



Sherburne County Board of Commissioners

May 20, 2025 - County Board Meeting Minutes

1. 9:03am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 20, 2025, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:03am.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Hulse/Danielowski were unanimous to approve the Regular meeting agenda as presented.

2. 9:04am County Proclamations, Recognitions, & Celebrations

- 9:04am 1 Recognition of Veterans Services Office (VSO) Volunteer Drivers. Veteran's Services
Larry Fonder, Veteran Service Officer
Recognition of Veterans Services Office (VSO) Volunteer Drivers presented by Veterans Services Officer Larry Fonder.
- 9:11am 2 Proclamation Declaring May 2025 as Foster Care Month in Sherburne County. Health & Human Services
Sara Stenseng, Child and Family Services Division Manager, Amanda Larson, HHS Director & Mitch Fennel, HHS Supervisor
Danielowski/Hulse were unanimous to approve a Proclamation declaring May 2025 as Foster Care Month in Sherburne County as read by Mitch Fennell. (On file.)
- Child Foster Care Award- Jessica and Kirby Sundet
Adult Foster Care Award- Margery Peterson-Paquin
Foster Child of the Year Award- AB Sneh
- 9:13am 3 Health and Human Services Foster Care Award Winners. Health & Human Services
Sara Stenseng, Child and Family Services Division Manager, Amanda Larson, HHS Director & Mitch Fennell, HHS Supervisor
Acknowledged and presented awards for Outstanding Foster Child of the Year, Adult Foster Care Provider of the Year, and Child Foster Care Provider of the Year as follows.
- Child Foster Care Award- Jessica and Kirby Sundet
Adult Foster Care Award- Margery Peterson-Paquin
Foster Child of the Year Award- AB Sneh

3. 9:27am Open Forum

Brett Collier spoke.

4. 9:42am Consent Agenda

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

- 1 Official Minutes from March 6th, 2025, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from March 6th, 2025, Regular Meeting of the County Board.
- 2 Official Minutes from March 6th, 2025, County Board Workshop. Administration

Keisha Broderick, Executive Assistant

Approved the Official Minutes from March 6th, 2025, County Board Workshop, as presented. (On file.)

- 3 Joint Powers Agreement with the City of Princeton for the Enforcement Administration and Regulation of Cannabis Retail Business Registration.

Jennifer Pim, Assistant County Attorney III, Bruce Messelt, County Administrator

Approved a Joint Powers Agreement with the City of Princeton for the Enforcement and Regulation of Cannabis Retail Business Registration, as recommended. (On file.)

- 4 Application and Acceptance of (if Awarded) for Grant Monies for Victim Attorney Advocacy.

Dawn Nyhus, Assistant County Attorney III

Approved the application for and acceptance of grant monies to defer the cost of Victim Witness advocacy from the State of Minnesota.

- 5 Joint Powers Agreement with the Minnesota Department of Corrections Attorney for Prosecution Costs.

Dawn Nyhus, Assistant County Attorney III

Approved a Joint Powers Agreement (JPA) with the Minnesota Department of Corrections for the calendar year starting July 1, 2025, to assist in defraying the costs of prosecution of crimes that occur in the Correctional Facility located within the County boundaries and authorized the County Attorney to sign the agreement. (On file.)

- 6 Commissioner & Manual Warrants dated April 25th and 31st, and May Auditor / Treasurer 2nd, 5th, and 9th, 2025.

Loraine Rupp, Auditor/Treasurer

Approved Commissioner & Manual Warrants dated April 25th and 31st, and May 2nd, 5th, and 9th, 2025, a follows:

April 25 2025 Commissioner Warrants \$961,732.51

April 25 2025 Manual Warrants \$18,448.84

March 2025 BMO Harris P-Card \$72,974.16

April 31 2025 Manual Warrants \$6,872.50

May 2 2025 Commissioner Warrants \$1,291,584.61

May 2 2025 Manual Warrants \$4,969.50

May 5 2025 Court Requested Warrant \$70.00

May 9 2025 Commissioner Warrants \$562,687.19

May 9 2025 Manual Warrants \$17,323.00

- 7 May 2nd, 2025, PCard Expenses (Health and Human Services Health & Human Services Department).

Amanda Larson, HHS Director

Approved May 2nd, 2025, PCard Expenses (Health and Human Services Department), as follows:

May 2nd, 2025 PCard Warrants \$24,788.34

- 8 May 9th, 2025, HHS IFS Admin Warrants. Health & Human Services

Amanda Larson, HHS Director

Approve May 9th, 2025, HHS IFS Admin Warrants, as follows:

May 9th, 2025 HHS IFS Warrants \$104,945.33

- 9 Out-of-State Travel for a Co-Responder to Attend the International Co- Responders Conference in Atlanta, GA June 1-4, 2025. Health & Human Services
Amanda Larson, HHS Director
 Approved out-of-state travel for the newly hired second Co-Responder to attend the International Co-Responders Conference in Atlanta, GA on June 1-4, 2025, with HHS utilizing Office of Justice Programs (OJP) grant dollars to cover the cost of approximately \$2,000 for hotel, airfare, meals, and training.
- 10 Collective Bargaining Agreement and Memoranda of Understanding with LEELS Public Safety Telecommunicator Unit. Human Resources
Tammy Bigelow, HR Director
 Approved the Collective Bargaining Agreement and Memoranda of Understanding with LEELS Public Safety Telecommunicator Unit for the term of January 1, 2025, through December 31, 2026, as recommended by the Negotiating Committee, and authorized the Board Chair to execute the Agreement and Memoranda of Understanding.
- 11 Amended Agreement with TKDA Engineering for County Road 44 Design Public Works Phase Services.
David Roedel, Assistant Public Works Director
 Approved an Amended Agreement with TKDA Engineering in the amount of \$74,775 for County Road 44 Design Phase Services. The agreement shall terminate on the date that all obligations have been fulfilled and all deliverables have been approved by the County. (On file.)
- 12 Final Payment for 2023 HSIP Rural Street Intersection Lighting (SP 71- Public Works 070-044).
Andrew Witter, Public Works Department Head
 Authorized final contract payment with Design Electric for project # SP 071-070-044 for the 2023 HSIP Rural Street Intersection Lighting, contingent upon receiving notification of final project clearance from MnDOT's Office of Civil Rights.
- 13 Lowest Responsive Bidder for CSAH 2 & CSAH 29 Intersection Public Works Improvements, CP 71-602-023 & CP 71-629-022.
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Meyer Contracting Inc. with a bid of \$3,717,489.58, for the intersection improvements at CSAH 2 and CSAH 29 in 2025. Project NOs. CP 71-602-023 and CP 71-629-022.
- 14 Lowest Responsive Bidder for CSAH 15 Bridge Replacement, SP 071- Public Works 615-012.
Andrew Witter, Public Works Department Head
 Approved the lowest responsive bidder, Redstone Construction, LLC with a bid of \$3,749,975.35, for the replacement of the CSAH 15 bridge over the Elk River in 2025; referred to as Project No. SP 071-615-012, with the award contingent upon approval of the Contractor's DBE goal from MnDOT's Office of Civil Rights.
- 15 Out-of-State Travel & Training for GIS Staff to Attend ESRI User Public Works Conference in San Diego, CA..
Brett Forbes, GIS Coordinator
 Approved Out-of-State travel for two GIS staff members to attend the national GIS Conference in San Diego, CA in July 2025. The estimated cost for three attendees is \$4,660.00.

5. 9:43am Announcements

County Administrator Bruce Messelt provided updates and announcements as follows:

- There is a memorial in the Door A lobby regarding Memorial Day.
- Poppys will be available this Thursday and Friday via American Legion at the Government Center.
- The second co-responder started this week.
- Public recognition for new website on Family Child Care Centers. Extended kudos to staff who got that up and coming.
- Requested a calendar call for the following: June 11 reminder Nuclear Regulatory Commission's open house in Monticello 5-6 pm at Monticello Community Center.
- Future workshops - Elections, voter registration rolls, finalized report from 2024 election, parks & trails and comprehensive planning discussion, solar farms decommissioning and discussion about solar farms in general
- Provided legislative activities update at State and Federal levels

6. 9:45am Regular Agenda

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|------------------|---|---------------------|
| 9:45am 1 | <p>2025 MCIT Board Report.</p> <p><i>MCIT Staff</i></p> <p>Received the 2025 MCIT Board Report for Sherburne County as presented by Gerd Clabaugh, MCIT Executive Director.</p> | Administration |
| 10:11am 2 | <p>Draft Update to the County Parks Regulations Ordinance #270.</p> <p><i>Gina Hugo, Parks Director</i></p> <p>Received a review of the proposed amended County Park Regulations Ordinance #270, as presented. (On file.)</p> | Public Works |
| 10:20am 3 | <p>Resolution No. 052025-AD-3206 Regarding No Parking for County Road 75 from North of 236th Avenue to South 238th Avenue in Orrock Township.</p> <p><i>Andrew Witter, Public Works Department Head, Bruce Messelt, County Administrator</i></p> <p>Hulse/Danielowski were unanimous to approve Resolution No. 052025-AD-3206 Regarding No Parking for County Road 75 from 236th Avenue to 238th Avenue in Orrock Township. (On file.)</p> <p>Commissioner Danielowski recognized that it is National Public Works Recognition week and thanked the Public Works department for all the work they do.</p> | Administration |
| 10:36am 4 | <p>Resolution No. 052025-AD-3210 to Acquire Property for the County State Aid Highway 4 at County State Aid Highway 11 Intersection Improvement Project in Becker Township..</p> <p><i>David Roedel, Assistant Public Works Director</i></p> <p>Danielowski/Felber were unanimous to approve Resolution No. 052025-AD-3210 to Acquire Property for the County State Aid Highway 4 at County State Aid Highway 11 Intersection Improvement Project. (On file.)</p> | Public Works |
| 10:41am 5 | <p>Resolution No. 052025-AD-3211 to Acquire Property for the County State Aid Highway 4 at County Highway 46 Intersection Improvement Project in the City of Zimmerman..</p> <p><i>David Roedel, Assistant Public Works Director</i></p> <p>Schumacher/Danielowski were unanimous to approve Resolution No. 052025-AD-3211 to Acquire Property for the County State Aid Highway 4 at County Highway 46 Intersection Improvement Project. (On file.)</p> | Public Works |
| 10:43am 6 | <p>Auditor-Treasurer's Monthly Report for April 2025.</p> <p><i>Brenda Davis, Finance Officer</i></p> <p>Schumacher/Felber were unanimous to approve and accept the April 2025 Financial Report from the Finance Officer Brenda Davis. (On file.)</p> | Auditor / Treasurer |

- 10:49am 7 3-Year Lease Agreement with the Sherburne County Agricultural Administration
Society.
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Danielowski/Hulse were unanimous to approve a lease agreement with the Sherburne County Agricultural Society for leased space on the Sherburne County Fairgrounds, effective June 1, 2025, through May 31, 2028, as defined within the Lease Agreement. (On file.)
- 10:57am 8 Letter to the Public Utilities Commissioner on Behalf of District 4 Administration
Farmers and Relating to the Northland Reliability Project.
Gary Gray, Council Member
Danielowski/Schumacher were unanimous to approve drafting a letter on behalf of the District 4 Farmers impacted by the Northland Reliability Project to the Public Utilities Commission and authorized the Board Chair to sign the same.

7. 11:01am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Reminder that Memorial Day Weekend is coming up, Requested status to be included in upcoming Workshop item, Fair Board, Attorney meeting regarding Watershed District matters, Open House for County Road 1 and encouraged citizens to go to the website to provide public input regarding County Road 1, ISD 728 Meeting, Economic Development Authority (EDA), Congressman Emmer Staff meeting

Commissioner Danielowski - Employee Appreciation Ice Cream Social, Toured Minnesota Aquatic Invasive Species Resource Center, First Steps, Mental Health Partners Open House at Furniture Things Event Center, St. Cloud Area Planning Organization Board meeting, Association of Minnesota Counties (AMC) Housing Sub Committee, Big Lake Township meeting, EDA, Association of Minnesota Counties (AMC) Housing Committee Meeting, Options Board meeting, June 13 Annual Picnic for Options - All commissioners invited

Commissioner Schumacher - Baldwin Blue Hill Fire District Meeting, Business meeting with Brian Flemming to a local business, Livonia Township Meeting, ISD 728 Meeting, Public Works meeting, Waste & Fraud Hearing meeting, Reminder Wild West Days and Parade at noon on Saturday

Commissioner Felber - Employee Appreciation Ice Cream Social, Minnesota Public Utilities Commission (PUC) discussion on Boat Wrapping, National Association of Counties (NACo) Public Safety meeting, Great Planes Institute Hearings Regarding PUC Docket Pertaining to Waste Energy, Energy Transitions Advisory Committee (ETAC), Critical Materials Task Force webinar, Violent Offender Task Force, Becker Township meeting, meeting with constituents

Commissioner Gray - Employee Appreciation Ice Cream Social, Soil Water Conservation District (SWCD), First Steps Joint Powers Board, Mental Health Meet & Greet, Meet & Greet with Building Facilities Staff, Hosted Town Hall in Santiago, Minnesota Inter-County Association (MICA), Tri-Cap Annual Meeting, Lunch with Planning & Zoning & Public Works Department

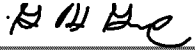
8. 11:21am **Recess Regular Meeting, Break**
9. 11:30am **Reconvene, Open Community Health Board Meeting**
10. 11:48am **Close Community Health Board Meeting, Open Workshop**
11. 12:10pm **Close Workshop Meeting, Adjourn Regular Meeting**
- | | | |
|-----------------|----------|----------------------|
| Manual Warrants | | |
| 4/25/25 | 2,349.34 | General Revenue Fund |
| | 752.00 | Human Service Fund |

	15,347.50	Agency Collections
	18,448.84	Total
Commissioner Warrants		
4/25/25	408,675.06	General Revenue Fund
	72,722.30	Public Works Fund
	20,737.24	Human Service Fund
	6,179.36	Law Library Fund
	21,300.02	Solid Waste Fund
	189,303.62	Jail Commissary Fund
	214,067.84	Justice Center Enterprise Fund
	10.14	Metropolitan Transit Fund
	6.76	Hra & Ec Dev Fund
	28,273.93	Agency Collections
	194.00	Taxes & Penalties Fund
	75.09	School Districts Collections
	187.15	Towns & Cities Collections
	961,732.51	Total
Manual Warrants		
4/30/25	6,872.50	Agency Collections
	6,872.50	Total
Manual Warrants - BMO Pcard		
4/30/25	56,004.13	General Revenue Fund
	4,099.50	Public Works Fund
	1,089.55	Human Service Fund
	6,405.21	Solid Waste Fund
	2,065.20	Jail Commissary Fund
	3,310.57	Justice Center Enterprise Fund
	72,974.16	Total
Manual Warrants		
5/2/25	4,969.50	Agency Collections
	4,969.50	Total
Manual Warrants		
5/2/25	112,398.12	General Revenue Fund
	49,636.17	Public Works Fund
	49.00	Human Service Fund
	957.57	Law Library Fund
	64,934.56	Solid Waste Fund
	29,486.93	Jail Commissary Fund
	11,019.80	Justice Center Enterprise Fund
	307.78	Agency Collections
	1,022,794.68	Payroll Fiduciary Fund
	1,291,584.61	Total
Warrants		
5/2/25	719.04	Anderson/Gina
	5,421.29	OBO 4Imprint
	6,545.11	OBO Amazon
	3,904.21	OBO American Red Cross
	505.52	OBO Edge Resort & Waterpark
	2,500.00	OBO Holiday Station Store
	447.82	OBO Innovative
	719.04	OBO Maddens on Gull Lake
	425.00	OBO PSI Services LLC
	694.62	OBO Sherburne Co Treasurer
	1,317.76	OBO SMUMN
	792.95	OBO Walmart
	795.98	11 Payments less than 300

24,788.34	Total
Court Requested Warrants	
5/5/25 70.00	General Revenue Fund
70.00	Total
Commissioner Warrants	
5/5/25 102,676.20	Human Service Fund
2,269.13	Agency Collections
104,945.33	104,945.33
Commissioner Warrants	
5/9/25 173,366.44	General Revenue Fund
260,585.59	Public Works Fund
9,216.00	Solid Waste Fund
15,762.09	Jail Commissary Fund
183.00	Forfeited Land Sale
217.68	Sherco Regional Rail Authority
836.63	Justice Center Enterprise Fund
1,465.88	Agency Collections
101,053.88	Payroll Fiduciary Fund
562,687.19	Total
Manual Warrants	
5/9/25 2,337.00	General Revenue Fund
14,986.00	Agency Collections
17,323.00	Total
Warrants	
5/9/25 25,043.14	Avivo 25,043.14
687.33	BreezyBilling 687.33
350.02	Bruggeman-Maag/Kristina 350.02
306.76	Byrnes/Anna J 306.76
1,328.65	Children's Dental Services 1,328.65
8,539.67	City Of St Cloud 8,539.67
324.10	Demary/Christina 324.10
357.40	GBR Interpreting & Translation Services 357.40
320.00	Hennepin Co Sheriff's Office 320.00
3,554.72	Hennepin County 3,554.72
464.96	Jakes/Samantha 464.96
945.40	Lekatz/Kieran 945.40
6,587.75	Lutheran Social Service Of Minnesota 6,587.75
2,163.00	MCAA 2,163.00
400.00	MN Board of Social Work 400.00
3,174.63	Mn Dept Of Human Services - SWIFT 3,174.63
1,627.23	Mn Dept Of Human Services-SWIFT 1,627.23
1,822.23	Neumann/Roy J 1,822.23
4,274.55	Office Of MNIT Services 4,274.55
304.71	Olds/Kirsten 304.71
1,770.00	Pinnacle Printing Inc 1,770.00
10,560.00	Sherburne Co Sheriff 10,560.00
15,417.00	Sherburne County Auditor Treasurer 15,417.00
891.56	Sugar Lake Lodge 891.56
2,710.70	Superior Consulting Services LLC 2,710.70
321.89	The Bridge World Language Ctr Inc 321.89
353.50	Todd/Windsong 353.50
421.10	Vee/Victoria 421.10
452.90	Wilson/Gina 452.90
5,007.65	YMCA - Elk River 5,007.65
325.00	Young/Leslie 325.00
4,137.78	35 Payments less than 300

104,945.33

Total

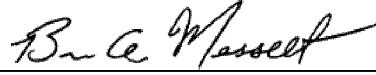


Gary H. Gray (Jun 11, 2025 10:31 CDT)

Gary H. Gray, Board Chairperson

06/11/2025

Date



Bruce Messelt, County Administrator

06/11/2025

Date