



Sherburne County Board of Commissioners

October 7, 2025 - County Board Meeting Minutes

1. 6:00pm Call to Order

The Sherburne County Board of Commissioners convened in regular session on October 7, 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

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

2. 6:01pm County Proclamations, Recognitions & Celebrations

6:01pm 1 Proclamation Designating October as Manufacturing Month. Administration

Brian Fleming, Economic Development Coordinator

Danielowski/Hulse were unanimous to approve a Proclamation designating the month of October 2025 as Manufacturing Month in Sherburne County as read by Economic Development Coordinator Brian Fleming. (On file.)

6:04pm 2 Proclamation Denouncing Political Violence. Administration

Bruce Messelt, County Administrator

Felber/Danielowski were unanimous to approve a Proclamation denouncing Political Violence in America as read by County Administrator Bruce Messelt. (On file.)

3. 6:09pm Public Hearing

6:09pm 1 Public Hearing - Consider Revisions to All Services and Fee Schedule. Administration

Bruce Messelt, County Administrator

The Chair open the required Public Hearing at 6:09pm. Brett Collier of Big Lake spoke. The Chair closed the Public Hearing at 6:12pm.

Schumacher/Danielowski were unanimous to close the Public Hearing.

Upon completion of the Public Hearing, the Board discussed and considered recommended approval, utilizing the following motion:

Hulse/Felber were unanimous to approve the proposed revisions to the Sherburne County All Services and Fee Schedule, as recommended, reflecting changes in fees in the identified office/department. (On file.)

The changes will go into effect on January 1, 2026.

4. 6:14pm Open Forum

Brett Collier of Big Lake spoke.

5. 6:17pm Consent Agenda

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

1 County Board Meeting Minutes from September 16th, 2025. Administration

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the September 16th, 2025, Regular Meeting of the County Board of Commissioners, as presented. (On file.)

- 2 Appointment to the Sherburne County Extension Committee. Administration
Dan Weber, Assistant County Administrator
 Approved the re-Appointment of James Kirchenbauer to the Sherburne County Extension Committee as a District 4 representative for a three-year term beginning January 2026 through December 2028.
- 3 Commissioner & Manual Warrants dated September 10th, 12th, 19th, Auditor / Treasurer
 and 26th, 2025.
Loraine Rupp, Auditor/Treasurer
 Approved Commissioner & Manual Warrants dated September 10th, 12th, 19th, and 26th, 2025, as follows.

September 10 2025, BMO Harris Pcard Aug \$69,070.47
 September 12 2025, Commissioner Warrants \$2,543,368.74
 September 12 2025, Manual Warrants \$13,544.50
 September 19 2025, Commissioner Warrants \$1,318,325.85
 September 19 2025, Manual Warrants \$556,073.39
 September 26 2025, Commissioner Warrants \$1,631,207.71
 September 26 2025, Manual Warrants \$16,815.84
- 4 Community Corrections' Ongoing Acceptance of Clothing Closet Community Corrections
 Donations.
Corey Mabis-Rowe, Director of Community Corrections
 Approved the acceptance of ongoing clothing donations by Community Corrections County and Judicial Branch staff for clients and their families.
- 5 Three Rivers Community Foundation Grant Award. Health & Human Services
Amanda Larson, HHS Director
 Approved and accepted the Three Rivers Community Foundation Grant Award in the amount of \$1,000 for Sherburne County Health & Human Services. (On file.)
- 6 Child and Teen Check-Up Amendment Between Sherburne County and Health & Human Services
 the MN Department of Human Services.
Nicole Ruhoff, CHS Administrator
 Approved the Child and Teen Check-Up Amendment between Sherburne County and the MN Department of Human Services, facilitating receipt of \$178,265, for services provided during Grant Budget year 3 (1/1/26-12/31/26). (On file.)
- 7 Contract with Tri-CAP for Transportation Services. Health & Human Services
Amanda Larson, HHS Director
 Approved a contract between Sherburne County and Tri-County Action Program (Tri-CAP) for Transportation Services during the time period of 1/1/26 and 12/31/28. (On file.)
- 8 Contract with Options Inc. for Day & Prevocational Services, Health & Human Services
 Employment Support - Group, Transportation, and Employment
 Support Services.
Amanda Larson, HHS Director
 Approved a Contract with Options Inc. for Adult Day/Prevocational Services, Employment Support Services, and Transportation Services, as recommended. The contract term will be January 1, 2026 through December 31, 2028 and \$150,000 is the total for the three-year contract. (On file.)
- 9 Semi-Independent Living Skills (SILS) Contract Renewal with A New Health & Human Services
 Direction.
Tony Masters, Social Services Manager

Approved a contract with A New Direction for provision of Semi-Independent Living Skills (SILS) services, as recommended.

- 10 HHS IFS Admin Warrants dated September 19, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants dated September 19, 2025, as follows.
- September 19, 2025 HHIS IFS Admin Warrants \$60,767.73
- 11 Modification of the Low-Income Septic Fix-Up Grant Application Policy. Planning & Zoning
Marc Schneider, County Planner
Approved modifications to the County Subsurface Sewage Treatment System Low-Income Upgrade Grant Policy to increase maximum household income amounts and remove and replace the 33% limit of the cost of upgrade to a maximum not-to-exceed of \$5,000.
- 12 Final Payment for 2024 CSAH 28 Reconstruction (CP 71-628-020). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment in the amount \$23,256.14 of with Knife River for the 2024 CSAH 28 Reconstruction project (CP 71-628-020), as recommended.
- 13 Final Payment for 2024 CR 73 Reconstruction (CP 71-673-019). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment in the amount of \$26,956.32 with Knife River for the 2024 CR 73 Reconstruction; Project No. CP 71-673-019, as recommended.
- 14 Minnesota Department of Natural Resources (MN DNR) Outdoor Public Works
Recreation Grant Award for Park Improvements at Oak Savanna Park.
Gina Hugo, Parks Director
Approved a MN DNR Outdoor Recreation Grant Award for Park Improvements at Oak Savanna Park, as recommended. The grant award is \$191,814 and requires a 50% non-state match of \$191,814 for a total project cost of \$383,628.
- 15 Out-of-State Travel by the Public Works Director to Attend the Public Works
Transport Research Arena Conference, May 18-21, 2026.
Andrew Witter, Public Works Department Head
Approved attendance by the Public Works Director to the World Transport Research Arena (TRA) Conference, May 18–21, 2026, in Budapest, Hungary, at no expense to Sherburne County. The Local Road Research Board (LRRB) covers all conference fees and associated travel, lodging, and meals. There will be no cost to Sherburne County for attendance at this conference.
- 16 2025-26 Toward Zero Death (TZD) Safe Roads Grant. Sheriff
Joel Brott, County Sheriff
Approved and accepted the 2025-26 Toward Zero Death (TZD) Safe Roads Grant, and authorized by Resolution No.100725-AD-3242 Sheriff Brott to execute the Grant Agreement.
- 17 Consider Approval of a Requested Over-Strength of One (1) Public Sheriff
Safety Telecommunicator Position.
Joel Brott, County Sheriff
Approved an Over-Strength of one Public Safety Telecommunicator position, as requested by the Sheriff's Office.

6. 6:18pm Announcements

- 6:18pm 1 Receive Updates, Correspondence, and Announcements from the Administration
Bruce Messelt, County Administrator

County Administrator Bruce Messelt shared the following updates, correspondence and announcements to the Board.

- October 10 there is a Labor Industry event for infrastructure projects including the Nuclear Moratorium.
- October 28 there is an Nuclear Energy Forum nuclear energy forum 10/28
- October 20 is the AMC District 5 meeting in Mora 10/20 District 5 AMC District 5 Meeting in Mora
- County Connect meetings will start occurring over the next 2 weeks
- December 4 is Truth n Taxation meeting
- December 8 starts the 2025 AMC Annual Conference
- MCIT is scheduled to hold their annual meeting during AMC conference. We need to assign a delegate and an alternate. The Board was in consensus to keep the delegate and alternate the same as last year.
- Received notice from MN Public Utilities Commission regarding a notice about an Xcel energy line
- State settlement with Xcel Energy on 2025 property tax valuations, final valuations were decreased by just under 10%.

7. 6:26pm Regular Agenda

6:26pm 1

Preliminary Standard Plat of Adys Acres - Tim Arehart.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Schumacher/Danielowski with 4-1 vote to approve a Residential Preliminary Standard Plat of "Adys Acres" consisting of (5) lots, with the (6) recommended Conditions as recommended by the Planning Commission and listed in the background justification, for Property Address: 14113 277th Ave NW, Zimmerman; PID #30-00006-2000; Legal Desc: The Northwest Quarter of Section 6 (full legal on file) Sec 6, Twp 34, Rge 26, Livonia Township; with 112.89 acres in the General Rural District.

Conditions:

1. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to being scheduled for Final Plat Approval. **(Completed)**
2. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to Planning and Zoning signing mylars.
3. Future location of any structure on Lot 5, Block 1 will be required to be at least 67ft from the east property line to account for a future road that will run parallel with the lot.
4. A new legal description will need to be prepared, approved and recorded at the same time as the plat for the remnant piece (99.18 +/- acres).
5. Lots 1-5, Block 1 are heavily wooded with coniferous trees. When these lots are built upon the Building Permits will require compliance with Building in Fire Prone Areas standard found in Section 17 (General Regulations), Subd. 12 (Building in Fire Prone Areas) of the Zoning Ordinance.
6. 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.

6:37pm 2

Final Standard Residential Plat of Wind Dancer Estates - T&T Northern Planning & Zoning Development.

Marc Schneider, County Planner

Schumacher/Felber were unanimous to approve a Final Standard Residential Plat of "Wind Dancer Estates" consisting of (14) lots, with the (6) recommended Conditions for PID #30-00027-4400 & 30-00027-4401; Legal Desc: SE 1-4 of SE 1-4 (full legal on file); Sec 27, Twp 34, Rge 26, Livonia Township; with 42.62 acres in the General Rural District.

Conditions:

1. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to being scheduled for Final Plat Approval.
2. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to Planning and Zoning signing mylars.
3. No drainage and utility easements, on any lot, can be altered without written township approval.
4. The existing well needs to be properly sealed and abandoned with the necessary paperwork submitted to the Minnesota Department of Health. Proof of proper well abandonment must be submitted to Planning and Zoning prior to Zoning signing the mylars.
5. A razing permit from the Planning and Zoning Department is required for the removal/demolition of the buildings/silos on this property prior to Zoning signing the mylars.
6. 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.

- 6:39pm 3** Execution of a Master Member Program and Project Agreement Planning & Zoning
between the Mississippi River St. Cloud Watershed Entity ("MRSCWE")
and Sherburne County.

Marc Schneider, County Planner

Hulse/Felber were unanimous to approve the Master Member Program Agreement and Statement of Work between the Mississippi River St. Cloud Watershed Entity ("MRSCWE") and Sherburne County, and Authorize the County Board Chair to execute the same. This Agreement is effective for 5 years from the date of execution of October 7, 2025 this Agreement or termination of the JPA, whichever occurs first. (On file.)

- 6:41pm 4** Sherburne County Economic Development Update. Administration

Brian Fleming, Economic Development Coordinator

Received a 2025 Economic Development Department update from Economic Development Coordinator Brian Fleming.

- 7:09pm 5** Appointment to the 7W Economic Development District Governing Administration
Committee.

Dan Weber, Assistant County Administrator

Felber/Schumacher were unanimous to approve the appointment of Commissioner Hulse and Commissioner Danielowski to the 7W Economic Development District Governing Committee.

- 7:10pm 6** State and Federal Representation Agreements. Administration

Bruce Messelt, County Administrator

Felber/Danielowski were unanimous to approve for 2025/26 the State and Federal Representation Agreements for legislative and executive issues, topics and initiatives, and authorize the County Board Chair and Administrator to execute the same. (On file.)

- 7:14pm 7** Resolution No. 100725-AD-3241 Regarding Repeal of Minnesota's Administration
Moratorium on Nuclear Energy Production.

Bruce Messelt, County Administrator

Felber/Danielowski were unanimous to approve Resolution No. 100725-AD-3241 Sherburne County's support for efforts to repeal Minnesota's Moratorium on Nuclear Energy Production. (On file.)

- 8. 7:19pm Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
Commissioner Hulse - Noted he attended the same meetings and gatherings as Commissioner Danielowski

Commissioner Danielowski - National Association of Counties (NACo) Central Regional Meeting, Substance Use Prevention (SUP), Congressmen Emmer Monthly Call, Options Board meeting, Big Lake Township, 7W Transportation, County Tour of WM Landfill in Elk River, Xcel Energy Breakfast, Solid Waste Advisory meeting, ATP3 Planning meeting, Association of Minnesota Townships (AMC) Economic Development Lunch N Learn, Serve Big Meeting, Strategic Planning meeting

Commissioner Felber - Great River Regional Library (GRRL), Minnesota Inter-County Association (MICA) Board meeting, Soil & Water Conservation District (SWCD) meeting, Rural Action Caucus Housing Discussion, Metro Emergency Services Board (MESB), Energy Transition Advisory Council, Tour of Vonco II, Sally Fox and Taylor Reeves meeting Chief of Staff for Tom Emmer, Ramsey/Washington Recycling Center Tour, Ramsey County Recycling and Hazard Waste Facility, Energy Transition Advisory Meeting (Rectular), Violate offender task force, NACo Medicaid Discussion, East Center Juvenile Center, GRRL Special Meeting, Strategic Planning meetings, Xcel Energy Breakfast, Constituent Issues, 251 police officers have been shot as of 8/1 since then 7 more have been shot, 38 officers killed

Commissioner Schumacher - Collaborated with Zimmerman Bulletin Board and Community on a road project video, lunch with constituents about road construction, SWCD Event Lakes to Lab, Xcel Breakfast, County Tour of WM Landfill in Elk River, High School Fundraiser, City of Princeton Council Meeting, City of Baldwin Council Meeting, Ribbon Cutting for Avivo Village in St. Cloud, Planning & Zoning meeting

Commissioner Gray - MICA, SWCD, Planning & Zoning Meeting, Two Inlets Open House, NACo Ag & Rural Affairs, Airport Authority, Town Hall meeting at 10-10 House in St. Cloud, County Tour of WM Landfill in Elk River, Xcel Energy Breakfast, Tour of Courts with Dawn Nyhus, Strategic Planning sessions

9. 7:35pm **Recess Regular Meeting, Break**

10. 7:45pm **Reconvene, Open Closed Session**

7:45pm 1 Closed Session Pursuant to Minnesota Statute 13D.05, Subd (3a) - Administration
Performance Evaluation.

Bruce Messelt, County Administrator

Entered into Closed Session pursuant to Minnesota Statute 13D.05, Subd (3a) to conduct the annual Performance Evaluation of the County Administrator.

11. 8:50pm **Close Closed Session, Adjourn Regular Meeting**

Manual Warrants BMO Harris Pcard

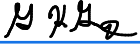
9/10/25	58,780.30	General Revenue Fund
	5,111.28	Public Works Fund
	4.54	Human Service Fund
	1,176.32	Solid Waste Fund
	2,887.34	Jail Commissary Fund
	1,110.69	Justice Center Enterprise Fund
	69,070.47	Total

Commissioner Warrants

9/12/25	254,175.21	General Revenue Fund
	2,033,866.41	Public Works Fund
	49.00	Human Service Fund
	2,630.00	County Ditch Fund
	1,298.57 L	Law Library Fund
	23,017.00	Solid Waste Fund
	214,210.92	Jail Commissary Fund
	178.61	Sherco Regional Rail Authority
	6,202.46	Justice Center Enterprise Fund
	1,345.00	Agency Collections
	6,395.56	Taxes & Penalties Fund

2,543,368.74	Total
Manual Warrants	
9/12/25 13,544.50	Agency Collections
13,544.50	Total
Manual Warrants	
9/19/25 556,073.39	Agency Collections
556,073.39	Total
Commissioner Warrants	
9/19/25 189,669.41	General Revenue Fund
976,687.59	Public Works Fund
7,009.04	Human Service Fund
5,445.80	Law Library Fund
14,695.10	Solid Waste Fund
67,996.71	Jail Commissary Fund
34,617.32	Justice Center Enterprise Fund
100.46	Agency Collections
517.89	Taxes & Penalties Fund
21,586.53	Payroll Fiduciary Fund
1,318,325.85	Total
Warrants	
1,061.51	Bakalars/Amelia
300.00	BCA Training
2,006.99	BreezyBilling
697.90	Byrnes/Anna J
20,095.00	Central Minnesota Jobs & Training Svcs
1,050.00	City Of St Cloud
870.00	Hermanson/Kristie L
1,000.00	Ignite
378.00	Jakes/Samantha
331.80	Knaeble/Sarina
386.40	LaCount/Carlie
366.37	Lees/Mark F
7,953.67	Lutheran Social Service Of Minnesota
1,140.77	Maxwell/Alicia M
349.70	Mlsna/Julie
1,174.00	Mn Dept Of Human Services-SWIFT
889.37	O'Brien/Shaina
630.00	Olds/Brett
1,524.75	Quadient Leasing USA, Inc
870.00	Riveness/Melodie
375.00	Seven County Process Servers, LLC
2,368.00	Sherburne Co Sheriff
5,755.50	Sherburne County Auditor Treasurer
5,007.65	YMCA - Elk River
4,185.35	34 Payments less than 300
60,767.73	Total
Commissioner Warrants	
9/19/25 58,828.36	Human Service Fund
1,939.37	Agency Collections
60,767.73	Total
Manual Warrants	
9/26/25 2,349.34	General Revenue Fund
14,466.50	Agency Collections
16,815.84	Total
Commissioner Warrants	
9/26/25 481,889.59	General Revenue Fund

825,353.12	Public Works Fund
49.00	Human Service Fund
69,013.13	Solid Waste Fund
25,554.25	Jail Commissary Fund
197,423.68	Justice Center Enterprise Fund
28,358.40	Agency Collections
3,566.54	Taxes & Penalties Fund
1,631,207.71	Total

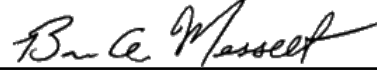


[Gary H. Gray \(Oct 22, 2025 08:24:53 CDT\)](#)

Gary H. Gray, Board Chairperson

10/22/2025

Date



Bruce Messelt, County Administrator

10/21/2025

Date