



Sherburne County Board of Commissioners

October 21, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on October 21, 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
Danielowski/Felber were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:01am Employee Recognition

Health & Human Services Support Dog Peach was recognized.

IT Project Manager Adam McAllister was recognized for his recent Six Sigma Green Belt certification accomplishment.

4. 9:04am Consent Agenda

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

- 1 Official Minutes from October 7th, 2025, Regular Meeting of the County Administration Board of Commissioners.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from October 7th, 2025 as presented.
- 2 County Administrator's 2025 Performance Evaluation Summary. Administration
Gary Gray, Council Member
Approved a rating of "Exceeds Standards" for the performance evaluation conducted by the Sherburne County Board of Commissioners for County Administrator Bruce Messelt for the period of August 19, 2024, to August 19, 2025. The recommended action is a motion to approve a performance rating of exceeds standards from August 2024 through August 2025. Mr. Messelt's salary increase for 2025 will result in an annual salary of \$235,062. The salary increase for Mr. Messelt is 8.25% or a \$17,914 annual salary adjustment.
- 3 Donation to the Health & Human Department's Therapy Dog Services Administration Program.
Bruce Messelt, County Administrator
Approved and accepted a \$2,500 donation from Mr. Gary and Mrs. Ann Gray to the Health & Human Services Department's (HHS) Therapy Dog program.
- 4 Transfer from the General Fund Balance to the Workers Compensation Administration Self Insurance Account.
Dan Weber, Assistant County Administrator
Approved the transfer of \$100,000 of the Energy Transition Aid to support additional Workers Compensation Self Insurance Costs.
- 5 Commissioner & Manual Warrants dated September 30th, October 3rd, Auditor / Treasurer and October 10th, 2025.
Loraine Rupp, Auditor/Treasurer

Considered and approved Warrants as follows.

September 30 2025, Manual Warrants \$5,861.50
October 3 2025, Commissioner Warrants \$2,854,358.44
October 3 2025, Manual Warrants \$8,353.06
October 10 2025, Commissioner Warrants \$1,590,626.99
October 10 2025, Manual Warrants \$18,648.50

- 6 2026-2027 Minnesota Family Investment Program (MFIP) Biennial Health & Human Services
Services Agreement.
Gina Anderson, Economic Supports Manager
Approved the 2026-2027 Biennial Services Agreement for the Family Investment Program.
- 7 Agreement with the Central Minnesota Jobs & Training Services, Inc.to Health & Human Services
Administer and Deliver Employment Services Training for SNAP
Recipients.
Amanda Larson, HHS Director
Approved an agreement with Central Minnesota Jobs and Training to Administer Employment
Training Services. The term of this agreement shall be October 1, 2025 through September 30,
2026 with a cost not to exceed \$14,096.00.
- 8 HHS IFS Admin Warrants dated October 10th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants dated October 10th, 2025 as follows.

October 10, 2025 HHS IFS Admin Warrants \$45,823.80
- 9 HHS OBO Warrants dated September 30th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved the HHS OBO Warrants dated September 30th, 2025, as follows.

September 30, 2025 HHS OBO Warrants \$17,330.20
- 10 Statewide Health Improvement Partnership Grant Agreement Between Health & Human Services
Sherburne County and the MN Department of Health.
Nicole Ruhoff, CHS Administrator
Approved the five-year Statewide Health Improvement Partnership grant agreement between
Sherburne County and the MN Department of Health, effective 11/1/25 to 10/31/30, in the
amount of \$254,206 for the 1st budget period.
- 11 Federal Transportation Grants Technical Assistance and IIJA Public Works
Discretionary Match Grant Agreement & Resolution No. 102125-AD-
3244 for SP 071-596-014 (US Hwy 169/CSAH 4 Interchange).
Andrew Witter, Public Works Department Head
Approved the Federal Transportation Grants Technical Assistance and IIJA Discretionary Match
Agreement No. 1060421 and Resolution No. 102125-AD-3244 with MnDOT for the construction
funding on the US Hwy 169/CSAH 4 Interchange Project (SP 071-596-014).
- 12 Final Payment for 2024 Construction of the Great Northern Trail Public Works
through Zimmerman (SP 71-596-010).
Andrew Witter, Public Works Department Head
Final contract payment with Douglas-Kerr Underground, LLC for the 2024 Great Northern Trail
Project through Zimmerman (SP 71-596-010) in the amount of \$55,173.31. Final payment is
contingent upon final clearance approval from the Office of Civil Rights.

- 13 Local Road Improvement Program Grant Agreement & Resolution No. Public Works
102125-AD-3243 for the US Hwy 169/CSAH 4 Interchange Project (SP
71-604-039).

Andrew Witter, Public Works Department Head

Approved the Local Road Improvement Program (LRIP) Grant Agreement No. 1060420 and Resolution No. 10212-AD-3243 with MnDOT for funding on the US Hwy 169/CSAH 4 Interchange project SP 071-604-039. LRIP provides a portion of the construction funds for the project in the amount of \$3,978,364.55.

5. 9:09am **Announcements**

- 9:09am 1 Receive Updates, Correspondence, and Announcements from the Administration
County Administrator.

Bruce Messelt, County Administrator

Amanda Larson provided an update regarding SNAP and WIC benefits and the government shutdown.

Mr. Messelt updated the board on the following

- NACo Central Regional Meeting today at 1:00pm.
- 10/28 Nuclear Energy Alliance Forum registration still open put on by the Labor Industries.
- Reminded the group about the AMC Basket for the upcoming annual conference in St. Paul.
- Passed around a letter formally announcing new executive director of Great River Regional Library.

Took a moment of silence to recognize Officer Ryan Ebert from St. Cloud Police Department who recently passed away.

6. 9:16am **Regular Agenda**

- 9:16am 1 Initiative Foundation Update. Administration

Initiative Foundation, Carl Newbanks

Received an update from the Initiative Foundation on it's recent activities and programs from Initiative Foundation Vice President of Philanthropy Carl Newbanks.

- 9:27am 2 Update from the Sherburne County Agricultural Society. Administration

Jenny Axelson, Fair Board President

Received an update from the Sherburne County Agricultural Society from Fair Board President Jenny Axelson.

- 9:34am 3 Lake Steward Designation for Two Inlets at Bde Hehaka - Omashkooz Public Works
Zaaga'igaans Regional Park.

Gina Hugo, Parks Director

Hulse/Danielowski were unanimous to accept the designation of Lake Steward for Two Inlets at Bde Hehaka - Omashkooz Zaaga'igaans Regional Park, as presented by the Healthy Lakes Committee of the Brigg's Lake Chain Association.

- 9:45am 4 Presentation on the Department's Groundwater Mapping Project. Planning & Zoning

June Volkers, Hydrogeologist, Hannah Figura, Ground Mapping Specialist

Received a presentation by June Volkers, Hydrogeologist, and Hannah Figura, Groundwater Mapping Specialist, on their groundwater mapping project.

- 10:04am 5 Split Sampling of Groundwater Monitoring Wells at the Vonco Closed Planning & Zoning
Landfill.

Dave Lucas, Solid Waste Administrator, June Volkers, Hydrogeologist

Felber/Hulse with at 4-1 vote to approve split sampling of the groundwater the monitoring well network located at the Vonco closed landfill in Big Lake and authorize the Solid Waste

Administrator to sign the scope of services and agreement to proceed for a not to exceed amount of \$11,200, to be drawn down from accrued solid waste surcharge monies.

- 10:10am 6** Amendment to the SCORE Budget. Planning & Zoning
Dave Lucas, Solid Waste Administrator, Maureen Mossak, Environmental Specialist
Felber/Danielowski with a 4-1 vote to approve an amendment to the SCORE line item budget to provide \$1,500 towards Vape Disposal. (On file.)
- 10:14am 7** Auditor-Treasurer's Monthly Report for September 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Schumacher/Felber were unanimous to accept the Auditor-Treasurer's Monthly Report for September 2025 as presented by Auditor/Treasurer Loraine Rupp.
- 10:20am 8** 2026 Opioid Program Budget and Gap Funding Request from Avivo Administration
Village - St. Cloud.
Bruce Messelt, County Administrator
Schumacher/Danielowski were unanimous to approve the 2026 Opioid Program Budget and Gap Funding for Avivo Village - St. Cloud through use of Statewide Affordable Housing Aid (SAHA) and County Opioid funding, with a backfill of utilized SAHA funds, as feasible.
- 10:31am 9** Update on Potential USPS Service Changes in Becker and Big Lake. Administration
Bruce Messelt, County Administrator
Received an update on and discussed Potential USPS Service Changes in Becker and Big Lake.

7. 10:39am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Hulse: Strategic Planning meetings, County Connect Meetings, Fair Board Meeting, Economic Development Authority (EDA), Association of Minnesota Counties (AMC) District 5 Meeting in Kanabec County, Requested clarification to the public be sent out regarding shotgun law changes

Commissioner Felber: Metropolitan Emergency Services Board (MESB), Minnesota Inter-County Association (MICA), Central Minnesota Jobs & Training (CMJTS) Joint Powers, Carlie Eden Blue Green Alliance, Tour of Closed Solid Waste Facility in Anoka County, National Association of Counties (NACo) Rural Action Committee, Reminded the group that Operation Green Light is November 4-11, Sherburne County Association of Townships (SCAT), Webinar on China Trade hosted by the Council of Foreign Relations, AMC District 5 Meeting in Kanabec County, Visited the East Center Solid Waste Facility in Mora, Mn, Constituent matters

Commissioner Danielowski: Northland Reliability Project Groundbreaking Ceremony in Becker, NACo Community Workforce Development Committee meeting, Big Lake Township Meeting, St. Cloud Area Planning Organization (APO), Served at a local veterans dinner, County Connect Meeting, SCAT, EDA, United Way Community Event in Big Lake, AMC District 5 Meeting in Kanabec County, Provided Road and Trail Project Updates, Constituent matters,

Commissioner Schumacher: Avivo Groundbreaking, County Connect Meeting, Business visits, SCAT, AMC District 5, Baldwin City Council Meeting, Zimmerman City Council Meeting, Saw the Nanobubbler, Observed the No Kings Protest in Minneapolis

Commissioner Gray: Northland Reliability Groundbreaking, State Community Health Services State Advisory Committee (SCHSAC) Retreat, Palmer Township meeting, County Connect Meetings, Tobacco Ordinance Update with Staff, Tech Steering Committee, SCAT, Tri-Cap Board Meeting, AMC District 5 Meeting, Zoom meeting with Elk River Land Presentation, Blue Hill and Haven Township meetings

8. 11:00am Recess Regular Meeting, Break, Reconvene, Open Ditch Authority Meeting

- 11:14am 1** Ditch Authority Agenda. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Hulse/Schumacher were unaniomus to approve the Ditch Authority Agenda as presented.
- 11:14am 2** Ditch Drainage Technician Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Hulse/Schumacher were unanimous to accept the Ditch Drainage Technician's Report as presented by County Ditch Inspector Mike Lindenau. Mr. Lindenau highlighted County Ditches 1, 29 and 31.

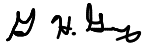
9. 11:35am Close Ditch Authority Meeting

10. 11:37am Open Workshop

11. 12325pm Close Workshop Meeting, Adjourn Regular Meeting

Manual Warrants		
9/30/25	5,861.50	Agency Collections
	5,861.50	Total
HHS OBO Warrants		
9/30/25	541.98	OBO 4Imprint
	721.95	OBO Adaptive Mall
	4,336.71	OBO Amazon
	300.00	OBO BCA Training
	345.00	OBO Canva
	730.00	OBO Dept of Human Services
	753.63	OBO Elk River Municipal Utilities
	1,099.00	OBO Global Industrial Equipment
	562.03	OBO Hemocue America
	1,040.00	OBO LPHA
	360.00	OBO MN Assn Child MH
	1,779.74	OBO Slumberland
	1,843.00	OBO Stop the Bleed
	750.00	OBO U of M Contlearning
	488.18	OBO Walmart
	1,678.98	11 Payments less than 300
	17,330.20	Total
Commissioner Warrants		
10/3/25	677,322.09	General Revenue Fund
	956,790.94	Public Works Fund
	435.77	Law Library Fund
	23,341.56	Solid Waste Fund
	55,433.475,	Jail Commissary Fund
	684.96	Justice Center Enterprise Fund
	2,248.00	Agency Collections
	1,133,101.65	Payroll Fiduciary Fund
	2,854,358.44	Total
Manual Warrants		
10/3/25	8,353.06	8,353.06 Agency Collections
	8,353.06	Total
Commissioner Warrants		
10/10/25	44,441.03	Human Service Fund
	1,382.77	Agency Collections
	45,823.80	Total
Commissioner Warrants		
10/10/25	490,071.36	General Revenue Fund
	926,914.51	Public Works Fund
	688.75	Law Library Fund

	35,883.49	Solid Waste Fund
	28,805.91	Jail Commissary Fund
	95,049.91	Justice Center Enterprise Fund
	7,890.75	Real Estate Assurance
	4,010.31	Agency Collections
	1,312.00	Taxes & Penalties Fund
	1,590,626.99	Total
Warrants		
10/10/25	4,000.00	American Lung Association
	2,463.03	Association for Nonsmokers-MN
	1,020.00	Central MN Mental Health Center Children's Dental Services
	1,382.77	Downey/Alexa
	470.40	Ellison Center
	2,100.00	GBR Interpreting & Translation Services
	1,019.40	Grater/Justin
	403.90	Greenhaven Printing
	343.73	Heying/Kristy M
	704.21	Lexis Nexis
	1,396.00	Mateer/Mallory
	532.70	Minnesota Social Service Association
	6,438.00	Office Of MNIT Services
	5,392.95	Ouko/Natasha A
	469.00	Pinnacle Printing Inc
	2,537.00	Sand/Tonya
	508.90	Sherburne Co Sheriff
	4,472.00	Storms/Abby 331.80
	331.80	The Bridge World Language Ctr Inc
	532.40	Todd/Windsong
	837.78	YMCA - Elk River
	5,007.65	34 Payments less than 300
	3,460.18	Total
	45,823.80	
Manual Warrants		
10/10/25	2,676.00	Human Service Fund
	15,972.50	Agency Collections
	18,648.50	Total



Gary H. Gray (Nov 4, 2025 11:27:01 CST)

Gary H. Gray, Board Chairperson

11/04/2025

Date



Bruce Messelt, County Administrator

11/04/2025

Date