



Sherburne County Board of Commissioners

August 5, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on August 5, 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
Hulse/Felber were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:01am Open Public Hearing

- 1 Public Hearing to Consider Approval of Recommended Amendments to Public Works the Parks Regulations Ordinance No. 270.

Gina Hugo, Parks Director

Conducted a Public Hearing to provide an opportunity for the public to provide comments, written or oral, on the recommended amendments to the Parks Regulations Ordinance No. 270. Gina Hugo provided an update and background on the item.

The Chair opened the Public Hearing at 9:05am. No one was present.
Hulse/Schumacher were unanimous to close the Public Hearing.
The Chair closed the Public Hearing at 9:06am.

Danielowski/Felber were unanimous to approve and adopt the proposed Amendments to the Parks Regulations Ordinance No. 270, as recommended. (On file.)

3. 9:07am Open Forum

Tim and Sheileen Sakry spoke.

4. 9:13am Consent Agenda

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

- 1 Official Minutes from July 22nd, 2025, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from July 22nd, 2025, Regular Meeting of the County Board, as presented. (On file.)
- 2 Expense Reimbursement for Commissioner Gray from the July 2025 Administration NACo Annual Conference.
Bruce Messelt, County Administrator
Approve reimbursement of expenses for Commissioner Gray, incurred during the NACo Annual Conference held in Philadelphia, July 11-14, 2025 in the amount of \$286.56.
- 3 Commissioner & Manual Warrants dated July 18th and July 25th, 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants dated July 18th and July 25th, 2025, as follows.

July 18 2025, Commissioner Warrants \$865,523.64

- July 18 2025, Manual Warrants BMO Harris Pcard-June \$137,601.19
 July 18 2025, Manual Warrants \$16,834.50
 July 25 2025, Commissioner Warrants \$2,782,605.92
 July 25 2025, Manual Warrants \$14,228.84
- 4 PATH (Projects for Assistance in Transition from Homelessness) Grant Health & Human Services
 Contract Renewal between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County.
Tony Masters, Social Services Manager
 Approved the PATH (Projects for Assistance in Transition from Homelessness) Grant Contract renewal between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County. The term of the grant agreement shall be July 1, 2025 through June 30, 2026. CAMHI will be contracting with Sherburne County for the amount of \$95,282.00. (On file.)
- 5 July 18th, 2025, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Admin Warrants dated July 18th, 2025, as follows.
- July 18, 2023 HHS IFS Admin Warrants \$49,658.30
- 6 Memorandum of Understanding with Teamsters Local 320 - Health & Human Resources
 Human Services Unit.
Tammy Bigelow
 Approved a Memorandum of Understanding (MOU) with Teamsters Local 320 - Health & Human Services Unit regarding Amendment to Appendix A-2 and authorized the Board Chair to execute the Memorandum of Understanding. (On file.)
- 7 Agreement Between Sherburne County and the City of Zimmerman to Planning & Zoning
 Regulate Subsurface Sewage Treatment Systems (SSTS) within the City.
Lynn Waytashek, Planning & Zoning Administrator
 Approved an agreement between Sherburne County and the City of Zimmerman to Regulate Subsurface Sewage Treatment Systems (SSTS) within the City. The agreement shall go into effect on the date that all signatures are obtained and remain until terminated by agreement of the parties. (On file.)
- 8 Joint Powers Agreement with the City of Princeton for the CSAH 29 Public Works
 Reconstruction Project (CP 71-629-022).
Andrew Witter, Public Works Department Head
 Approved a Joint Powers Agreement (JPA) with City of Princeton for the CSAH 29 Reconstruction Project (CP 71-629-022) and authorized the County Board Chair and County Administrator to execute the same. (On file.)
- 9 Lowest Responsive Bidder for CSAH 1 and CSAH 5 Pavement Public Works
 Resurfacings: SAP 71-601-027 & SAP 71-605-035.
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Knife River with a bid of \$3,662,927.88, for the pavement resurfacing of CSAH 1 from S Jct County Road 32 to N Jct County Road 32 and CSAH 5 from Grace Dr to County Road 75 in 2025 (Project Nos. SAP 71-601-027 and SAP 71-605-035).
- 10 2026-2027 Radiological Emergency Preparedness (REP) Grant Agreement Sheriff
 and Acceptance of the Grant Award.
Joel Brott, County Sheriff

Approved the 2026-2027 Radiological Emergency Preparedness (REP) Grant Agreement and accepted the Grant Award in the amount of \$298,000.00. The agreement shall be in effect July 1, 2025 through June 30, 2027 with an agreement amount of \$298,000.00.

- 11 Donation from the Elk River Sportsman Club to the Sheriff's Office K-9 Sheriff Unit.

Joel Brott, County Sheriff

Approved and accepted a \$500 donation from the Elk River Sportsman Club to the Sheriff's Office K-9 Unit.

- 12 Pre-Construction Solicitation Award to Adolfson & Peterson Construction Sheriff for the Jail Expansion Project.

Joel Brott, County Sheriff

Approved the Pre-Construction Solicitation Award to Adolfson & Peterson Construction in the amount of \$82,500 for the Jail Expansion Project, and authorized execution of the same.

5. 9:14am **Announcements**

- 1 Updates and Announcements from the County Administrator. Administration

Bruce Messelt, County Administrator

The Board was in consensus to move the item to be presented after the Great River Regional Library update.

6. 9:14am **Regular Agenda**

- 1 Receive an Update from the Great River Regional Library. Administration

Karen Pundsack, Hilary Dawson, Margot Barry, Great River Regional Staff

Received an update from Karen Pundsack, Executive Director of the Great River Regional Library.

5. 9:34am **Announcements**

- 9:34am 1 Updates and Announcements from the County Administrator. Administration

Bruce Messelt, County Administrator

Mr. Messelt presented the following calendar call, announcements and updates.

- Passed around new point of contact information regarding to the reroute of the west transmission line and passed it around to all commissioners to take down.
- Passed around an announcement regarding an Open House for the new Tri-Cap bus garage.
- Requested the Commissioners to complete a Doodle Poll regarding the scheduling of a Waste Management Landfill tour in Elk River.
- County Connect meetings are coming up and HR Director Tammy Bigelow will be sending further information.
- Announced that Public Works Engineer Andrew Witter will be sending out a Doodle Poll for the Road and Bridge Tour this fall.
- Soil Water Conservation District Tour will be on October 28th. Please let County Administration know if you need to be registered.
- National Just Transition Fund holding Annual National Conference in Minnesota to highlight Energy Transition Commission Committee. This will be held between October 20th and 30th of this year. Sherburne County is hosting, and Economic Development Coordinator Brian Fleming is heading the efforts.

Provided updates on the following:

- NorthStar will transition to a bus line on January 5, 2026. The Link will cease all operations to St. Cloud. The last stop will be in Ramsey, Mn.
- Xcel Officially received documentation that sirens are in procession of Sherburne County.
- Provided a budget and legislative update.

6. **10:07am Recess Announcements, Regular Agenda**
 - 2 Appointment of Chief Deputy County Attorney. Attorney
Dawn Nyhus, Sherburne County Attorney
Danielowski/Felber were unanimous to approve by Resolution 080525-AD-3232 the appointment of Elisabeth Spilde as Deputy Chief County Attorney. (On file.)
5. **10:09am Recess Regular Agenda, Reconvene Announcements**
5. **10:16am Reconvene Regular Agenda**
 - 10:16am 3 Sherburne County's Submission of the 2026 Low Income Septic Grant Planning & Zoning Application.
Jillian Carlson, Environmental Specialist
Felber/Hulse were unanimous to approve and authorize submission of an application to the Minnesota Pollution Control Agency (MPCA) for the 2026 Low-Income Fix-up Subsurface Sewage Treatment System Grant program, in the amount of \$74,000. (On file.)
 - 10:18am 4 Lowest Responsive Bidder for the US Hwy 169 & CSAH 4 Interchange Public Works Project (SP 71-604-039).
Andrew Witter, Public Works Department Head
Schumacher/Hulse were unanimous to approve the lowest responsive bidder, Ames Construction Inc. with a bid of \$44,390,384.85, for the construction of US Highway 169 and County State Aid Highway 4 Interchange starting in 2025 (Project No. SP 71-604-039); contingent upon approval from MnDOT's Office of Civil Rights.
7. **10:25am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Danielowski - Budget Workshops, Big Lake Township meeting, Central Minnesota Council on Aging (CMCOA), Options Board meeting, Minnesota Department of Transportation (MnDOT) Highway 25 Open House, Constituent matters

Commissioner Schumacher - Budget Workshop, Constituent meetings, County Road 29 meeting

Commissioner Hulse - Budget Workshops, Meeting with Commissioner Gray regarding Nuclear Moratorium

Commissioner Felber - Announced that it is National Immunization, Breastfeeding, Children's Eye Health & Safety, Health Paralysis Action, National Wellness, Spinal Muscular Atrophy Awareness, and Child Support Awareness month, Budget Workshop, State Emergency Services Board, SECB Strategic Interoperability Communications Planning Strategic Meeting, Local Leaders meeting Mayor of Becker, Sherco Tour meeting for the Regional Convening of the Just Transition Fund, Coffee with the Mayor of Elk River Discussion, MnDOT Highway 25 Open House, Constituent matters

Commissioner Gray - Budget Workshop, Haven Township Workshop, Kathy Paslunski Retirement Party, State Community Health Services State Advisory Committee (SCHSAC), Nuclear Meeting with Andrew Witter, Northland Reliability Meeting
8. **10:34am Recess Regular Meeting, Break**
9. **10:45am Reconvene Regular Meeting**
 - 10:45am 1 Ongoing State and Federal Legislative Sessions and Issues Presented by Minnesota Administration Inter-County Association (MICA).
Bruce Messelt, County Administrator, MICA Staff

Received an update and discussed ongoing State and Federal Legislative Sessions and Issues from MICA staff consisting of; Executive Director Nathan Jesson, Health & Human Services Legislative Liason Nancy Silesky, Transportation Legislative Liason Amber Backhaus, and Environment Legislative Liason Rachel Sosnowchik.

10. 11:00am Adjourn Regular Meeting, Postpone Workshop

- 1** Discuss County Solar Power Regulations and Related Issues. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
 Workshop was postponed and moved to the August 19th County Board meeting.

11. 12:00pm Close Workshop, Adjourn Regular Meeting

Commissioner Warrants

7/18/25	392,707.96	General Revenue Fund
	177,583.40	Public Works Fund
	6,916.87	Human Service Fund
	3,610.00	County Ditch Fund
	918.81	Law Library Fund
	107,042.42	Solid Waste Fund
	107,317.14	Jail Commissary Fund
	14,488.35	Forfeited Land Sale
	45,178.37	Justice Center Enterprise Fund
	6,024.04	Taxes & Penalties Fund
	3,736.28	Payroll Fiduciary Fund
	865,523.64	Total

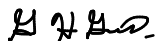
Commissioner Warrants

7/18/25	48,284.80	Human Service Fund
	1,373.50	Children's Mental Health Collaborative
	49,658.30	Total

Warrants

7/18/25	1,350.00	Breezy Point Resort
	1,219.42	BreezyBilling
	2,600.00	Ellison Center
	530.60	GBR Interpreting & Translation Services
	571.87	Grater/Justin
	2,837.64	Hennepin County
	474.60	LaCount/Carlie
	405.10	Lira/Kaylie
	7,953.67	Lutheran Social Service Of Minnesota
	1,373.50	Main Street Family Services
	378.70	Martin/Amanda J
	387.70	Menze/Gretchan
	487.59	Metro Bus
	491.85	Mlsna/Julie
	360.00	Mn Supervisors Conf Assoc
	444.50	Ouko/Natasha A
	588.53	Quadient Finance USA
	361.91	Schmidt/Kelly
	300.00	Seven County Process Servers, LLC
	9,157.50	Sherburne Co Community Corrections
	5,116.50	Sherburne County Auditor Treasurer
	300.00	St Louis County HHS
	1,237.50	Superior Consulting Services LLC
	571.30	The Bridge World Language Ctr Inc
	469.00	Wilson/Gina
	5,007.65	YMCA - Elk River

	4,681.67	33 Payments less than 300
	49,658.30	Total
Manual Warrants		
7/18/25	2,316.00	General Revenue Fund
	1,792.00	Human Service Fund
	12,726.50	Agency Collections
	16,834.50	Total
Manual Warrants – BMO Harris Pcard		
7/18/25	126,348.36	General Revenue Fund
	4,983.87	Public Works Fund
	14.97	Human Service Fund
	1,333.43	Solid Waste Fund
	2,597.61	Jail Commissary Fund
	2,322.95	Justice Center Enterprise Fund
	137,601.19	137,601.19
Commissioner Warrants		
7/25/25	548,121.66	General Revenue Fund
	793,596.31	Public Works Fund
	49.00	Human Service Fund
	2,850.38	County Ditch Fund
	5,135.32	Law Library Fund
	36,975.68	Solid Waste Fund
	56,156.54	Jail Commissary Fund
	195,662.83	Justice Center Enterprise Fund
	26,099.50	Agency Collections
	346.69	Taxes & Penalties Fund
	1,117,612.01	01 Payroll Fiduciary Fund
	2,782,605.92	Total
Manual Warrants		
7/25/25	2,349.34	General Revenue Fund
	11,879.50	Agency Collections
	14,228.84	Total



Gary H. Gray (Aug 23, 2025 09:01:19 CDT)

Gary H. Gray, Board Chairperson

08/23/2025

Date



Bruce Messelt, County Administrator

08/25/2025

Date