



Sherburne County Board of Commissioners

December 19, 2023 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on December 19, 2023, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Commissioner Felber attended via interactive technology, pursuant to Minnesota Statute § 13D.02.

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 amended with moving item 5.1 before the Consent Agenda and Open Forum.

Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

Regular Agenda

5. 9:04am 1 Presentation of Blazing Star Award for Grams Park. Public Works

Gina Hugo, Park Coordinator

Welcomed Conservation MN Public Engagement Director BreAnna Bemboom and accepted the Blazing Star Award for projects at Grams Park.

2. 9:18am Open Forum

No one was present.

3. 9:19am Consent Agenda

Danielowski/Gray were unanimous to approve the Consent Agenda as amended with the removal of items 3.25, 3.26, 3.27, 3.28 to be voted on separately.

Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

1 Approved County Board Meeting minutes: December 7, 2023. Administration

2 Approved County Workshop Meeting minutes: December 7, 2023. Administration

3 Approved Truth in Taxation Hearing meeting minutes from November 30, 2023. Administration

4 Appointments to the Water Plan Advisory Committee. Administration

Dan Weber, Assistant County Administrator

Approved the appointment of the following individuals to the Water Plan Advisory Committee for one-year terms, beginning on 1/1/24 and running through 12/31/24:

Scott Rutler

Richard Dahlman

Terrance Vander Eyk

Mike Niziolek

Vicki MacGlover

5 Arvig Elk River Round #1 ARPA Broadband Access Grant Program Agreement. Administration

Dan Weber, Assistant County Administrator

- Approved the extension of the Arvig Elk River Round #1 ARPA Broadband Access Grant Program agreement through December 31, 2024. (On file.)
- 6 Court Appointed Attorney Service Agreements. Administration
Katrese Ringham, Court Administrator
Approved Court Appointed Attorney Service Agreements for a one-year term from January 1, 2024, to December 31, 2024, substantially in form presented and subject to final review by the County Administrator and approved as to form by the County Attorney's Office prior to final execution. (On file.)
- 7 Reimbursement for Commissioner Expenses from the AMC Annual Conference. Administration
Bruce Messelt, County Administrator
Approved expenses for Commissioner Felber from the AMC Annual Conference in the amount of \$38.65.
- 8 Creation of a Calling Tree for County Attorney's Office. Attorney
Kathleen Heaney, County Attorney
Approved the creation of a calling tree for the County Attorney's Office.
- 9 Agreement for Provision of Election Ballot Layout and Ballot Printing Services. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and awarded an agreement with The First impression Group to produce ballot layout and ballot printing services for 2024-27 at a cost of \$19,442.00 and authorized the Auditor-Treasurer to execute said agreement. (On file.)
- 10 Final 2023 Warrants. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved and authorized the Auditor-Treasurer to effect payment of Final 2023 Warrants. (On file.)
- 11 Commissioner & Manual Warrants Dated November 30th, December 1st, and December 8th, 2023. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated November 30th, December 1st, and December 8th, 2023, as follows:
- | | | |
|-------------------|--------------------------------------|-----------------|
| November 30 2023, | Commissioner Warrants | \$10,741,706.24 |
| November 30 2023, | Manual Warrants | \$12,222,141.42 |
| December 1 2023, | Commissioner Warrants | \$2,061,389.03 |
| December 1 2023, | Manual Warrants | \$2,231.00 |
| December 8 2023, | Commissioner Warrants | \$1,117,485.81 |
| December 8 2023, | Manual Warrants | \$14,234.00 |
| December 8 2023, | Manual Warrants BMO Harris Pcard Nov | \$57,415.20 |
- 12 Annual Review of, and Consider Approval of Recommended Changes to, the Financial Policy Manual. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved the recommended changes to the Financial Policy Manual. (On file.)
- 13 Resolution 121923-AD-3112 to Commit Fund Balance in Accordance with GASB Statement #54. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved Resolution No. 121923-AD-3112 to commit Fund Balance, so as to be in compliance

with GASB Statement #54. (On file.)

- 14** Community Corrections Paid Internship. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved to allow the 2023 state subsidy carry over money to be utilized for funding paid interns in 2024 funds not exceed \$21,600.00.
- 15** 2024 Community Outreach Program Grant Award from the CommUNITY Health & Human Services Adult Mental Health Initiative.
Tony Masters, Social Services Manager
Approved, accepted, and authorized signature on the contract for the 2024 Community Outreach Program Grant award from the CommUNITY Adult Mental Health Initiative. (On file.) Effective date of the grant is January 1, 2024 and is set to expire December 31, 2024 or until funds are utilized, whichever comes first.
- 16** Contract with AVIVO for the Minnesota Family Investment Program Health & Human Services (MFIP).
Amanda Larson, HHS Director
Approved contract with AVIVO for Minnesota Family Investment Program (MFIP) and Divisionary Work Program (DWP) for employment and training services. This service agreement shall be effective on January 1, 2024 and shall remain in effect until December 31, 2024, or until all obligations set forth in this service agreement have been satisfactorily fulfilled, whichever occurs first.
- 17** Contract Between Sherburne County and YMCA for 2024 Drop-In Child Health & Human Services Care Services.
Amanda Larson, HHS Director
Approved a contract between Sherburne County and YMCA for Drop-in Child Care Services for 2024 at a cost of \$65,000.00. The contract shall be effective January 1, 2024, to December 31, 2024.
- 18** December 8, 2023, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved December 8, 2023 HHS IFS Admin Warrants as follows:

December 8, 2023 HHS IFS Admin Warrants \$39,208.81
- 19** November 29, 2023, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved November 29, 2023 HHS OBO Warrants as follows:

November 29, 2023 HHS OBO Warrants \$7,761.80
- 20** Child Support Program Interagency Cooperative Agreement for 2024- Health & Human Services 2025.
Gina Anderson, Economic Supports Manager
Approved the 2024-2025 Child Support Interagency Cooperative Agreement. (On file.) Duration of this agreement is January 1, 2024, through December 31, 2025. Cost of contract for 2024 is to be \$77,582 and cost for 2025 to be \$79,909.
- 21** Maintenance and Support Agreement for PH-DOC Software Between Information Technology Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative.
Brian Kamman, IT Director
Approved the PH-DOC Maintenance and Support agreement between Avenu Insights & Analytics,

LLC and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group for the maintenance and support of the PH-Doc Software at a cost of \$31,400.00 per year for the years of 2024 through 2026.

- 22** Nintex Forms Agreement - Information Technology. Information Technology
Brian Kamman, IT Director
Approved the agreement for the next 3 years of Nintex Forms with an annual cost of \$26,377.00 for the years of 2024 through 2026.
- 23** Legacy Grant Award from the Greater Minnesota Regional Parks and Trails Commission. Public Works
Gina Hugo, Park Coordinator
Approved and accepted a Legacy Grant Award from the Greater MN Regional Parks and Trails Commission in the amount of \$1,985,875 and the local project match of \$342,425 for 2026 park development of Two Inlets at Two Inlets Bdé Heháka Omashkooz Zaagi'gaans Regional Park.
- 24** Final Payment for 2024 Pavement Resurfacing Projects (CP 71-609-022, CP 71-662-021, CP 71-685-022, & SAP 71-619-013). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with OMG Midwest Inc. dba Minnesota Paving & Materials for the 2024 Pavement Resurfacing projects (CP 71-609-022, CP 71-662-021, CP 71-685-022 & SAP 71-619-013).
- 29** Contract Renewal for Medical Examiner Services. Sheriff
Joel Brott, County Sheriff
Approved a Contract Renewal for Medical Examiner Services provided by the Midwest Medical Examiner's Office (Anoka County). This agreement will commence on January 1, 2024 and will terminate on December 31, 2025. This agreement will automatically renew for one (1) two (2) year term effective January 1, 2026 through December 31, 2027. Sherburne County will pay Anoka County, as compensation for autopsy services and related consultation, \$2,500 per autopsy. (On file.)
- 30** Contract with Sunrise Wellness to Provide Peer Support, Wellness Check-Ins, and Counseling Support for Sheriff's Office Staff Through December 2026.
Joel Brott, County Sheriff
Approved the contract with Sunrise Wellness to provide peer support, wellness check-ins, and counseling support for Sheriff's Office staff through December 2026. This agreement shall commence on December 19, 2023 and shall terminate on December 31, 2026. (On file.)
- 31** Donation by a Anonymous Veteran to be Used to Support a Sherburne County Veteran in Need. Veteran's Services
Bruce Price, Veterans Services Department Head
Approved acceptance of a \$250.00 donation to the Sherburne County Veteran's Service Office, submitted by a veteran who resides in Sherburne County, to be given to a veteran/or veteran's family member that is in financial need.

- 9:21am 25** Resolution No. 121923-AD-3119 in Support of the Transportation Alternatives Project to Extend the Great Northern Trail. Public Works
Gina Hugo, Park Coordinator
Danielowski/Gray with a 3-2 vote to approve Resolution No. 121923-AD-3119 in support of a Transportation Alternatives Project to extend the Great Northern Trail.
Roll Call Vote: Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye

- 9:36am 26** Resolution No. 121923-AD-3120 to maintain the Transportation Alternatives Funded Project for extending the Great Northern Trail. Public Works
Gina Hugo, Park Coordinator
Danielowski/Gray with a 4-1 vote to approve Resolution No. 121923-AD-3120 to maintain the extension of the Great Northern trail from 5th Avenue to 273rd Avenue. (On file.)
Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 9:41am 27** Resolution No. 121923-AD-3121 in Support of the Transportation Alternatives Project to Construct Trail Along TH 25. Public Works
Gina Hugo, Park Coordinator
Danielowski/Gray with a 4-1 vote to approve Resolution No. 121923-AD-3121 in support of a Transportation Alternatives funded project to construct a pedestrian and bike trail along TH 25 between Big Lake and County Roads 11/14. (On file.)
Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 9:42am 28** Consider Approval of Resolution No. 121923-AD-3122 to Maintain Transportation Alternatives Funded TH 25 Trail. Public Works
Gina Hugo, Park Coordinator
Danielowski/Gray with a 4-1 vote to approve Resolution No. 121923-AD-3122 to maintain the TH 25 pedestrian and bike trail. (On file.)
Roll Call Vote: Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 4. 9:43am Announcements**
- 9:43am 1** Receive County Administrator Announcements. Administration
Bruce Messelt, County Administrator
County Administrator Bruce Messelt informed the Board that December 13 was declared Health and Human Services (HHS) Worker Day in Minnesota as passed by Governor Walz. Mr. Messelt also presented Board Chair Lisa Fobbe with a plaque for being the 2023 Board Chair.
- 5. 9:50am Regular Agenda**
- 9:50am 2** Presentation by Baldwin Township Regarding Proposed Incorporation. Administration
Bryan Lawrence, Baldwin Township Staff
Received a presentation by Baldwin Township Supervisor Bryan Lawrence regarding the proposed incorporation.
- 9:59am 3** Auditor-Treasurer's Monthly Report for November 2023. Auditor / Treasurer
Loraine Rupp, Finance Officer
Hulse/Gray were unanimous to approve and accept the November 2023 Financial Report from the Auditor-Treasurer as presented by the Finance Officer Loraine Rupp. (On file.)
Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 10:04am 4** 2024 Non-Levied Budgets. Administration
Dan Weber, Assistant County Administrator
Gray/Danielowski were unanimous to approve the 2024 Non-Levied Budgets, as presented. (On file.)
Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye
- 10:05am 5** 2024 5-Year Capital Improvement Plan. Administration
Dan Weber, Assistant County Administrator

Danielowski/Gray were unanimous to approve the 2024 5-Year Capital Improvement Plan, as presented. (On file.)

Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

10:06am **6** Resolution No. 121923-AD-3108 Establishing 2024 County Elected Administration
Official Salaries.

Bruce Messelt, County Administrator

Danielowski/Gray with a 3-2 vote to approve Resolution No. 121923-AD-3108 establishing County Elected Official Salaries for 2024. (On file.)

Roll Call Vote - Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

Sherburne County Sheriff	\$190,930.89 (2024 salary)
Sherburne County Attorney	\$190,652.05 (2024 salary)
Sherburne County Auditor-Treasurer	\$141,504.26 (2024 salary)
Sherburne County Recorder	\$125,501.16 (2024 salary)

6. 10:12am Recess Regular Meeting, Open Regional Rail Authority

7. 10:19am Adjourn Regional Rail Authority, Reconvene Regular Meeting

10:19am **1** Resolution No. 121923-AD-3107 Establishing 2024 Salaries for County Administration
Commissioners.

Bruce Messelt, County Administrator

Danielowski/Gray with 3-2 vote to approve Resolution No. 121923-AD-3107 establishing the 2024 salaries for Sherburne County Commissioners with an annual salary of \$57,670. (On file.)

Roll Call Vote - Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

10:26am **2** Adoption of the 2024 Annual Budget and Associated Annual Levies. Administration

Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

Approve Resolutions No. 121923-AD-3109, No. 121923-AD-3110, and No.121923-AD-3111, thus adopting the 2024 County Budget, certifying the 2024 Property Tax Levy, and certifying the 2024 Regional Rail Levy.

Danielowski/Gray with a 3-2 vote to approve Resolutions No. 3109 adopting the 2024 County Budget.

Roll Call Vote - Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye

Gray/Danielowski with a 3-2 vote to approve Resolutions No. 3110 certifying the 2024 Property Tax Levy.

Roll Call Vote - Commissioner Hulse - Nay, Commissioner Danielowski - Aye, Commissioner Felber - Nay, Commissioner Gray - Aye, Commissioner Fobbe - Aye

Gray/Danielowski were unanimous to approve Resolutions No. 3111 certifying the 2024 Regional Rail Levy.

Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

10:36am **3** 2024 County Board Meeting Schedule. Administration

Bruce Messelt, County Administrator

Hulse/Danielowski were unanimous to approve the 2024 County Board Meeting Schedule, as presented.

Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber -

Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye

For Calendar Year, 2024, County Board Meetings will be the 1st Tuesday and 3rd Tuesday of every month starting at 9:00 a.m., with the following exceptions:

- The first meeting in April will be an evening meeting to start at 6:00pm,
- July will have only one Board Meeting, held on the 3rd Thursday (to accommodate the 4th of July Holiday and NACo Conference),
- Budget Workshops to be July 17 and July 18,
- The first meeting in October will be an evening meeting start at 6:00pm
- Truth In Taxation (TNT) to be December 5 at 6:00pm

County Board Workshop Meetings will be scheduled as needed after a Regular Board Meeting or scheduled as a Special Meeting.

Meetings of the Community Health Board (CHB) and Drainage Authority will be included on the approved Schedule. 2024 meetings of the Housing and Redevelopment Authority (HRA) and Regional Rail Authority (RRA) will be scheduled as needed and noticed separately.

8. 10:40am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Nothing to report.

Commissioner Gray - Sherburne County Staff Holiday Luncheon, MICA, Soil Water Conservation District Buffer Law Discussion

Commissioner Felber - Metropolitan Emergency Services Board, CMRP, Tri-County Solid Waste

Commissioner Danielowski - Region 7W Transportation Policy Board meeting, Sherburne County Staff Holiday Luncheon, NACo Community and Economic Development meeting, Big Lake Township meeting, CMRP, Tri-County Solid Waste meeting, Toured Shakopee Family Resource Center in Scott County, Year-end Aquatic Invasive Species meeting

Commissioner Fobbe - Central Minnesota Jobs & Training Services (CMJTS), CMJTS Joint Powers Board, NACo Leadership, Non-Profits United, Chamber gatherings in Princeton, Zimmerman Business Council, MICA, NACO Healthy Counties Advisory meeting, Princeton Chamber Panel, Employee Resource Pride Group, Baldwin Township meeting

9. 10:49am **Recess Regular Meeting, Break**

10. 11:03am **Reconvene, Open Ditch Authority Meeting**

- | | | | |
|---------|---|--|---------------------|
| 11:03am | 1 | Ditch Authority Agenda.
<i>Diane Arnold, County Auditor/Treasurer</i>
Danielowski/Felber were unanimous to approve the Agenda for the Ditch Authority.
Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye | Auditor / Treasurer |
| 11:03am | 2 | Ditch Drainage Technician Report.
<i>Mike Lindenau, County Ditch Inspector</i>
Received the Ditch Drainage Technician's Report from County Ditch Inspector Mike Lindenau. Gray/Hulse approved with a 5-0 vote to accept the report as presented.
Roll Call Vote - Commissioner Hulse - Aye, Commissioner Danielowski - Aye, Commissioner Felber - Aye, Commissioner Felber - Aye, Commissioner Gray - Aye, Commissioner Fobbe - Aye | Auditor / Treasurer |

11. 11:15am Close Ditch Authority Agenda, Open Workshop

12. 12:33pm Close Workshop, Adjourn Regular Meeting

Manual Warrants – HHS OBO Warrants

11/29/23	1,525.49	OBO Amazon 1,525.49
	999.71	OBO DMC Management 999.71
	324.99	OBO Flix 324.99
	2,350.00	OBO Holiday Station Store 2,350.00
	1,505.18	OBO Innovative 1,505.18
	920.67	OBO Walmart 920.67
	135.76	2 Payments less than 300
	7,761.80	Total

Commissioner Warrants – Final Settlement P2

11/30/23	25,570.90	General Revenue Fund
	50,812.62	Metropolitan Transit Fund
	712,075.12	Hra & Ec Dev Fund
	10.85	Hospital District Collections
	1,468.44	Agency Collections
	2,851.89	School Districts Collections
	9,948,916.42	Towns & Cities Collections
	10,741,706.24	Total

Manual Warrants (2)

11/30/23	11,185.58	General Revenue Fund
	116,185.36	Hra & Ec Dev Fund
	11,329.00	Agency Collections
	101,704.74	School Districts Collections
	11,981,736.74	Towns & Cities Collections
	12,222,141.42	Total

Commissioner Warrants

12/1/23	206,805.62	General Revenue Fund
	851,963.18	Public Works Fund
	49.00	Human Service Fund
	715.64	County Ditch Fund
	6,621.25	Law Library Fund
	16,087.36	Solid Waste Fund
	59,145.33	Jail Commissary Fund
	243.89	Sherco Regional Rail Authority
	13,185.05	Justice Center Enterprise Fund
	24,283.70	Agency Collections
	9,397.57	Taxes & Penalties Fund
	872,891.44	Payroll Fiduciary Fund
	2,061,389.03	Total

Manual Warrants (1)

12/1/23	2,231.00	Agency Collections
	2,231.00	Total

Commissioner Warrants

12/8/23	573,767.15	General Revenue Fund
	442,571.21	Public Works Fund
	883.43	Law Library Fund
	10,664.62	Solid Waste Fund
	18,252.38	Jail Commissary Fund
	69,842.11	Justice Center Enterprise Fund
	1,302.50	Agency Collections
	202.41	Taxes & Penalties Fund
	1,117,485.81	Total

Manual Warrants (1)

11/24/23	2,202.00	General Revenue Fund
	12,032.00	Agency Collections
	14,234.00	Total

Manual Warrants – BMO Harris Pcard Nov (1)

12/8/2023	50,859.36	General Revenue Fund
	4,857.02	Public Works Fund
	318.82	Solid Waste Fund
	1,267.79	Jail Commissary Fund
	112.21	Justice Center Enterprise Fund
	57,415.20	Total

Commissioner Warrants

12/8/23	37,374.41	Human Service Fund
	1,834.40	Agency Collections
	39,208.81	Total

Warrants

12/8/23	461.15	Bird/Danette
	424.44	Boe/Evelyn
	337.98	Canfield/Emily
	7,500.00	Central MN Community Empowerment Org
	904.24	Children's Dental Services
	401.85	Elk River Printing
	7,273.25	Hennepin County
	364.77	Lees/Mark F
	470.50	Lexis Nexis
	2,312.73	Main Street Family Services
	3,280.30	Mn Dept Of Human Services - SWIFT
	1,123.72	Mn Dept Of Human Services-SWIFT
	2,155.28	MNCCC LOCKBOX
	3,203.55	Office Of MNIT Services
	534.40	Real Time Translation, Inc
	4,972.00	Sherburne Co Sheriff
	387.20	The Bridge World Language Ctr Inc
	3,101.45	24 Payments less than 300
	39,208.81	Total



[Gregg Felber \(Jan 3, 2024 10:31 CST\)](#)

Gregg Felber, Board Chairperson

01/03/2024

Date



Bruce Messelt, County Administrator

01/03/2024

Date