



Sherburne County Board of Commissioners

May 19, 2026 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 19, 2026, 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.

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

2. 9:01am County Proclamations, Recognitions & Celebrations

9:01am 1 Proclamation Declaring May 2026 as Foster Care Month and Receive Health & Human Services the Announcement of Award Winners.

Mitchell Fennell, HHS Supervisor

Gray/Hulse were unanimous to approve a Proclamation Declaring May 2026 as Foster Care Month and received the Announcement of Award Winners.

Case Aide Lisa Hollom presented the Foster Youth of the Year award honoring Hailey Dobel.

Social Worker Nathaniel Hines presented the Adult Foster Care Provider of the Year award to Kevin Heidelberg.

Social Worker Chelsea Doherty presented the Child Foster Care Provider of the Year honoring Jessica and Bill Warzecha.

HHS Supervisor Mitchell Fennell also recognized the longevity for child and adult foster care providers within Sherburne County.

3. 9:15am Open Forum

Linda Schultz, Brenda Hansen and Gary Tonsager spoke.

4. 9:25am Consent Agenda

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

1 Official Minutes from May 5th, 2026, Regular Meeting of the County Administration Board.

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the May 5th, 2026, Regular Meeting of the County Board, as presented.

2 Official Minutes from the May 5th, 2026, County Board Workshop. Administration

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the May 5th, 2026, County Board Workshop, as presented.

3 2-Year Lease Extension with Tri-CAP. Administration

Dan Weber, Assistant County Administrator

Approved a lease extension with Tri-CAP for leased space at the Jackson Street Facility, effective January 1, 2027 through December 31, 2028, as defined within the Lease Agreement. (On file.)

4 Reorganization of the Building Facilities Division. Administration

Dan Weber, Assistant County Administrator, Ted Vernon, Building Facilities Project Manager

Approved the Building Facility Division reorganization, as follows.

- Reclassifying the Technician position to Lead Assistant (Grade 8 to 7).
- Reclassifying the Facilities Supervisor position to Facilities HVAC Engineer (Both grade 12).
- Moving an evening technician to the day shift.
- Outsourcing additional custodial duties, including the lobby, A/T, and the Planning and Zoning areas 3 days per week (an amendment to the current custodial contract at a monthly cost of \$1,495). (On file.)

- 5 Commissioner & Manual Warrants Dated April 30th, May 1st, and May 8th, 2026. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
 Approved Commissioner & Manual Warrants Dated April 30th, May 1st, and May 8th, 2026, as follows.
 April 30 2026, Manual Warrants \$11,260.00

 May 1 2026, Commissioner Warrants \$2,454,871.09
 May 1 2026, Commissioner Warrants Special Court Order \$47,128.12
 May 1 2026, Manual Warrants \$2,722.57
 May 8 2026, Commissioner Warrants \$548,969.35
 May 8 2026, Manual Warrants \$19,939.50
- 6 Building Exterior Repair Low Bid for Scheduled Repairs in Spring/Summer 2026. Building Facilities
William Marks, Assistant Building Facilities Director, Dan Weber, Assistant County Administrator
 Approved low bidder, Caulkers Co, Inc, for the 2026 masonry repair proposal on various sections of the Government Center at an estimated cost of \$49,900.00.
- 7 1st Quarter 2026 Donations Received by the Health and Human Services Department. Health & Human Services
Amanda Larson, HHS Director
 1st Quarter donations received by the Health and Human Services (HHS) Department in the amount of \$4,000.00.
- 8 April 30th, 2026, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS OBO Warrants dated April 30th, 2026, as follows.
 April 30, 2026 HHS OBO Warrants \$12,878.47
- 9 May 8th, 2026, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Admin Warrants Dated May 8th, 2026, as follows.
 May 8, 2026 Warrants for Publication \$265,447.06
 May 8, 2026 Audit List for Board \$265,447.06
- 10 Memoranda of Understanding Regarding Wage Adjustments. Human Resources
Tammy Bigelow
 Approved and authorized the Board Chair to execute Memoranda of Understanding regarding wage adjustments with:
- Minnesota Public Employees Association - Corrections Officer/Master Control Operator Unit, and

- Law Enforcement Labor Services, Inc. - Patrol/Investigator Unit.

11 Recommended Position Reclassifications. Human Resources

Tammy Bigelow

Approved reclassification of the identified Positions, as reviewed and recommended by the County's HR Consultant, DDA Human Resources, and consistent with Sherburne County Personnel Rules and Policies, effective retroactively to January 1, 2026.

Auditor/Treasurer

Office Supervisor (1 employee)

Grade 13 to Grade 15

Recommended job title change to Property Tax Supervisor

Human Resources

Benefits and Wellness Business Partner (1 employee)

Grade 14 to Grade 15

Recommended job title change to Benefits and Leave Specialist

Human Resources Business Partner - leaves of absence assignment (1 employee)

Grade 14 to Grade 15

Recommended job title change to Human Resources Business Partner/Leave Specialist

Assistant Human Resources Director (1 employee)

Grade 19 to Grade 20

Recommended job title change to Deputy Director Human Resources

Information Technology

SharePoint Administrator (1 employee)

Grade 14 to Grade 16

Recommended job title change to Senior Application Administrator

IT Support Supervisor (1 employee)

Grade 16 to Grade 19

Recommended job title change to Support Team Manager

Sheriff's Office

Evidence Technician (1 employee)

Grade 8 to Grade 9

Accounting Support Assistant (3 employees)

Grade 8 to Grade 9

Recommended job title change to Jail Commissary/Accounting Support Assistant

Help Desk Technician (1 employee)

Grade 10 to Grade 11

Sheriff Systems Administrator (1 employee)

Grade 14 to Grade 16

Recommended job title change to Sheriff Senior Systems Engineer

IS Senior System and Network Analyst (1 employee)

No change in assigned Grade 16

Recommended job title change to Sheriff Senior Systems Engineer

- 12 Lowest Responsive Bidder for the 2026 Pavement Markings, CP 71-PM- Public Works
026.

Andrew Witter, Public Works Department Head

Approved the Lowest Responsive Bidder, Sir Lines-A-Lot, LLC with a bid of \$351,200.11, for the 2026 Pavement Markings on various Sherburne County roads, designated as Project No. CP 71-PM-026.

- 13 Public Works Director to attend the American Public Work Association Public Works
(PWX) Conference (Texas).

Andrew Witter, Public Works Department Head

Approved and authorized the Public Works Director to attend the American Public Works Association (PWX) Conference from August 29th – September 2nd, 2026, in Harris County, Texas with an estimated cost of \$2,669.00.

- 14 2026 State of Minnesota Federal Boating Patrol Supplemental Grant. Sheriff

Joel Brott, County Sheriff

Approved the acceptance of the 2026 State of MN Federal Boating Safety Supplemental Patrol Grant, in the amount of \$5,500, for overtime shifts for enforcement on various lakes within Sherburne County.

- 15 Out-of-State Travel for a TASER Instructor Certification Course. Sheriff

Joel Brott, County Sheriff

Approved out-of-state travel for one (1) Sheriff's Office employee to attend a TASER Instructor certification course in Sioux Center, Iowa, from May 27th - 28th, 2026. This is a normal budgeted expense contained within approved and budgeted County and department activities.

- 16 Painting Project in the County Jail. Sheriff

Joel Brott, County Sheriff

Approve an agreement with Almost Free Painting (Elk River), with a bid of \$150,600, for conduct of painting within the Nova, Omega, Delta North, and Delta South housing units in the Sherburne County Jail.

5. **9:25am Announcements**

- 9:25am 1 Receive Updates, Correspondence, and Announcements from the Administration
County Administrator.

Bruce Messelt, County Administrator

County Administrator Bruce Messelt recognized last week's celebration of Public Service Workers, provided a brief recap of Hantavirus and its relation to Minnesota in recent news, and announced that today is the first day of election filing.

6. **9:28am Regular Agenda**

- 9:28am 1 Auditor - Treasurer's Monthly Report for April 2026. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer

Hulse/Gray were unanimous receive, review, and accept the Auditor-Treasurer's Monthly Report for April, 2026 as presented by Auditor/Treasurer Loraine Rupp. Ms. Rupp also provided important dates to remember regarding election season. (On file.)

- 9:32am 2 Update on and Discussion of State and Federal Legislative Activities and Administration
County Legislative Priorities.

Bruce Messelt, County Administrator

Discussed State and Federal Legislative Activities and County Legislative Priorities as presented by County Administrator Bruce Messelt.

7. 9:53am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Economic Development Authority, ISD 728, Constituent matters

Commissioner Gray - Highlighted the Mental Health Meet and Greet that was recently held at Furniture & Things Event Center and thanked the staff that helped make the event a success, Shout out to Public Health Employees

Commissioner Schumacher - Shared his social media highlight to honor election judges, invited everybody out to the Zimmerman Parade this weekend.

Commissioner Felber - Employee Appreciation Event, Zimmerman Business Council, Violent Offender Task Force, Webinar on Safer Crossings, NACo Webinar on Workforce Boards, Webinar on Data Centers, Minnesota Emergency Services Board (MESB), Minnesota Inter-County Association (MICA), Toward Zero Deaths (TZD) Seminar, Constituent Concerns

Commissioner Danielowski - Law Library, Investiture Ceremony for the Honorable Jennifer Bovitz, Staff Appreciation Event, Economic Development Authority meeting, Association of Minnesota Counties (AMC) Virtual Lunch 'n' Learn, Community Mental Health Meet & Greet, Webinar on Opportunity Zones 2.0, Community Ed Advisory Meeting, National Peace Officers Memorial Ceremony, Big Lake Township Meeting, First Steps, St. Cloud Area Planning Organization, Options, AMC End of Session Update, Constituent matters

8. 10:12am **Adjourn Regular Meeting, Break**

9. 10:21am **Open Community Health Board Meeting**

10. 11:10am **Adjourn Community Health Board Meeting, Break**

11:16am **Open Closed Session**

- 1 Convene Closed Session for Review and Discussion of Union/Labor Human Resources Negotiations and Strategies (M.S. 13D.03).

Tammy Bigelow, Human Resources Director

Approved closure of the meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statutes 13D.03.

11. 12:40am **Close Closed Session**

HHS OBO Warrants

4/30/26	2,130.81	OBO Amazon
	1,690.33	OBO Flaresyn
	2,776.18	OBO Holiday Station Store
	1,958.12	OBO North American Rescue
	1,661.58	OBO Walmart
	749.77	OBO Wolf's Automotive
	819.35	OBO Xcel EZ-Pay
	1,092.33	13 Payments less than 300
	12,878.47	Total

Manual Warrants

4/30/26	11,260.00	Agency Collections
	11,260.00	Total

Commissioner Warrants

5/1/26	531,803.52	General Revenue Fund
	267,339.16	Public Works Fund

	2,122.15	Law Library Fund
	68,304.33	Solid Waste Fund
	47,000.13	Jail Commissary Fund
	1,700.00	Park Dedications Fund
	360,857.58	Justice Center Enterprise Fund
	1,380.47	Agency Collections
	1,042.00	Taxes & Penalties Fund
	11,155.36	Towns & Cities Collections
	1,162,166.39	Payroll Fiduciary Fund
	2,454,871.09	Total
Manual Warrants		
5/1/26	2,722.57	Agency Collections
	2,722.57	Total
Commissioner Warrants – Special Court Request		
5/1/26	1,026.12	General Revenue Fund
	46,102.00	Taxes & Penalties Fund
	47,128.12	Total
Commissioner Warrants		
5/8/26	264,064.29	Human Service Fund
	1,382.77	Agency Collections
	265,447.06	Total
Warrants		
5/8/25	36,941.49	Avivo
	1,044.89	Byrnes/Anna J
	1,382.77	Children's Dental Services
	1,155.00	Dittbenner/Steve
	491.55	Eliason/Heather
	658.43	GBR Interpreting & Translation Services
	330.60	Rawley/Miranda
	2,200.00	Rivara LLC
	213,598.44	Sherburne County Auditor Treasurer
	1,192.00	Sherburne County Community Corrections
	802.58	Sickler/Matthew
	389.33	Stoy/Suzanne
	629.20	The Bridge World Language Ctr Inc
	928.06	Todd/Windsong
	3,702.72	13 Payments less than 300
	265,447.06	Total
Commissioner Warrants		
5/8/26	335,321.73	General Revenue Fund
	54,846.14	Public Works Fund
	52.00	Human Service Fund
	6,298.89	Solid Waste Fund
	114,552.62	Jail Commissary Fund
	15,723.11	Justice Center Enterprise Fund
	20,924.86	Agency Collections
	1,250.00	Taxes & Penalties Fund
	548,969.35	Total
Manual Warrants		
5/8/26	2,334.00	General Revenue Fund
	17,605.50	Agency Collections
	19,939.50	Total

Raeanne Danielowski

[Raeanne Danielowski \(Jun 2, 2026 15:39:23 CDT\)](#)

Raeanne Danielowski, Board Chairperson

06/02/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

06/02/2026

Date