



Sherburne County Board of Commissioners

August 18, 2026 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on August 18, 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.

Hulse/Felber were unanimous to approve the proposed Regular Meeting Agenda as amended with the addition of Ditch item #4 and move Ditch Technician Report to item #5.

2. 9:02am County Proclamations & Recognitions

HHS Administrator Amanda Larson acknowledged Aging & Assessment Unit Supervisor Melissa Anderson from Minnesota Social Services Association for Outstanding Supervisor for Region 7.

3. 9:09am Open Forum

One person spoke.

4. 9:11am Consent Agenda

Felber/Hulse were unanimous to approve the Consent Agenda as amended with the removal of item #12 to be voted on separately.

1 Official Minutes from August 4th, 2026, Regular Meeting of the County Administration Board.

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the August 4th, 2026, Regular Meeting of the County Board, as presented.

2 Official Minutes from August 4th, 2026, Workshop Meeting of the Administration County Board.

Keisha Broderick, Executive Assistant

Approved the Official Minutes from the August 4th, 2026, Regular Meeting of the County Board, as presented.

3 Position Reclassifications for Planning & Zoning Department Administration Reorganization.

Dan Weber, Assistant County Administrator

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 September 7th, 2026.

4 Resolution No. 081826-AD-3302 Updating the 2026 Mileage Administration Reimbursement Rate.

Dan Weber, Assistant County Administrator

Approved Resolution No. 081826-AD-3302 updating the 2026 amount authorized for mileage reimbursement at the current rate allowed by the IRS, effective 9/1/26. (On file.)

5 Contract with Thomson Reuters (Westlaw) for the County Attorney's Attorney Office.

Dawn Nyhus, Sherburne County Attorney

- Approved a contract with Thomson Reuters (Westlaw) for County Attorney's Office, as recommended. (On file.)
- 6** Commissioner & Manual Warrants dated July 24th, 30th, 31st and August 7th, 2026. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
 Approve Commissioner & Manual Warrants dated July 24th, 30th, 31st, & August 7th, 2026, as follows.
- July 24 2026, Commissioner Warrants \$6,754,076.40
 July 30 2026, Manual Warrants BMO Harris Pcard June \$18,669.87
 July 31 2026, Commissioner Warrants \$622,779.42
 July 31 2026, Manual Warrants \$530,558.76
 August 7 2026, Commissioner Warrants \$1,951,906.39
 August 7 2026, Manual Warrants \$12,010.5
- 7** Temporary On-Sale Liquor License for the Clear Lake Lions Club. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
 Approved a Temporary On-Sale liquor license application, pending State approval, and authorized the Auditor/Treasurer's signature on the application for the Clear Lake Lions Club.
- 8** Corrections Department's 2026 Comprehensive Plan. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
 Approved and authorized execution of the 2026 Comprehensive Plan for the Community Corrections Department, as presented. (On file.)
- 9** HHS IFS Warrants Dated August 7th, 2026. Health & Human Services
Amanda Larson, HHS Director
 Approved HHS IFS Admin Warrants dated August 7th, 2026, as follows.
- August 7, 2026 HHS IFS Warrants \$248,788.33
- 10** July 30th, 2026 HHS OBO (aka PCard) Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved the HHS OBO (aka Pcard) Warrants, dated July 30th, 2026, as follows.
- July 30, 2026 HHS OBO Warrants \$20,095.29
- 11** Minnesota Office of Justice Programs Crisis Response Grant Agreement. Health & Human Services
Tony Masters, Social Services Manager
 Approved the Minnesota Office of Justice Programs' Crisis Response Grant Agreement, as recommended. (On file.)
- 13** Position Reclassifications and Memorandum of Understanding Regarding Position Reclassifications. Human Resources
Tammy Bigelow, HR Director
 Approved the identified Position Reclassifications, as reviewed and recommended by DDA Human Resources, effective August 22, 2026, as well as a Memorandum of Understanding (MOU) with Law Enforcement Labor Services, Inc. regarding reclassification of Patrol Deputy and Investigator positions.
- 14** Reclassification of an IT Support Technician Position within the Information Technology Department. Information Technology
Drew Nelson, IT Director

- Approved the Reclassification of an IT Support Technician (Grade 11) to Systems and Workstations Administrator (Grade 14), as recommended.
- 15 Resolution No. 081826-AD-3306 to Allow for a 10-Week Extension for Planning & Zoning Abatement of Unsafe Structures (20-00402-0315).
Doug Maschler, Building Official
Approved Resolution No. 081826-AD-3306 to allow for a 10-Week Extension for Abatement of Unsafe Structures located at 6836 104th Ave SE in Clear Lake Township. (On file.)
- 16 Agreement with LHB Corp for Design Engineering Services for the Public Works Reconstruction of Bridge # 71506 on CSAH 11 and Bridge # 71508 on CSAH 16.
Andrew Witter, Public Works Department Head
Approved an Agreement with LHB in the amount of \$180,158.00 to provide Design engineering services for the reconstruction of bridge # 71506 on CSAH 11 in Becker Township and bridge #71508 on CSAH 16 in Palmer Township. (On file.)
- 17 First Amendment to the Memorandum of Agreement between Public Works Sherburne County and Rethos for Building Removal.
Gina Hugo, Parks Director
Approved the First Amendment to the Memorandum of Agreement between Sherburne County and Rethos for removal of a building (Public Works/Parks). (On file.)
- 18 Professional Services Agreement with Apex Engineering Group for Public Works Design Services for the CSAH 11 & CSAH 16 Roundabout Project (SP 071-611-029).
David Roedel, Assistant Public Works Director
Approved a Professional Services Agreement with Apex Engineering Group for design services for roundabout construction at CSAH 11 and CSAH 16. (SP 071-611-029) with an estimate of \$69,181.75.
- 19 Lowest Responsive Bidder for the County Road 44 Reconstruction Public Works Project (SP 071-596-011).
Andrew Witter, Public Works Department Head
Approved the Lowest Responsive Bidder, S.M. Hentges & Sons, Inc. with a low bid of \$6,395,955.84, for the reconstruction of County Road 44 from US Highway 10 to CSAH 1 in 2026; contingent upon approval from MnDOT's Office of Civil Rights (Project No. SP 071-596-011).
- 20 2025 Sherburne County Public Works 2025 Annual Report. Public Works
Andrew Witter, Public Works Department Head
Accepted the 2025 Sherburne County Public Works Annual Report, as presented. (On file.)
- 21 Donation to the Sheriff's Office K-9 Unit from Marsella Sand and Gravel. Sheriff
Joel Brott, County Sheriff
Approved a \$3,000.00 donation to the Sheriff's Office K-9 Unit from Marsella Sand and Gravel.
- 22 Out-of-State Travel and a Paid Leave for a Sheriff's Office Employee to Sheriff Attend the 2026 Special Olympics Law Enforcement Torch Run International Conference.
Joel Brott, County Sheriff
Approved out-of-state travel and three days' paid leave for a Sheriff's Office employee to attend the 2026 Special Olympics Law Enforcement Torch Run International Conference in Grand Rapids, Michigan, from November 5th - 7th, 2026.

- 23 Turn Over the Care and Responsibility for Retiring K-9 Deputy Storm to Sheriff his Handler.
Joel Brott, County Sheriff
Approved turning over the care and responsibility for retiring K-9 Deputy Storm to his handler, Jail Sergeant Stephen Thiel.

12. 9:12am PATH (Projects for Assistance in Transition from Homelessness) Grant Contract Health & Human Services between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County.
Tony Masters, Social Services Manager
Hulse/Felber were unanimous to approve and authorize the execution of the PATH (Projects for Assistance in Transition from Homelessness) Grant Contract between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County, pending an update to and approval of a revised Term of Agreement to the required Cooperative Agreement (Appendix D).

5. 9:14am **Announcements**

- 9:14am 1 Receive Updates, Correspondence, and Announcements from the Administration County Administrator.
Bruce Messelt, County Administrator
County Administrator Bruce Messelt provided the following announcements and updates.
- Announced that Minnesota Department of Revenue is seeking public input on the Minnesota Property Tax system link on its website and Facebook page.
- State legislature approved study on nuclear power also on the County's website and Facebook page.
- There are two town halls scheduled for next week. Tuesday, August 25th at 2:30 and Thursday, August 27th at 6:30. Both town halls will be at the Government Center in the Board and Maple Rooms.
- There will no longer be a need for a workshop regarding flock cameras as the contract has been termed.
- A future workshop will be added regarding the County's telework policy.
- Tuesday, August 25th Public Works will be having an appreciation lunch at Lions Park in Big Lake Township from 11:30a-1:00p.

6. 9:22am **Regular Agenda**

- 9:22am 1 Presentation from the Great River Regional Library (GRRL) on its Administration Proposed 2027 Budget.
Brandi Canter, Executive Director
Received a presentation from Executive Director Brandi Canter and Executive Director of Accounting with the Great River Regional Library (GRRL) on its Proposed 2027 Budget.

- 9:40am 2 Annual Update from Central Minnesota Jobs and Training Services Administration (CMJTS).
Dina Wuornos, Executive Director
Received an annual update from Central Minnesota Jobs and Training Services, Inc. (CMJTS) Representatives on recent activities, programs and projects as presented by Executive Director Dina Wuornos.

- 10:12am 3 Amendment to the Sherburne County Zoning Ordinance to add Planning & Zoning Veterinary Clinic as an Interim Use - Ashley Anderson Nokk.
Marc Schneider, County Planner
Hulse/Gray with a 3-1 vote with Commissioner Felber abstaining to approve an Amendment to the Sherburne County Zoning Ordinance with option of striking agricultural homestead as a requirement (OPTION 2) to add Veterinary Care as an Interim Use by amending the Sherburne

County Zoning Ordinance; Section 5 (Definitions and Rule of Language Construction), Section 7 (Classification of Districts), and Section 20 (Conditional and Interim Uses).

10:32am 4 Resolution No. 081826-AD-3303 to Acquire Property for the County Highway 94 Safety Improvement Project. Public Works

David Roedel, Assistant Public Works Director

Schumacher/Felber were unanimous to approve Resolution No. 081826-AD-3303 to Authorize Acquisition of Property for the County Highway 94 Safety Improvement Project, as recommended. (On file.)

10:35am 5 Health and Human Services Planned Restructure. Health & Human Services

Amanda Larson, HHS Director

Gray/Felber were unanimous to approve the Health and Human Services Restructure Plan, as presented [or "as modified"] to improve efficiency and better alignment of business operations. (On file.)

10:59am 6 Auditor-Treasurer's Monthly Report for July 2026. Auditor / Treasurer

Loraine Rupp, Auditor & Treasurer

Hulse/Felber received, reviewed, and accepted the Auditor-Treasurer's Monthly Report for July 2026 as presented by County Auditor Loraine Rupp. (On file.)

7. 11:07am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Hulse - Economic Development Authority (EDA), Mississippi Watershed Meeting, Tech Steering Committee, Canvassing Board for Primary

Commissioner Felber - Rural Childcare, Violent Offender Task Force, Tri-County, Agent Orange Day Event, Emmer Staff meeting, Minnesota Inter-County Association (MICA), National Association of Counties (NACo) Data Centers Webinar, Zimmerman Fundraiser, Tour of Potato Farm, 1000 Hills processing Plant Tour, Constituent matters, NACo Advisory Council, MICA Corrections Committee

Commissioner Schumacher - Central Minnesota Jobs & Training Services (CMJTS) Conference, Constituent Matters, Extended thanks to a Stearns County Commissioner

Commissioner Gray - AmeriCorp Retired Senior Volunteer Program (RSVP) Appreciation Lunch, Farm Tour of University of Minnesota Experience Station in Becker Potato Packing Sheds

Commissioner Danielowski - Thank you to commissioners who stepped in and helped while she was out, EDA, Central Mississippi River Partnership (CMRP), Data Center NACo Event Webinar, Substance Use Prevention (SUP), First Steps, Constituent Matters

8. 11:14am Adjourn Regular Meeting, Break

9. 11:21am Reconvene, Open Ditch Authority

11:21am 1 Ditch Authority Agenda. Auditor / Treasurer

Mike Lindenau, County Ditch Inspector

Felber/Schumacher were unanimous to approve the Ditch Authority Agenda, as presented.

11:21am 2 Resolution No. 081826-AD-3304 to Authorize the Minor Alteration of Sherburne County Ditch 29 to Accommodate County Highway 94 Safety Improvement Project. Public Works

David Roedel, Assistant Public Works Director

Gray/Schumacher were unanimous to approve Resolution No. 081826-AD-3304 to authorized the Minor Alteration of Sherburne County Ditch 29 to accommodate County Highway 94 Safety Improvement Project, as recommended. (On file.)

- 11:24am 3** Billing of Proposed 2026 County Drainage Assessments. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
Schumacher/Gray were unanimous to approve and authorize Billing of Proposed 2026 County Drainage Assessments, as presented [or "as amended"]. (On file.)
- 11:27am 4** Findings and Order, Accepting a Petition and Appointing an Attorney
Independent Engineer, for CD1 (Petitioner - Giese).
Dawn Nyhus, Sherburne County Attorney
Approve the findings and order, accepting the petition and appointing an independent engineer for CD1, as presented
- 11:32am 5** Ditch Drainage Technician's Report. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Hulse/Felber were unanimous to accept the Ditch Drainage Technician's Report, as presented by Ditch Inspector Mike Lindenau. Lindenau highlighted ditches 11,15, and 34.

10. 11:42am Adjourn Ditch Authority Meeting, Open Closed Session

- 11:42am 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. 1:06pm Close Closed Session, Break

12. 1:12pm Reconvene, Open Workshop Meeting

- 1:12pm 1** Review Past and Planned Semiquincentennial Events and Activities. Administration
Bruce Messelt, County Administrator
Reviewed past and planned semiquincentennial events and activities and provided direction, as appropriate. Consensus of the group was to keep the Betsy Ross flag flying through the remainder of the year.

13. 1:20pm Adjourn Workshop Meeting

Commissioner Warrants

7/24/26	350,797.91	General Revenue Fund
	5,824,240.32	Public Works Fund
	1,341.15	County Ditch Fund
	5,225.20	Law Library Fund
	70,473.04	Solid Waste Fund
	68,631.64	Jail Commissary Fund
	376,598.84	Capital Proj- Building, Land Acquisition
	7,791.36	Justice Center Enterprise Fund
	870.34	Agency Collections
	48,106.60 P	Payroll Fiduciary Fund
	6,754,076.40	Total

Warrants

7/30/26	3,096.37	OBO 4Imprint
	3,384.73	OBO Amazon
	736.80	OBO Delta
	781.88	OBO Expedia

	1,254.62	OBO Guest Reservations
	2,834.60	OBO Holiday Station Store
	550.00	OBO NLBHA
	314.80	OBO Southwest Airlines
	530.00	OBO St Cloud Area Family YMCA
	363.98	OBO Sun Country
	700.28	OBO The Incredible Year
	300.00	OBO U of M Contlelearning
	520.00	OBO Walgreens
	2,246.55	OBO Walmart
	810.00	OBO YMCA of the North
	1,670.68	16 Payments less than 300
	20,095.29	Total
Manual Warrants BMO Harris PCard		
7/30/26	16,588.58	General Revenue Fund
	1,755.31	Jail Commissary Fund
	325.98	Justice Center Enterprise Fund
	18,669.87	Total
Commissioner Warrants		
7/31/26	225,749.52	General Revenue Fund
	92,222.82	Public Works Fund
	52.50	Human Service Fund
	18,069.95	Solid Waste Fund
	59,279.91	Jail Commissary Fund
	192,132.83	Justice Center Enterprise Fund
	35,271.89	Agency Collections
	622,779.42	Total
Manual Warrants		
7/31/26	518,363.76	2017A GO CIP Bond-Govt Ctr Expansion
	12,195.00	Agency Collections
	530,558.76	Total
Commissioner Warrants		
8/7/26	243,886.86	Human Service Fund
	4,555.97	Agency Collections
	345.50	Children's Mental Health Collaborative
	248,788.33	Total
Warrants		
8/7/26	870.00	Breezy Point Resort
	382.08	Byrnes/Anna J
	1,130.16	Children Youth & Families
	333.51	Dahlquist/Sara
	1,625.00	Emergency Outfitters, Inc.
	480.90	GBR Interpreting & Translation Services
	422.68	Glaser/Kieran
	532.85	Grater/Justin
	6,952.11	Hennepin County
	846.64	Influencer Hotspot
	462.00	Laboratory Corporation of America
	474.50	Lexis Nexis
	337.85	Mateer/Mallory
	4,610.47	Mn Dept Of Human Services - SWIFT

	3,306.45	Office Of MNIT Services
	1,950.00	Rivara LLC
	214,547.94	Sherburne County Auditor Treasurer
	3,091.97	Sherburne County Community Corrections
	493.73	Sickler/Matthew
	1,100.00	St Louis County HHS
	359.80	The Bridge World Language Ctr Inc
	304.50	Vee/Victoria
	4,173.19	13 Payments less than 300
	248,788.33	Total
Manual Warrants		
8/7/26	12,010.50	Agency Collections
	12,010.50	Total
Commissioner Warrants		
8/7/26	586,086.64	General Revenue Fund
	165,315.10	Public Works Fund
	1,172.50	Law Library Fund
	3,244.13	Solid Waste Fund
	27,584.58	Jail Commissary Fund
	3,175.37	Justice Center Enterprise Fund
	1,602.50	Agency Collections
	3,969.00	Taxes & Penalties Fund
	66,927.51	Towns & Cities Collections
	1,092,829.06	Payroll Fiduciary Fund
	1,951,906.39	1,951,906.39

Raeanne Danielowski

Raeanne Danielowski (Sep 1, 2026 15:57:46 CDT)

Raeanne Danielowski, Board Chairperson

09/01/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

09/01/2026

Date