



Sherburne County Board of Commissioners

June 3, 2025 - County Board Meeting Minutes

1. 9:01am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 3, 2025, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:01am. Commissioner Felber attended the meeting virtually via Microsoft Teams, pursuant to Minn. Stat. § 13D.021.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Danielowski/Hulse were unanimous to approve the Regular Meeting agenda as presented.
Roll Call Vote: Schumacher - Aye, Felber - Aye, Hulse - Aye, Danielowski - Aye, Gray - Aye

2. 9:02am Open Forum

No one was present.

3. 9:02am Consent Agenda

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

Roll Call Vote: Felber - Aye, Schumacher - Aye, Hulse - Aye, Gray - Aye, Danielowski - Aye

- 1 Official Minutes from May 20th, 2025, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the May 20th, 2025 Regular Meeting minutes as presented.
- 2 Official Minutes from the May 20th, 2025, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the May 20th, 2025 County Board Workshop meeting minutes.
- 3 Gambling Premises Permit for Ducks Unlimited Wigeon Chapter #309. Administration
Keisha Broderick, Executive Assistant
Approved a Gambling Premises Permit for Ducks Unlimited Wigeon Chapter #309 for their planned event on August 16, 2025, 2025, at the Getaway Bar, located at 26211 184th Street in Big Lake, Mn 55309 (Orrock Township).
- 4 Resolution #060325-AD-3214 Authorizing Participation in the Administration Performance Measures Program.
Dan Weber, Assistant County Administrator
Approved Resolution #060324-AD-3214 authorizing County Participation in the State of Minnesota's Performance Measures Program. (On file.)
- 5 Commissioner & Manual Warrants dated May 16th, 23rd, and 27th, Auditor / Treasurer 2025.
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants dated May 16th, 23rd, and 27th, 2025, as follows:

May 16 2025, Commissioner Warrants \$864,345.61
May 16 2025, Manual Warrants \$305,595.63
May 23 2025, Commissioner Warrants \$655,892.88

May 23 2025, Manual Warrants \$16,606.84

May 27 2025, Commissioner Warrants, P1 50% Est School Dist Payout \$1,679,871.83

- 6 Submit the County's 2024 Annual Comprehensive Financial Report and Auditor / Treasurer Award Application to the GFOA (Government Finance Officers Association).

Loraine Rupp, Auditor/Treasurer

Approved and authorized the Auditor-Treasurer to submit to the GFOA (Government Finance Officers Association) the 2024 Annual Comprehensive Financial Report and Award Application.

- 7 Grant Amendment for the Emergency Services Program through Health & Human Services Homelessness, Housing, and Support Services Administration.

Amanda Larson, HHS Director

Approved and accepted the Grant Amendment for the Emergency Services Program through the Homelessness, Housing, and Support Services Administration. (On file.)

- 8 May 23rd, 2025, HHS IFS Admin Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved May 23rd, 2025, HHS IFS Admin Warrants, as follows:

May 23 2025 HHS IFS Admin Warrants \$41,953.56

- 9 Collective Bargaining Agreement and Memoranda of Understanding with the Sherburne County Highway Employees Association. Human Resources

Tammy Bigelow

Approved the Collective Bargaining Agreement and Memoranda of Understanding with the Sherburne County Highway Employees Association 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. (On file.)

- 10 Recommended Position Reclassifications. Human Resources

Tammy Bigelow

Approved the 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, 2025.

- Public Works: Mechanic (3 employees)
 - Grade 10 to Grade 11
- County Sheriff: Communications 911 - PSAP Manager (1 employee)
 - Grade 15 to Grade 16

- 11 Low Bid for the Water Heater Boiler Replacement Project. Building Facilities

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

Approved the low bidder, El-Jay Plumbing & Heating, Inc., for the 2025 water heater boiler replacement, at a proposed cost not to exceed \$130,500.

- 12 Resolution and Service Contract Delegating Administration of Wetland Planning & Zoning Conservation for the City of Princeton.

Marc Schneider, County Planner

Approved Resolution 060325-AD-3212 and Service Contract to continue delegating the administration of Wetland Land Conservation to Sherburne County Planning and Zoning for the lands within Sherburne County for the City of Princeton. (On file.)

- 13 Resolution No. 060325-AD-3213 & MnDOT Agreement No. 1059682 for Public Works Advance Construction for SP 071-090-007, TA 7125 (234) for a Pedestrian Bridge over the Elk River along CSAH 5 (Big Lake Township).
Andrew Witter, Public Works Department Head
Approved Resolution No. 060325-AD-3213 for the State of Minnesota Agency Agreement MnDOT Contract No. 1059682, between the Minnesota Department of Transportation and Sherburne County for Federal Participation in Advance Construction for SP 071-090-007, TA 7125 (234) for a Pedestrian Bridge over the Elk River along CSAH 5 (Big Lake Township), and authorized County Chairperson and County Administrator to sign said Agreement. (On file.)
- 14 2024 Sherburne County Public Works Annual Report. Public Works
Andrew Witter, Public Works Department Head
Approved and accepted the 2024 Sherburne County Public Works Annual Report, as presented. (On file.)
- 15 Out-of-State Travel for Two Sheriff's Office Employees to Attend the Sheriff Northwest Shuttle Conference in September 2025.
Joel Brott, County Sheriff
Approved out-of-state travel for two Sheriffs' Office employees to attend the 46th Annual Northwest Shuttle Conference from September 8-10, 2025, in St. Charles, Missouri. Total costs are estimated at \$2,700 and will emanate from the Travel, Training & Professional Development budgets.

4. 9:03am **Announcements**

County Administrator Bruce Messelt and Director of Health & Human Services Amanda Larson introduced Peach, the new Board-Certified Vested Therapy dog, and Peach's handler, Social Worker Emily Machtemes.

Administrator Messelt informed the Board of upcoming workshop discussions on Tobacco, Alcohol and Cannabis, Solar Farms, and an update on Elections. A calendar update was provided informing the Board that the Board of Appeals meeting will take place on June 17 and the next Board Meeting will be on June 24. Mr. Messelt also provided a legislative update, an update on NorthStar and MET Council regarding Public Transportation to Sherburne County, and a Zimmerman road project update.

5. 9:20am **Regular Agenda**

- 9:20am 1 Interim Use Permit for Home Business in Accessory Building - Blue Hill Planning & Zoning Rental, LLC - Crotteau.

Lynn Waytashek, Planning & Zoning Administrator

Danielowski/Schumacher were unanimous to approve an Interim Use Permit for Home Business in Accessory Building - Blue Hill Rental LLC, with the following (9) Conditions and Findings of Fact as recommended by the Planning Advisory Commission for Property Address: 32192 150th St NW, Princeton; PID # 15-00466-0320; Legal Desc: Lot 4, Blk 3, Brookside Meadows West Second Addition; Sec 1, Twp 35, Rge 27, Blue Hill Township; with 3.58 acres in the General Rural District. Roll Call Vote: Hulse - Aye, Schumacher - Aye, Danielowski - Aye, Felber - Aye, Gray - Aye

Conditions:

1. This IUP is granted to Joshua Crotteau for the purpose of operating a Home Business in an Accessory for a small rental business "Blue Hill Rental LLC ". Operations are limited to the conditions of this permit along with the submitted operation plan and site plan (Board Packet Attachments B & C).

2. Exterior storage is limited to the parking of trailers, all other equipment shall be stored within the accessory building.
3. This IUP does not authorize sales and or the service of equipment.
4. There may be one non-illuminated non-neon sign totaling no more than 12 sq. ft. in size located on the property, but outside of the public right-of-way.
5. Days & hours of operation shall be 7:00 am and no later than 9:00 pm 7-days a week and Customer interaction will be by appointment only.
6. No employees outside of the property owners are permitted under this permit.
7. Any solid or liquid waste must be handled and disposed of according to any applicable County or State regulations. Any waste fluids connected with servicing equipment owned by the applicant shall be contained in a non-flammable container stored inside and brought to the proper recycling facility when full.
8. The property must be homesteaded by the business owners.
9. The applicant and/or property owner shall permit the County to inspect the property at any time.

Findings:

1. That the Interim Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity.
Yes, the proposed use is not anticipated to diminish and impair values within the immediate area. This is a service that may be valuable to neighboring property owners provided the proposed conditions of approval are adhered to.
2. That the establishment of the Interim Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
Yes, the permitting of this IUP will not impede development, the building exists, and the property will continue to be used as a residential property.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
Yes, the applicant is not requesting additional utilities beyond what a normal residence would require.
4. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
Yes, the applicant has enough parking space to accommodate the proposed use.
5. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.
Yes, this business is not anticipated to cause offensive odor, fumes, dust, noise and vibration to the immediate area. All activities will be conducted in the accessory building.

9:22am 2

Agreement with Bolton & Menk for Zoning & Subdivision Ordinance Update.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Danielowski/Felber were unanimous to approve an agreement in a not-to-exceed amount of \$74,886 from the Economic Development Project Fund – 01-703-6923 to review and update the existing Sherburne County Planning and Zoning Ordinance and Sherburne County Subdivision Ordinances. (On file.)

Roll Call Vote: Schumacher - Aye, Hulse - Aye, Felber - Aye, Felber - Aye, Gray - Aye, Danielowski - Aye

9:29am 3 2026 Budget Preparation - Departmental Strategic Priorities Discussion. Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Conducted Board discussion regarding 2026 Department Strategic Budget Priorities and received and reviewed staff's recommendations for consideration of the same. Each department shared their priorities with the Board.

6. 10:40am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Hulse: Constituent matters, Informed the group of a group called Skywatch and their efforts regarding moving a radio tower

Commissioner Schumacher: Livonia Township Joint meeting with Planning & Zoning, Princeton City Council Meeting

Commissioner Danielowski: Substance Use Prevention (SUP) Coalition meeting, Big Lake City Administrator meeting, Big Lake Township Meeting, Pope Douglas Joint meeting, Regathering at Two Inlets Park

Commissioner Felber: Great River Regional Library (GRRL) Finance, GRRL Board, Association of Minnesota Counties (AMC) Solid Waste Board, Visit and Jail Tour with Congressmen Emmer's Office & Lobbyists Township Meeting County Rd 75 discussion, Pope Douglas, Minnesota County Intergovernmental Trust (MCIT), Tour of Pope Douglas, County Road 75 issues

Commissioner Gray: National Ag Day today!, Primacy Group Fundraiser, Visit and Jail Tour with Congressmen Emmer's Office & Lobbyists, Townhall in Blue Hill, Regathering at Two Inlets, Amy Klobuchar Zoom Call

7. 10:53am Recess Regular Meeting, Break

8. 11:04am Reconvene, Open Workshop Meeting

9. 11:50am Close Workshop Meeting, Break

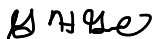
11:50am 1 Convene Closed Session for Review and Discussion of Union/Labor Human Resources
Negotiations and Strategies (M.S. 13D.03).
Tammy Bigelow, HR Director
Approved closure of the meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statutes 13D.03.

10. 11:55am Reconvene, Open Closed Session

11. 12:20pm Close Closed Session, Adjourn Regular Meeting

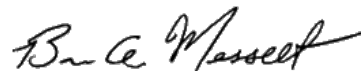
Manual Warrant		
5/16/25	305,595.63	Agency Collections
	305,595.63	Total
Commissioner Warrants		
5/16/25	279,351.05	General Revenue Fund
	380,036.52	3 380,036.52 Public Works Fund
	7,478.93	Human Service Fund
	685.75	Law Library Fund
	15,171.69	Solid Waste Fund
	21,355.46	Jail Commissary Fund
	155.59	Sherco Regional Rail Authority
	118,118.33	Justice Center Enterprise Fund
	2,285.76	Agency Collections
	1,500.00	Taxes & Penalties Fund
	16,610.53	Towns & Cities Collections

	21,596.00	Payroll Fiduciary Fund
	864,345.61	Total
Manual Warrants		
5/23/25	2,350.34	General Revenue Fund
	14,256.50	Agency Collections
	16,606.84	Total
Warrants		
5/23/25	424.50	AQK9
	730.28	BreezyBilling
	892.50	Central MN Mental Health Center
	402.66	Cintas
	6,000.00	Ellison Center
	700.00	Fraboni, MD/Americo
	2,050.39	Hennepin County
	640.50	Hines/Nathaniel
	348.59	Lira/Kaylie
	7,953.67	Lutheran Social Service Of Minnesota
	872.25	Mn Dept Of Human Services-SWIFT
	386.36	MNCCC LOCKBOX
	4,318.65	Office Of MNIT Services
	735.70	Olds/Brett
	435.00	Olson/JeNee
	386.40	Rawley/Miranda
	983.34	Smith/Alexandra
	1,875.00	Steve Rummier HOPE Network
	365.40	Stoy/Suzanne
	2,596.30	Superior Consulting Services LLC
	935.00	WaterMark Design
	2,200.00	Wheatland Dog Center
	402.40	Wright County Health & Human Services
	1,777.88	Zoller/Kara
	3,540.79	29 Payments less than 300
	41,953.56	Total
Commissioner Warrants		
5/23/25	41,018.56	Human Service Fund
	93 935.00	Children's Mental Health Collaborative
	41,953.56	Total
Commissioner Warrants		
5/23/25	241,181.11	General Revenue Fund
	222,280.64	Public Works Fund
	98.00	Human Service Fund
	3,025.50	Law Library Fund
	36,614.57	Solid Waste Fund
	99,794.01	Jail Commissary Fund
	15.09	Forfeited Land Sale
	14,827.00	Sherco Regional Rail Authority
	4,846.96	Justice Center Enterprise Fund
	24,612.00	Agency Collections
	8,598.00	Taxes & Penalties Fund
	655,892.88	Total
Commissioner Warrants P1 50% Est School Dist Payout		
5/27/25	1,679,871.83	School Districts Collections
	1,679,871.83	Total



Gary H. Gray (Jun 25, 2025 15:11 CDT)

Gary H. Gray, Board Chairperson



Bruce Messelt, County Administrator

06/25/2025

Date

06/25/2025

Date