



Sherburne County Board of Commissioners

September 16, 2025 - County Board Meeting

Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on September 16, 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
Schumacher/Hulse were unanimous to approve the proposed agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:01am Consent Agenda

Danielowski/Felber were unanimous to approve the Consent Agenda as amended with the removal of item 3.9 to be a separate consideration.

- 1 Official Minutes from September 2nd, 2025, Regular Meeting of the Administration
County Board.
Keisha Broderick, Executive Assistant
Approved the official minutes form September 2nd, 2025, Regular Meeting of the County Board.
- 2 Official Minutes from September 2nd, 2025, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the official minutes form teh September 2nd, 2025, County Board Workshop Meeting.
- 3 Advertisement of a Public Hearing for 2026 Fee Schedule Changes. Administration
Bruce Messelt, County Administrator
Approved the advertising of a Public Hearing for October 7th, 2025, to consider possible changes to the Sherburne County All Services and Fee Schedule for 2026.
- 4 Commissioner & Manual Warrants Dated August 29th and September Auditor / Treasurer
5th, 2025.
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants Dated August 29th and September 5th, 2025, as follows.

August 29 2025, Commissioner Warrants \$1,095,275.79
August 29 2025, Manual Warrants \$13,613.50
September 5 2025, Commissioner Warrants \$1,130,415.41
September 5 2025, Manual Warrants \$15,353.50
- 5 HHS OBO Warrants dated August 28th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants Dated September 5th, 2025, as follows.

September 5, 2025 HHS IFS Admin Warrants \$44,014.28
- 6 HHS IFS Admin Warrants dated September 5th, 2025. Health & Human Services
Amanda Larson, HHS Director

Approved the 2026 Compensation and County Contributions for Non-Union Employees' Wages and Benefits, as follows:

- 2026 Compensation Plan, which includes a 3.0% range adjustment and the 2026 Pay for Performance Compensation for non-union employees, effective January 1, 2026 (attached);
- 2026 County contributions toward health insurance premiums and HRA/HSA accounts for non-union employees, effective January 1, 2026, as recommended.

- 7 2026 Compensation and County Contributions for Non-Union Employees' Wages and Benefits. Human Resources
Tammy Bigelow
Approved additional Recycling Day funding reimbursement in the amount of \$5,753.56 for additional eligible expenses incurred during the 2025 Recycling Day events.
- 8 Additional Recycling Day Funding Reimbursement. Planning & Zoning
Dave Lucas, Solid Waste Administrator
Approved an amendment to the Agreement with WSB & Associates for Bridge 71504 (CSAH 15) for additional Construction Phase Services, as recommended. (On file.)
- 10 Final Contract Payment for the 2024 CSAH 4 Bridge Replacement (SAP 71-604-036). Public Works
Andrew Witter, Public Works Department Head
Approved the Master Partnership Contract with MnDOT to reimburse Sherburne County for Pipe Work on CSAH 29 in the City of Princeton; so denoted as MnDOT Contract No. 1050334 WO2, and County Project CP 071-629-022; and authorized the County Board Chair and County Administrator to execute the same. This Work Order Contract will be effective on the date that all required signatures are obtained by State, pursuant to Minnesota Statutes Section 16C.05, subdivision 2. This Work Order Contract will expire on 6/30/2026, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 11 Master Partnership Contract with MnDOT to Reimburse Sherburne County for Pipe Work on CSAH 29 in the City of Princeton; so denoted as MnDOT Contract No. 1050334 WO2, and County Project CP 071-629-022. Public Works
David Roedel, Assistant Public Works Director
Approved the acceptance of the Auto Theft Prevention Program Grant in the amount of \$53,500 and authorized execution of the Grant Agreement, as recommended.
- 12 Execution of a \$53,500 Auto Theft Prevention Program Grant Award. Sheriff
Joel Brott, County Sheriff
Approved a donation of obsolete radios from the Sheriff's Office to the North West Health Services Coalition. The value of the radios is approximately \$400.
- 13 Donation of Obsolete Radios from the Sheriff's Office to the North West Sheriff Health Services Coalition.
Joel Brott, County Sheriff
Approved a donation of the remaining obsolete radios from the Sheriff's Office to the Minnesota State Fire Marshal's Office, the value of the radios is approximately \$400.
- 14 Donation of Remaining Obsolete Radios from the Sheriff's Office to the Minnesota State Fire Marshal's Office. Sheriff
Joel Brott, County Sheriff

Approved a donation of the remaining obsolete radios from the Sheriff's Office to the Minnesota State Fire Marshal's Office, as recommended.

9. **9:02am** Contract Amendment with WSB & Associates for Additional Construction Services Pertaining to the Bridge 71504 (CSAH 15) Project. Public Works

Andrew Witter, Public Works Department Head

Approved and authorized final contract payment with Restone Construction, LLC for project SAP 71-604-036 for the 2024 CSAH 4 Bridge Replacement, in the amount of \$1,472,845.89.

4. **9:10am Announcements**

- 9:10am 1** Updates, Correspondence, and Announcements from the County Administrator. Administration

Bruce Messelt, County Administrator

Received an update from the County Administrator regarding correspondence, calendar, activities, and announcements.

- October 15 - Sherburne County Association of Township Meeting
- September 26 - Groundbreaking at Avivo Center in St. Cloud 10-12
- September 25 - St. Cloud Regional Airport Special Meeting
- September 29 - SWCD Labs to Lakes Event Lake Freemont Carp Management Showcase in Grams Park
- Provided an update on the History Center's search for a new Executive Director.
- Passed around a letters for the Board of review regarding MN Dept Children Youth & Families and the Federal SNAP changes, Xcel electrical rate increases, a packet on Association of Rural Affairs, notice of upcoming construction regarding the Northland Reliability Project, and a response from the Commissioner of Transportation and Chair of the Met Council's.

5. **9:21am Regular Agenda**

- 9:21am 1** Preliminary Standard Plat for Wind Dancer Estates - T&T Northern Development LLC. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Felber/Danielowski were unanimous to approve a Residential Preliminary Standard Plat of "Wind Dancer Estates" consisting of (14) lots, with the (6) recommended Conditions as recommended by the Planning Advisory Commission, for PID #30-00027-4400 & 30-00027-4401; Legal Desc: SE 1-4 of SE 1-4 (full legal on file); Sec 27, Twp 34, Rge 26, Livonia Township; with 42.62 acres in the General Rural District.

Conditions:

1. A copy of the NPDES permit for this project must be submitted to the Zoning Department prior to being scheduled for Final Plat Approval.
2. A Stormwater and Erosion Control Permit application is required to be submitted to the Zoning Department prior to Planning and Zoning signing mylars.
3. No drainage and utility easements, on any lot, can be altered without written township approval.
4. The existing well needs to be properly sealed and abandoned with the necessary paperwork submitted to the Minnesota Department of Health. Proof of proper well abandonment must be submitted to Planning and Zoning prior to Zoning signing the mylars.
5. A razing permit from the Planning and Zoning Department is required for the removal/demolition of the buildings/silos on this property prior to Zoning signing the mylars.

6. The plat shall be recorded in the Office of the County Recorder/Register of Titles, subject to recording fees, within one year of County Board approval of Final Plat.

9:22am 2

Interim Use Permit for Medium Contractor's Yard-Steinbrecher Companies Inc.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Felber/Danielowski were unanimous to approve an Interim Use Permit for a Medium Contractor's Yard, with the following (12) Conditions and Findings of Fact as recommended by the Planning Commission and listed in the background justification, for PID # 30-00034-4100; Property Address: 23130 112th St NW, Elk River; Legal Desc: The Northeast Quarter of the Southeast (full legal on file); Sec 34, Twp 34, Rge 26, Livonia Township; with 44.96 acres in the General Rural District.

Conditions:

1. Use of the property as a Medium Contractor's Yard is limited to the southern 2+/- acres as shown on the site plan with the route to be on an existing driveway, identified in Attachment B. All equipment and activities shall comply with the required 150ft setback for a Medium Contractor's Yard.
2. Road access will be via an existing driveway on 112th St NW. Livonia Township requests that all trucks enter and exit from the south.
3. All exterior lighting shall be directed away from the public right-of-way or neighboring properties.
4. No tipping or sorting roll-off containers can be done onsite. In the instances the dumpster with solid waste cannot be delivered directly to a licensed landfill, that dumpster must be tarped and can only remain on the property for 48 hours.
5. All hazardous waste shall be properly disposed of by the applicant according to MPCA regulations.
6. This IUP is issued to Steinbrecher Companies and shall expire when the business leaves the property.
7. The Medium Contractor's Yard is limited to a total of 20 commercially licensed vehicles.
8. There may be no more than 20 employees on this property for the Medium Contractor's Yard.
9. Days and hours of operation shall be Monday-Friday from 7:00am to 7:00pm and Saturday and Sunday 8:30am to 5pm.
10. If issues of dust arise by complaint or observation by Zoning Staff, the applicant shall be required to develop a dust mitigation plan that may include occasional calcium chloride application, watering road surface, or paving the driveway.
11. Any signage shall comply with the sign ordinance; a sign permit is required.
12. The applicant shall allow the County to inspect the property during normal business hours.

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 property is currently used for agricultural purposes along with a gravel mine which will continue. The nearest residence other than the property owner's is over 1,700ft away from this proposed business. This area was previously used for a Yard Waste Site which operated without any nuisance complaints.

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 establishment of this Interim Use Permit will not impede the normal and orderly development of surrounding properties. The contractor's yard will meet the required setbacks and all performance standards established in the County Zoning Ordinance for a contractor's yard. The properties to the south, west and north are either currently mining or have permits to mine.

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes, the applicant's business does not have a need for special utilities and has adequate land for access and drainage.

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 contractor's yard will utilize 2 +/- acres of the 44.96 acres parcel so storing of the roll-offs will not be an issue. The applicant has sufficient parking space and will have a class-5 driveway to access 112th Street for this business.

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 other lights in such a manner that no disturbance to neighboring properties will result.

Yes, the isolation of the business being over 1,700 ft from any residential use (other than the property owner's) along with noise, dust, odor and erosion measures have been taken into consideration.

9:23am 3

Consider Approval of a Conditional Use Permit for a Farm Related Business-Repair and Maintenance of Equipment - Amy Saul.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Schumacher/Felber were unanimous to approve a Conditional Use Permit for Farm Related Business-Repair and Maintenance of Equipment, with the following (8) Conditions and Findings of Fact as recommended by the Planning Commission, for PID # 20-00201-2400; Property Address: 7036 72nd St SE, St Cloud; Legal Desc: That part of the Southeast Quarter (full legal on file); Sec 1, Twp 34, Rge 30, Clear Lake Township; with 31.46 acres in the Agricultural District.

Conditions:

1. This Conditional Use Permit (CUP) is for the sole operation of a Farm Related Business for the purpose of repair or maintenance service for equipment unique and necessary to agricultural operations, Written Description of Business (Board Packet Attachment B).

2. Hours of operation to be Monday through Friday 8 AM-5PM. After hours by appointment only.

3. Road access will be via an existing driveway on 72nd St SE.

4. All signage shall be permitted in accordance with the County's Zoning Ordinance, and a permit is required.

5. Prior to operation, the applicant must obtain a septic permit that includes a flammable waste trap for the business.

6. All exterior lighting shall be directed away from the public right-of-way.

7. The applicant shall maintain compliance with all local, state and federal laws.

8. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the CUP.

Findings:

1. That the Conditional 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 of the property as a Farm Related business is not anticipated to diminish or impair values within the immediate area provided the applicant maintains compliance with their operation plans and the conditions of this CUP.

2. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.

Yes, all the adjacent lands to the north and east are either vacant or farm fields, and to the south there is an existing residence. To the west this property abuts US Hwy 1

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes, adequate utility, access and drainage are provided for the proposed use.

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 sufficient parking space to accommodate the proposed business.

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, it is not anticipated to cause offensive odor, fumes, dust, noise and vibration to the immediate area if operated in compliance with the conditions of this permit.

9:24am 4

Resolution #091625-AD-3239 Granting a Waiver from Certain Sections of the Solid Waste Ordinance for B&E Recycling Station, Inc. as presented.

Dave Lucas, Solid Waste Administrator, Maureen Mossak

Felber/Schumacher were unanimous to approve Resolution #091625-AD-3239 Granting a Waiver from Certain Sections of the Solid Waste Ordinance for B&E Recycling Station, Inc.

9:26am 5

Issuance of a Modified Solid Waste License to B&E Recycling Station, Inc.

Dave Lucas, Solid Waste Administrator, Maureen Mossak

Felber/Schumacher were unanimous to approve Resolution No. 091625-AD-3240 issuing a Modified Solid Waste License to B&E Recycling Station, Inc. that includes a Waiver to various sections within 12.3 of ORD-180, allowing operation of a Processing Facility, for a 5-year term ending December 31, 2030.

9:33am 6

Auditor-Treasurer's Monthly Report for August 2025

Auditor / Treasurer

Brenda Davis, Finance Officer

Hulse/Felber were unanimous to accept the Auditor-Treasurer's Monthly Report for August 2025 as reviewed and received by Finance Officer Brenda Davis.

9:36am 7

Acquisition of Artificial Intelligence (AI) Tools to Improve Efficiencies in The HHS Department.

Gina Anderson, Economic Supports Manager, Amanda Larson, HHS Director

Felber/Danielowski were unanimous to approve acquisition and utilization of Artificial Intelligence (AI) Tools, EVA and Data Depot, to improve efficiencies in the HHS Department, as recommended.

EVA will cost \$30,000 from October to December 31, 2025 and \$87,700 in 2026. Subject to County Attorney Review.

9:48am 8 Setting a Public Hearing for October 21st, 2025, for Proposed Changes Health & Human Services to the Sherburne County Tobacco Ordinance.

Nicole Ruhoff, CHS Administrator

Hulse/Danielowski with a 4-1 vote to approve and authorize for publication a Public Hearing for November 18, 2025, to consider proposed changes to the Sherburne County Tobacco Ordinance, as recommended.

The proposed changes were approved as follows:

- The proximity of a tobacco shop from a school be a distance of 500 feet.
- Prohibited Sales: Only allow flavored vapes in tobacco shops.
- Prohibited Sales: No limits or restrictions on packaging size, minimum pricing, coupons and price discounts.
- Administrative Penalties: More severe penalties than state statute for licensees.
1st violation - \$500; 2nd violation within 36 months - \$1,000; 3 Violation - \$1,500 and 30-day suspension; 4th violation license revocation

10:09am 9 2026 Budget for the Eagle Lake Improvement District. Administration

Dan Weber, Assistant County Administrator

Hulse/Felber were unanimous to approve the proposed 2026 Budget of, and assess the costs of the identified projects on benefiting priorities within, the Eagle Lake Improvement District (ELID), in the manner required by law.

10:11am 10 2026 Budget for the Three Lake Improvement District. Administration

Dan Weber, Assistant County Administrator

Felber/Danielowski were unanimous to approve the proposed 2026 Budget of, and assess the costs of the identified projects on benefiting priorities within, the Three Lake Improvement District (TLID), in the manner required by law.

10:14am 11 Resolution 091625-AD-3238 Setting the Proposed 2026 Property Tax Administration Levy at \$66,842,284.

Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

Schumacher/Felber were unanimous to approve Resolution No. 091625-AD-3238 certifying the 2026 Property Tax Levy at \$66,842,284, as recommended. (On file.)

10:37am 12 Options for a Post-Northstar Bus Service Pilot Project for Big Lake and Elk River. Administration

Bruce Messelt, County Administrator, Andrew Witter, Public Works Department Head

Hulse/Danielowski with a 4-1 vote to approve a Post-Northstar Pilot Project for Commuter Bus Service from Big Lake and Elk River to the Twin Cities (via Minneapolis Connection), as recommended, with 3 trips per day and a routine quarterly update to the Board be provided.

6. 11:17am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Hulse: Discussed the Association of Minnesota Counties (AMC) and lifting nuclear power moratorium activity, discussed Data Centers, Commissioner Hulse discussed the recent AMC Fall Policy Conference activity, specifically concentrating on the topics of Nuclear Power Moratorium and Data Centers. Commissioner Hulse requested the Board pass a formal resolution of support regarding their endorsement of the lifting the nuclear moratorium and a letter be drafted to send to all remaining 86 Minnesota counties.

Commissioner Danielowski: Central Minnesota Council on Aging (CMCOA), St. Cloud Area Planning

Organization Policy Meeting, AMC Fall Conference, Community Ed Advisory meeting for Big Lake Schools, Online National Association of Counties NACo Economic Workforce Development, would like the County to recognize and draft a letter in response to the horrific assassinations that have occurred as of late in Minnesota and in Utah and have it recognized at the next Board Meeting.

Commissioner Schumacher: AMC Fall Policy Conferences — provided updates from AMC pertaining to Health & Human Services items, met with City of Baldwin Council members, City of Zimmerman meeting

Commissioner Felber: AMC Fall Policy Conference — provided recap of meetings attended, commented regarding Data Centers, Sherburne County Safe Roads, Central Bus visit, Climate and Energy Webinar by the Union of Concerned Scientists, Met regarding the Just Transition Fund (JTF), Pope Douglas Tour, Leatherneck Fall and Colors Event, Sherburne County Extension Committee (CEC) meeting

Commissioner Gray: AMC Platform Webinar, CommUnity Adult Mental Health Initiative Joint Powers meeting, Santiago Township discussion on Solar, AMC Fall Policy Conference, CEC meeting, announced that he will be hosting Townhall at the new 1010 Meeting In St. Cloud along with other staff on September 25

7. 11:51am Adjourn Regular Meeting

HHS OBO Warrants

8/28/25	1,473.65	OBO 4Imprint
	2,908.31	OBO Amazon
	577.23	OBO Comfort Suites
	640.00	OBO Event Brite
	967.62	OBO Grand View Lodge
	2,573.02	OBO Holiday Station Store
	388.08	OBO Positive Promotions, Inc
	1,894.60	OBO Walmart
	1,026.47	14 Payments less than 300
	12,448.98	Total

Manual Warrants

8/29/25	13,613.50	Agency Collections
	13,613.50	Total

Commissioner Warrants

8/29/25	504,720.56	General Revenue Fund
	188,044.34	Public Works Fund
	8,959.85	County Ditch Fund
	17,772.94	Solid Waste Fund
	124,792.36	Jail Commissary Fund
	14,827.00	Sherco Regional Rail Authority
	199,234.43	Justice Center Enterprise Fund
	36,792.31	Agency Collections
	132.00	Taxes & Penalties Fund
	1,095,275.79	Total

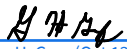
Commissioner Warrants

9/5/25	43,612.44	Human Service Fund
	323.61	Agency Collections
	78.23	Children's Mental Health Collaborative
	44,014.28	Total

Warrants

9/5/25	1,866.00	Cyclehoop US LLC
	368.00	DNA Diagnostics Center
	700.00	Fraboni, MD/Americo
	1,000.00	Ignite
	323.61	Janson-Wolle/Kenzie

	849.00	Mn Dept Of Human Services-
	1,200.00	MNSCIA
	3,889.20	Office Of MNIT Services
	1,419.06	Quadient, Inc.
	2,149.41	Seven County Process Servers, LLC
	44,014.28	Sherburne County Auditor Treasurer
	375.00	Steve Rummler HOPE Network
	6,435.00	Tri-Cap
	1,440.00	USPS-POC
	10,000.00	22 Payments less than 300
	12,000.00	Total
Commissioner Warrants		
9/5/25	87,113.21	General Revenue Fund
	1,031,769.65	Public Works Fund
	49.00	Human Service Fund
	427.00	County Ditch Fund
	739.50	Law Library Fund
	4,427.25	Solid Waste Fund
	2,121.00	Justice Center Enterprise Fund
	7.00	Agency Collections
	3,761.80	Payroll Fiduciary Fund
	1,130,415.41	Total
Manual Warrants		
9/5/25	2,322.00	General Revenue Fund
	13,031.50	Agency Collections
	15,353.50	Total


 Gary H. Gray (Oct 13, 2025 08:42:32 CDT)

Gary H. Gray, Board Chairperson

10/13/2025

Date



Bruce Messelt, County Administrator

10/07/2025

Date