HHS IFS Admin Warrants, as follows:
- May 10, 2024 HHS IFS Admin Warrants \$86,844.60
- 10 Memorandum of Understanding Regarding Assignment of Interim Lead Assistant County Attorney. Human Resources
Tammy Bigelow, HR Director
 Approved a Memorandum of Understanding (MOU) with AFSCME Council 65 Assistant County Attorney Unit regarding assignment of an Interim Lead Assistant County Attorney. (On file.)
- 11 Recommended Position Reclassifications. Human Resources
Tammy Bigelow, HR Director
 Approved the reclassification of the identified positions, as reviewed and recommended by DDA Human Resources and consistent with County Personnel Rules and Policies, effective retroactively to January 1, 2024.
- 12 Designate Funding for Central Campus Asphalt Repairs. Maintenance
Steve Becker, Maintenance Department Head
 Approved Central Campus asphalt repairs, utilizing available monies from the Land and Building Fund in the amount of \$55,831.00.
- 13 Amendments to the Solid Waste Budget, as Recommended by County Staff and the Ad Hoc Solid Waste Fund Review Committee. Planning & Zoning
Dave Lucas, Solid Waste Administrator
 Approved the following amendments to the Fund 21 Solid Waste Budget, effective June 1, 2024, as recommended by County Staff and the Ad Hoc Solid Waste Fund Review Committee: (On file.)
1. Increase the budgeted amount for Legal Services for outside counsel services by \$175,000 and set a new budget amount of \$250,000.
 2. Increase the budgeted amount for Professional & Technical Services for SSTS Low Interest Loan program by \$250,000 and set a new budget amount of \$750,000.
 3. Decrease the budgeted amount for matching funds to SCORE by \$183,202 and set a new budget amount of \$73,905.

4. Increase the budgeted amount for Salaries and Benefits for GIS services by \$51,093 and set a new budget amount of \$505,873.

- 14 Joint Powers Agreement with Clear Lake Township to Include 74th Street Resurfacing with the CR 65 Reconstruction Project. Public Works
Andrew Witter, Public Works Department Head
Approved a Joint Powers Agreement with Clear Lake Township to include 74th Street Resurfacing with the CR 65 Reconstruction Project. (On file.) The estimated cost to the Township for the improvements total \$123,247.50. This agreement shall commence on May 21, 2024 and terminate on the date that the County Project and the Township Improvements have been completed, as determined by the County.
- 15 Lease Agreement with the Trust for Public Land for Parks Purposes. Public Works
Andrew Witter, Public Works Department Head
Approved a Lease Agreement with the Trust for Public Land for Parks Purposes. Lease shall commence on May 24, 2024. The County shall pay \$36,000/year for a 3 year term. (On file.)
- 16 Award to Lowest Responsive Bidder for the 2024 Pavement Markings, CP Public Works 71-PM-024.
Andrew Witter, Public Works Department Head
Approved and awarded the Lowest Responsive Bidder, Sir Lines-A-Lot LLC, with a bid of \$454,904.35, the 2024 Pavement Markings on various county roads; so denoted as Project No. CP 71-PM-024.
- 17 Resolution No. 52124-AD-3143 in Support of a Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Submittal. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 52124-AD-3143 in Support of a Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Submittal. (On file.)
- 18 Joint Powers Agreement with Wright County for Joint Construction Project SP 88-070-087. Public Works
Andrew Witter, Public Works Department Head
Approved a Joint Powers Agreement with Wright County for Joint Construction Project SP 088-070-087. There term of this agreement shall commence on March 21, 2024 and terminate following the closeout of the MnDOT grant. Total grant funding amount is \$843,714.00, \$656,646.00 of which is the estimated cost of the Sherburne County improvements. (On file.)
- 19 Change to the Alternate Representative to the 911 Technical Operations Committee of the Metropolitan Emergency Services Board. Sheriff
Joel Brott, County Sheriff
Approved a request to change the Alternate Representative to the 911 Technical Operations Committee of the Metropolitan Emergency Services Board to Dispatch Supervisor Kendra Oliver.
- 20 Change to the Alternate Representative to the Emergency Medical Services Technical Operations Committee of the Metropolitan Emergency Services Board. Sheriff
Joel Brott, County Sheriff
Approved a request to change the Alternate Representative to the Emergency Medical Services Technical Operations Committee of the Metropolitan Emergency Services Board to Dispatch Supervisor Kendra Oliver.

4. 9:01am Announcements

Administrator Bruce Messelt asked that Announcements be moved and presented during Commissioner

Correspondences. Consensus of the Board was in agreement.

5. 9:02am Regular Agenda

- 9:02am** **1** Proclamation Declaring May as Foster Care Month and Recognize Foster Health & Human Services Care Award Winners.
Julie Mlsna-McKernan, Social Services Supervisor
Fobbe/Danielowski were unanimous to approve by Proclamation, the designation of May as Foster Care Month and Recognize 2024 Foster Care Award winners. Read and presented by Julie Mlsna.
- Award winners were as follows:
Foster Child of the Year was awarded to Tarekech Fisher.
Adult Foster Care Provider of the Year was awarded to Merry Bakken.
Child Foster Care Provider of the Year was awarded to Matt and Amanda Bost.
- 9:14am** **2** Proclamation Declaring May as National Military Appreciation Month. Veteran's Services
Michael Tschudi, Deputy Veteran Service Officer, Deputy Veteran Service Officer, Joshua Wiemann, Deputy Veteran Service Officer
Hulse/Gray were unanimous to approve a proclamation declaring May as National Military Appreciation Month as read by Commissioner Fobbe. (On file.)
- 9:16am** **3** Proclamation Declaring May 24th, 2024, as "Bruce Price Day" in Administration
Sherburne County.
Bruce Messelt, County Administrator
Danielowski/Hulse were unanimous to approve a proclamation declaring May 24th, 2024 as "Bruce Price Day" in Sherburne County. (On file.)
Stacy Morse, on behalf Congressman Emmer, presented Bruce Price with an American Flag that had been flown over the Capital.
- 9:29am** **4** Reappointment of County Veterans Service Officers Michael Tschudi and Veteran's Services
Joshua Wiemann.
Michael Tschudi, Deputy Veteran Service Officer, Deputy Veteran Service Officer, Joshua Wiemann, Deputy Veteran Service Officer
Danielowski/Fobbe were unanimous to approve the reappointment of Deputy County Veterans Service Officers Michael Tschudi and Joshua Wiemann and requested County Recorder Michelle Ashe to administer the Oaths of Office.
- 9:33am** **5** Appointment of Jerome Doede, Senior Environmental Specialist, as the Planning & Zoning
County's Public Health Officer for Subsurface Sewage Treatment
Systems.
Dave Lucas, Solid Waste Administrator
Fobbe/Gray were unanimous to appoint Jerome Doede, Senior Environmental Specialist, as the Public Health Officer for Subsurface Sewage Treatment Systems.
- 9:35am** **6** Update from the Sherburne County Mental Health Action Team, Co- Health & Human Services
Responder, and Adult Mental Health Outreach Social Worker.
Amanda Larson, HHS Director
Received an update from the Sherburne County Mental Health Action Team, Co-Responder Roy Neumann, and Adult Mental Health Outreach Social Worker Emily Machtemes.
- 10:04am** **7** Auditor-Treasurer's Monthly Report for April 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Received and accepted the April 2024 Financial Report from the Auditor-Treasurer, Diane Arnold. The Board revisited the item to vote on acceptance of the report at 11:46 am. Hulse/Gray were

unanimous to approve the report as presented.

10:12am

8

Baldwin Township's Request for Allocation of Park Dedication Fee Funds.

Administration

Bruce Messelt, County Administrator, Andrew Witter, Public Works Department Head

Danielowski/Gray were unanimous to deny the requested allocation of Park Dedication Fees to Baldwin Township, based upon application of existing County Policy and concerns over statutory applicability, as per the recommendation of the Parks & Trails Advisory Committee.

6. 10:28am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

County Administrator Bruce Messelt shared the following announcements and reminders:

- Reminder that June 18th is the County Board of Appeal and Equalization meeting and confirmed the Commissioner's attendance.
- Provided update on the upcoming staff vacancies of Auditor/Treasurer, Veteran Service Officer and Facilities management.
- Provided a legislative update.
- Reminder of Bruce Price's Retirement Party from 1p-3p in Staff Cafe today.

Commissioner Fobbe – Shared that Sherburne County Parks and partnership with Tribal Nations was highlighted in the latest National Association of Counties (NACo) newsletter, Provided a Minnesota Inter-county Association (MICA) Report update, ISD Community Partners meeting, MICA, First Steps Joint Powers Board, Resilient Counties Advisory meeting, Tri-Cap Meet & Greet with new Executive Director, Tri-Cap Annual Dinner, Central Minnesota Jobs & Training Services (CMJTS) Workforce Development, CMJTS Community Government Relations Committee, CMJTS Operations Committee, Princeton Chamber Meeting, Princeton Airport, Park and Trail Advisory Committee Meeting, Great River Regional Library (GRRL) Donor Luncheon, Central Minnesota Council on Aging (CMCOA) Joint Board Meeting, Association of Minnesota Counties (AMC) Futures Meeting, Filed for Public Office for next election

Commissioner Danielowski - Country Road 43 Emergency Responders meeting, NACo County Economic Workforce Development, Big Lake Township meeting, Association of Minnesota Counties Demystifying Continuous Improvement, Elk River Mental Health Open House, Pre Construction for County RD 43 Second Phase, Substance Use Prevention (SUP), National Police Officers Memorial Ceremony, County Economic Development Association Meeting, Sherburne County Family Resource Center meeting, Big Lake SUP, Webinar for Future of Artificial Intelligence, Wave Youth Center, Sherburne County History Center Fundraiser, Webinar on Trustworthy Elections, Options Board meeting, provided update on Horse Race Gambling legislation item.

Commissioner Hulse - ISD 728 Community Partners Meeting, National Peace Officers Memorial, County EDA meeting, Call with Congressman Emmer's staff, Thanked first responders at Elk River City Council meeting

Commissioner Gray - MICA, Soil & Water Conservation Board, Elk River Mental Health Open House, MnDOT Open House on Hwy 24 in Wright County, Sherco Solar Tour, Xcel Energy Stakeholder meeting, Planning & Zoning meeting, Palmer Township Clean Up Day

Commissioner Felber – Minnesota Emergency Services Board meeting, NACo Public Safety, District 4 & 5 Board Chairs meeting, NACo Rural Action Caucus, AMC Braver Angels webinar, Energy Transition Advisory Committee

7. 10:59am **Recess Regular Meeting, Open Community Health Board Meeting**

8. 11:10am **Close Community Health Board Meeting, Break**

9. 11:46am **Reconvene, Open Closed Session**

- 11:49am 1 Closed Session for Review and Discussion of Union/Labor Negotiations and Human Resources Strategies (Minn. Stat. § 13D.03).
Tammy Bigelow, Director of HR
Approved closure of the Board Meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statute 13D.03.

10. 12:50am **Close Closed Session, Open Workshop**

11. 1:31pm **Adjourn Workshop**

12. 1:31pm **Adjourn Regular Meeting**

Manual Warrants

4/30/24	4,830.50	4,830.50 Agency Collections
	4,830.50	Total

HHS OBO Warrants

4/30/24	1,631.75	OBO 4Imprint
	2,686.91	OBO Amazon
	357.58	OBO City of Zimmerman
	1,229.00	OBO Hipass
	2,700.00	OBO Holiday Station Store
	984.11	OBO Innovative
	1,733.00	OBO Maddens on Gull Lake
	913.47	OBO Walmart
	1,009.21	10 Payments less than 300
	13,245.03	Total

Manual Warrants

5/3/24	6,456.50	Agency Collections
	6,456.50	Total

Commissioner Warrants

5/10/24	187,137.30	General Revenue Fund
	19,316.51	Public Works Fund
	8,747.90	Human Service Fund
	29,609.57	County Ditch Fund
	24,350.55	Solid Waste Fund
	30,346.04	Jail Commissary Fund
	9,644.14	Justice Center Enterprise Fund
	2,603.20	Agency Collections
	660.00	Taxes & Penalties Fund
	312,415.21	Total

Manual Warrants - BMO Harris

5/10/24	53,446.86	General Revenue Fund
	5,516.74	Public Works Fund
	10,018.32	Human Service Fund
	404.00	Solid Waste Fund
	741.42	Jail Commissary Fund
	3,068.74	Justice Center Enterprise Fund
	73,196.08	Total

Manual Warrants

5/10/24	2,247.00	General Revenue Fund
	13,236.00	Agency Collections
	15,483.00	Total

Warrants

5/10/24	81,127.05	Human Service Fund
	5,717.55	Agency Collections
	86,844.60	Total

Warrants

5/10/24	29,583.37	Avivo
	877.88	Bricko/Kristen
	655.49	Bruss/Kate
	680.00	Central MN Mental Health Center
	1,904.63	Children's Dental Services
	18,458.00	Culture Brokers LLC
	700.00	Fraboni, MD/Americo
	363.14	Grater/Justin
	1,098.67	Graves-Petron/Trisha
	1,654.45	HemoCue America
	781.03	Hennepin County
	6,000.00	Jason Anderson Consulting
	503.17	LaCount/Carlie
	470.00	Lexis Nexis
	316.24	Mateer/Mallory 316.24
	455.00	Minnesota Social Service Association
	4,803.16	Mn Dept Of Human Services - SWIFT
	2,828.85	Mn Dept Of Human Services-SWIFT
	2,142.85	MNCCC LOCKBOX
	607.94	Office Of MNIT Services 607.94
	460.09	Olds/Kirsten
	1,847.50	Sand Creek EAP LLC
	326.96	Stoy/Suzanne
	514.12	Sugar Lake Lodge
	775.03	Todd/Windsong
	1,310.58	Zoller/Kara
	6,726.45	48 Payments less than 300
	86,844.60	Total


Gregg Felber (Jun 4, 2024 11:24 CDT)

Gregg Felber, Board Chairperson

06/04/2024

Date



Bruce Messelt, County Administrator

06/04/2024

Date

