



Sherburne County Board of Commissioners

September 3, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on September 3, 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
Danielowski/Gray were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:01am Open Public Hearing

- 1 Public Hearing on the Local Option Sales Tax for Transportation. Public Works
Andrew Witter, Public Works Department Head, Bruce Messelt, County Administrator
Conducted a Public Hearing on the Local Option Sales Tax for Transportation, as required by MN Statute 297A.993. County Engineer Andrew Witter and County Administrator Bruce Messelt provided an update to the Board prior to opening the Public Hearing. The Chair opened the Public Hearing at 9:08am. No one was present to comment. The Chair closed the Public Hearing at 9:08am.

3. 9:09am Open Forum

Bret Collier, Big Lake.

4. 9:13am Consent Agenda

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

- 1 County Board Meeting Minutes from August 20th, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Board meeting minutes from August 20th, 2024.
- 2 County Board Meeting Minutes from the August 20th, 2024, Workshop. Administration
Keisha Broderick, Executive Assistant
Approved County Workshop Meeting minutes from August 20th, 2024
- 3 Advertisement of a Public Hearing for 2025 Fee Schedule Changes. Administration
Bruce Messelt, County Administrator
Approved the advertising of a Public Hearing for October 1st, 2024 to consider possible changes to the Sherburne County All Services and Fee Schedule, which would be made effective January 1, 2025.
- 4 County Administrator 2024 Performance Evaluation Summary. Administration
Bruce Messelt, County Administrator
Approved a rating of "Exceeds Standards" for the performance evaluation conducted by the Sherburne County Board of Commissioners for County Administrator Bruce Messelt for the period of August 19, 2023, to August 19, 2024.
- 5 Commissioner and Manual Warrants dated August 16th, 21st, and Auditor / Treasurer
23rd, 2024.
Loraine Rupp, Auditor/Treasurer
Approved the Commissioner and Manual Warrants dated August 16th, 21st, and 23rd, 2024, as

follows.

August 16 2024, Commissioner Warrants \$445,618.15
August 16 2024, Manual Warrants \$373,941.88
August 21 2024, Manual Warrants BMO Harris Pcard July 2024 \$80,438.33
August 23 2024, Commissioner Warrants \$2,394,017.24
August 23 2024, Manual Warrants \$14,410.40

- 6 August 23rd, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved the August 23rd, 2024, HHS IFS Admin Warrants, as follows:

August 23, 2024 HHS IFS Admin Warrants \$344,160.08

- 7 Out-of-State Travel for One Health & Human Services (HHS) Employee Health & Human Services
and One AmeriCorps Member to Attend and Present at a "Communities
of Excellence" Conference.
Nicole Ruhoff, CHS Administrator
Approved Out-of-State travel for one HHS employee and one AmeriCorps to attend and present
at the 2024 Communities of Excellence Annual Conference. Expenses will be completely covered
by grant funds; no county levy funds will be used.
- 8 County Comments on the Mississippi River - St Cloud One Watershed Planning & Zoning
One Plan.
Lynn Waytashek, Planning & Zoning Administrator
Approved the submission of a Comment Letter for the Mississippi River - St Cloud One
Watershed One Plan, as prepared. (On file.)
- 9 Joint Powers Agreement with Haven Township for Sherburne County Planning & Zoning
Planning & Zoning.
Lynn Waytashek, Planning & Zoning Administrator
Approved a Joint Powers Agreement with Haven Township delineating roles and responsibilities
for completion of a mandatory Environmental Assessment Worksheet (EAW) /Environmental
Impact Statement (EIS) for a proposed gravel mine operation in Haven Township, and authorized
execution of the same. (On file.) The agreement shall continue until the completion of the
EAW/EIS process. There are no significant unbudgeted financial implications emanating from the
undertaking of this recommended action.
- 10 Reimburse Becker Boy Scout Troop 92. Planning & Zoning
Maureen Mossak, Environmental Specialist
Approved reimbursement to the Becker Boy Scout Troop 92 in the amount of \$490 for two
separate invoices incurred during December 2023 as a result of their 2023 Cardboard Recycling
Program, with funds taken from 21-392.6911.

5. **9:13am Announcements**

County Administrator Bruce Messelt announced and provided updates on the following:

- Sheriff's Department passed the Minnesota Peace Officers Training Standards Board review.
- The Rum River Housing Resource Guide is Resource Guide has been released.
- There is a virtual quarterly Town Hall scheduled with Commissioner Schnell regarding Minnesota Jail Corrections Facilities Reform.
- AMC Winter Conference registration is now open.

6. **9:16am Recess Regular Meeting, Open Regional Rail Authority Meeting**

7. **9:20am Close Regional Rail Authority Meeting, Reconvene Regular Meeting**

8. 9:21am **Regular Agenda**

- 9:21am **1** Reappointment of Michelle Moen as the Sherburne County Assessor. Administration
Dan Weber, Assistant County Administrator, Michelle Ashe, County Recorder
Danielowski/Hulse were unanimous to approve the reappointment of Michelle Moen as the Sherburne County Assessor, effective January 1, 2025 through December 31, 2028.
- 9:22am **3** Introduce Mr. Brian Fleming, Sherburne County Economic Development Administration Coordinator.
Dan Weber, Assistant County Administrator
Assistant County Administrator Dan Weber Introduced and welcomed Mr. Brian Fleming as the new Economic Development Coordinator. Mr. Fleming introduced himself to the Board and said a few words.
- 9:24am **2** Oath of Office for Re-Appointment of Ms. Michelle Moan as Sherburne Administration
County Assessor.
Dan Weber, Assistant County Administrator
County Recorder Michelle Ashe conducted the Oath of Office for Re-Appointment of Ms. Michelle Moan as the Sherburne County Assessor, effective January 1st, 2025.
- 9:26am **4** Proposed Regional Rail Levy for 2025. Administration
Bruce Messelt, County Administrator
Hulse/Gray were unanimous to approve Resolution No. 090324-AD-3155 setting the preliminary 2025 Regional Rail Authority levy at \$0. (On file.)
- 9:27am **5** Resolution No. 090324-AD-3156 Adopting the Local Option Sales Tax for Public Works Transportation.
Andrew Witter, Public Works Department Head
Danielowski/Fobbe were unanimous to approve Resolution No. 090324-AD-3156 adopting the Local Option Sales Tax for Transportation. (On file.)
- 9:28am **6** Extension of State and Federal Representation Agreements. Administration
Bruce Messelt, County Administrator
Gray/Danielowski were unanimous to approve the extension of State and Federal Representation Agreements for legislative and executive issues, topics and initiatives, and authorized the County Board Chair and Administrator to execute the same.
- 9:33am **7** Legislative Session Recap From the Minnesota Inter-County Association Administration
(MICA).
Matt Massman, Steve Novak, Nancy Silesky
Received a Legislative Session Recap From the Minnesota Inter-County Association (MICA) staff of Matt Massman, Steve Novak and Nancy Silesky. MICA staff provided updates on transportation and Health & Human Services and general legislation.

9. 10:18am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Community Partners meeting with ISD 728, RSVP Appreciation Luncheon

Commissioner Fobbe - Park & Trail Advisory meeting, County Wide Safe Schools, Association of Minnesota Counties (AMC) Board Strategic Planning Retreat, Met with the owner of D's Smoke House, AMC Finance Committee Meeting, Friends of Sherburne Wildlife Refuge, AMC Finance Committee Meeting, Rum River Housing Resource Meeting

Commissioner Gray - Two Inlets Meeting, Diversity, Equity, Inclusion & Belonging (DEIB), CentraCare Housing Cohort Group Meeting, National Association of Counties (NACo) Agricultural Rural Affairs, AMC

Board Strategic Planning Retreat,

Commissioner Danielowski - NACo Central Regional Meeting, CentraCare Housing Affordability Cohort Group Meeting, Big Lake Township Neighborhood Watch meeting, County Wide Safe Schools Meeting, Workplace Behaviors Webinar, Tri-County Solid Waste Meeting, Financial Housing Cohort Meeting, Options Board Meeting, Substance Use Prevention (SUP), Big Lake Township Meeting, Minnesota County Intergovernmental Trust (MCIT) Navigating Key Land Use Issues

Commissioner Felber Informed the group and the public that it is National Preparedness Month, National Courtesy Month, National Disease Literacy Month, National Americana Month, NACo Regional Meeting, MCIT Serious Workforce behaviors, Emergency Energy Transition Quarterly Meeting, Tri-County Solid Waste, Council Foreign Relations Webinar, Citizen Concerns

Bruce Messelt – Checked in with the Commissioners regarding their Policy Committee Meetings of AMC, Announced an upcoming Training with Bdote on September 18th, Soil Water Conservation District (SWCD) Tour on September 20th.

10. 10:38am Recess Regular Meeting, Break

11. 10:53am Reconvene, Open Workshop

12. 12:43pm Close County Workshop Meeting, Adjourn Regular Meeting

Commissioner Warrants

8/16/24	116,368.48	General Revenue Fund
	203,171.36	Public Works Fund
	2,503.82	Human Service Fund
	664.50	Law Library Fund
	15,493.28	Solid Waste Fund
	76,748.30	Jail Commissary Fund
	4,525.44	Justice Center Enterprise Fund
	400.50	Agency Collections
	1,444.00	Taxes & Penalties Fund
	4,730.53	School Districts Collections
	19,567.94	Towns & Cities Collections
	445,618.15	Total

Manual Warrants

8/16/24	3,103.00	General Revenue Fund
	370,838.88	Agency Collections
	373,941.88	Total

Manual Warrants – BMO Harris PCard

8/21/24	71,495.55	General Revenue Fund
	161.88	Public Works Fund
	152.39	Human Service Fund
	781.04	Solid Waste Fund
	6,302.59	Jail Commissary Fund
	1,544.88	Justice Center Enterprise Fund
	80,438.33	Total

Commissioner Warrants

8/23/24	345,160.36	General Revenue Fund
	754,742.52	Public Works Fund
	6,230.79	Human Service Fund

778.58	County Ditch Fund
3,451.51	Law Library Fund
71,654.70	Solid Waste Fund
22,349.50	Jail Commissary Fund
335.63	Sherco Regional Rail Authority
200,102.81	Justice Center Enterprise Fund
2,557.66	Agency Collections
143.00	Taxes & Penalties Fund
986,510.18	Payroll Fiduciary Fund
2,394,017.24	Total

Commissioner Warrants

8/23/24	342,238.08	Human Service Fund
	1,922.00	Agency Collections
	344,160.08	Total

Manual Warrants

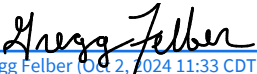
8/23/24	2,145.90	General Revenue Fund
	12,264.50	Agency Collections
	14,410.40	Total

Commissioner Warrants

8/23/24	342,238.08	Human Service Fund
	1,922.00	Agency Collections
	344,160.08	Total

Warrants

8/23/24	1,072.44	Airport Taxi Inc
	428.24	Alger-Peyton, Shelly
	502.50	Bressner/Macy
	450.24	Byrnes/Anna J
	9,800.00	Culture Brokers LLC
	428.23	Hass/Britni
	434.16	Martin/Amanda J
	1,500.00	MFWCAA
	4,500.00	Minnesota County Attorneys Association
	4,081.82	Mn Dept Of Human Services - SWIFT
	309,260.50	Next Chapter Technology
	348.00	NGMA
	4,972.80	Office Of MNIT Services
	1,543.00	Pinnacle Printing Inc
	1,054.54	The Bridge World Language Ctr Inc
	3,783.61	27 Payments less than 300
	344,160.08	Total


Gregg Felber (Oct 2, 2024 11:33 CDT)

Gregg Felber, Board Chairperson



Bruce Messelt, County Administrator

10/02/2024

10/01/2024

Date

Date