



Sherburne County Board of Commissioners

January 7, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 7, 2025, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the County Administrator was at 9:00am.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Danielowski/Felber were unanimous to approve the Regular Meeting Proposed Agenda.

2. 9:02am Perform Oath of Office

- 1 Conduct Oaths of Offices for Elected County Commissioners. Administration

Honorable Judge Walter Kaminsky

The following Elected Officials took the Oath of Office for their respective elected positions as presided by Honorable Judge Walter Kaminsky.

- County Commissioner - District 1: Andrew Hulse
- County Commissioner - District 5: Brad Schumacher

3. 9:07am Election of Board Chairperson

- 1 Election of 2025 Board of Commissioners' Chairperson. Administration

Bruce Messelt, County Administrator

Felber motioned to nominate Commissioner Gray as the 2025 Board Chair and seconded by Commissioner Danielowski. The vote was unanimous to approve Commissioner Gary Gray as Chair of the Sherburne County Board of Commissioners for the calendar year of 2025.

4. 9:08am Election of Vice-Chairperson

- 1 Election of 2025 Board of Commissioners' Vice-Chairperson. Administration

Bruce Messelt, County Administrator

Felber motioned to nominate Commissioner Danielowski as the 2025 Vice Chair, Commissioner Gray seconded the motion. The vote was unanimous to approve Commissioner Raeanne Danielowski as Vice-Chair of the Sherburne County Board of Commissioners for the calendar year of 2025.

5. 9:10am Open Forum

Bret Collier of Big Lake spoke.

6. 9:13am Consent Agenda

Hulse/Felber were unanimous with a 4-0 vote to approve the Consent Agenda as amended with pulling items 6.1 and 6.11 to be voted on separately. Commissioner Schumacher abstained from the vote.

- 2 Gift Card From Resources Training and Solutions. Administration

Dan Weber, Assistant County Administrator

Approved acceptance of a \$200.00 gift card to Sherburne County Administration from Resource Training and Solutions.

- 3 Amendments to Court Appointed Attorney Service Agreements for Administration

2025.

Bruce Messelt, County Administrator

Approved amendments to Court Appointed Attorney Service Agreements for an additional one-year term from January 1, 2025 to December 31, 2025 at a rate of \$125 per hour. (On file.)

- Guardianship/Conservatorship (Kabele Law)
- CHIPS/TPR (Rutland Law, Carlson, Clelland & Schreder)
- Paternity/Contempt & Commitments (Schmidtke Law)
- Sexually Dangerous Persons (SDP), Sexually Psychopathic Persons (SPP), and Mentally ill and Dangerous Persons (MI&D) (Jones Law).

- 4 Commissioner Expense Reimbursement from the AMC Annual Meeting. Administration

Bruce Messelt, County Administrator

Approved expenses for Commissioner Gray, incurred during the AMC Annual Conference, in the amount of \$84.67.

- 5 Extension of the Arvig Elk River and Clear Lake/Haven Round #2 ARPA Administration

Broadband Access Grant Program Agreements.

Dan Weber, Assistant County Administrator

Approved the extension of the Arvig Elk River & Clear Lake/Haven Round #2 ARPA Broadband Access Grant Program agreements through December 31, 2025. (On file.)

- 6 Gambling Premises Permit for Minnesota Warriors Ice Hockey. Administration

Keisha Broderick, Executive Assistant

Approved a Gambling Premises Permit for Minnesota Warriors Ice Hockey for a raffle, to be held at Mies Outland of St. Cloud, located at 3653 32nd St SE in Haven Township, on Saturday, May 3rd, 2025.

- 7 Joint Powers Agreement with the City of Big Lake for the Enforcement and Regulation of Cannabis Retail Business Registration. Administration

Bruce Messelt, County Administrator, Kathleen Heaney, County Attorney

Approved a Joint Powers Agreement with the City of Big Lake for the Enforcement and Regulation of Cannabis Retail Business Registration. (On file.)

- 8 2025 Signature Authorizations and Designation of Depositories. Auditor / Treasurer

Brenda Davis, Loraine Rupp, Auditor/Treasurer

Approved and authorized execution of the following:

- 1.) A Resolution 010725-AD-3188 designating Depositories of Public Funds for 2025 for The Bank of Elk River and First Bank Elk River. (On file.)
- 2.) Resolutions attesting to Chairperson's signature of record at the bank for checking accounts at US Bank/MAGIC and First Bank Elk River and 2025 Board Chair endorsement of appropriate signature forms.
- 3.) 2025 Board Chair signature, as required for a check signature image, for 2025 warrants (as required by M.S. 385.05).

- 9 Sherburne County Investment Policy. Auditor / Treasurer

Brenda Davis, Loraine Rupp, Auditor/Treasurer

Approved the Sherburne County Investment Policy with no changes from 2024, as annually required under this policy. (On file.)

- 10 Commissioner & Manual Warrants dated December 13th, 20th, and Auditor / Treasurer
27th, 2024.

Loraine Rupp, Auditor/Treasurer

Approved Commissioner & Manual Warrants dated December 13th, 20th, and 27th, 2024, as follows.

December 13 2024, Commissioner Warrants \$1,719,025.55

December 13 2024, Manual Warrants \$10,663.00

December 20 2024, Commissioner Warrants \$929,973.98

December 20 2024, Manual Warrants \$617,620.07

December 27 2024, Commissioner Warrants \$1,947,553.74

December 27 2024, Manual Warrants \$6,148.00

- 12 December 13th, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved December 13, 2024 HHS IFS Admin Warrants as follows.

December 13, 2024 HHS IFS Admin Warrants \$27,963.16

- 13 December 20th, 2024 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved December 20th, 2024 HHS IFS Admin Warrants, as follows.

December 20th, 2024 HHS IFS Admin Warrants \$102,912.17

- 14 December 27th, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved the December 27th, 2024, HHS IFS Admin Warrants, as follows.

December 27th, 2024 HHS IFS Admin Warrants \$26,181.68

- 15 December 30th, 2024, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved the December 30th, 2024, HHS OBO Warrants, as follows.

December 30, 2024 HHS OBO Warrants \$13,741.25

- 16 December 31st, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director

Approved the December 31st, 2024, HHS IFS Admin Warrants as follows.

December 31, 2024 HHS IFS Admin Warrants \$7,286.51

- 17 Children's Mental Health Respite Funds. Health & Human Services
Sara Stenseng, Child and Family Services Division Manager

Approved the acceptance of Children's Mental Health Respite funds from the Department of Human Service. The contract is effective on January 1, 2025 and is valid through June 30, 2027.

The Grant allocation is as follows:

2025 Grant - \$25,664

2026 Grant - \$25,664

2027 Grant - \$12,833

- 18 Professional Services Agreement for Park Design and Construction Public Works
Administration.
Gina Hugo, Parks Director

Approved a professional services agreement with Damon Farber Associates, Inc for the Design, Engineering and Construction Administration Services related to the Phase 1 park development at Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park. The agreement shall commence on January 7, 2024 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. The total compensation payable to the Consultant for Services and expenses under this Agreement shall not exceed \$244,183.00.

- 19 Resolution No. 010725-AD-3185 in Support of a State Bonding Request Public Works for Two Inlets at Bde Hehaka - Omashkooz Zaaga'igaans Regional Park.

Gina Hugo, Parks Director

Approved Resolution No. 010725-AD-3185 in support of a State Bonding request for Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park. (On file.)

- 6.1. 9:14am County Board Meeting Minutes from December 17th, 2024. Administration

Keisha Broderick, Executive Assistant

Danielowski/Hulse unanimous to approve the County Board Meeting Minutes from December 17, 2024. Commissioner Schumacher abstained.

- 6.11 9:14am Agreement Between Sherburne County and Influencer Hotspot for Grant-Funded Covid Recovery Strategies. Health & Human Services

Nicole Ruhoff, CHS Administrator & Amanda Larson, HHS Director

Health & Human Services Director Amanda Larson spoke to provide more information on the matter.

Danielowski/Gray motioned for approval to approve the agreement between Influencer Hotspot and Sherburne County in the amount of \$70,000, for the period of January 2025 to June 30, 2025, to complete COVID recovery strategies funded through a MN Department of Health Grant with proposed changes to the scope of work as directed. Danielowski/Gray motioned to amended the motion to table the item. Motion failed with a 2-2 vote with Commissioner Schumacher abstaining.

Danielowski/Gray motioned to approve the item as originally proposed. Motion failed with a 2-2 vote with Commissioner Schumacher abstaining.

7. 9:37am **Announcements**

County Administrator Bruce Messelt reminded the Board of the following items.

- February 14 is the Transportation Alliance
- Association of Minnesota Counties (AMC) is hosting a training scheduled Board Chairs and Vice Chairs and County Government 101
- AMC has an upcoming Cybersecurity Training
- January 8 there will be a virtual presentation on Narcan
- AMC requested a County Commissioner in a workgroup for County Program Aid & Relief that will meet on January 9. Commissioner Danielowski expressed interest.
- Reminded the Board of upcoming workshops and meetings as indicated on the agenda.

8. 9:40am **Open Regional Rail Authority Meeting**

9. 9:45am **Open Housing & Redevelopment Authority Meeting**

10. 9:49am **Reconvene Regular Agenda**

- 9:49am 1 Awarding Bid for 2025 Official County Publications. Auditor / Treasurer

Loraine Rupp, Auditor/Treasurer

Approved and awarded the bid for the 2025 Publication of the Commissioner's Proceedings, Delinquent Tax Listing, 2024 Financial Statement and alternate 2024 Financial Statement, as presented separately by the Auditor-Treasurer as follows.

Danielowski/Schumacher unanimous to approve awarding Commissioner's Proceedings to Elk

River Star news with a bid of \$3.19 per inch.

Hulse/Danielowski with a 4-1 vote to approve awarding Delinquent Tax Listing to Elk River Star News with a bid of \$3.38 per inch.

Danielowski/Hulse unanimous to approve awarding 2024 Financial Statement to The Patriot with a bid of \$17.00 per inch.

Felber/Danielowski unanimous to approve awarding the alternate 2024 Financial Statement to Elk River Star News with a bid of \$12.00 per inch.

- | | | | |
|---------|---|---|----------------|
| 9:56am | 2 | 2025 County Board Meeting Schedule.
<i>Bruce Messelt, County Administrator</i>
Considered, discussed, and Hulse/Schumacher were unanimous to approve of the 2025 County Board Meeting Schedule as amended with the second meeting in June being held on the 24th. | Administration |
| 10:04am | 3 | Resolution No. 010725-AD-3184 for Support in Seeking Funds for the US Highway 10/County Highway 11 Interchange.
<i>Andrew Witter, Public Works Department Head</i>
Danielowski/Hulse were unanimous to approve Resolution No. 010725-AD-3184 for support in seeking funds to convert the intersection of US Highway 10 and County Highway 11 into an interchange. (On file.) | Public Works |
| 10:08am | 4 | Resolution No. 010725-AD-3186 for Sherburne County to accept Local Road Improvement Program (LRIP) Funds for the CSAH 4 improvement project between 10th Street and County Road 45, in the City of Zimmerman.
<i>David Roedel, Assistant Public Works Director</i>
Schumacher/Danielowski were unanimous to approve Resolution No. 010725-AD-3186 for Sherburne County to accept Local Road Improvement Program (LRIP) Funds for the CSAH 4 improvement project between 10th Street and County Road 45, in the City of Zimmerman. (On file.) | Public Works |
| 10:10am | 5 | Resolution No. 010725-AD-3187 in Support of Sponsoring the Surface Transportation Block Grant Program (STBGP) for County State Aid Highway (CSAH) 33 Improvements from US 169 to CSAH 13, in the City of Elk River.
<i>David Roedel, Assistant Public Works Director</i>
Hulse/Danielowski were unanimous to approve Resolution No. 010725-AD-3187 in Support of Sponsoring the Surface Transportation Block Grant Program (STBGP) for County State Aid Highway (CSAH) 33 Improvements from US 169 to CSAH 13, in the City of Elk River. (On file.) | Public Works |

11. 10:11am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Economic Development Authority (EDA), Congressman Emmer Call

Commissioner Felber - National Association of Counties (NACo) Central meeting, Two Inlets Park Committee Meeting, Congressman Emmer Call, Council of Foreign Relations Webinar, Sherburne History Center Candle Light Walk

Commissioner Danielowski - NACo Central Region Meeting, Substance Use Prevention (SUP), EDA, Congressman Emmer Call

Commissioner Schumacher - City Council Meeting for Princeton, City Council Meeting for Baldwin, Thanked staff for the onboarding experience.

Commissioner Gray - Two Inlets Park Committee Meeting, Soil & Water Conservation District (SWCD),
Attended to Constituent Concerns

12. 10:19am Recess Regular Meeting, Break
13. 10:32am Reconvene, Recess Regular Meeting, Open Workshop
14. 12:28pm Adjourn Workshop, Reconvene Regular Meeting

Commissioner Warrants

12/13/24	340,415.57	General Revenue Fund
	1,192,049.80	Public Works Fund
	2,601.83	Human Service Fund
	19,441.62	Solid Waste Fund
	27,337.59	Jail Commissary Fund
	86,939.63	Justice Center Enterprise Fund
	3,784.00	Agency Collections
	22,868.01	Taxes & Penalties Fund
	23,587.50	Payroll Fiduciary Fund
	1,719,025.55	Total

Warrants

12/13/24	682.48	Influencer Hotspot
	310.88	LaCount/Carlie
	6,587.75	Lutheran Social Service Of Minnesota
	9,856.12	Main Street Family Services
	1,426.11	Quadient Leasing USA, Inc
	484.00	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	2,615.82	22 Payments less than 300
	27,963.16	Total

Manual Warrants

12/03/24	2,316.00	General Revenue Fund
	8,347.00	Agency Collections
	10,663.00	Total

Commissioner Warrants

12/13/24	27,963.16	Human Service Fund
	27,963.16	Total

Warrants

12/20/24	81,328.95	Avivo
	458.28	Bressner/Macy
	460.44	Engelhaupt/Cody
	2,422.48	Hennepin County
	556.77	Hines/Nathaniel
	356.25	Lighthouse Child & Family Services
	7,805.35	Main Street Family Services
	908.41	McCoss/Daniel J
	416.74	Olds/Brett
	481.73	Ouko/Natasha A
	4,360.50	Sherburne County Auditor Treasurer
	452.35	The Bridge World Language Ctr Inc
	1,750.00	The Diversity Institute

	1,153.92	9 Payments less than 300
	102,912.17	Total
Commissioner Warrants		
12/20/24	95,106.82	Human Service Fund
	7,805.35	Agency Collections
	102,912.17	Total
Commissioner Warrants		
12/20/24	639,698.99	General Revenue Fund
	3 143,309.74	Public Works Fund
	5,894.74	Human Service Fund
	5,517.64	Law Library Fund
	13,583.29	Solid Waste Fund
	65,647.56	Jail Commissary Fund
	188.63	Sherco Regional Rail Authority
	7,936.35	Justice Center Enterprise Fund
	16,884.50	Agency Collections
	31,312.54	Taxes & Penalties Fund
	929,973.98	Total
Manual Warrants		
12/20/24	2,144.90	General Revenue Fund
	615,475.17	Agency Collections
	617,620.07	Total
Warrants		
12/27/24	368.50	Byrnes/Anna J
	807.50	Central MN Mental Health Center
	9,802.00	Culture Brokers LLC
	320.00	Hennepin Co Sheriff's Office
	315.00	Lexis Nexis
	339.02	Lira/Kaylie
	5,105.80	Mn Dept Of Human Services - SWIFT
	1,971.82	Mn Dept Of Human Services-SWIFT
	4,454.10	Office Of MNIT Services
	2,697.94	23 Payments less than 300
	26,181.68	Total
Warrants		
12/27/24	22,006.43	Human Service Fund
	4,175.25	Agency Collections
	26,181.68	Total
Manual Warrants		
12/27/24	6,148.00	Agency Collections
	6,148.00	Total
Commissioner Warrants		
12/27/24	277,018.62	General Revenue Fund
	273,220.91	Public Works Fund
	1,649.00	Human Service Fund
	54.59	Law Library Fund
	101,606.13	Jail Commissary Fund

223.15	Sherco Regional Rail Authority
209,916.86	Justice Center Enterprise Fund
3,019.87	Taxes & Penalties Fund
1,080,844.61	Payroll Fiduciary Fund
1,947,553.74	Total

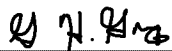
12/30/24	1,192.74	OBO 4Imprint
	6,422.97	OBO Amazon
	2,400.00	OBO Cvent Self Paced Online
	1,396.97	OBO Firestone
	328.30	OBO Josten's
	906.65	OBO Walmart
	1,093.62	9 Payments less than 300
	13,741.25	Total

Warrants

12/31/24	7,286.51	Human Service Fund
	7,286.51	Total

Warrants

12/31/24	342.38	Boetel/LeAnne
	341.53	Erickson/Paul
	319.58	GBR Interpreting & Translation Services
	653.24	Graves-Petron/Trisha
	1,168.00	HemoCue America
	1,318.24	Hennepin County
	301.14	MNCCC LOCKBOX
	400.66	Nellis/Michelle
	353.60	The Bridge World Language Ctr Inc
	324.95	Vik/Virginia G
	1,763.19	16 Payments less than 300
	7,286.51	Total



Gary H. Gray (Jan 26, 2025 11:55 CST)

Gary Gray, Board Chairperson

01/26/2025

Date



Bruce Messelt, County Administrator

01/21/2025

Date