



Sherburne County Board of Commissioners

March 19, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on March 19, 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 Agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:01am Consent Agenda

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

- 1 Approve the County Board Meeting Minutes from March 5, 2024. Administration
Keisha Broderick, Executive Assistant
Approved County Board Meeting Minutes: March 5, 2024.
- 2 Association of Minnesota Counties Legislative Conference Expense Reimbursement. Administration
Bruce Messelt, County Administrator
Approved reimbursement for Commissioner Fobbe (\$76.22) and Commissioner Gray (\$84.99) for expenses from the AMC Legislative Conference held in February 2024.
- 3 Joint Powers Agreement with the City of Big Lake for Professional Services Related to the Distribution of State Affordable Housing Aid (SAHA). Administration
Dan Weber, Assistant County Administrator
Approved a Joint Powers Agreement (JPA) with the City of Big Lake for professional services related to the distribution of the Statewide Affordable Housing Aid (SAHA). The JPA shall commence on March 19, 2024 and terminate on December 31, 2026. The total compensation payable to the County for services and expenses under this agreement shall not exceed \$68,000. (On file.)
- 4 Lease Agreement with the Sherburne County Historical Center. Administration
Dan Weber, Assistant County Administrator, Kathleen Heaney, County Attorney
Approved a 5-Year Lease Agreement with the Sherburne County Historical Center for Usage of the Sherburne County History Center located in Becker. Term of this agreement shall commence on April 1, 2024 and terminate on December 21, 2030. In every year in which this Agreement is in effect, Society shall pay to the County the amount of \$1.00 within ten (10) days of the first of each year of the Agreement. (On file.)
- 5 MN Lawful Gambling Application - Carefree Country Club. Administration
Keisha Broderick, Executive Assistant
Approved a MN Lawful Gambling Application for Exempt Permit for Carefree Country Club, to be used for multiple Bingo events to be at the Carefree Country Club, 12311 185th Avenue SE, Big Lake, MN 55309.

- 6 Submission of a Summary of Concerns with the Department of Administration
Revenue's Proposed Utility Property Valuation Changes.
Dan Weber, Assistant County Administrator
Approved the submission of a comment letter regarding the MN Department of Revenue's proposal to remove utility, pipeline, and railroad operating property tax and replace it with a gross operating revenues tax. (On file.)
- 7 2023 Carryover and Designations for Preparation and Completion of Auditor / Treasurer
Official Financial Statements.
Diane Arnold, County Auditor/Treasurer
Approved the following:
- Approved the list of deferred revenues and restricted amounts required by law.
- Authorized standard carryovers and the carryovers requested by departments to the 2024 Budget.
- Approved and authorized the designation of fund balances in the Special Revenue, Debt Service, and Capital Project Funds, in accordance with the County's fund balance policy and accounting standards.
(All documents on file.)
- 8 Commissioner & Manual Warrants dated February 29th, March 1st, and Auditor / Treasurer
March 8th, 2024.
Diane Arnold, County Auditor/Treasurer
Approved Commissioner & Manual Warrants dated February 29th, March 1st, and March 8th, 2024.
- | | | |
|-------------------|-----------------------|--------------|
| February 29 2024, | Manual Warrants | \$20,111.38 |
| March 1 2024, | Commissioner Warrants | \$630,571.68 |
| March 1 2024, | Manual Warrants | \$2,052.50 |
| March 8 2024, | Commissioner Warrants | \$747,389.17 |
| March 8 2024, | Manual Warrants | \$16,557.00 |
- 9 Resolution No. 031924-AD-3133 Allowing for Partial Reimbursement to Auditor / Treasurer
Sherburne County Townships and Cities for Gopher Bounties for 2024.
Diane Arnold, County Auditor/Treasurer
Approved by Resolution No. 031924-AD-3133 Reimbursing one dollar (\$1.00) of the amount paid for gopher bounties to participating Sherburne County Towns and Cities, not to exceed \$1.00 per gopher during the calendar year of 2024, according to MS 348.12. (On file.)
- 10 Resolution No. 031924-AD-3134 Supporting an Application for the Auditor / Treasurer
2024-25 Trail Assistance Program, Designating Sherburne County as
Sponsor for the Snowmobile Trails Assistance Program, Authorizing Use
of County Road Right-of-Way as Part of the Snowmobile Trail System,
and Approving the 2024 County/Club Trail Agreement.
Diane Arnold, County Auditor/Treasurer
Approved the following actions:
- Approved and authorized the County Board Chair to sign Resolution No. 031924-AD3134 for Sherburne County to act as Sponsor for the Snowmobile Trails Assistance Program Application for the fiscal year July 1, 2024 to June 30, 2025;
 - Authorized Use of County Road Right-of-Way as Part of the Snowmobile Trail System;
 - Authorized the County Auditor/Treasurer and/or County Administrator to sign all necessary forms and agreements to participate in the program; and
 - Approved and authorized the County Board Chair to sign the 2025 County/Club

Agreement.

- 11** Working Capital Cash Flow - General Fund. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Approved the Working Capital Cash Flow, with this amount to be shown in the financial statements as Unassigned Fund Balance, as per Board-approved Resolution 121923-AD-3112. (On file.)
- 12** Ongoing Acceptance of Clothing Donations. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved the ability for Community Corrections to accept ongoing clothing donations from Community Corrections and Judicial Branch staff for clients and their families.
- 13** February 29, 2024 PCard HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved February 29th, 2024, PCard HHS OBO Warrants as follows:

February 29, 2024 PCard HHS OBO Warrants \$6,680.13
- 14** March 8, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved March 8th, 2024, HHS IFS Admin Warrants as follows:

March 8, 2024 HHS IFS Admin Warrants \$117,397.35
- 15** Annual Laptop and Desktop Replacement. Information Technology
Brian Kamman, IT Director
Approved the purchase of desktops and laptops for Sherburne County in the amount of \$171,307.17.
- 16** Planning & Zoning Reclassification of Planner to Water Resources Planner. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved the reclassification of a Water Resources Planner instead of a Planner to provide expertise in wetlands, shoreland and floodplain management and permitting.
- 17** Re-Appointment of the County Agricultural Inspector. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved the Re-appointment of Mitch Glines as County Agricultural Inspector and approve the proposed 2024 Workplan.
- 18** Agreement with LHB Corp for Design Engineering Services for the Reconstruction of Bridge # 71511 on CSAH 16. Public Works
Andrew Witter, Public Works Department Head
Approved an agreement with LHB in the amount of \$87,099 to provide Design engineering services for the reconstruction of bridge # 71511 on CSAH 16 in Haven Township. The term of this agreement shall commence on March 19, 2024 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the county. (On file.)
- 19** Request for Out-of-State Travel & Training for GIS Staff to Attend ESRI User Conference in San Diego, CA. Public Works
Brett Forbes, GIS Coordinator
Approved Out-of-State travel for three GIS staff members to attend the national GIS Conference in San Diego, CA in July 2024 at an estimated amount of \$6,740.00.

- 20 Resolution No. 031924-AD-33136 in Support of State Bonding for Two Public Works
Inlets at Bde Hehaka - Omashkooz Zaaga'igaans Regional Park.
Gina Hugo, Parks Director
Approved Resolution No. 031924-AD-33136 in support of state bonding for Two Inlets Bdé
Heháka - Omashkooz Zaaga'igaans Regional Park for the amount of \$2.5 million. (On file.)
- 21 Resolution No. 031924-AD-3135 for a FEMA Grant Agreement for Sheriff
Hazard Mitigation Planning (HMP).
Joel Brott, County Sheriff
Approved Resolution No. 031924-AD-3135 authorizing participation in a FEMA Grant agreement
for Hazard Mitigation Planning (HMP) administered by the State of Minnesota Homeland
Security and Emergency Management (HSEM) which requires a 25% match. (On file.)

4. 9:01am **Announcements**

County Administrator Bruce Messelt reviewed the upcoming event calendar with the Commissioners, informed the Board of updates regarding the Minnesota State flag, Minnesota seal, and the status of the upcoming Housing Workshop. Commissioner Fobbe reminded everyone to vote today.

5. 9:09am **Regular Agenda**

- 9:09am 1 Eagle Lake Improvement District Grant Commitment Letter. Administration
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
Fobbe/Danielowski were unanimous to approve the Board of Soil & Water Resource grant match
commitment letter. (On file.)
- 9:12am 2 Auditor-Treasurer's Monthly Report for February 2024. Auditor / Treasurer
Diane Arnold, County Auditor/Treasurer
Gray/Fobbe were unanimous to accept and accept the February 2024 Financial Report from the
Auditor-Treasurer Diane Arnold. Ms. Arnold also shared the township election results with the
Board.
- 9:20am 3 Discuss Legislative Activities and Consider Update of County Legislative Administration
Priorities.
Bruce Messelt, County Administrator
Hulse/Danielowski were unanimous to approve updates to the County Legislative Priorities, as
recommended. (On file.) County Administrator Bruce Messelt provided the Board with updates
on legislative activity as a whole as well.

6. 9:49am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Parks Advisory Committee Meeting, Lunch with Congressman Emmer &
Representative Novotny, Received correspondence regarding concern about the County Fair

Commissioner Fobbe - Klobuchar Phone Call, Central Minnesota Jobs & Training Services, Tri-Cap Search
Committee for Executive Director, MICA

Commissioner Danielowski - Central Minnesota Council on Aging, City of Administrator of Big Lake
meeting, Transportation Day at the Capital, NACo Community Economic Development Workforce
meeting, Big Lake Township meeting, St. Cloud APO meeting, constituent matters,

Commissioner Gray - Culture Brokers debriefing, Quad City Search Committee, SCHSAC, Soil & Water
Conservation District Day at the Capital, MICA, Blattner Energy Headquarters Tour, Xcel Energy
stakeholder meeting, Soil Water Conservation District

Commissioner Felber - Safe Roads Coalition, Violent Offender Task Force meeting, Community Corrections Advisory Board, Metro Emergency Services Board, Orrock Township Open House, Election Equipment testing

7. 10:01am Recess Regular Meeting, Open Community Health Board Meeting

8. 10:24am Close Community Health Board Meeting, Adjourn Regular Meeting

HHS OBO Warrants

2/29/24	9,063.38	General Revenue Fund
	1.00	Human Service Fund
	11,047.00	Agency Collections
	20,111.38	Total

HHS OBO Warrants

2/29/24	914.42	OBO Amazon 914.42
	892.30	OBO Delta 892.30
	809.00	OBO Jessica Coll 809.00
	825.00	OBO NACCHO 825.00
	399.00	OBO National WIC Assoc 399.00
	736.50	OBO Sherburne Co Treasurer 736.50
	699.64	OBO Smilemakers 699.64
	522.17	OBO United Airlines 522.17
	350.00	OBO Walmart 350.00
	532.10	6 Payments less than 300
	6,680.13	Total

Commissioner Warrants

3/1/24	417,658.02	General Revenue Fund
	125,866.08	Public Works Fund
	5,406.08	Law Library Fund
	28,079.50	Solid Waste Fund
	23,344.69	Jail Commissary Fund
	625.00	Forfeited Land Sale
	80.34	Sherco Regional Rail Authority
	29,491.97	Justice Center Enterprise Fund
	20.00	Agency Collections
	630,571.68	Total

Manual Warrants

3/1/24	2,052.50	Agency Collections
	2,052.50	Total

Commissioner Warrants

3/8/24	101,300.84	Human Service Fund
	16,096.51	Agency Collections
	117,397.35	Total

Manual Warrants

3/8/24	2,235.00	General Revenue Fund
	14,322.00	Agency Collections
	16,557.00	Total

Warrants

3/8/24	449.57	Anderson/Jane
	30,696.36	Avivo
	388.60	Carlson/Barbara
	10,000.00	Children's Trust Fund Alliance
	18,458.00	Culture Brokers LLC
	485.96	GBR Interpreting & Translation Services
	6,165.64	Hennepin County
	1,194.08	Influencer Hotspot
	6,900.00	Jason Anderson Consulting
	475.00	Lexis Nexis
	450.00	Lighthouse Child & Family Services
	439.52	Martin/Amanda J
	800.00	MFWCAA
	7,626.58	Mn Dept Of Human Services - SWIFT
	999.00	Mn Dept Of Human Services-SWIFT
	580.00	NACCHO
	3,346.35	Office Of MNIT Services
	347.73	Olds/Brett
	1,616.00	Pinnacle Printing Inc
	9,618.15	Promise Neighborhood of Central MN
	1,426.11	Quadient Leasing USA, Inc
	311.88	Quadient, INC
	520.00	Seven County Process Servers, LLC
	1,542.36	Sugar Lake Lodge
	934.40	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	375.20	Vee/Victoria
	435.50	Wilson/Gina
	4,815.36	36 Payments less than 300
	117,397.35	Total

Commissioner Warrants

2/23/24	342,792.20	General Revenue Fund
	245,218.59	Public Works Fund
	49.00	Human Service Fund
	11,124.76	Solid Waste Fund
	39,719.61	Jail Commissary Fund
	79,114.75	Justice Center Enterprise Fund
	630.82	Agency Collections
	6,254.42	Taxes & Penalties Fund
	22,485.02	Payroll Fiduciary Fund
	747,389.17	Total


Gregg Felber (Apr 2, 2024 21:40 CDT)

Gregg Felber, Board Chairperson

04/02/2024

Date



Bruce Messelt, County Administrator

04/02/2024

Date

