



Sherburne County Board of Commissioners

February 18, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on February 18, 2025, 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
Felber/Schumacher were unanimous to approve the Regular Meeting Proposed Agenda.

2. 9:01am Open Forum

3. 9:01am Consent Agenda

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

- 1 County Board Meeting Minutes from February 4, 2025. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from February 4, 2025.
- 2 County Board Workshop Meeting Minutes from February 4th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Workshop Meeting Minutes from February 4, 2025.
- 3 Food Vendor Contract. Administration
Dan Weber, Assistant County Administrator
Approved a Food Vendor Agreement with Ralphie's Minnoco to provide pizza slices within the Government Center Staff Cafe' on scheduled dates, as outlined in the lease, and pending obtaining the proper licensing from the MN Department of Health. The Contractor agrees to furnish services on site at the Sherburne County Government Center on Thursdays commencing February 20th for the period of February 20th, 2025, through March 20, 2025, and November 1, 2025, through January 31, 2026. (On file.)
- 4 MN Lawful Gambling Application (Premises Permit) for the Becker Big Lake Ice Association. Administration
Bruce Messelt, County Administrator
Approved the renewal of a MN Lawful Gambling Application (Premises Permit) for the Becker Big Lake Ice Association, to be utilized at Gateway Bar, located at 26211 184th Street NW in Big Lake, MN 55309.
- 5 North East Sherburne Fire and Rescue Relief Association Gambling Permit Earnings Report. Administration
Keisha Broderick, Executive Assistant
Accepted the North East Sherburne Fire and Rescue Relief Association Earning Report from fiscal/calendar year 2024.
- 6 Resolution No. 021825-AD-3193 to Join the Central Mississippi River Partnership. Administration
Dan Weber, Assistant County Administrator, Andrew Witter, Public Works Department Head

Approved Resolution No. 021825-AD-3193 to join the Central Mississippi River Partnership (CMRP) and appointed Commissioner Danielowski as the Sherburne County Representative to the CMRP Board of Directors. (On file.)

- 7 Commissioner & Manual Warrants Dated January 31st and February 7th, 2025. Auditor / Treasurer

Loraine Rupp, Auditor/Treasurer

Approved Commissioner & Manual Warrants dated January 31st and February 7th, 2025, as follows.

January 31 2025, Commissioner Warrants \$1,150,146.67

January 31 2025, Manual Warrants BMO Harris Pcard Dec 24 \$62,012.35

January 31 2025, Manual Warrants \$3,917,915.86

February 7 2025, Commissioner Warrants \$435,912.02

February 7 2025, Manual Warrants \$14,400.50

- 8 HHS IFS Warrants Dated February 7th, 2025. Health & Human Services

Amanda Larson, HHS Director

Approved HHS IFS Warrants dated February 7th, 2025, as follows.

February 7, 2025 HHS IFS Warrants \$29,896.49

- 9 HHS OBO Warrants Dated January 30th, 2025. Health & Human Services

Amanda Larson, HHS Director

Approved HHS OBO Warrants dated January 30th, 2025, as follows.

January 30th, 2025 HHS OBO Warrants \$12,914.12

- 10 Out-of-State Travel for Public Health Staff to Attend Recommended Conferences in 2025. Health & Human Services

Nicole Ruhoff, CHS Administrator

Approved and authorized Public Health Staff to travel Out-of-State to attend:

- National Association of County and City Health Officials (NACCH) Preparedness Summit in San Antonio, Texas from April 29-May 2, 2025 (2 public health staff).
- National Conference on Tobacco or Health (NCTOH) in Chicago, Illinois from August 26-August 28, 2025 (2 public health staff).

Conference registration and travel expenses are accounted for within the 2025 Response Sustainability Grant (RSG-state funded) budget and 2025 SHIP JUUL award (state funded-settlement).

- 11 Updated Host Contract with Minnesota Counties Information Systems (MCIS). Information Technology

Brian Kamman, IT Director

Approved an Amended Hosting Contract with the Minnesota Counties Information Systems (MCIS), as recommended. (On file.) This Agreement commences on the February 28, 2025 and extends through December 31 of the Replacement Year.

- 12 Amendments to Fund 21 - Solid Waste Budget. Planning & Zoning

Dave Lucas, Solid Waste Administrator

Approved Amendments to Fund 21 Solid Waste Budget as follows:

- 1) Increase 21-392-000-0000-5313 (MN SCORE Grant) by \$115,906 for a new budget amount of \$411,526.
- 2) Increase 21-391-000-0000- 6906 (SCORE County Match) by \$57,953 for a new budget amount of \$205,763.
- 3) Increase 21-392-000-0000-5590 (Internal County Fee) by \$57,953 for a new budget amount of \$205,763.
- 13** Final Scoping Decision Document for Holcim MWR Inc. Haven Township Planning & Zoning
Sand and Gravel Mine
Marc Schneider, County Planner
Approved the Final Scoping Decision Document for Holcim MWR Inc. Haven Township Sand and Gravel Mine, with changes as approved by County Board at the February 4, 2025 County Board Meeting, for PIDs #25-00019-4100, 25-00029-2101, 25-00020-2000, 25-00020-1200, 25-00029-2100, 25-00020-1300, 25-00020-3102, 25-00020-3000, 25-00017-4200, 25-00017-4205 and 25-00030-1101; with a Legal Desc of: NW 1-4 subj to Easement (full legal on file); Sec 17, 19, 20, 29, 30, Twp 35, Rge 30; with 683 acres in the Agricultural District. (On file.)
- 14** Addendum No. 2 to the Master Service Agreement with Braun Intertec Public Works
for 2025 Services.
Andrew Witter, Public Works Department Head
Approved Addendum No. 2 to the Master Service Agreement with Braun Intertec for 2025 geotechnical services. (On file.)
- 15** Final Payment for the 97th Street Reconstruction Project Located in Public Works
Becker Township, Clear Lake Township, and the City of Becker.
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with Knife River for the 2023 97th Street Reconstruction Project through Becker Township, Clear Lake Township, and City of Becker (SAP 071-592-001, SAP 071-592-00, SAP 071-594-002).
- 16** Joint Powers Agreement with Clear Lake Township to include White Public Works
Farm Estates Resurfacing with 2025 Sherburne County Resurfacing
Projects.
Andrew Witter, Public Works Department Head
Approved a Joint Powers Agreement (JPA) with Clear Lake Township to include resurfacing the roads within White Farm Estates with the 2025 Sherburne County Resurfacing Projects. (On file.)
- 17** MnDOT Grant Agreement (No. 1057984) for Sherburne County to Public Works
receive Local Road Improvement Program (LRIP) funds for the CSAH 4
Reconstruction Project for the Section from 10th Street to County Road
45 in the City of Zimmerman.
David Roedel, Assistant Public Works Director
Approved the Local Road Improvement Program (LRIP) Grant Agreement (MnDOT Agreement No 1057984) between the MnDOT Commissioner of Transportation and Sherburne County for the CSAH 4 reconstruction project; and authorized the County Board Chair, County Administrator, and County Public Works Director/Engineer to execute said agreement. (On file.) This agreement shall go into effect on February 18, 2025 thorough December 31, 2029.
- 18** Resolution No. 021825-AD-3194 to Apply for a DNR Outdoor Recreation Public Works
Program Grant.
Gina Hugo, Parks Director

Approved Resolution No. 021825-AD-3194 to Apply for a MN DNR's Outdoor Recreation Program Grant. (On file.)

- 19 Sixth Amendment to the Agreement with Alliant Inc. for CR 65 Design and Construction Phase Services. Public Works

David Roedel, Assistant Public Works Director

Approved the Sixth Amendment to the agreement with Alliant Inc. for CR 65 Design Services, as recommended.

4. 9:02am **Announcements**

County Administrator Bruce Messelt reminded and informed the Board of the following calendar reminders and provided an legislative activities update.

- Thursday is Economic Development Authority Meeting
- The Association of Minnesota Counties (AMC) Legislative Conference is 2/26-2/27. Please let the Administration Office know of any changes to your registration or stay.
- National Association of Counties (NACo) is 3/1-3/5. Supplied an itinerary review.
- AMC Leadership Summit Grandview in Nisswa on 3/26-3/28 lodging deadline is February 28th.
- First march meeting is Thursday not Tuesday due to the NACo Conference.

5. 9:11am **Regular Agenda**

- 9:11am 1 Mississippi River St. Cloud (MRSC) Watershed Plan and Authorization to Administration
Enter into a Joint Powers Agreement (JPA) for the MRSC Partnership.

Francine Larson , Dan Cibulka, Matt Danzl

Danielowski/Felber were unanimous to approve Resolution No. 021825-AD-3191 to adopt and implement the Mississippi River St. Cloud Comprehensive Watershed Management Plan and Approve and Authorize Execution of a Joint Powers Agreement for Implementation of the same. (On file.)p

- 9:17am 2 Resolution No. 021825-AD-3192 to Effect the Dissolution of the Local Administration
Water Plan Advisory Board.

Francine Larson

Felber/Hulse were unanimous to approve Resolution No. 021825-AD-3192 formally dissolving the Local Water Plan Advisory Board but keeping the delegation of water management and funding with the Sherburne Soil and Water Conservation District (SWCD). (On file.)

- 9:20am 3 Recommended 2025 SCORE Line-Item Budget. Planning & Zoning

Maureen Mossak, Environmental Specialist

Danielowski/Felber were unanimous to approve the 2025 SCORE line-item budget, as recommended, and authorized staff to advertise grant opportunities.

- 9:21am 4 Resolution No. 0021825-AD-3195 Approving and Authorizing the Planning & Zoning
Preparation and Distribution of a Draft Environmental Impact
Statement for the Holcim MWR Inc. Haven Township Sand and Gravel
Mine.

Marc Schneider, County Planner

Felber/Hulse were unanimous to approve Resolution No. 021825-AD-3195 authorizing the preparation and distribution of the Environmental Impact Statement (EIS) for the Holcim MWR Inc. Haven Township Sand and Gravel Mine for PIDs #25-00019-4100, 25-00029-2101, 25-00020-2000, 25-00020-1200, 25-00029-2100, 25-00020-1300, 25-00020-3102, 25-00020-3000, 25-00017-4200, 25-00017-4205 and 25-00030-1101; with a Legal Desc of: NW 1-4 subj to Easement (full legal on file); Sec 17, 19, 20, 29, 30, Twp 35, Rge 30; with 683 acres in the Agricultural District. (On file.)

9:25am 5 Auditor-Treasurer's Monthly Report for January 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Hulse/schumacher were unanimous to accept the Auditor-Treasurer's Monthly Report for January 2025 as presented by Auditor/Treasurer Loraine Rupp.

6. 9:34am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
Commissioner Danielowski: Solid Waste Advisory Committee meeting, Central Minnesota Council on Aging (CMCOA) orientation and meeting, Law Library meeting, AMC - Leveraging Artificial Intelligence via Zoom, NACo Economic Workforce Development Group, Big Lake Council meeting, Constituent correspondences

Commissioner Hulse: Constituent Correspondences

Commissioner Schumacher: Business Labs in Zimmerman, Baldwin City Council meeting, Zimmerman City Council meeting, AMC Government 101, Committee Report at the Capital via Virtual Attendance

Commissioner Felber: Open Meeting Law Webinar from Minnesota County Insurance Trust (MCIT), Central Minnesota Jobs & Training Services (CMJTS) Joint Powers Board, NACo Public Safety call, East Central Regional Juvenile Center meeting, Quad County Extension meeting, Agritourism, Marijuanna Pilot Program, Metropolitan Emergency Services Board, Rural Action Caucus, Minnesota Inter-County Association (MICA) Board meeting, Leadership Program, Constituent Meetings, questioned interpretation costs as noted in the warrants

Commissioner Gray: National Wine Day, Audit Inquiry, State Community Health Services State Advisory Committee (SCHSAC), Xcel Energy Zoom Production Tax, Quad County Extension, Tech Steering Committee, MICA Board meeting, Committee Report at Capital via Virtual Attendance, Soil Water Conservation District (SWCD), First Steps, St. Cloud Area Planning Organization

7. 9:50am **Recess Regular Meeting, Open Ditch Authority Meeting**

9:50am 1 Review and Approve the Ditch Authority Agenda. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Felber/Schumacher were unanimous to approve the agenda for the Ditch Authority Meeting's agenda as presented.

9:51am 2 Receive the Ditch Drainage Technician's Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Hulse/Danielowski were unanimous to accept the Ditch Drainage Technician's report, as received and presented by Ditch Inspector Mike Lindenau. Mr. Lindenau's report highlighted Ditch #1 and Ditch #19,

8. 9:58am **Recess Regular Meeting, Open Regional Rail Authority**

9. 10:03am **Adjourn Regional Rail Authority, Break**

10. 10:17am **Reconvene, Open Workshop Meeting**

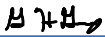
11. 11:53am **Close Workshop, Adjourn Regular Meeting**

HHS OBO Warrants

1/30/25	896.91	OBO Amazon 896.91
	519.00	OBO Breezynotes 519.00
	340.00	OBO Dietitian Success Center 340.00
	2,850.00	OBO Holiday Station Store 2,850.00
	496.49	OBO Innovative 496.49
	1,736.45	OBO Lowe's 1,736.45
	5,099.78	
	975.49	

	12,914.12	OBO Stop the Bleed 5,099.78
		7 Payments less than 300
		Total
Commissioner Warrants		
1/31/25	523,447.39	General Revenue Fund
	322,117.65	Public Works Fund
	9,395.31	Solid Waste Fund
	39,572.54	Jail Commissary Fund
	51.04	Forfeited Land Sale
	204.39	Sherco Regional Rail Authority
	233,768.22	Justice Center Enterprise Fund
	21,490.00	Agency Collections
	100.13	Taxes & Penalties Fund
	1,150,146.67	Total
Manual Warrants – BMO Harris PCard		
1/31/25	51,691.02	General Revenue Fund
	7,298.43	Public Works Fund
	1,540.80	Jail Commissary Fund
	1,482.10	Justice Center Enterprise Fund
	62,012.35	Total
Manual Warrants		
1/31/25	2,089,293.76	2017A GO CIP Bond-Govt Ctr Expansion
	78 1,910.49	Hra & Ec Dev Fund
	12,001.50	Agency Collections
	224,459.61	Taxes & Penalties Fund
	1,188,251.26	School Districts Collections
	401,999.24	Towns & Cities Collections
	3,917,915.86	Total
Warrants		
2/7/25	977.50	Central MN Mental Health Center
	1,451.12	Children's Dental Services
	368.00	DNA Diagnostics Center
	4,502.56	Hennepin County
	388.50	Ouko/Natasha A
	400.00	Safeway Driving School
	375.00	Seven County Process Servers, LLC
	9,157.50	Sherburne Co Community
	10,000.00	Tri-Cap
	2,276.31	20 Payments less than 300
	29,896.49	Total
Abbreviated Commissioner Warrants		
2/7/25	27,895.37	Human Service Fund
	2,001.12	Agency Collections
	29,896.49	Total
Manual Warrants		
2/7/25	2,370.00	General Revenue Fund
	12,030.50	Agency Collections
	14,400.50	Total
Commissioner Warrants		
2/7/25	181,191.36	General Revenue Fund
	112,017.03	Public Works Fund
	49.00	Human Service Fund
	719.50	Law Library Fund
	35,912.50	Solid Waste Fund
	35,123.67	Jail Commissary Fund
	125.00	Forfeited Land Sale

178.08	Sherco Regional Rail Authority
8,601.22	Justice Center Enterprise Fund
1,399.50	Agency Collections
56,559.30	Towns & Cities Collections
4,035.86	Payroll Fiduciary Fund
435,912.02	Total


Gary H. Gray (Mar 7, 2025 08:58 CST)

Gary H. Gray, Board Chairperson

03/07/2025

Date



Bruce Messelt, County Administrator

03/06/2025

Date