



Sherburne County Board of Commissioners

November 5, 2024 - County Board Meeting Minutes

1. 9:00a Call to Order

The Sherburne County Board of Commissioners convened in regular session on November 5, 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
Hulse/Gray were unanimous to approve the Regular Meeting Proposed Agenda.

2. 9:01am Open Forum

No one was present.

3. 9:01am Consent Agenda

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

- 1 County Board Meeting Minutes from October 15th, 2024. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from October 15, 2024.
- 2 Official Minutes from the October 15th, 2024 County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Workshop Meeting Minutes from October 15, 2024.
- 3 Appointment to the County Economic Development Association (EDA). Administration
Dan Weber, Assistant County Administrator
Approved the appointment of Ms. Molly Ruby to the Sherburne County Economic Development Authority (EDA) for a six-year term, beginning January 1st, 2025, through December 31st, 2030.
- 4 Public Artificial Intelligence Standards Policy. Administration
Dan Weber, Assistant County Administrator, Brian Kamman, IT Director
Approved the proposed Public Artificial Intelligence Standards Policy for inclusion in the County Administrative Policy Manual. (On file.)
- 5 American Rescue Plan Act (ARPA) Update and Consider Approval of Recommended Approvals and Expenditures. Administration
Dan Weber, Assistant County Administrator
Approved ARPA related project expenditures as follows:

Expenses less than \$50,000.

2024 Administrative Personnel Reimbursement Costs totaling \$14,845.72.
- 6 Commissioner & Manual Warrants dated October 11th, 18th, 24th, and 25th, 2024. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants dated October 11th, 18th, 24th, and 25th, 2024, as follows.

- October 11, 2024 Commissioner Warrants \$3,097,366.70
 October 11, 2024 Manual Warrants \$11,614.34
 October 18, 2024 Commissioner Warrants \$3,258,758.99
 October 18, 2024 Manual Warrants \$437,880.79
 October 24, 2024 Commissioner Warrants 50% Est School District Payout P2 \$1,340,458.63
 October 25, 2024 Commissioner Warrants \$1,925,604.66
 October 25, 2024 Manual Warrants \$15,398,450.43
- 7 3rd Quarter 2024 Donations Received by the Health and Human Health & Human Services
 Services Department.
Amanda Larson, HHS Director
 Approved and accepted the 3rd Quarter donations received by the Health and Human Services
 (HHS) Department in the amount of \$5,000.
- 8 2025 Department of Human Services Children's Mental Health Health & Human Services
 Screening Grant.
Sara Stenseng, Child and Family Services Division Manager
 Approved the Children's Mental Health Screening grant from the Department of Human Services
 in the amount of \$23,809. The term of this grant shall be effective from January 1, 2025, to
 December 31, 2025.
- 9 Medica County Innovation Grant. Health & Human Services
Jodi Heurung-Dick, Social Services Manager
 Approved the acceptance of a Medica County Innovation Grant awarded to the Health & Human
 Services Department in the amount of \$8,000.00.
- 10 October 18th, 2024, HHS IFS Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved October 18th, 2024, HHS IFS Warrants, as follows.

 October 18, 2024 HHS IFS Warrants \$76,734.78
- 11 Non-Levy Funded Position for the Parent Support Outreach Program to Health & Human Services
 Replace Use of a Contracted Service Provider (HHS).
Amanda Larson, HHS Director
 Approved a Non-Levy Funded Position for the Parent Support Outreach Program to Replace Use
 of a Contracted Service Provider (HHS) in the amount of \$100,804.00.
- 12 Title V Grant Agreement Between the Minnesota Department of Health & Human Services
 Health and Sherburne County for Maternal and Child Health Activities.
Nicole Ruhoff, CHS Administrator
 Approved the Title V Grant Agreement between the MN Department of Health and Sherburne
 County for Maternal and Child Health activities, provided over a 5-year period with required
 annual budgets and workplans, effective 10/1/2024 - 9/30/2028, and year one funding in the
 amount of \$55,416. (On file.)
- 13 Restructure the County Administration and Human Resources Human Resources
 Departments (Levy-Neutral).
Tammy Bigelow, Dan Weber, Assistant County Administrator
 Approved recommended County Administration and Human Resources restructure, effective
 December 30, 2024, to include:
- Splitting the current full-time Administrative Specialist position into two part-time
 positions (each 20 hours per week) as indicated below:

- The part-time Administrative Specialist position would work an average of 20 hours per week.
- The part-time Human Resources Technician position would work 20 hours per week.
- Reclassifying the current full-time Human Resources Technician position to a full-time Human Resources Business Partner.

- 14** 2024 Leaf Drop Agreement with Jan Donelson for Management of Yard Waste. Planning & Zoning
Maureen Mossak, Environmental Specialist
 Approved a 2024 Leaf Drop Agreement with Jan Donelson and authorized the County Board Chair to execute the same. The days and hours of the drop-off event shall be May 11th & 12th, 2024 from 9:00 am to 3:00pm and October 12th & 13th, 2024 from 9:00 am to 3:00pm. (On file.)
- 15** Requested Revocation of an Interim Use Permit for ISD #727. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
 Approved Resolution No. 110524-AD-3163, effecting the revocation of an existing Interim Use Permit, as requested by the property owner. (On file.)
- 16** Agreement with Transportation Collaborative & Consultants (TC2) to Complete a Corridor Study on County State Aid (CSAH) 1 in the City of Elk River, MN. Public Works
Andrew Witter, Public Works Department Head
 Approved an agreement with Transportation Collaborative & Consultants (TC2) to complete a Corridor Study on County State Aid (CSAH) 1 in the City of Elk River, MN. The study will take place over the next 18 months at a cost not to exceed \$200,892. (On file.)
- 17** Out-of-State Travel by the Public Works Director to Attend the National ATSSA Traffic Safety Conference in Orange County, FL, February 28–March 4, 2025. Public Works
Andrew Witter, Public Works Department Head
 Approved and authorized Out-of-State Travel by the Public Works Director to attend the National ATSSA Traffic Safety Conference in Orange County, FL, February 28–March 4, 2025. This conference is paid for entirely by MnDOT State Aid with zero cost to Sherburne County.
- 18** Cost Share Agreement with the City of Zimmerman for County State Aid Highway 4 Improvements. Public Works
David Roedel, Assistant Public Works Director
 Approved the Cost Share Agreement with the City of Zimmerman for County State Aid Highway 4 Improvements. The agreement shall be effect November 5, 2024 and terminate on the date that the project has been completed and all other obligations of the agreement have been fulfilled. The County's total cost share is estimated at \$609,800.86. (On file.)
- 19** Grade Crossing Construction Maintenance and Easement Agreement with BNSF for County Road (CR) 65. Public Works
David Roedel, Assistant Public Works Director
 Approved a Grade Crossing Construction Maintenance and Easement Agreement with BNSF for County Road (CR) 65, located in Haven Township. The County's estimated share of the crossing reconstruction is \$243,105. The term of the agreement shall expire 18 months after it's effective date. (On file.)
- 20** Lowest Responsive Bidder for the CSAH 4 Roundabouts and Trail Construction; SP 071-604-038 & SP 071-090-006. Public Works
Andrew Witter, Public Works Department Head

Approved the lowest responsive bidder, New Look Contracting Inc., with a bid of \$3,728,044.50, for the construction of two roundabouts on CSAH 4 at CR 45 and 10th Street and a trail along CSAH 4 from CR 45 to 13th Street in 2024 (Project #s. SP 071-604-038 & SP 071-090-006); contingent upon approval from MnDOT's Office of Civil Rights.

- 21 Resolution No. 110524-AD-3166 and MnDOT Contract No.1058165 - Public Works Grant Agreement, for Completion of a Safe Road Zone.

David Roedel, Assistant Public Works Director

Approved Resolution No. 110524-AD-3166 and MnDOT Contract No.1058165 - Grant Agreement, for Completion of a Safe Road Zone. This agreement will be effectively executed after the State obtains all required signatures and expire on June 30, 2025. (On file.)

4. 9:02am Announcements

- 1 County Correspondence and Administrator Announcements. Administration

Bruce Messelt, County Administrator

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

- 2025 National Association of Counties (NACo) Legislative Conference is now open for registration. Please let the Administration office know of your preferred dates of attendance and lodging.
- Association of Minnesota Counties (AMC) Annual Conference is in December and we are requesting gift basket items local to your district.
- Addressed schedule of events for the November 19th County Board Meeting, Hazard Waste Facility Tour and Ribbon Cutting. Consensus of the group was to keep the Board meeting as scheduled, have a staff member represent the Board at the Ribbon Cutting for Xcel Energy Solar and to conduct the tour in the afternoon post meeting.
- Administrator Messelt will draft a response regarding a Letter to the Editor about the Vault Toilets for Parks.

5. 9:13am Regular Agenda

- 9:13am 1 Proclamation Designating November 4-15, 2024 as Operation Green Light for Veterans in Sherburne County. Veteran's Services

Larry Fonder, Veteran Service Officer, Dave Unze

Hulse/Danielowski were unanimous to approve, by Proclamation, the designation of November 4-15, 2024 as Operation Green Light for Veterans in Sherburne County as read by Veteran Service Officer Larry Fonder. Social Worker and Employee Resource Group member, Nika Sandberg recited a quote to the group regarding Operation Green Light. (On file.)

- 9:28am 2 Amendment #1 to the IIJA Technical Assistance Grant Agreement - Public Works MnDOT Contract No. 1057347.

Andrew Witter, Public Works Department Head, David Roedel, Assistant Public Works Director

Fobbe/Danielowski were unanimous to approve Amendment #1 to MnDOT Agreement No 1057347, an IIJA Technical Assistance Grant Agreement, for project SAP 07-604-037. (On file.)

- 9:42am 3 MnDOT Grant Agreement (No. 1058095) and Resolution No. 110524-AD-3164 for Sherburne County to receive Local Road Improvement Program (LRIP) funds for the Hwy 169 and CSAH 4 Interchange Project. Public Works

Andrew Witter, Public Works Department Head

Fobbe/Gray were unanimous to approve Resolution No. 110524-AD-3164 and the Local Road Improvement Program (LRIP) Grant Agreement (MnDOT Agreement No 1058095) between the MnDOT Commissioner of Transportation and Sherburne County for the Hwy 169 and CSAH 4 Interchange project; and authorized the County Board Chair, County Administrator and County

- Public Works Director/Engineer to sign said agreements. (On file.)
- 9:43am** **4** IJA Technical Assistance Match Agreement (Grant Agreement No. 1058093) & Resolution No. 110524-AD-3165 with MnDOT. Public Works
Andrew Witter, Public Works Department Head
 Gray/Fobbe were unanimous to approve MnDOT Grant Agreement No. 1058093 - IJA Technical Assistance Grant Agreement (\$53,250.00), and Resolution No. 110524-AD-3165 with MnDOT, and authorized execution of the same. (On file.) The MnDOT Grant Agreement No. 1058093 - IJA Technical Assistance Grant Agreement will go in effect on the date that the State obtains all required signatures, and expires on December 31, 2028, or when all obligations have been satisfactorily fulfilled.
- 9:45am** **5** Setting the Date and Time - November 19th, 2024, as 9AM or Soon Administration
 Thereafter -.and Approving Publication of a Notice for a Public Hearing on an Ordinance Relating to Regulation and Registration of Cannabis Retail Businesses and Lower-Potency Hemp Edible Retailer Businesses.
Bruce Messelt, County Administrator
 Hulse/Gray were unanimous to set a date and time of Tuesday, November 19th, 2024, at 9AM or soon thereafter, and approved publication of a Notice for a Public Hearing to consider an Ordinance relating to the Regulation and Registration of Cannabis Retail Businesses and Lower-Potency Hemp Edible Retailer Businesses.
- 6. 9:45am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
- Commissioner Fobbe** - Parks & Trail Advisory Committee, Brian F. and Chad B. meeting, Great River Regional Library Fund Development Group, Sherburne County Association of Townships (SCAT), Multi-Disciplinary Team, Rum River Housing & Homelessness Coalition, Central Minnesota Jobs & Training Services (CMJTS), Princeton Public Schools District meeting, Association of Minnesota Counties (AMC) Board of Directors meeting, Toured Plastic Products in Princeton for Manufacturing Month
- Commissioner Danielowski** - NACo Central Regional Meeting, SCAT meeting, Economic Development Association (EDA), Lighting of Freedom Rock in Big Lake at Lakeside Park, Sherburne County Substance Use Prevention (SUP), Big Lake Township, Big Lake SUP Canvas Event, Xcel Energy Breakfast, Tri-County Solid Waste meeting, Bio Lake SUP Coalition meeting, Options Board, Met with Bruce M. & Brian F. regarding platform amendments for AMC, Law Library meeting, Tri-County Pope Douglas Joint meeting, Central Minnesota River Partnership CMRP, AI 2.0 presentation by CMJTS
- Commissioner Hulse** - Reminded people to vote!, EDA, Informed the group that that is a Ribbon Cutting for 169 coming up, highlighted a Delta incident involving a veteran
- Commissioner Gray** - Two Inlets Park meeting, SCAT, Planning & Zoning meeting, Xcel Breakfast, Diversity Equity Inclusion & Belonging (DEIB) meeting, NACo Ag & Rural Affairs, Tour with Bill Peterson of the Wildlife Refuge
- Commissioner Felber** - November is the month of Indigenous American People's Awareness, National Veterans and Military Families, Hunger and Homelessness, Diabetes, Becker v Princeton Section Finals congrats Bulldogs, Thank you to Princeton online broadcasting, NACo, SCAT, Reimagine Appalachia Second Annual Shuttered Coal Summit, Two Inlets Park meeting, Blood Drive, Tour of Emmer Chief of Staff Sally Fox, Orrock Township meeting, Xcel Energy Breakfast, Tri-County Solid Waste, Mobilizing Climate Aligned and Community Lead Capital meetings, Emerging Issues Task Force, Energy Transition Advisory meeting

County Auditor/Treasurer Loraine Rupp provided an election update to the Board.

7. **10:29am Recess Regular Meeting, Break**
8. **10:44am Reconvene, Open Closed Session**

10:44am 1 Update on Cybersecurity Efforts and Initiatives (Non-Election). Information Technology
Brian Kamman, IT Director
 The meeting was closed as permitted by section 13D.05, subdivision 3 (d), to receive a security briefing and report relating to non-election cybersecurity and to discuss issues related to information technology security systems.

8. **11:25am Close Closed Session, Adjourn Regular Meeting**

Commissioner Warrants

10/11/24	909,800.22	General Revenue Fund
	1,971,754.82	Public Works Fund
	3,303.82	Human Service Fund
	540.00	County Ditch Fund
	851.50	Law Library Fund
	43,659.27	Solid Waste Fund
	90,879.20	Jail Commissary Fund
	71,243.09	Justice Center Enterprise Fund
	3,771.30	Agency Collections
	1,563.18	Taxes & Penalties Fund
	3,097,366.40	Total

Manual Warrants

10/11/24	865.00	Human Service Fund
	10,749.34	Agency Collections
	11,614.34	Total

Manual Warrants

10/18/24	1.00	General Revenue Fund
	437,879.79	Agency Collections
	437,880.79	Total

Commissioner Warrants

10/18/24	235,160.05	General Revenue Fund
	2,947,863.94	Public Works Fund
	6,855.79	Human Service Fund
	19,660.55	Solid Waste Fund
	14,473.23	Jail Commissary Fund
	226.82	Sherco Regional Rail Authority
	8,958.09	Justice Center Enterprise Fund
	2,922.30	Agency Collections
	2,552.00	Taxes & Penalties Fund
	20,086.22	Payroll Fiduciary Fund
	3,258,758.99	Total

Commissioner Warrants

10/18/24	72,875.41	Human Service Fund
	3,859.37	Agency Collections
	76,734.78	Total

Commissioner Warrants

9/27/24	394.34	Beckman/Tracey
	556.10	Bruss/Kate
	326.09	Cintas Corporation No 2
	442.75	Elk River Printing
	321.60	Ettesvold/Judith M
	1,400.00	Fraboni, MD/Americo
	556.67	Hoeschen/Stacie
	308.87	Knaeble/Sarina
	351.75	LaCount/Carlie
	412.50	Lighthouse Child & Family Services
	6,587.75	Lutheran Social Service Of Minnesota
	4,444.44	Main Street Family Services
	360.00	Mn Dept Of Health-Legitimations
	6,113.96	Mn Dept Of Human Services - SWIFT
	12,054.12	Mn Dept Of Human Services-SWIFT
	638.51	Schmitt/Leah M
	22,099.00	Sherburne Co Sheriff
	12,318.93	Sherburne County Auditor Treasurer
	2,700.00	Steve Rummmler HOPE Network
	455.34	Thomes/Mary
	3,892.06	33 Payments less than 300
	76,734.78	Total

Commissioner Warrants for 50% Est School Dist Payout P2

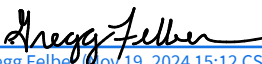
10/24/24	1,340,458.63	School Districts Collections
	1,340,458.63	Total

Manual Warrants

10/25/24	4,452.90	General Revenue Fund
	10,654.71	Agency Collections
	1,414,039.05	Taxes & Penalties Fund
	13,969,303.77	School Districts Collections
	15,398,450.43	Total

Commissioner Warrants

10/25/24	393,799.28	General Revenue Fund
	168,246.60	Public Works Fund
	2,849.45	County Ditch Fund
	58,285.30	Solid Waste Fund
	98,689.45	Jail Commissary Fund
	187.01	Sherco Regional Rail Authority
	198,990.77	Justice Center Enterprise Fund
	22,595.00	Agency Collections
	109,860.10	Taxes & Penalties Fund
	872,101.70	Payroll Fiduciary Fund
	1,925,604.66	Total


 Gregg Felber (Nov 19, 2024 15:12 CST)

Gregg Felber, Board Chairperson

11/19/2024

Date



Bruce Messelt, County Administrator

11/19/2024

Date

