

SHERBURNE COUNTY BOARD OF COMMISSIONERS
DECEMBER 17, 2024 COUNTY BOARD MEETING MINUTES

Call to Order	
The Sherburne County Board of Commissioners convened in regular session on December 17, 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	
Hulse/Gray were unanimous to approve the regular meeting agenda as amended with moving item 6.1 to be presented before item 3.	
Consent Agenda	
Danielowski/Gray were unanimous to approve the Consent Agenda as amended with pulling item 2.6, 2.35,2.36,2.37 to be voted on separately.	
Minutes from the December 3rd, 2024, Regular Meeting of the County Board.	Administration
Keisha Broderick, Executive Assistant	
Approved the minutes from the December 3rd, 2024 Regular Meeting of the County Board, as presented.	
Minutes from the December 3rd, 2024, County Board Workshop.	Administration
Keisha Broderick, Executive Assistant	
Approved the Minutes from the December 3rd, 2024 County Board Workshop meeting as presented.	
Minutes from the December 5th, 2024, Truth in Taxation Meeting of the County Board.	Administration
Bruce Messelt, County Administrator	
Approved the minutes from the December 5th, 2024, Truth in Taxation Meeting of the County Board, as presented.	
2025 5-Year Capital Improvement Plan.	Administration
Dan Weber, Assistant County Administrator	
Approved the 2024 5-Year Capital Improvement Plan, as presented. (On file.)	
2025 Non-Levied Budgets.	Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator	
Approved the 2025 Non-Levied Budgets, as presented. (On file.)	
Commissioner Expense Reimbursement from the AMC Annual Meeting.	Administration
Bruce Messelt, County Administrator	
Approved transportation expenses for Commissioner Fobbe, incurred during the AMC Annual Conference, in the amount of \$34.29.	
Authorization to Issue Checks to Eligible Parties for Tax Rebate Financing, in Accordance with the Agreements on File.	Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer Approved Payment of 2024 Tax Rebate Financing and authorized issuance of checks for the same, in accordance with the agreements on file for the following:	
• Sandhill Holdings	
• S&B LLC	
• GATR of Sauk Rapids, Inc- RAN Properties LLC	
• Morrell Oversize, Inc- Scott Morrell LLC	
• Patrick Industries, Inc	
• Apex Embroidery Design, Inc. & SBH Properties, LLC	
• Ice Man Properties LLC	
• Zablocki Roofing Inc & OZ Properties	
Commissioner & Manual Warrants Dated November 22nd, 27th, and 29th, and December 2nd and 6th, 2024.	Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer Approved Commissioner & Manual Warrants Dated November 22nd, 27th, and 29th, and December 2nd and 6th, 2024, as follows:	
November 22 2024, Manual Warrants \$10,247.35	
November 27 2024, Manual Warrants \$4,554.50	
November 29 2024, Commissioner Warrants \$2,355,715.79	
December 2 2024, Commissioner Warrants Final Settlement P3 \$11,898,249.57	
December 6 2024, Commissioner Warrants \$914,147.55	
December 6 2024, Manual Warrants \$13,021,576.89	
Authorization to Pay Final 2024 Warrants.	Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer Approved a Request for Authorization to Pay Final 2024 Warrants. (On file.)	
Resolution 121724-AD-3175 to Commit Fund Balance, in Accordance with GASB Statement #54.	Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer Approved Resolution No. 121724-AD-3175 to commit Fund Balance, in accordance with GASB Statement #54. (On file.)	
Agreement Between the MN Department of Health and Sherburne County for the Cannabis and Substance Use Prevention (CSUP) Grant.	Health & Human Services
Nicole Ruhoff, CHS Administrator	
Approved an agreement between the MN Department of Health and Sherburne County for the Cannabis and Substance Use Prevention (CSUP) Grant, in the amount of \$120,814, for Budget Period 1 - November 21, 2024, to October 31, 2025. (On file.)	
Contract Between Sherburne County and YMCA for Drop-in Child Care Services.	Health & Human Services
Gina Anderson, Economic Supports Manager	
Approved a contract between Sherburne County and YMCA for Drop-in Child Care Services for 2025. The term of the agreement shall be January 1, 2025 through December 21, 2025. The total amount to be paid by the County pursuant to this Contract shall not exceed \$65,000.	
December 3rd, 2024 HHS OBO Warrants.	Health & Human Services
Amanda Larson, HHS Director	
Approved HHS OBO Warrants dated December 3rd, 2024, as presented.	
December 3, 2024 HHS OBO Warrants \$15,941.10	
15 December 6th, 2024, HHS IFS Admin Warrants.	Health & Human Services
Amanda Larson, HHS Director	
Approved the HHS IFS Admin Warrants dated December 6th, 2024, as presented.	
December 6, 2024 HHS IFS Admin Warrants \$85,315.88	
PATH (Projects for Assistance in Transition from Homelessness) Grant Contract between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County.	Health & Human Services
Tony Masters, Social Services Manager	
Approved the PATH (Projects for Assistance in Transition from Homelessness) Grant Contract between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County.	
Therapy Dog Policy and Acquisition of an Initial Therapy Dog for Health and Human Services.	Health & Human Services
Amanda Larson, HHS Director	
Approved an HHS Department Policy governing a Therapy Dog Program and authorized procurement and initial training of a Therapy Dog.	
Recommended Revisions to the Sherburne County Rules and Personnel Policies.	Human Resources
Tammy Bigelow, HR Director	
Approved recommended revisions to the Sherburne County Rules and Personnel Policies to the following Chapters:	
* Chapter 1 (Purpose, Adoption and Administration)	
* Chapter 7 (Employee Benefits)	
* Chapter 9 (Severance/Termination Pay) -	
With approval of the recommended revisions to Chapter 9 (Severance/Termination Pay) for 2025 only: Prorated post-employment health care savings plan gross salary contributions for Non-Union Supervisors & Managers and Non-Elected Department Heads to be determined based on 22 increments throughout the year, with contributions beginning February 2025. The full gross salary contributions will begin in 2026.	
* Chapter 19 (Procedures for Processing Allegations of Misconduct)	
SIEM Solution with Rapid-7.	Information Technology
Brian Kamman, IT Director	
Approved an agreement with Rapid-7 for their Security Information and Event Management (SIEM) tool and 24/7/365 Security Operation Center (SOC) to provide services to improve the security posture of Sherburne County government computing and data. The cost is \$74,900. (On file.)	
2025 City and Township Recycling Day Funding Amounts.	Planning & Zoning
Maureen Mossak, Environmental Specialist	
Approved City and Township Recycling Day Event funding amounts for 2025, as follows:	
Baldwin City \$ 8,900.00	
Becker City \$ 4,500.00	
Becker Twp \$ 3,900.00	
Big Lake City \$ 11,800.00	
Big Lake Twp \$ 18,700.00	
Blue Hill Twp \$ 6,400.00	
Clear Lake City \$ 500.00	
Clear Lake Twp \$ 3,000.00	
Elk River City \$ 11,400.00	
Haven Twp \$ 3,400.00	
Livonia Twp \$ 6,300.00	
Orrock Twp \$ 8,000.00	
Palmer Twp \$ 10,000.00	
Santiago Twp \$ 3,100.00	
Appointments to the Sherburne County Board of Adjustment.	Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator	
Approved reappointment of Steve Demeules and appointment of Boaz Erickson to the Sherburne County Board of Adjustment for a three-year term, from January 1, 2025-December 31, 2027.	
County Solid Waste License Renewal for Elk River Landfill, Inc.	Planning & Zoning
Dave Lucas, Solid Waste Administrator, June Volkers	
Approved a one-year renewal of the County's Solid Waste License for Elk River Landfill, Inc. Term shall be January 1, 2025 - December 31, 2025.	
Recommended 2025 Appointment to the Sherburne County Planning Advisory Commission.	Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator	
Approved appointment of Mr. Jeff Anderson as Santiago Township Representative on the Sherburne County Planning Advisory Commission, as recommended by the Township Board, for the term of January 1, 2025-December 31, 2027.	
Amended Residential Battery Recycling Program.	Planning & Zoning
Jerome Doede, Environmental Specialist, Senior Environmental Specialist	
Approved amendments to the Residential Battery Recycling Program and related Budget, as recommended by the Solid Waste Advisory Committee. (On file.)	
Resolution No.121724-AD-3176 to apply for Highway Safety Improvement Program Funding for the CSAH 11/ CSAH 16 Roundabout.	Public Works
Andrew Witter, Public Works Department Head	
Approved Resolution No. 121724-AD-3176 to apply for HSIP Funding. (On file.)	
Agreement and Resolution No. 121724-AD-3177 to Effect the Turnback of County Highway No. 53 (CSAH 8 to Mississippi River/Snuffy's Landing).	Public Works
Andrew Witter, Public Works Department Head	
Approved County Board Resolution No. 121724-AD-3177 for the Turnback of County Highway No. 53. (On file.)	
Agreement and Resolution No. 121724-AD-3178 to Effect the Turnback of County State Aid Highway No. 24 Located within the City of Becker.	Public Works
Andrew Witter, Public Works Department Head	
Approved County Board Resolution No. 121724-AD-3178 for the Turnback of that Segment of County State Aid Highway No. 24 located within the City of Becker. (On file.)	
Out-of-State Travel for the Deputy County Engineer to Attend the National Association of County Engineers Conference.	Public Works
David Roedel, Assistant Public Works Director	
Approved and authorized the Deputy County Engineer to travel Out-of-State to attend the National Association of County Engineers Conference, to be held in April 2025 in Schaumburg, IL.	
Final Payment for 2022 CSAH 20 Reconstruction (SAP 71-620-005 & SAP 71-620-007).	Public Works
Andrew Witter, Public Works Department Head	
Approved and authorized final contract payment with Knife River for project # SAP 71-620-005- & SAP 71-620-007 for the 2022 CSAH 20 Reconstruction.	
Final Payment for 2024 Pavement Markings (CP 71-PM-024).	Public Works
Andrew Witter, Public Works Department Head	
Approved and authorized final contract payment with Sir Lines-A-Lot, LLC for project # CP 71-PM-024 for the 2024 Pavement Markings.	
Joint Powers Agreement with Mille Lacs County for the CSAH1/CSAH 18 Design Services for Improvements Along the Sherburne-Mille Lacs County Line.	Public Works
Andrew Witter, Public Works Department Head	
Approved a Joint Powers Agreement with Mille Lacs County for the CSAH 1/CSAH 18 design services for improvements along the Sherburne-Mille Lacs County line. (On file.)	
License Agreement for the Sherburne County Trail Association's Use of County Right-of-Way as Part of the Snowmobile Trail System.	Public Works
Andrew Witter, Public Works Department Head	
Approved a License Agreement with the Sherburne County Trail Association and authorize the County Board Chair to execute the same. The term of the License Agreement shall be from December 1, 2024, until December 1, 2025, or until the property is sold, whichever occurs first. (On file.)	
Negotiation Letter for BNSF Railroad Crossing Easement Agreement.	Public Works
David Roedel, Assistant Public Works Director	
Approved a Letter of Negotiation for Railroad Crossing Closures on BNSF Easement. (On file.)	
Professional Services Agreement for Parks Vegetation Management.	Public Works
Gina Hugo, Parks Director	
Considered and approved a three-year Professional Services Contract with Natural Resource Services, Inc for Natural Resource Vegetation Management in Parks. Term of agreement January 1, 2025 - December 31, 2028. (On file.)	
Resolution No.121724-AD-3179 Accepting a Grant from the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles.	Public Works
Gina Hugo, Parks Director	
Fobbe/Hulse with a 4-1 vote to approve Resolution No.121724-AD-3179 to accept a Grant from the Carbon Reduction Program Project for Electric Charging Stations and County Fleet Electric Vehicles, to be located at the Government Center, as recommended. (On file.)	
Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles.	Public Works
Gina Hugo, Parks Director Fobbe/Hulse with a 4-1 vote to approve to approve Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)	
Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles.	Public Works
Gina Hugo, Parks Director	
Fobbe/Hulse with a 4-1 vote to approve Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)	
Resolution No.121724-AD-3182 in Support of a Grant Application via the Carbon Reduction Program Project for the CSAH 11 at CSAH 16 Roundabout.	Public Works
Gina Hugo, Parks Director	
Approves Resolution No.121724-AD-3182 in Support of a Grant Application via the Carbon Reduction Program Project for E for the CSAH 11 at CSAH 16 Roundabout. (On file.)	
Law Enforcement Services Contract with the City of Zimmerman. Sheriff	
Joel Brott, County Sheriff	
Approved a contract between the City of Zimmerman and Sherburne County Sheriff's Office for law enforcement services within the city limits. This agreement will be effective through December 31, 2026. (On file.)	
Appointment of Extension Committee Members.	U of M Extension Office
Dan Weber, Assistant County Administrator, Samantha Stone	
Approved the following appointments to the Sherburne County Extension Committee:	
• Donella Petro as a District Five Representative #1	
• Donna Stoderl as a District Five Representative #2	
Assignment and Assumption of Tax Abatement Agreement.	Administration
Dan Weber, Assistant County Administrator	
Hulse/Fobbe were unanimous to approve and consent to the transfer, assignment, and assumption of tax abatement property from Envision 3, LLC, to Patrick Industries, Inc., as amended with the revision of Envision 3 to be changed to Sport Tech. (On file.)	
Resolution No.121724-AD-3179 Accepting a Grant from the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles.	Public Works
Gina Hugo, Parks Director	
Fobbe/Hulse with a 4-1 vote to approve Resolution No.121724-AD-3179 to accept a Grant from the Carbon Reduction Program Project for Electric Charging Stations and County Fleet Electric Vehicles, to be located at the Government Center, as recommended. (On file.)	

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