



Sherburne County Board of Commissioners

June 18, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 18, 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

Gray/Fobbe were unanimous to approve the Regular Meeting proposed agenda as amended with the addition of a workshop being added to the agenda regarding Economic Development interest in a county owned property to follow the Closed Session.

2. 9:01am Appointment of Auditor-Treasurer and Oath of Office

1 Resolution No. 061824-AD-3149 for the Appointment of Sherburne Administration
County Auditor-Treasurer and Conduct the Oath of Office for the Same.

Bruce Messelt, County Administrator

Danielowski/Fobbe were unanimous to approve Resolution No. 061824-AD-3149 for the appointment of Ms. Loraine Rupp as Sherburne County Auditor-Treasurer. (On file.) The honorable Michelle Ashe performed the Oath of Office.

3. 9:12am Open Public Hearing

1 Public Hearing and County Board Consideration of Interim Ordinance No. Planning & Zoning
278 Authorizing a Study and Imposing a Moratorium on the Operation of
Cannabis Businesses.

Lynn Waytashek, Planning & Zoning Administrator, George Kennedy, Assistant County Attorney

Assistant County Attorney George Kennedy was present to provide the Board with information regarding the item.

The Chair opened and held a Public Hearing on a proposed Interim Ordinance (No. 278) authorizing a study and imposing a moratorium until January 1st, 2025 on the operation of cannabis businesses within the unincorporated areas of Sherburne County at 9:19am.

No one was present to comment. The Board Chair closed the Public Hearing at 9:20am.

Fobbe/Danielowski were unanimous to consider approving and directing publication of the same Interim Ordinance No. 278 authorizing a study and imposing a moratorium until January 1st, 2025 on the operation of cannabis businesses within the unincorporated areas of Sherburne County.

4. 9:22am Open Public Hearing

1 Public Hearing - Proposed Amendment to the Economic Development Administration
Authority (EDA) Enabling Resolution No. 062124-AD-3144.

Dan Weber, Assistant County Administrator

Assistant County Administrator Dan Weber summarized the requested changes to the Board.

The Chair opened the Public Hearing at 9:25am to discuss amending Resolution No. 080508-AD-1247 enabling the creation of an Economic Development Authority (EDA).

No one was present to comment. The Chair closed the Public Hearing at 9:25am.

Danielowski/Gray were unanimous to approve Resolution No. 062124-AD-3144 amending Resolution No. 080508-AD-1247. (On file.)

Danielowski/Gray were unanimous to approve amendments to the EDA Bylaws.

5. 9:27am **Open Forum**

Kari Watkins of Haven Township spoke. Mr. Messelt also summarized an online submission to the Open Forum from Teri Dickinson of Big Lake.

6. 9:32am **Consent Agenda**

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

- 1 County Board Meeting Minutes from June 4, 2024, Administration
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from June 4, 2024, as presented.
- 2 Minutes from the County Workshop Meeting held June 4, 2024. Administration
Keisha Broderick, Executive Assistant
Approved the minutes from the County Board Workshop held June 4, 2024, as presented.
- 3 Reorganization of the Building Facilities Division. Administration
Dan Weber, Assistant County Administrator
Approved the Building Facility Division reorganization, as presented. (On file.)
- 4 2-Year Lease Extension with Tri-CAP. Administration
Dan Weber, Assistant County Administrator
Approved a lease extension with Tri-CAP for leased space at the Jackson Street Facility, effective January 1, 2025 through December 31, 2026, as defined within the Lease Agreement. Tri-cap shall pay annual rent in the amount of \$43,290/year for 2025 and 2026. (On file.)
- 5 Resolution No. 061824-AD-3148 Supporting Equal Mileage Administration
Reimbursement for Volunteer Drivers.
Bruce Messelt, County Administrator
Approved Resolution No. 061824-AD-3148 Supporting Equal Mileage Reimbursement for Volunteer Drivers. (On file.)
- 6 Resolution No. 061824-AD-3146 Authorizing Participation in the State of Administration
Minnesota Performance Measurement Program.
Dan Weber, Assistant County Administrator
Approved Resolution No. 061824-AD-3146 authorizing County participation in the State of Minnesota's Performance Measurement Program. (On file.)
- 7 1st Amendment to the Chief Deputy Agreement Relating to Upcoming Auditor / Treasurer
Changes in the Position of Auditor-Treasurer.
Bruce Messelt, County Administrator
Approved a 1st Amendment to the Chief Deputy agreement relating to upcoming changes in the position of Auditor-Treasurer. (On file.)
- 8 2024/2025 Tobacco License Renewals (16) and New Tobacco Auditor / Treasurer
Applications (1).
Diane Arnold, County Auditor/Treasurer
Approved the following Tobacco Licenses and authorized the Auditor-Treasurer to execute the same:
 - 2024-2025 Tobacco Renewal Licenses Applications for 15 establishments with completed applications
 - 2024-2025 Tobacco Renewal Licenses Application for 1 establishment, contingent upon completion of the application and approval from the local board.

- 1 New establishment for 2024-2025 Tobacco License.

Completed Applications:

City of Zimmerman: Frontier Liquor, Holiday Station Store 239, Z Market, P&A Liquor, Speedway 4535, Uptown Off-Sale, Casey's General Store 3445, Dollar General Store 19543, Zimmerman Tobacco. Zimmerman Smoke Shop

Baldwin Township: Ridgewood Bay Resort

Becker Township: Holiday Stationstore 598

Orrock Township: Sand Dunes Food & Fuel, Sand Dunes Spirits

Palmer Township: Briggs Lake Country Store

Incomplete Applications:

Santiago Township: Santiago Country Store

New Establishment Completed Application:

Adam's Tobacco Shop

- 9 Appointment of Sherburne County Delegates to the MCIS Board of Directors. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved the appointment for Sherburne County to the MCIS Board of Directors of the following individuals, effective July 10th, 2024:
 - Michelle Moen, County Assessor, as Director
 - Brian Kamman, I.T. Director, as Alternate Director
 - Loraine Rupp, Auditor-Treasurer, as Second Alternate Director
- 10 Commissioner & Manual Warrants Dated May 31st, Jun 5th, and June 7th, 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated May 31st, Jun 5th, and June 7th, 2024, as follows.

 May 31 2024, Commissioner Warrants \$1,655,950.44
 May 31 2024, Manual Warrants \$10,134.81
 June 5 2024, Commissioner Warrants -2nd 50% Est School District Payout P1 \$1,616,470.24
 June 7 2024, Commissioner Warrants \$439,877.96
 June 7 2024, Manual Warrants \$17,641,137.05
- 11 2023 Annual Comprehensive Financial Report and Award Application to the GFOA (Government Finance Officers Association). Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and authorized the Auditor-Treasurer to submit to the GFOA (Government Finance Officers Association) the 2023 Annual Comprehensive Financial Report and Award application.
- 12 Banking Authority Resolutions for Upcoming Changes in the Position of Auditor / Treasurer

Auditor-Treasurer.

Loraine Rupp

Approved updates to the Banking Authority Resolutions to reflect the upcoming changes in the position of Auditor-Treasurer.

- 13** Out-of-State Travel to the CADCA Mid-Year Training Institute. Health & Human Services
Nicole Ruhoff, CHS Administrator
Approved Out-of-State travel to the CADCA Mid-Year Training Institute for two members of the Sherburne County Substance Use Prevention Coalition, to be held in Chicago, Illinois from July 14-18, 2024, and utilizing federal funds from the Drug-Free Communities (DFC) Support Program Grant. Cost not to exceed \$5,500.00.
- 14** Promising Practices Grant Agreement Between the MN Department of Health & Human Services Health and Sherburne County.
Nicole Ruhoff, CHS Administrator
Approved a 3-year Promising Practices Grant Agreement between the MN Department of Health and Sherburne County, and accepted an initial amount of \$150,000 for the first year. This agreement shall go into effect on June 28, 2024 and expire on June 30, 2028. (On file.)
- 15** May 30, 2024 HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved May 30th, 2024, HHS OBO Warrants, as follows.

May 30, 2024 HHS OBO Warrants \$11,021.46
- 16** June 7, 2024 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved the June 7th, 2024, HHS IFS Admin Warrants, as follows.

June 7, 2024 HHS IFS Warrants \$81,606.66
- 17** Certain Position Reclassifications. Human Resources
Tammy Bigelow, HR Director
Approved the identified position reclassifications, as reviewed and recommended by DDA Human Resources, effective retroactively to January 1, 2024. (On file.)
- 18** Memorandum of Understanding Regarding 2024 Wages of Licensed Supervisor Positions. Human Resources
Tammy Bigelow, HR Director
Approved a Memorandum of Understanding (MOU) with Law Enforcement Labor Services, Inc. regarding 2024 wages of licensed supervisor positions, contingent on Board approval of the related requested position reclassification. (On file.)
- 19** Microsoft Server Environment Licensing. Information Technology
Brian Kamman, IT Director
Approved a 3-Year Microsoft Server Licensing Agreement for the years of 2024, 2025, and 2026 at a cost of \$121,763.82. (On file.)
- 20** Hiring a Public Service Specialist (Grade 7) to Replace an Administrative Specialist (Grade 6). Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved hiring a Public Service Specialist (Grade 7) to replace an Administrative Specialist Position (Grade 6).
- 21** Issuance of a Solid Waste License to Elk River Composting, Inc. Planning & Zoning

Jillian Carlson, Dave Lucas, Solid Waste Administrator

Approve issuance of a County Solid Waste License to Elk River Composting, Inc. for a 1-year term, in accordance with the Solid Waste Management Ordinance.

- 22** Resolution No. 061824-AD-3150 for an Additional Property Included in Public Works TH 169 and CSAH 4 Interchange Property Acquisition.

Andrew Witter, Public Works Department Head

Approved Resolution No. 061824-AD-3150 to include one Additional Property in TH 169 and CSAH 4 Interchange Property Acquisition. (On file.)

- 23** Transfers from the Unallocated Recorders Compliance Fund to Various Recorder Departments for the 2025 Budget Year.

Michelle Ashe, County Recorder

Approved transfers from the Unallocated Recorders Compliance Fund to various departments for the 2025 Budget Year.

- 24** Out-of-State Travel for Two Sheriff's Office Employees to Attend the Sheriff Northwest Shuttle Conference in September 2024.

Approved Out-of-State travel for two Sheriffs' Office employees to attend the 45th Annual Northwest Shuttle Conference from September 8-11, 2024, in Pueblo, Colorado, at a registration cost of \$300 per attendee plus any necessary travel expenses.

- 8.2 9:33am** Update Regarding the Northland Reliability Project Being Undertaken by Great Administration River Energy and Minnesota Power.

Brian Hunker, Project Manager

Received an update on the Northland Reliability Project, presented by representatives from HDR Engineering on behalf of Great River Energy and Minnesota Power.

7. 9:49am Announcements

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

- The Board of Appeal and Equalization will take place today in the Board Room at 3pm.
- The Government Center will be closed Wednesday, June 19th for the Juneteenth holiday.
- Retirement party in Court Administration in honor of Bev Hillsheim's retirement on Thursday, June 20 from 2pm-4pm.
- Veterans Resource Fair in Chanhassen on June 19th.
- Provided legislative updates.
- Commissioner Felber, Commissioner Gray and Sheriff Brott will be in Washington, D.C. from June 25-June 26 to meet with the House and Senate regarding requested federal assistance with County Parks, Jail and Road projects. County staff will provide support/may attend to assist in this effort.
- Parks were awarded \$294,000 via Lessard Sams for Phase 2 Development of Big Elk Lake Park.
- Big Stone Project having a series of open houses in June.
- Sherburne County was declared an Inclusive Workforce Employer under I/We moniker.
- Next Monday, June 24 staff will continue conducting interviews of new Community Veterans Service Officer.

8. 9:54am Regular Agenda

- 9:54am 1** Resolution No. 061824-AD-3147 Regarding Sporleder vs. State of Attorney Minnesota.

Kathleen Heaney, County Attorney

Fobbe/Gray were unanimous to approve Resolution No. 061824-AD-3147 affirming County

participation in the proposed settlement of Sporleder vs. State of Minnesota, et al., and authorized the Chair to sign the same. (On file.)

- 10:02am** **3** Auditor-Treasurer's Monthly Report for May 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Danielowski/Hulse were unanimous to approve and accept the May 2024 Financial Report from the Auditor-Treasurer. (On file.)
- 10:10am** **4** Annual Discussion of Proposed Budget Priorities for the Upcoming Administration
Fiscal/Calendar Year.
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Conducted a Board discussion regarding 2025 Budget Priorities and received and reviewed staff's recommendations for consideration of the same.

9. 11:02am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Hulse: Along with Representative Novotny, met with a local action group regarding property tax reform, Auditor/Treasurer (A/T) Interview Panel, Will be attending a ribbon-cutting for the business spaces that went into the old movie theater in Elk River.

Commissioner Danielowski: Country Road 43 Construction meetings, Association of Minnesota Counties (AMC) District Meeting, A/T Interview Panel, Sherburne County Substance Use Prevention (SUP), National Association of Counties (NACo) Community Economic Development Workforce Development, Big Lake Township Board Meeting, Area Planning Organization (APO) Policy Board meeting in St. Cloud

Commissioner Fobbe: Pride Employee Resource Group Lunch and Learn, Zimmerman Open House on County Road 4 & 46, Zimmerman Communications Group Network Project, Gold Star Monument Revealing, AMC District 5 Meeting, Employee Resource Group, Nonprofits United Group, Minnesota Inter-County Association (MICA), State Community Health Services State Advisory Committee (SCHSAC), Central Minnesota Jobs & Training (CMJTS) Community & Government Relations Committee, CMJTS Workforce Development, CMJTS Joint Powers, AMC Executive Directors Meeting, shared a proposed new subcommittee for AMC General Government Policy Committee

Commissioner Gray: Quad County Employee Screening meeting, AMC District Meeting, Revenue Meeting with Clear Lake Township, Xcel Public Meeting, Soil & Water Conservation District Board Meeting, Water working group meeting, (CEC) County Extension Committee Budget meeting,

Commissioner Felber: Materials from last Dept of Revenue Meeting, Webinar Town Hall (listen to recording), East Central Juvenile Center Meeting, AMC District Meeting, Meeting for Administrator Messelt's Evaluation, Community Corrections Advisory Board, County Road 4 & 1 Roundabout Open House in Becker, executive meeting Metropolitan services board, Energy Transition Advisory Committee Meeting, County Extension Committee Budget meeting, Reiterated his opposition of sudden arrivals

10. 11:24am Recess Regular Meeting, Break

12. 11:40am Close Ditch Authority Meeting, Commence Employee Recognition

- 1** Celebrate Spring Employee Anniversary Recognition. Administration
Bruce Messelt, County Administrator
The Board recessed the regular meeting to acknowledge employees who had an anniversary from January - June 2024 and will be recognized for their service with Sherburne County at a reception held in the Staff Cafe.

11. 12:01pm Reconvene, Open Ditch Authority Meeting

- | | | | |
|----------------|----------|---|---------------------|
| 12:01pm | 1 | Approval of Ditch Authority Agenda.
<i>Mike Lindenau, County Ditch Inspector</i>
Danielowski/Gray were unanimous to approve the Ditch Authority Agenda as presented. | Auditor / Treasurer |
| 12:01pm | 2 | Ditch Drainage Technician's Report.
<i>Mike Lindenau, County Ditch Inspector</i>
Gray/Fobbe were unanimous to accept the Ditch Drainage Technician's Report, as presented by Ditch Inspector Mike Lindenau. | Auditor / Treasurer |
| 12:15pm | 3 | Payback to the General Fund.
<i>Diane Arnold, County Auditor/Treasurer</i>
Gray/Danielowski were unanimous to approve payback to the General Fund for advances made earlier to cover overdrawn County Ditch accounts. | Auditor / Treasurer |

13. 12:10am Reconvene, Open Closed Session

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| 1 | Convene Closed Session for Review and Discussion of Union/Labor Negotiations and Strategies (M.S. 13D.03).
<i>Tammy Bigelow, HR Director</i>
Approved closure of the meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statute 13D.03. | Human Resources |
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14. 1:01pm Close Closed Session, Open Workshop Meeting

14. 1:22pm Close Workshop Meeting, Adjourn Regular Meeting

HHS OBO Warrants

5/31/24	2,825.21	OBO 4Imprint
	2,807.35	OBO Amazon
	700.00	OBO Erik's Bike Shop
	796.22	OBO First Book
	1,058.88	OBO Innovative
	465.00	OBO Verizon
	490.91	OBO Walmart
	1,076.83	OBO Wyndham Garden
	801.06	9 Payments less than 300
	11,021.46	Total

Manual Warrants

5/31/24	1,322.31	General Revenue Fund
	8,812.50	Agency Collections
	10,134.81	Total

Commissioner Warrants

5/31/24	237,657.94	General Revenue Fund
	308,467.53	Public Works Fund
	1,732.10	County Ditch Fund
	4,874.53	Law Library Fund
	47,418.18	Solid Waste Fund
	13,493.08	Jail Commissary Fund
	12,517.77	Justice Center Enterprise Fund
	3,184.37	Agency Collections
	50,370.00	Taxes & Penalties Fund
	976,234.94	Payroll Fiduciary Fund

1,655,950.44 Total

Commissioner Warrants – 2nd 50% School District Payout P1

6/5/24 1,616,470.24 School Districts Collections
1,616,470.24 Total

Warrants

6/7/24 28,803.09 Avivo
821.10 Central MN Mental Health Center
1,129.61 Children's Dental Services
432.00 DNA Diagnostics Center
350.58 Engelhaupt/Cody
592.49 GBR Interpreting & Translation Services
5,304.54 Hennepin County
342.04 Hutson/Lauren
7,200.00 Jason Anderson Consulting
339.19 Kamm/Abigail
471.00 Lexis Nexis
300.00 Lighthouse Child & Family Services
925.30 Mn Dept Of Human Services-SWIFT
473.02 Olinsky/Ashley M
1,426.11 Quadient Leasing USA, Inc

1,987.28 Ruhoff/Nicole
27,695.00 Sherburne Co Childrens Mental Health Col
388.00 Southside Dental Center
915.20 The Bridge World Language Ctr Inc
1,711.11 18 Payments less than 300
81,606.66 Total

Commissioner Warrants

6/7/24 78,051.77 Human Service Fund
3,554.89 Agency Collections
81,606.66 Total

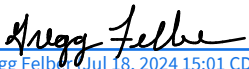
Commissioner Warrants

6/7/24 102,895.54 General Revenue Fund
214,181.40 Public Works Fund
4,848.75 County Ditch Fund
773.50 Law Library Fund
88,039.80 Jail Commissary Fund
8,144.01 Justice Center Enterprise Fund
1,921.00 Agency Collections
15,359.60 Taxes & Penalties Fund
3,714.36 Payroll Fiduciary Fund
439,877.96 Total

Manual Warrants

6/7/24 2,289.00 General Revenue Fund
14,735.93 Agency Collections
1,812,807.60 Taxes & Penalties Fund
15,811,304.52 School Districts Collections

17,641,137.05 Total


Gregg Felber (Jul 18, 2024 15:01 CDT)

Gregg Felber, Board Chairperson

07/18/2024

Date



Bruce Messelt, County Administrator

07/18/2024

Date