

**SHERBURNE COUNTY  
BOARD OF COMMISSIONERS  
DECEMBER 3, 2024  
COUNTY BOARD MEETING MINUTES**

Call to Order

The Sherburne County Board of Commissioners convened in regular session on December 3, 2024, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am.

Moment of Silence and Pledge of Allegiance

Approval of Regular Meeting Proposed Agenda

Gray/Fobbe were unanimous to approve the Regular Meeting agenda as presented.

K-9 Presentation

Donation to the Sheriff's Office K-9 Unit.

Sheriff

Ben Zawacki, Commander of Operations

Danieliowski/Hulse were unanimous to accept a \$2,500 donation from Gary and Ann Gray to the Sheriff's Office K-9 Unit.

Open Forum

Bret Collier of Big Lake spoke.

Consent Agenda

Hulse/Danieliowski were unanimous to approve the Consent Agenda as amended with the word change to item 4.12 and the address change made to item 4.14.

Official Minutes from the November 19th, 2024, Regular Meeting of the County Board of Commissioners.

Administration

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the November 19th, 2024, Regular Meeting of the County Board of Commissioners, as presented.

Compensation/Per Diem Rate for Volunteer/Citizen Committees for 2025.

Administration

Dan Weber, Assistant County Administrator

Approved the 2025 per diem rate of \$50.00 per meeting, plus mileage, for members of voluntary/citizen committees appointed by the County Board, or for other volunteers who serve in an official capacity under the Board's jurisdiction and for whom per diem is declared appropriate.

Recommended Reappointment of Mr. Brian Myres to the St. Cloud Regional Airport Authority.

Administration

Bruce Messelt, County Administrator

Approved the reappointment of Mr. Brian Myres to the St. Cloud Regional Airport Authority, as per the County's Joint Powers Agreement with the City of St. Cloud and Benton and Stearns counties.

Resolution #120324-AD-3071 to Accept the Highest Proposal for the Purchase of County Property.

Administration

Dan Weber, Assistant County Administrator

Approved Resolution #120324-AD-3071 to accept the Highest Proposal of \$18,100 for the purchase of County Property. (On file.)

Eagle Lake Improvement District 2024 Annual Report.

Administration

Dan Weber, Assistant County Administrator

Accepted the 2024 Annual Report from the Eagle Lake Improvement District. (On file.)

Three Lake Improvement District 2024 Annual Report.

Administration

Dan Weber, Assistant County Administrator

Accepted the 2024 Annual Report from the Three Lake Improvement District. (On file.)

Commissioner & Manual Warrants dated November 15th and 22nd, 2024. Auditor / Treasurer

Lorraine Rupp, Auditor/Treasurer Approved Commissioner & Manual Warrants dated November 15th and 22nd, 2024, as presented.

November 15 2024, Commissioner Warrants \$1,859,911.12

November 15 2024, Manual Warrants \$328,186.72

November 22 2024, Commissioner Warrants \$635,943.53

November 22 2024, Manual Warrants \$37,247.11

Annual MnDOH Grant Funds for Sherburne County Evidenced Based Family Home Visiting.

Health & Human Services

Nicole Ruhoff, CHS Administrator

Accepted annual grant funds in the amount of \$430,825 from the MN Department of Health for Sherburne County Evidenced Based Family Home Visiting for HHS Grant Award for Community Support Program Funding and Authorization to Execute a Grant Agreement/Contract.

Health & Human Services

Tony Masters, Social Services Manager

Approved and accepted a HHS Grant Award for Community Support Program funding, in the amount of \$276,898.00, for the time period of 1/1/2025-12/31/2026, funded through the Minnesota Department of Human Services, and authorized the County Board Chair, Health and Human Services Director, Clerk/Administrator, and Attorney's Office to execute any necessary contracts and agreements associated with the grant. (On file.)

2025-2029 Local Public Health and Foundational Public Health Responsibilities Grant Project Agreement between the MN Department of Health and Sherburne County.

Health & Human Services

Nicole Ruhoff, CHS Administrator

Approved the 2025-2029 Local Public Health and Foundational Public Health Responsibilities Grant Project Agreement between the MN Department of Health and Sherburne County, with a Year 1 award of \$371,442. The term of this grant shall be January 1, 2025 through December, 2029.

November 22nd, 2024, HHS IFS Warrants.

Health & Human Services

Amanda Larson, HHS Director

Approved HHS IFS Warrants dated November 22nd, 2024 as follows:

November 22, 2024 - HHS IFS Warrants \$70,254.66

Approval of the Updated Safety and Health Manual.

Human Resources

Staci Hecht, Risk Management Specialist

Approved the updated Safety and Health Manual, as presented. (On file.)

Memorandum of Understanding Regarding Public Safety Telecommunicator Wage Adjustment.

Human Resources

Tammy Bigelow, HR Director

Approved a Memorandum of Understanding (MOU) with LELS Dispatcher Unit regarding Public Safety Telecommunicator Wage Adjustment. (On file.)

Issue a Certificate of Closure to Elk River Composting, Inc.

Planning & Zoning

Jillian Carlson, Environmental Specialist

Approved and issued a Certificate of Closure to Elk River Composting Inc. located at 23130 112th St NW (Parcel ID No. 30-00034-4100). (On file.)

Professional Services Agreement with Houston Engineering Inc. to Provide Consulting Services for the Calendar Year 2025.

Planning & Zoning

Dave Lucas, Solid Waste Administrator

Approved a Professional Services Agreement with Houston Engineering, Inc. to provide professional solid waste consulting services for the calendar year 2025, and authorized the Solid Waste Administrator to execute the same. The term of this Agreement shall commence on January 1, 2025, and, unless earlier terminated pursuant to this Agreement, shall terminate on December 31, 2025. (On file.)

Recommended 2025 Appointments to the Sherburne County Planning Advisory Commission.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approved appointment of the following Township Representatives and alternates to the Planning Advisory Commission, as recommended by the Township Boards, for the term of January 2025-December 2027:

For Big Lake Township:

- Bruce Aubol as Representative

- Mark Hedstrom as Alternate

For Clear Lake Township:

- Terrance Vander Eyk as Representative

Adoption of an Updated Park Dedication Policy.

Public Works

Gina Hugo, Parks Director

Approved an updated Park Dedication Policy, as recommended by the Parks and Trails Advisory Committee. (On file.)

Master Services and Purchasing Agreement Between Axon Enterprises, Inc. and the Sherburne County Sheriff's Office for the Purchase of New Tasers.

Sheriff

Joel Brott, County Sheriff

Approved a Master Services and Purchasing Agreement between Axon Enterprises, Inc. and the Sherburne County Sheriff's Office for the purchase of new tasers. The total purchase and servicing/support of 112 tasers is \$991,670.51 (\$99,167 annually for 10 years). The term of this agreement shall commence on December 3, 2-24 and continue until all subscriptions have expired or have been terminated. (On file.)

County Veteran Services Officer (CVSO) Annual Operational Improvement Grant for FY 2025.

Veteran's Services

Larry Fonder, Veteran Service Officer

Approved and accepted a \$15,000.00 Annual Operational Improvement Grant from the Minnesota Department of Veterans Affairs (MDVA) for FY 2025, and authorized execution of the same by the County Veterans Services Officer. (On file.) This is an annually recurring Grant Award, with an agreement prepared by the MN Department of Veterans Affairs for execution by the County Veterans Service Officer from 12/2024 - 05/2025.

Announcements

County Administrator Bruce Messelt reminded the Board of the following:

- Retirement Party for St. Cloud Mayor Dave Kleis is tonight in St. Cloud.		
- Xcel Energy Virtual Open House on December 4th from 3p-4p regarding Energy Pilot Project Long Duration Batter Storage using Air Ions		
- Truth In Taxation is December 5 at 6pm with Commissioner Hulse attending virtually via Teams. The Teams link was also shared with the public.		
- Association of Minnesota Counties Annual Conference at the DoubleTree by Hilton - Bloomington South December 9-11		
- Following the December 17 County Board meeting there will be an Employee Anniversary Recognition and a Recognition for Commissioner Fobbe		
- Governor Walz issued flags be at half-staff for the loss of an on duty officer with the Red Lake Nation.		
- December 1 new State Law went in place for Cyber Security and Events		
- The Greater Minnesota Parks and Trails Commissioner is recommending Sherburne County for two grants. One for Two Inlets Park and the other for the Great Northern Regional Trail-Zimmerman.		
Park and the other for the Great Northern Regional Trail-Zimmerman.		
Commissioner Hulse reminded the group that the ISD 728 recount is actively taking place on-site in the Maple Room of the Government Center.		
Regular Agenda		
Update regarding the Northland Reliability Project.		Administration
Maddie Huempfer, Meredith Hass		
Received an update on the Northland Reliability Project, presented by representative Brian Hunker of Great River Energy.		Administration
Update from Connexus Energy.		
Dan Weber, Assistant County Administrator, Carrie Mikkonen		
Received an update from Connexus Energy staff Justin Partee and Carrie Mikkonen.		
Set the January 2025 County Board Meeting Dates and Times.		Administration
Bruce Messelt, County Administrator		
Hulse/Gray were unanimous to approve setting the date and time for the first 2025 Meeting of the Sherburne County Board of Commissioners as Tuesday January 7th, 2024 at 9:00 am, in accordance with Minn. Stat. § 375.07, and, for notification/publication purposes, the second 2025 Meeting of the County Board as Tuesday, January 21st, 2025 at 9:00 am.		
Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items		
Commissioner Hulse - Economic Development Authority, Congressman Emmer Team meeting, 14B Recount, Interview with MPR, Star News, Star Tribune, discussions with leadership with state and local level Republic Party		
Commissioner Danieliowski - Substance Use Prevention (SUP), Economic Development Authority, CentraCare Housing Cohort meeting, Options Board meeting, Constituent concerns		
Commissioner Fobbe - Great River Regional Library Finance meeting, Great River Regional Library Board meeting, Park and Trail advisory Committee, Tri-Cap, Association of Minnesota Counties Executive Committee meeting, Constituent concerns, highlighted an upcoming Open House to celebrate Superintendent Dan Bittman's retirement December 9th at 4:30		
Commissioner Gray - Visited Mangers Meeting, SUP, Public Health meeting, Diversity Equality Inclusion & Belonging (DEIB), Planning & Zoning meeting, constituent concern, NACo Agricultural and Rural Affairs		
Commissioner Felber - Season Effective disorder month, Election Recounts, DEIB, Midwest Regional Forensic Laboratory meeting, Investiture for Judge Pippenhagen, Proposed moving the appointments to the Planning & Advisory Board to fit in with election,		
Recess Regular Meeting, Break		
Recess Regular Meeting, Open Workshop		
Close Workshop Meeting, Adjourn Regular Meeting		
Commissioner Warrants		
11/15/24	312,997.90	General Revenue Fund
	1,326,166.11	Public Works Fund
	49.00	Human Service Fund
	56,608.63	Solid Waste Fund
	19,051.55	Jail Commissary Fund
	202.54	Sherco Regional Rail Authority
	108,453.03	Justice Center Enterprise Fund
	2,133.40	Agency Collections
	14,027.00	Taxes & Penalties Fund
	20,221.96	Payroll Fiduciary Fund
	1,859,911.12	Total
Manual Warrants		
11/15/24	328,186.72	Agency Collections
	328,186.72	Total
Commissioner Warrants		
11/22/24	63,804.47	Human Service Fund
	6,450.19	Agency Collections
	70,254.66	Total
Warrants		
11/22/24	9,800.00	Culture Brokers LLC
	384.58	Franzwa/Martha
	794.20	Grater/Justin
	2,814.00	Health Partners Mail Stop 21103R
	422.10	Hoeschen/Stacie
	383.24	Huber/Tonya
	343.71	Hutson/Lauren
	650.00	Influencer Hotspot
	382.57	LaCount/Carlie
	6,587.75	Lutheran Social Service Of Minnesota
	4,444.44	Main Street Family Services
	477.71	Mater/Mallory
	5,217.00	Minnesota Social Service Association
	654.40	Mitchell/Nikita
	7,791.46	Mn Dept of Human Services - SWIFT
	7,785.75	Office Of MNIT Services
	373.19	Olds/Kirsten
	449.46	Plude/Brittany
	5,536.00	Sherburne Co Sheriff
	4,581.00	Sherburne County Auditor Treasurer
	484.00	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	564.81	Wilson/Gina
	3,333.29	31 Payments less than 300
	70,254.66	Total
Manual Warrants BMO Harris Pcard		
11/22/24	28,661.35	General Revenue Fund
	4,211.91	Public Works Fund
	155.88	Human Service Fund
	785.16	Solid Waste Fund
	22,623.96	Jail Commissary Fund
	2,808.85	Justice Center Enterprise Fund
	37,247.11	Total
Commissioner Warrants		
11/22/24	228,298.79	General Revenue Fund
	274,924.68	Public Works Fund
	6,819.45	Human Service Fund
	7,840.49	Law Library Fund
	30.00	Solid Waste Fund
	65,240.19	Jail Commissary Fund
	195.99	Sherco Regional Rail Authority
	39,045.99	Justice Center Enterprise Fund
	3,205.27	Agency Collections
	10,322.68	Taxes & Penalties Fund
	20.00	Payroll Fiduciary Fund
	635,943.53	Total
Gregg Felber, Board Chairperson		
Bruce Messelt, County Administrator		
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