



Sherburne County Board of Commissioners

April 1, 2025 - County Board Meeting Minutes

1. 6:00pm Call to Order

The Sherburne County Board of Commissioners convened in regular session on April 1, 2025, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 6:00pm.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Schumacher/Hulse were unanimous to approve the Regular Meeting Agenda as presented.

2. 6:01pm Open Forum

Gary Tonsager spoke.

3. 6:04pm County Proclamations, Recognitions & Celebrations

- 1 Proclamation Designating the Week of April 13th-19th, 2025, as Public Safety Telecommunications Week in Sherburne County.
Bruce Messelt, County Administrator
Felber/Danielowski were unanimous to approve by Proclamation the designation of the week of April 13th-19th, 2025, as Public Safety Telecommunications Week in Sherburne County. (On file.)

4. 6:07pm Consent Agenda

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

- 1 County Board Meeting Minutes from March 18th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved the March 18, 2025 County Board meeting minutes.
- 2 Minutes from the County Board Workshop held March 18th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved March 18, 2025 County Board Workshop meeting minutes.
- 3 Minutes from the County Board Workshop held March 6th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved the March 6, 2025 County Board Workshop meeting minutes.
- 4 Joint Powers Agreement with Blue Hill Township 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 Blue Hill Township for the Enforcement and Regulation of Cannabis Retail Business Registration, as recommended. (On file.)
- 5 Joint Powers Agreement with Orrock Township 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 Orrock Township for the Enforcement and Regulation of Cannabis Retail Business Registration, as recommended. (On file.)
- 6 Joint Powers Agreement with Palmer Township 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 Palmer Township for the Enforcement and Regulation of Cannabis Retail Business Registration, as recommended. (On file.)
- 7 Reimbursement for Commissioner Felber for Expenses Incurred while Administration
Attending the March 2025 NACo Legislative Conference.
Bruce Messelt, County Administrator
Approved the Reimbursement for Commissioner Felber for Expenses Incurred while attending the March 2025 NACo Legislative Conference in the amount of \$855.08.
- 8 Donation of Right of Way. Attorney
Kathleen Heaney, County Attorney
Accepted the donation of Parcel No. 60, Sherburne County Highway Right of Way Plat No 24, Sherburne County, from William J. McGowan and Annette M. McGowen.
- 9 2024 Carryovers and Designations for the Preparation and Completion Auditor / Treasurer
of Official Financial Statements.
Loraine Rupp, Auditor/Treasurer
The County Board approved the following:
- List of deferred revenues and restricted amounts required by law.
- The authorization of standard carryovers and the carryovers requested by departments for the 2025 Budget.
- The authorization for 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.
- 10 Commissioner and Manual Warrants dated March 14th, 18th, and 21st, Auditor / Treasurer
2025, as presented.
Loraine Rupp, Auditor/Treasurer
Approved the Commissioner and Manual Warrants dated March 14th, 18th and 21st, 2025, as follows.

March 14 2025 Commissioner Warrants \$766,195.73
March 14 2025 Manual Warrants \$13,885.00
March 17 2025 Manual Warrants BMO Harris PCard Feb \$56,470.93
March 21 2025 Commissioner Warrant \$519,007.36
March 21 2025 Manual Warrant \$246,743.76
- 11 Working Capital Cash Flow - General Fund. Auditor / Treasurer
Loraine Rupp, 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 No. 121724-AD-3175.
- 12 Community Corrections' Ongoing Acceptance of Clothing Closet Community Corrections
Donations.
Corey Mabis-Rowe, Director of Community Corrections
Approved and authorized Community Corrections to continue to accept ongoing donations from Community Corrections and Judicial Branch staff for clients and their families.
- 13 2025 Community Corrections Advisory Board Members. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved and appointed the following individuals to the 2025 Sherburne County Community Corrections Advisory Board:

- Rebecca Tveten, Citizen

- Anne Felber, Citizen
- Andrew Hulse, Sherburne County Commissioner
- Willie Swanson, DOC Field Services Program Director
- Corey Mabis-Rowe, Sherburne County Community Corrections Director
- Katie Beckman, Sherburne County Community Corrections Career Probation Officer
- Nicole Stottlemire, ISD 728 Coordinator of Prevention and Safety
- Honorable Judge Walter Kaminsky, 10th Judicial District Judge (*Chair*)
- Joel Brott, Sherburne County Sheriff
- Steve Doran, Sherburne County Chief Deputy (*Alternate*)
- Elisabeth Spilde, Sherburne County Lead Assistant County Attorney (*Vice Chair*)
- Jordan Krogstad, Sherburne County Chief Managing Attorney - Public Defense
- Amanda Larson, Sherburne County Health & Human Services Director
- Jodi Heurung-Dick, Sherburne County Health & Human Services Planner (*Alternate*)
- Hannah-Ruth Patterson, Rivers of Hope Executive Director

- 14** Statewide Health Improvement Partnership, JUUL Amendment Health & Human Services
between the MN Department of Health and Sherburne County.
Nicole Ruhoff, CHS Administrator
Approved the Statewide Health Improvement Partnership, JUUL Amendment between the MN Department of Health and Sherburne County, in the amount of \$10,000, for commercial tobacco-free strategies, effective March 3rd, 2025 - October 31st, 2025. (On file.)
- 15** Contract Renewal with Lutheran Social Services for the Keeping Families Health & Human Services
Together Program.
Sara Stenseng, Child and Family Services Division Manager
Approved a Contract Renewal with Lutheran Social Services for the Keeping Families Together Program, as recommended. The term of this agreement shall commence on April 1, 2025 and terminate on March 31, 2026. The total compensation payable to the Consultant for services and expenses under this Agreement shall not exceed \$95,444.00 per year.
- 16** March 21st, 2025, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants dated March 21st, 2025, as follows.
- March 21, 2025 HHS IFS Admin Warrants \$172,155.05
- 17** Collective Bargaining Agreement and Memorandum of Understanding Human Resources
with Teamsters Health & Human Services General Unit.
Tammy Bigelow
Approved a Collective Bargaining Agreement and Memorandum of Understanding with Teamsters Health & Human Services General Unit for the term of January 1, 2025 through December 31, 2026, as recommended by the Negotiating Committee, and authorized the Board Chair to execute the Agreement and Memorandum of Understanding. (On file.)
- 18** Out-State Travel for Solid Waste Division Employee. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Approved out-of-state travel for a Solid Waste Division employee to attend the Solid Waste Landfill Design Courses and the Landfill Gas Design and Management Courses, to be held at the University of Wisconsin Madison, from April 7- April 11, 2025 at an estimated cost of \$2,753.28.
- 19** Professional Services Contract for Natural Resource Work at Two Inlets Public Works
at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park and Island View
Park.
Gina Hugo, Parks Director

Approved the professional services contract with Natural Resource Services, Inc for habitat restoration and enhancement work at Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park and Island View Park. The total contract amount is \$274,238.24 and will be 100% reimbursed to the County. This agreement shall go into effect on April 1, 2025 and terminate on the date that all obligations have been fulfilled, and all deliverables have been approved by the County.

- 20** Resolution No. 040125-AD-3201 for the St. Cloud Area Planning Organization (APO) Beltline Cost-Sharing Agreement. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 040125-AD-3201 for the Beltline Cost-Sharing Agreement with the St. Cloud Area Planning Organization (APO). (On file.)

5. 6:07pm Announcements

County Administrator Bruce Messelt provided the Board with the following updates:

- Update on National Department of Health of unspent COVID-19.
- Update on COVID-19 Teleworking changes at state and county level.
- Cannabis update.
- Elections Reporting update.
- Legislative update.

6. 6:14pm Regular Agenda

- 6:14pm 1** Update on Midco Broadband Activities in Sherburne County. Administration
Dan Weber, Assistant County Administrator, Elly Burroughs of Midco
Received an update Elly Burroughs from Midco on their fiber expansion plans throughout Sherburne County.
- 6:20pm 2** Update on the Activities and Operation of the Great River Regional Library. Administration
Karen Pundsack, Jeannette Burkhardt, Hilary Dawson
Received an update on the Activities and Operations of the Great River Regional Library (GRRL), provided by Executive Director Karen Pundsack and GRRL staff.
- 6:48pm 3** Discuss Memorial Opportunities and Consider Approval of a County Policy for Designating the Naming of County Highways/Highway Segments. Public Works
Andrew Witter, Public Works Department Head
Felber/Danielowski were unanimous to approve a County Policy for Consideration of Designating the Naming of County Highways/Highway Segments, as proposed and presented by County Engineer Andrew Witter with the adoption of amendment number 12 indicating that No other markers, plantings, lighting, temporary signage, flowers, or memorabilia may be placed on, alongside, below, or adjacent to the designated memorial marker(s) or signage.

7. 6:57pm Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Danielowski - Substance Use Prevention (SUP), Promoted Substance Use Prevention Event that will be held on April 3 from 5:30p-8:00p at the Station 1 Event Center in Zimmerman, Minnesota Open Meeting Law and Remote Presentation Webinar, County Economic Development Authority (EDA) meeting, Big Lake SUP, Options Board meeting, Big Lake Chamber meeting, Association of Minnesota Counties (AMC) Leadership Summit, Central Mississippi River Partnership (CMRP), St Cloud Area Planning Organization (APO)

Commissioner Schumacher - Announced that there would be Baldwin City Election on April 8th for

Sunday Liquor License and Sales, Rum River One Watershed One Plan meeting, City of Princeton Council Meeting, Attended the Governors Mansion as spectator for State Employees Protest

Commissioner Hulse - Correspondence with Local Legislature and Constituents, Economic Development Authority (EDA), Congressman Emmer meeting, Suggested Comp Plan be reviewed annually and a workshop be held regarding this

Commissioner Felber - April is Distracted Driving, Autismn, Child Abuse Prevention, Parkinsons Awareness Month, this week is Public Health Week, Building Resilient Economies and Coal Communities via National Association of Counties (NACo), Great River Regional Library (GRRL) Meeting, GRRL Finance Meeting, Forensic Lab Advisory Board meeting, Emergency Conservation and Optimation Webinar, Parks Advisory Board meeting, Department of Natural Resources (DNR) Sand Dunes Open House, Thrivent Communities Webinar on Solar, NACo Webinar Bridging the Generation Divide in our Workforce, Engery Transition Advisory Board, CMRP, Solid Waste Long Range Planning Committee, NACo Leadership, Orrock Townships, Republic CD6 convention

Commissioner Gray - Today is Take Down Tobacco National Day of Action, Planning & Zoning meeting, Conference call with Martin McAlister for County Attorney interviews, Constituent concerns

8. 7:20pm **Recess Regular Meeting, Break**

9. 7:32pm **Reconvene, Open Workshop Meeting**

10. 9:00pm **Close Workshop Meeting, Adjourn Regular Meeting**

Commissioner Warrants

3/14/25	303,023.27	303,023.27 General Revenue Fund
	317,228.10	3 317,228.10 Public Works Fund
	7,460.05	11 7,460.05 Human Service Fund
	7,268.80	21 7,268.80 Solid Waste Fund
	17,719.31	22 17,719.31 Jail Commissary Fund
	93,683.70	51 93,683.70 Justice Center Enterprise Fund
	19,812.50	80 19,812.50 Agency Collections

Manual Warrants

3/14/25	13,885.00	Agency Collections
	13,885.00	Total

Manual Warrants BMO Harris PCard

3/17/25	46,189.43	General Revenue Fund
	3,934.20	Public Works Fund
	478.72	Solid Waste Fund
	3,092.03	Jail Commissary Fund
	2,776.55	Justice Center Enterprise Fund
	56,470.93	Total

Commissioner Warrants

3/21/25	170,826.40	Human Service Fund
	1,328.65	Agency Collections
	172,155.05	Total

Warrants

3/21/25	400.00	BreezyBilling
	463.40	Byrnes/Anna J
	765.00	Central MN Mental Health Center
	1,328.65	Children's Dental Services
	651.00	DNA Diagnostics Center
	321.30	Ettesvold/Judith M
	805.70	GBR Interpreting & Translation Services
	7,344.48	Hennepin County
	308.40	Jarett/Cassandra

605.33	Kranz/Ashley	
467.00	Lexis Nexis	
379.97	Lira/Kaylie	
6,587.75	Lutheran Social Service Of Minnesota	
564.40	Mateer/Mallory	
129,984.00	Next Chapter Technology	
588.70	Olds/Brett	
447.30	Ouko/Natasha A	
520.00	Seven County Process Servers, LLC	
4,648.00	Sherburne Co Sheriff	
4,099.50	Sherburne County Auditor Treasurer	
578.83	Sugar Lake Lodge	
439.60	Wilson/Gina	
316.27	Winkelman/Amelia	
5,007.65	YMCA - Elk River	
4,532.82	39 Payments less than 300	
172,155.05	Total	
Commissioner Warrants		
3/21/25	276,403.87	General Revenue Fund
	96,448.71	Public Works Fund
	11 49.00	Human Service Fund
	17 824.80	Law Library Fund
	10,866.83	Solid Waste Fund
	95,318.24	Jail Commissary Fund
	98.26	Forfeited Land Sale
	271.31	Sherco Regional Rail Authority
	17,068.22	Justice Center Enterprise Fund
	22.00	Agency Collections
	374.00	81 374.00
	21,262.12	Payroll Fiduciary Fund
	519,007.36	Total
Manual Warrants		
3/21/25	2,350.34	General Revenue Fund
	244,393.42	Agency Collections
	246,743.76	Total


 Gary H. Gray (Apr 16, 2025 08:58 CDT)

Gary H. Gray, Board Chairperson



Bruce Messelt, County Administrator

04/16/2025

Date

04/15/2025