



Sherburne County Board of Commissioners

September 2, 2025

County Board Workshop Minutes

11:15am The Board Chair opened the County Board Workshop Meeting. Commissioner Hulse was absent.

11:15am 1 Part 4 Discussion Regarding Tobacco Licensing Ordinance Health & Human Services
Nicole Ruhoff, CHS Administrator
Received an continued update on and discussed potential Tobacco Licensing Ordinance language updates and revisions.

12:27pm **Adjourn Workshop Meeting**

A handwritten signature in black ink, appearing to read "G. H. Gray".

Gary H. Gray (Sep 16, 2025 11:58:42 CDT)

Gary H. Gray, Board Chairperson

09/16/2025

Date

A handwritten signature in black ink, appearing to read "Bruce Messelt".

Bruce Messelt, County Administrator

09/16/2025

Date



Sherburne County Board of Commissioners

September 2, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on September 2, 2025, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. Commissioner Andrew Hulse was absent.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Danielowski/Felber were unanimous to approve the Regular Meeting Agenda as amended with the removal of item 11.1 Closed Session.

2. 9:01am Open Forum

No one was present.

3. 9:01am Consent Agenda

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

- 1 Official Minutes from August 19th, 2025, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from August 19, 2025, Regular Meeting for the County Board. (On file.)
- 2 Official Minutes from August 19th, 2025, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the August 19th, 2025, County Board Workshop Meeting. (On file.)
- 3 Joint Powers Agreement with Livonia Township for the Enforcement and Regulation of Cannabis Retail Business Registration. Administration
Bruce Messelt, County Administrator, Dawn Nyhus, Sherburne County Attorney
Approved a Joint Powers Agreement with Livonia Township for the Enforcement and Regulation of Cannabis Retail Business Registration, as recommended, subject to final review by the County Attorney as to form. (On file.)
- 4 Long-Term Record Storage Policy (Administration). Administration
Dan Weber, Assistant County Administrator
Approved the proposed Long-Term Record Storage Policy, as recommended, and directed its inclusion in the County Administrative Policy Manual. (On file.)
- 5 Santiago Lions Club MN Legal Gambling Premises Permit Renewal. Administration
Bruce Messelt, County Administrator
Approved the renewal of a MN Lawful Gambling Premises Permit for the Santiago Lions Club, 14255 288th Avenue NW, in Baldwin Township (Zimmerman postal address), for Bailey Ray's Roadhouse and Ridgewood Bay.
- 6 Commissioner and Manual Warrants dated August 15th, 19th, and Auditor / Treasurer
22nd, 2025, as recommended.
Loraine Rupp, Auditor/Treasurer

Approved Commissioner and Manual Warrants dated August 15th, 19th, and 22nd, 2025, as follows.

August 15 2025, Commissioner Warrants \$1,209,121.57

August 15 2025, Manual Warrants \$16,329.00

August 19 2025, Manual Warrants BMO Harris Pcard July \$75,214.79

August 22 2025, Commissioner Warrants \$2,553,784.68

August 22 2025, Manual Warrants \$498,407.57

- 7 HHS IFS Admin Warrants Dated August 22, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants Dated August 22nd, 2025, as follows.
- August 22, 2024 HHS IFS Admin Warrants \$129,324.58
- 8 Community Living Infrastructure Grant Award and Contract. Health & Human Services
Amanda Larson, HHS Director
Approved the acceptance of the Community Living Infrastructure (CLI) grant award and authorized execution of the Grant Contract. This grant award covers SFY 26-27 for a total of \$82,000. (On file.)
- 9 Agreement Between Sherburne County and the City of Becker to Planning & Zoning
Regulate Subsurface Sewage Treatment Systems (SSTS) within the City
of Becker.
Lynn Waytashek, Planning & Zoning Administrator
Approved an agreement between Sherburne County and the City of Becker to regulate Subsurface Sewage Treatment Systems (SSTS) within the city. This agreement shall commence on September 2, 2025 and remain in effect until terminated by agreement of the parties. (On file.)
- 10 Grant Award, Grant Agreement, and Execution of Purchase Option for Public Works
Park Land Acquisition - Two Inlets Regional Park.
Gina Hugo, Parks Director
Approved the acceptance of Greater Minnesota Regional Parks and Trails Grant for park land acquisition at Two Inlets at Bdé Heháka – Omashkooz Zaaga'igaans Regional Park, authorized execution of said Grant Agreement, and directed staff to exercise the purchase option with the Trust for Public Land on the same parcel. The grant will reimburse \$526,880 of the \$658,600 acquisition. The County's match is \$131,720 and is in the 2025, approved Parks budget. The effective date of the grant is July 3, 2025 with an expiration date of June 30, 2027. (On file.)
- 11 Lowest Responsive Bidder for Capital Improvements at Island View Public Works
Park, as recommended.
Andrew Witter, Public Works Department Head
Approved the lowest responsive bidder, Hobs Excavating, with a bid of \$426,152.00, for the Capital Improvements at Island View Park, as denoted in Project No. CP Islandview1.
- 12 MnDOT Contract # 1058487 and Resolution No. 090225-AD-3233 for Public Works
the Cooperative Construction Agreement between MnDOT, Sherburne
County and the City of Zimmerman pertaining to the US Highway 169
and CSAH 4 Interchange Project.
Andrew Witter, Public Works Department Head
Approved MnDOT Contract # 1058487 and Resolution No. 090225-AD-3233 for the Cooperative Construction Agreement between MnDOT, Sherburne County and the City of Zimmerman pertaining to the US Highway 169 and CSAH 4 interchange project, as recommended. (On file.)

- 13 Donation of Obsolete/Excess Radios from the Sheriff's Office to the Sheriff
Minnesota State Fire Marshal's Office.
Joel Brott, County Sheriff
Approved a donation of obsolete/excess radios from the Sheriff's Office to the Minnesota State Fire Marshal's Office, as recommended.
- 14 Use of YES Account Funds for the RAVE Mobile Safety Application. Sheriff
Steve Doran, Chief Deputy Sheriff
Approved utilization of Year End Savings Account (YES) funds, in the amount of \$77,000.00, for the purchase of RAVE Mobile Safety application software and subscriptions for 5 years.
- 15 County Veteran Services Officer (CVSO) Annual Operational Improvement Grant for FY 2026. Veteran's Services
Larry Fonder, Veteran Service Officer
Approved and accepted a \$15,000.00 Annual Operational Improvement Grant from the Minnesota Department of Veterans Affairs (MDVA) for FY 2026, and authorized execution of the same by the County Veterans Services Officer (CVSO). This is an annually recurring Grant Award, with an agreement prepared by the MN Department of Veterans Affairs for execution by the County Veterans Service Officer from September 2025 to June 2026.

4. **9:02am Announcements & Recognitions**

- 9:02am 1 Acknowledgment and Recognition of Honored Veteran Richard Veteran's Services
Rauenhorst for His Service to the Country.
Larry Fonder, Veteran Service Officer
Veteran Service Officer Larry Fonder recognized Richard Rauenhorst for his exemplary service during the Vietnam Conflict.
- 9:08am 2 Updates, Correspondence, and Announcements from the County Administration
Administrator.
Dan Weber, Assistant County Administrator
Received an update from the Assistant County Administrator regarding calendar activities.

5. **9:09am Regular Agenda**

- 9:09am 1 Update from the Retired Seniors Volunteer Program (RSVP). Administration
Jennifer Wucherer, RSVP Program Director
Received a 2025 program update from RSVP Program Coordinator Jennifer Wucherer and Sherburne County Volunteer Coordinator Amy Johnson.
- 9:27am 2 Update from the Central Minnesota Council on Aging (CMCOA). Administration
Lori Vrolson, CMCOA Executive Director
Received an update from Central Minnesota Council on Aging (CMCOA) Executive Director Lori Vrolson.
- 9:55am 3 County State/Federal Issues, Including Big Lake Post Office Relocation Administration
and Proposed State Legislative Positions for AMC Consideration.
Bruce Messelt, County Administrator
Danielowski/Schumacher were unanimous to approve proposed State Legislative Positions for AMC consideration, as recommended and authorized staff to address other State/Federal Issues, as directed. County Administrator Bruce Messelt provided an update to the Board via Microsoft Teams. Commissioner Felber provided an update regarding USPS Becker and Big Lake locations. Board direction by consensus was to move forward with Administrator Messelt to draft a letter on the USPS matter.

6. **10:07am Recess Regular Meeting, Open Regional Rail Authority Meeting**

7. **10:08am Adjourn Regional Rail Authority Meeting, Reconvene Regular Meeting**

10:08am 1 Proposed Regional Rail Levy for 2026, as Recommended by the Regional Administration Rail Authority.
Dan Weber, Assistant County Administrator
Danielowski/Felber were unanimous to approve Resolution No. 090225-AD-3235 setting the Preliminary 2026 Regional Rail Authority levy at \$0, as recommended by the Regional Rail Authority.

8. **10:09am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Felber: September is National Awareness month of the following: Suicide Prevention, Child Cancer, Blood Cancer, Sickle Cell, Deaf and Sepsis, attended webinar Behind the Panels regarding solar by Illinois University, Elk River Landfill Tour for Inspection with June Volkers, Two Inlets Interpreting Event, Housing Summit, Orrock Township Meeting, Central Mississippi River Partnership (CMRP), Tri-County Solid Waste, Soil & Water Conservation District (SWCD) Tour, Minnesota Emergency Services Board, Minnesota Association of Townships (MAT), Constituent Matters, ISD 728 Joint Meeting

Commissioner Schumacher: Welcome back to school students! Spoke on Road Issue on Zimmerman, Minnesota Department of Health (MDH) Adult Meeting, Extended thanks to the Auditor/Treasurer for providing the gravel tax spreadsheet as requested, Discussion with Mayor of Princeton, Princeton School Board meeting, St. Cloud Airport Meeting, Planning & Zoning Evening Meeting, Discussions with Cities of Zimmerman and Baldwin regarding Tobacco Ordinance Update

Commissioner Danielowski: Economic Development Authority (EDA), Airport Authority Meeting in St. Cloud, Big Lake Chamber Event with Congressman Emmer at Willy's on the Water, Planning & Zoning Sub-Committee meeting, Options Board Meeting, Big Lake Chamber Meeting, Sherburne County Housing Study, St. Cloud Airport Meeting with Regional Members, Big Lake Township meeting, CMRP, Tri-County Solid Waste

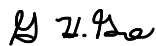
Commissioner Gray - Today is Telephone Tuesday, National Pierce your Ears Day, SWCD Water Testing, Clear Lake Township, Parks & Trails meeting in Island View, Tri-Cap Bus Garage Ribbon Cutting, Adult Protection Team Meeting, Tri-Cap Board of Directors Meeting, Emmer Staff Meeting at Government Center, Public Works Summer Picnic, Airport Meeting in St. Cloud. MNDOT Open House for Highway 10 from Haven to St Cloud, SWCD Tour

9. **10:30am Recess Regular Meeting, Open Special Community Health Board Meeting**

10. **11:06am Close Special Community Health Board Meeting, Break**

13. **11:15am Reconvene, Open Workshop**

14. **12:27pm Close Workshop, Adjourn Regular Meeting**

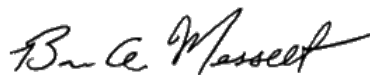


Gary H. Gray (Sep 16, 2025 11:58:42 CDT)

Gary H. Gray, Board Chairperson

09/16/2025

Date



Bruce Messelt, County Administrator

09/16/2025

Date

