



# Sherburne County Board of Commissioners

## August 20, 2024 - County Board Meeting Minutes

### 1. 9:03am Call to Order

The Sherburne County Board of Commissioners convened in regular session on August 20, 2024, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:03.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda  
Hulse/Fobbe were unanimous to approve the Regular Meeting Agenda as presented.

### 2. 9:03am Open Forum

No one was present.

### 3. 9:03am Consent Agenda

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

- 1 County Board Meeting Minutes from August 6th, 2024. Administration  
*Keisha Broderick, Executive Assistant*  
Approved the County Board Meeting Minutes from August 6th, 2024 as presented.
- 2 County Workshop Meeting Minutes from August 6th, 2024. Administration  
*Keisha Broderick, Executive Assistant*  
Approved County Workshop Meeting Minutes from August 6, 2024.
- 3 Letter of Support for Benton County for Federal Funding for the CSAH 29 Corridor Project. Administration  
*Bruce Messelt, County Administrator*  
Approved a letter in support of Benton County's request for federal funding to construct the new alignment segment of the U.S. Highway 10 to MN Highway 23 connection (aka the CSAH 29 Corridor Project), and authorized the Board Chair to sign the same. (On file.)
- 4 University of Minnesota Extension Three-Year Staffing Agreement. Administration  
*Dan Weber, Assistant County Administrator*  
Approved the three-year University of Extension staffing agreement and addendum, as presented. The agreement shall go into effect January 1, 2025, and terminate on December 31, 2027. The agreement includes the Ag Extension Educator position that is split between Benton, Morrison, Sherburne, and Stearns counties at a cost of \$60,000 and a 3.0% salary increase for each of the three years of the agreement. (On file.)
- 5 Commissioner & Manual Warrants dated July 31st, August 2nd, and August 9th, 2024. Auditor / Treasurer  
*Loraine Rupp, Auditor/Treasurer*  
Approved Commissioner & Manual Warrants dated July 31st, August 2nd, and August 9th, 2024 as follows.

July 31, 2024 Manual Warrants \$571,515.26  
August 2 2024, Commissioner Warrants \$563,522.84  
August 2 2024, Manual Warrants \$3,481.50  
August 9 2024, Commissioner Warrants \$2,037,772.05

- August 9 2024, Manual Warrants \$11,935.00
- 6 New Tobacco License for JR Tobacco for 2024-2025. Auditor / Treasurer  
*Loraine Rupp, Auditor/Treasurer*  
 Approved a 2024-2025 Tobacco License Application for JR Tobacco and authorized the Auditor-Treasurers execution of the same. (On file.)
- 7 Ratification to an Amendment in the Professional Services Agreement Auditor / Treasurer  
 Between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for Maintenance and Support of Integrated Financial Systems (IFS) Software.  
*Loraine Rupp, Auditor/Treasurer*  
 Ratified an Amendment to the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for Maintenance and Support of Integrated Financial Systems (IFS) Software for 2025-27. This agreement will be effective January 1, 2025 through December 31, 2027. (On file.)
- 8 August 9th, 2024, HHS IFS Warrants. Health & Human Services  
*Amanda Larson, HHS Director*  
 Approved August 9th, 2024 HHS IFS Warrants as follows.
- August 9th, 2024 HHS IFS Warrants \$302,238.65
- 9 HHS OBO Warrants Dated July 31st, 2024. Health & Human Services  
*Amanda Larson, HHS Director*  
 Approved HHS OBO Warrants dated July 31st, 2024, as follows.
- July 31, 2024 HHS OBO Warrants \$10,711.99
- 10 Contract with the Higher Works Collaborative for Parenting Education. Health & Human Services  
*Sara Stenseng, Child and Family Services Division Manager*  
 Approved a contract with the Higher Works Collaborative for Parenting Education. The total contract amount through January 1, 2027, is \$60,000. This contract shall go in effect September 1, 2024 through December 31, 2027. (emailed sara s for start date)
- 11 Recommended Revisions to Sherburne County Rules and Personnel Human Resources  
 Policies.  
*Tammy Bigelow*  
 Approved recommended revisions to Sherburne County Rules and Personnel Policies to the following Chapters: (On file.)
- \* Chapter 7 (Employee Benefits)
  - \* Chapter 8 (Classification and Compensation Plan)
  - \* Chapter 9 (Severance/Termination Pay)
  - \* Chapter 15 (Employee Recognition)
- 12 Amendment to the Agreement with Alliant Inc. for CR 65 Design Public Works  
 Services.  
*David Roedel, Assistant Public Works Director*  
 Approved the Fifth Amendment to the Agreement with Alliant Inc. for CR 65 Design Services, as presented. This agreement shall commence on August 20th, 2024 and shall terminate on the date that all obligations have been fulfilled and deliverables have been approved by the county. The total compensation payable for services and expenses under this Fifth Amendment shall not exceed \$309,411.89. (On file.)

- 13**      Lowest Responsive Bidder for 2024 Street Lighting, Mumble Strips, and      Public Works  
Striping - SP 088-070-087.  
*Andrew Witter, Public Works Department Head*  
Approved the lowest responsive bidder, Design Electric, with a bid of \$572,397.00, for the 2024 Street Lighting, Mumble Strips & Striping project on various roads within Sherburne and Wright Counties, contingent upon receiving final approval from MnDOT's Office of Civil Rights.
- 14**      Lowest Responsive Bidder for Construction of the Great Northern Trail      Public Works  
through Zimmerman - SP 071-596-010.  
*Andrew Witter, Public Works Department Head*  
Approved the lowest responsive bidder, Douglas-Kerr Underground LLC, with a bid of \$311,539.95, for construction of the Great Northern Trail through Zimmerman (Project No. SP 071-596-010), from Lions Park to 5th Avenue N, contingent upon approval from MnDOT's Office of Civil Rights.
- 15**      MnDOT Contract No. 1050334 Work Order Number:1 for Safety      Public Works  
Improvements on Trunk Highway 10 at County Road 61.  
*David Roedel, Assistant Public Works Director*  
Approved MnDOT Contract No. 1050334 Work Order Number:1 for Safety Improvements on Trunk Highway 10 at County Road 61. This contract will be at a zero dollar (\$0) cost to Sherburne County. This contract shall go into effect on August 20, 2024 and terminate on September 30, 2025. (On file.)
- 16**      Donation to the Sheriff's Office K-9 Unit from Gilleland Chevrolet.      Sheriff  
*Joel Brott, County Sheriff*  
Approved a \$250.00 donation to the Sheriff's Office K-9 Unit from Gilleland Chevrolet of St. Cloud.

**4.      9:04am      Announcements**

County Administrator Bruce Messelt informed the board on the following items:

- Toward Zero Deaths new major Fall Campaign has kicked off and will run through Labor Day.
- National Association of Counties (NACo) Reginal meeting is this afternoon, and will be held virtually.
- Elk River Chamber of Commerce Ribbon Cutting for The Boys and Girls Club this afternoon.
- The Sherburne History Center will be holding Fall Fest on September 28th.

**5.      9:05am      Regular Agenda**

- 9:05am      1**      Oath of Office for Appointment of Mr. Larry Fonder as Sherburne County Administration  
Veterans Service Officer.  
*Bruce Messelt, County Administrator*  
County Recorder Michelle Ashe conducted the Oath of Office for Appointment of Mr. Larry Fonder as Sherburne County Veterans Service Officer, effective August 20th, 2024. Mr. Fonder shared words of thanks.
- 9:16am      2**      Update on the Retired Seniors Volunteer (RSVP) Program.      Administration  
*Jennifer Wucherer, RSVP Program Director*  
Received an update on the Retired Seniors Volunteer (RSVP) Program Director, Jennifer Wucherer.
- 9:29am      3**      Solid Waste License for Rite Away Salvage Yard.      Planning & Zoning  
*Dave Lucas, Solid Waste Administrator, June Volkers*

Danielowski/Gray were unanimous to approve the issuance of a County Solid Waste License to Rite Away Auto, Inc., allowing the operation of a Processing Facility, for a one-year term ending August 30th, 2025, in accordance with the requirements set forth in the Solid Waste Management Ordinance No. 180, as amended. (On file.)

**9:33am**      **4**      Additional Recycling Day Funding Reimbursement.      Planning & Zoning  
*Maureen Mossak, Dave Lucas, Solid Waste Administrator*  
Gray/Danielowski were unanimous to approve additional Recycling Day funding reimbursement in the amount of \$9,627.90, as presented, for additional eligible expenses incurred during the 2024 Recycling Day events.

**9:37am**      **5**      July 2024 Financial Report from the Auditor-Treasurer.      Auditor / Treasurer  
*Loraine Rupp, Auditor/Treasurer*  
Danielowski/Fobbe were unanimous to accept the July 2024 Financial Report as presented by Auditor/Treasurer Loraine Rupp. Ms. Rupp also provided an elections update.(On file.)

**6.      9:42am      Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

**Commissioner Fobbe:** Open House for CSAH 2 & 29, Zimmerman Communication Group, Minnesota Inter-County Association (MICA), Minnesota Association of Workforce Boards Conference, Tri-CAP Board Meeting, Announced Lake Freemont in Zimmerman received Labs to Lakes appropriation that is going to take out 400,000 lbs. of carp from the lake

**Commissioner Hulse:** Night to Unite, Public Accuracy Testing, Economic Development Association (EDA)

**Commissioner Danielowski:** EDA, St. Cloud Area Planning Organization, Options Event, Canvas Primary Election Results, County Road 43 Weekly Update Meeting, Constituent Discussions

**Commissioner Felber:** Night to Unite, Public Accuracy Testing, Observed Election Day Operations, Canvas Election, Pope Douglas Board Meeting, Federal Emergency Management Act (FEMA) Public Hazard Mitigation session

**Commissioner Gray:** Night to Unite, Election Accuracy Test, Soil & Water Conservation District (SWCD) Meeting, Township Board Meeting, AMC Brian Martinson regarding Environmental National Resource Committee, MICA meeting, Planning & Zoning Meeting

Administrator Messelt informed the Board of the new Xcel Energy Multiday Iron Air Demonstration (MIND) Advisory Group and asked of any interest, Commissioners Felber and Gray expressed interest in the committee. Mr. Messelt also sought interest from Commissioners on being part of a local Mental Health Advisory Council. Any interests can be submitted to County Administration.

**7.      10:00am      Open Ditch Authority Meeting**

**10:00am**      **1**      Ditch Authority Agenda.      Auditor / Treasurer  
*Mike Lindenau, County Ditch Inspector*

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

**10:00am**      **2**      Ditch Drainage Technician's Report.      Auditor / Treasurer  
*Mike Lindenau, County Ditch Inspector*

Fobbe/Hulse were unanimous to approve and accept the Ditch Drainage Technician's Report as presented by County Ditch Inspector, Mike Lindenau. (On file.)

**10:04am**      **3**      Billing of Proposed 2024 County Drainage Assessments.      Auditor / Treasurer  
*Loraine Rupp, Auditor/Treasurer*

Fobbe/Danielowski were unanimous to approve and authorize the billing of the Proposed 2024 County Drainage Assessments, as presented.

**8. 10:11am Close Ditch Authority Meeting, Break**

**9. 10:35am Reconvene, Open Closed Session**

- 1 Closed Session Pursuant to Minnesota Statute 13D.05, Subd (3a) - Administration  
Performance Evaluation.

*Gregg Felber, Commissioner*

Entered into Closed Session pursuant to Minnesota Statute 13D.05, Subd (3a) to conduct the annual Performance Evaluation of the County Administrator.

**10. 11:38am Close Closed Session, Break**

**11. 11:40am Reconvene, Open County Workshop Meeting**

**12. 12:15pm Close Workshop Meeting, Adjourn Regular Meeting**

HHS OBO Warrants

|         |           |                                  |
|---------|-----------|----------------------------------|
| 7/31/24 | 449.79    | OBO 4Imprint                     |
|         | 3,117.43  | OBO Amazon                       |
|         | 309.85    | OBO Elk River Football           |
|         | 671.00    | OBO Innovative                   |
|         | 1,898.00  | OBO Medical Supplies & Equipment |
|         | 329.18    | OBO MN Driver and Vehicle        |
|         | 1,303.38  | OBO Smilemakers                  |
|         | 1,428.00  | OBO Survey Monkey                |
|         | 319.78    | OBO Verizon                      |
|         | 467.41    | OBO Walmart                      |
|         | 418.17    | 10 Payments less than 300        |
|         | 10,711.99 | Total                            |

Manual Warrants

|         |            |                                      |
|---------|------------|--------------------------------------|
| 7/31/24 | 564,788.76 | 2017A GO CIP Bond-Govt Ctr Expansion |
|         | 6,726.50   | Agency Collections                   |
|         | 571,515.26 | Total                                |

Manual Warrants Warrants

|        |          |                    |
|--------|----------|--------------------|
| 8/2/24 | 3,481.50 | Agency Collections |
|        | 3,481.50 | Total              |

Warrants

|        |            |                                |
|--------|------------|--------------------------------|
| 8/2/24 | 192,673.10 | General Revenue Fund           |
|        | 321,752.81 | Public Works Fund              |
|        | 49.00      | Human Service Fund             |
|        | 28,026.77  | Solid Waste Fund               |
|        | 10,536.54  | Jail Commissary Fund           |
|        | 10,164.62  | Justice Center Enterprise Fund |
|        | 320.00     | Agency Collections             |
|        | 563,522.84 | Total                          |

Commissioner Warrants

|        |            |                    |
|--------|------------|--------------------|
| 8/9/24 | 301,223.41 | Human Service Fund |
|        | 1,015.24   | Agency Collections |

302,238.65 Total

Commissioner Warrants

|         |            |                                      |
|---------|------------|--------------------------------------|
| 7/19/24 | 51,757.09  | Avivo                                |
|         | 3,702.49   | Becker Public Schools ISD #726       |
|         | 555.43     | Bruss/Kate                           |
|         | 666.40     | Central MN Mental Health Center      |
|         | 306.56     | Cheam/Somaddee                       |
|         | 1,015.24   | Children's Dental Services           |
|         | 25,000.00  | Culture Brokers LLC                  |
|         | 1,755.00   | Emergency Outfitters Inc             |
|         | 880.82     | Grater/Justin                        |
|         | 5,283.72   | Hennepin County                      |
|         | 365.15     | Hoeschen/Stacie                      |
|         | 810.00     | Johannes/Victoria                    |
|         | 319.59     | Knaeble/Sarina                       |
|         | 351.86     | LaCount/Carlie                       |
|         | 353.76     | Lamberts/Kathleen                    |
|         | 469.00     | Lexis Nexis                          |
|         | 540.00     | Minnesota Social Service Association |
|         | 1,115.88   | Mn Dept Of Human Services-SWIFT      |
|         | 4,908.75   | Office Of MNIT Services              |
|         | 344.00     | Seven County Process Servers, LLC    |
|         | 193,204.44 | Sherburne County Auditor Treasurer   |
|         | 1,300.00   | St Louis County HHS Conference       |
|         | 605.00     | The Bridge World Language Ctr Inc    |
|         | 503.84     | Todd/Windsong                        |
|         | 590.24     | Vee/Victoria                         |
|         | 813.49     | VSI Construction Inc                 |
|         | 4,720.90   | 38 Payments less than 300            |
|         | 302,238.65 | Total                                |

Manual Warrants

|        |           |                    |
|--------|-----------|--------------------|
| 8/9/24 | 11,935.00 | Agency Collections |
|        | 11,935.00 | Total              |

Manual Warrants BMO Harris PCard

|        |              |                                          |
|--------|--------------|------------------------------------------|
| 8/9/24 | 335,053.57   | General Revenue Fund                     |
|        | 1,442,035.97 | Public Works Fund                        |
|        | 129,653.09   | Solid Waste Fund                         |
|        | 12,928.92    | Jail Commissary Fund                     |
|        | 20,706.49    | Capital Proj- Building, Land Acquisition |
|        | 71,673.09    | Justice Center Enterprise Fund           |
|        | 1,946.00     | Agency Collections                       |
|        | 23,774.92    | Payroll Fiduciary Fund                   |
|        | 2,037,772.05 | Total                                    |

  
Gregg Felber, Board Chairperson

  
Bruce Messelt, County Administrator

09/17/2024

Date

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09/17/2024

Date

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