



Sherburne County Board of Commissioners

August 19, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on August 19, 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 Forum

No one was present.

3. 9:01am Consent Agenda

Hulse/Felber were unanimous to approve the Consent Agenda as amended with the voting of items 3 and 10 separately.

Schumacher/Felber were unanimous to amend the original amended Consent Agenda to include voting on items 3, 8 and 10 separately.

1 Official Minutes from August 5th, 2025, Regular Meeting of the County Administration Board.

Keisha Broderick, Executive Assistant

Approved the official minutes from August 5, 2025, Regular Meeting of the County Board. (On file.)

2 Amended Expense Claim for Commissioner Schumacher from the March Administration 2025 NACo Legislative Conference.

Bruce Messelt, County Administrator

Approved the amended expense claim for Commissioner Schumacher in the amount of \$424.35.

4 Temporary On-Sale Liquor License for Clear Lake Lions Club. Auditor / Treasurer

Loraine Rupp, Auditor/Treasurer

Approved a Temporary On-Sale liquor license for the Clear Lake Lions Club, pending State approval, and authorized execution of the same by the Auditor/Treasurer. The requested Temporary On-Sale license for Clear Lake Lions Club will be used at Palmer Township Park, 4523 105 Ave Clear Lake, MN 55319, on September 6th, 2025, for Palmer Day.

5 HHS IFS Admin Warrants dated August 8th, 2025.

Health & Human Services

Amanda Larson, HHS Director

Approved HHS IFS Admin Warrants dated August 8th, 2025, as follows.

August 8th, 2025 HHS IFS Admin Warrants \$296,383.37

6 HHS OBO Warrants dated July 31st, 2025.

Health & Human Services

Amanda Larson, HHS Director

Approved HHS OBO Warrants from July 31st, 2025, as follows.

July 31st, 2025 HHS OBO Warrants \$13,005.68

7 Intergovernmental Transfer of Work Laptops to the City of Saint Paul. Information Technology

Drew Nelson, IT Director

Approved the Intergovernmental Transfer of 30 Work Laptops to the City of Saint Paul, pursuant to Minnesota Statute and County Policy.

- 9 **Renewal of a County Solid Waste License for Rite Away Auto, Inc.** Planning & Zoning
June Volkers, Hydrogeologist
Approved renewal of a County Solid Waste License for Rite Away Auto, Inc. for a 5-year term that will commence on August 19, 2025 and term on December 31, 2030.
- 11 **Minnesota Department of Natural Resources (MN DNR) Outdoor Recreation Grant Agreement for Park Improvements at Island View Park.** Public Works
Gina Hugo, Parks Director
Approved an Outdoor Recreation Grant Agreement with the MN Department of Natural Resources for Park Improvements at Island View Park. The \$350,000 non-state match is included in the approved 2025 Parks Budget (\$221,500 through ARPA and \$128,500 in the Parks Budget). The term of the contract shall commence on July 1, 2025 and term on August 30, 2027. (On file.)
- 12 **Donation from Lupulin Brewing Company to the Sheriff's Office's K-9 Unit.** Sheriff
Joel Brott, County Sheriff
Approved and accepted a \$418.00 donation from Lupulin Brewing Company to the Sheriff's Office's K-9 Unit.
- 13 **Donation of Jail Equipment to the Wright County Sheriff's Office.** Sheriff
Joel Brott, County Sheriff
Approved the donation of unused jail equipment to the Wright County Sheriff's Office valued at \$400.00.
3. **9:02am Commissioner & Manual Warrants dated July 31st, August 1st, and August 8th, 2025.** Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Felber/Schumacher were unanimous to approve Commissioner & Manual Warrants dated July 31st, August 1st, and August 8th, 2025, as follows.

July 31 2025, Manual Warrants \$566,219.55
August 1 2025, Commissioner Warrants \$1,520,219.39
August 1 2025, Manual Warrants \$1,957.00
August 8 2025, Commissioner Warrants \$1,675,922.24
August 8 2025, Manual Warrants \$19,459.50
8. **9:03am Renewal of a County Solid Waste License for Elk River Composting, Inc.** Planning & Zoning
Jillian Carlson, Dave Lucas, Solid Waste Administrator
Schumacher/Felber were unanimous to approve the issuance of a Solid Waste License to Elk River Composting, Inc. for renewal of a Yard Waste Compost Facility for a 5-year term, ending on December 31, 2030, in accordance with the Solid Waste Management Ordinance. (On file.) contingent upon licensee securing financial assurance in the amount of \$50,000 in accordance with Section 5.9 of the Solid Waste Management Ordinance.
10. **9:04am Lowest Responsive Bidder for the EV Charging Stations, SP 71-596-015.** Public Works
Andrew Witter, Public Works Department Head
Danielowski/Schumacher with a 4-1 vote to approve the lowest responsive bidder, Design Electric with a bid of \$355,077.00, for the installation of the EV Charging Stations at the Sherburne County Government Center, contingent upon approval from MnDOT's Office of Civil Rights (Project No. SP 071-596-015).

4. 9:09am Announcements

- 1 Receive Updates, Correspondence, and Announcements from the Administration
County Administrator.

Bruce Messelt, County Administrator

County Administrator Bruce Messelt introduced Darrick Moe with the Minnesota Rural Energy Association (MREA). Messelt and Moe provided information regarding a nuclear moratorium in Minnesota and the potential of preparing a letter, with Commissioner consent, to join the MREA. Moe Darrick provided a brief introduction and answered any questions that the Board had. Hulse/Felber were unanimous to proceed with a letter to join the MREA.

- Messelt asked commissioners to utilize their Outlook calendar associated with the Outlook County email to help with scheduling.
- Announced Mike B's retirement from the Sherburne History Center and provided details of the retirement party.
- Reminder the Commissioners to complete the Doodle Poll regarding the Road Tour with Public Works.
- Reminded the Board of County Connect Meetings and asked for Commissioners to volunteer to present at the All Staff Connect meetings on October 14th and October 22nd. The Board were in consensus that Commissioner Danielowski would cover the 14th and Gary and Gregg would together cover the 22nd.
- Lawrence Welk recognition letter.
- Informed the Board that Lt. Orville Sigurd Anderson's Memorial Highway Signs have been placed.

5. 9:36am Regular Agenda

- 9:36am 1 Acknowledge GIS Staff and Receipt of Special Achievement in GIS Public Works
Award.

Andrew Witter, Public Works Department Head

Acknowledged GIS Staff and receipt of Special Achievement in GIS Award.

- 9:43am 2 Scope of Work with Houston Engineering for Vonco Residential Well Planning & Zoning
Sampling.

Dave Lucas, Solid Waste Administrator, June Volkers, Hydrogeologist

Felber/Danielowski were unanimous to approve a Scope of Work with Houston Engineering for sampling of residential drinking water wells downgradient of the Vonco Big Lake closed landfill and authorized the Solid Waste Administrator to execute said agreement for a not to exceed amount of \$22,500, to be drawn from accrued solid waste surcharge monies. (On file.)

- 9:48am 3 Preliminary and Final Simple Plat of "Belmont Pines" - Sheldon & Planning & Zoning
Jozette Pool.

Lynn Waytashek, Planning & Zoning Administrator

Schumacher/Hulse were unanimous to approve a Preliminary and Final Simple Plat of "Belmont Pines" consisting of (2) lots, with the (3) Conditions as recommended by the Planning Commission and listed in the background justification, for PID #30-00005-4400 and 30-00507-0110; Legal Desc: That Part of the ½ of the SE 1/4 (full legal on file); Sec 5, Twp 34, Rge 26, Livonia Township; with 49.24 acres in the Urban Expansion District.

Conditions:

1. The existing Drainage and Utility Easements for Lot 2, Block 1 of the plat "Glorify" will be vacated and recorded prior to Planning and Zoning signing the mylars.
2. The encroachments shown on the Preliminary Plat (guard post, gravel driveway and shed) must be removed prior to Planning and Zoning signing the mylars.

3. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

- 9:51am** **4** Amendments to the Sherburne County 2040 Comprehensive Plan. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Felber/Danielowski with a 4-1 vote to approve amendments to the Sherburne County 2040 Comprehensive Plan to account for the incorporation of the City of Baldwin and to address changes in local planning documents and policy direction. (On file.)
- 9:53am** **5** Sherburne County's Submission of the County Agricultural Inspector Grant for FY26. Planning & Zoning
Matt Danzl, Water Resource Planner
Danielowski/Felber were unanimous to approve and authorize submission of an application to the Minnesota Department of Agriculture's 2026 County Agricultural Inspector Grant, in the amount of \$28,000, to cover County costs in carrying out duties related to the State of Minnesota's Noxious Weed Law.
- 9:56am** **6** Auditor-Treasurer's Monthly Report for July 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Schumacher/Danielowski were unanimous to accept the Auditor-Treasurer's Monthly Report for July 2025, as presented. (On file.)
- 10:01am** **7** Update on and Discussion of 2026 County Legislative Priorities. Administration
Bruce Messelt, County Administrator
Discussed 2026 County Legislative Priorities and MET Council regarding NorthStar. Danielowski/Hulse were unanimous to accept the 2026 Legislative Priorities report as discussed and allow County Administrator Bruce Messelt to move forward with pursuing efforts for a NorthStar bus line to run to Elk River and Big Lake. (motion includ accepting legislative update)

6. 10:11am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Felber - National Night Out, Violet Offender Task Force, Medicaid Webinar, Energy Transition Advisory Council (ETAC), Minnesota Counties Intergovernmental Trust (MCIT), Minnesota Emergency Services Board (MESB) Executive Meeting, Minnesota Inter-County Association (MICA) Board meeting, Understanding Reconciliation Bill, Association of Minnesota Counties (AMC) Solid Waste working group, Continuation of National Night Out at Shores of Eagle Lake, Recapped general news, Would like Resolution on issue with the United States Postal Service (USPS) to be on the next agenda, General Constituent Issues, General Road Issues, County 75 Landing, Commercial Septic, Sherburne County added to No Deer Feeding List

Commissioner Hulse - Mississippi Watershed Joint Powers meeting, Tech Steering Committee meeting, Requested another Workshop to be held on A.I., Minnesota Department of Transportation (MnDOT) meeting regarding Bus Service for NorthStar, Tour Arrangement for Liv Stinebaugh out of Congressman Emmer's office who will be touring our area on the 25th, Requested update on taredown of house on County 44 (Andrew Witter will provide update.)

Commissioner Danielowski - NorthStar Transition meeting, Navigating Key Land Use Issues Seminar hosted by MCIT, Understanding Federal Changes to Medicaid Benefits and Impacts to Countries, MnDOT meeting, Big Eagle Lake Fundraiser, Options Black Bird Laundry Business, Information Session for Virtual Assistance, Bookeepers and Resilience Coaches hosted by Economic Development Coordinator Brian Fleming, Substance Use Prevention (SUP) Coalition meeting, MCIT Parks & Rec Safety Webinar, Accessing and Understanding Local Census Data Webinar, First Steps, AMC Understanding Federal Reconciliation Bill Webinar, St. Cloud Area Planning Organization (APO), Northstar Corridor meeting

Commissioner Schumacher - Nation Night Out, Round-A-Bout visit in Zimmerman, Employee Review, Fireman's Dance and Fundraiser for City of Baldwin

Commissioner Gray - Today is National Potato Day, National Night Out, Employee Review, MCIT Conference, AMC Webinar HHS & Medical Assistance, Open House in Zimmerman, SUP, MCIT Webinar Parks Liability and Exposure, AMC Understanding Federal Reconciliation Bill Webinar, MCIT Meeting , First Steps, Soil Water Conservation District (SWCD), Joint Powers Board for Ditches

Administrator Bruce Messelt shared the following; We now have 2 partners for the Regiona 7W Economic District, had our first successful homeowners rehabilitation program, and will work on scheduling a ground breaking event for the Zimmerman Overpass

7. 10:38am Recess Regular Meeting, Open Ditch Authority Meeting

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| 10:38am | 1 | Approve Ditch Authority Agenda.
<i>Mike Lindenau, County Ditch Inspector</i>
Felber/Schumacher were unanimous to approve the Ditch Authority Meeting agenda as presented. | Auditor / Treasurer |
| 10:38am | 2 | Ditch Drainage Technician's Report.
<i>Mike Lindenau, County Ditch Inspector</i>
Hulse/Felber were unanimous to accept the Ditch Drainage Technician's Report as presented by County Ditch Inspector Mike Lindenau. Mr. Lindenau provided updates specifically on Ditch 15 and Ditch 31. | Auditor / Treasurer |
| 10:51am | 3 | Billing of Proposed 2025 County Drainage Assessments.
<i>Loraine Rupp, Auditor/Treasurer</i>
Schumacher/Felber were unanimous to approve and authorize Billing of Proposed 2025 County Drainage Assessments, as presented by County Auditor/Treasurer Loraine Rupp. (On file.) | Auditor / Treasurer |

8. 10:54am Recess Regular Meeting, Break

9. 11:06am Reconvene Regular Meeting, Open Workshop Meeting

10. 1:30pm Close Workshop Meeting, Adjourn Regular Meeting

HHS OBO Warrants

7/31/25	1,522.63	OBO 4Imprint
	2,594.10	OBO Amazon
	1,300.76	OBO AmericInn
	1,123.73	OBO Comfort Suites
	1,081.00	OBO Elia International
	338.79	OBO Innovative
	329.10	OBO McKesson Medical-Surgical Govt Solut
	1,600.28	OBO Noodle Soup
	468.00	OBO Survey Monkey
	468.44	OBO Walmart
	2,178.85	16 Payments less than 300
	13,005.68	Total

Manual Warrants

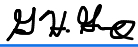
7/31/25	16,076.29	General Revenue Fund
	541,913.76	2017A GO CIP Bond-Govt Ctr Expansion
	8,229.50	Agency Collections
	566,219.55	Total

Commissioner Warrants

8/1/25	309,758.04	General Revenue Fund
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	991,593.42	Public Works Fund
	54,025.10	Solid Waste Fund
	74,927.41	Jail Commissary Fund
	57.29	Forfeited Land Sale
	20,737.16	Justice Center Enterprise Fund
	11,662.00	Taxes & Penalties Fund
	57,458.97	Towns & Cities Collections
	1,520,219.39	Total
Manual Warrants		
8/1/25	1,957.00	Agency Collections
	1,957.00	Total
Warrants		
8/8/25	1,375.59	AQK9
	799.40	Boe/Evelyn
	381.50	Bruss/Kate
	500.00	CAIRO
	442.40	Carlson/Barbara
	1,147.50	Central MN Mental Health Center
	1,382.77	Children's Dental Services
	600.00	City Of Big Lake
	600.00	City of Elk River
	350.00	Dittbenner/Steve
	356.20	GBR Interpreting & Translation Services
	603.90	Graves-Petron/Trisha
	7,500.00	Greater Minnesota Family Services
	1,309.00	Greater Minnesota Trauma Center
	1,218.16	HemoCue America
	2,000.00	Ignite
	34,346.71	ISD 727
	1,039.80	Johannes/Victoria
	303.00	Landherr/Christine D
	552.30	Lekatz/Kieran
	539.70	Mateer/Mallory
	388.05	Mlsna/Julie
	560.00	Mn Dept Of Health-Legitimations
	6,263.83	Mn Dept Of Human Services - SWIFT
	907.22	Mn Dept Of Human Services-SWIFT
	348.00	NGMA
	3,992.23	Office Of MNIT Services
	594.30	Olinyk/Ashley M
	525.01	Quadient Finance USA
	524.30	Rawley/Miranda
	1,330.00	Sand Creek EAP LLC
	388.05	Schmidt/Kelly
	630.00	Seven County Process Servers, LLC
	695.00	Sherburne Co Mental Health Advis Council
	203,856.70	Sherburne County Auditor Treasurer
	5,659.41	Sherburne County Community Corrections
	400.00	St Louis County HHS
	834.20	Steve Rummeler HOPE Network
	338.80	The Bridge World Language Ctr Inc
	900.00	WICSEC
	5,007.65	YMCA - Elk River
	4,892.99	35 Payments less than 300
	296,383.67	Total
Manual Warrants		

8/8/25	2,813.00	General Revenue Fund
	16,646.50	Agency Collections
	19,459.50	Total
Commissioner Warrants		
8/8/25	246,603.24	246,603.24 Human Service Fund
	7,518.72	80 7,518.72 Agency Collections
	42,261.71	Children's Mental Health Collaborative
	296,383.67	Total
Commissioner Warrants		
8/8/25	192,573.87	General Revenue Fund
	1,277,216.90	Public Works Fund
	49.00	Human Service Fund
	717.75	Law Library Fund
	65,630.23	Solid Waste Fund
	62,022.69	Jail Commissary Fund
	15,966.06	Justice Center Enterprise Fund
	3.39	Hra & Ec Dev Fund
	4,582.44	Agency Collections
	3,598.19	Taxes & Penalties Fund
	11,441.35	School Districts Collections
	17,289.14	Towns & Cities Collections
	24,831.23	Payroll Fiduciary Fund
	1,675,922.24	Total



[Gary H.Gray \(Sep 3, 2025 10:33:14 CDT\)](#)

Gary H. Gray, Board Chairperson

09/03/2025

Date



Bruce Messelt, County Administrator

09/02/2025

Date