



Sherburne County Board of Commissioners

November 18, 2025 - County Board Meeting

Minutes

1. 9:00am Call to Order

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

Hulse/Danielowski were unanimous to approve the Regular Meeting Proposed Agenda as presented.

2. 9:03am Public Hearing

1 Conduct of a Public Hearing on and Consideration of Proposed Tobacco Attorney Ordinance Amendments.

Jennifer Pim, Assistant County Attorney III, alicia maxwell

Conducted a public hearing to provide an opportunity for public comment on the County Board's consideration of a revised Tobacco Ordinance. Assistant County Attorney Jennifer Pim and Community Health Coordinator Alicia Maxwell provided a brief PowerPoint outlining the suggested changes to the proposed ordinance. (On file.)

The Chair opened the Public Hearing at 9:17 am.

Rachel Hilyar, Molly Ruby of Elk River, Paul Fischer of Otsego, Jeff Jones of Orrock Township, Mitch Wipper of Clear Lake Nicole Stottlemire of Princeton, Roxanne Schreder of Baldwin, Big Lake High School Student Alexis and Spectrum High School Student John Fischer, and Jeanne Weagum of St. Paul all spoke.

Felber/Hulse were unanimous to close the Public Hearing at 9:48 am.

The Board took five minutes to review Public Hearing related email at 9:49 am.

The Board reconvened at 9:54 am.

Felber/Gray to approve with change to Section 400 Subd. 12 changing "18" to "16"; also change Section 1100 Subd. 2 to allow exception for 16 or 17 year old employees to possess tobacco products for their job duties. Motion fails 1-4.

Danielowski/Hulse motion to approve as written. Motion passes 3-2.

3. 9:54am Open Forum

No one was present.

4. 9:54am Consent Agenda

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

1 County Board Meeting Minutes from November 4, 2025.

Administration

Keisha Broderick, Executive Assistant

Felber/Schumacher were unanimous to approve the County Board Meeting minutes from November 4, 2025. (On file.)

- 2 Commissioner & Manual Warrants Dated October 31st, November 4th, Auditor / Treasurer and November 11th, 2025.
Loraine Rupp, Auditor/Treasurer
Approved the Commissioner & Manual Warrants Dated October 31st, November 4th, and November 11th, 2025, as follows:

October 31 2025 Commissioner Warrants \$2,482,801.12
October 31 2025, Manual Warrants \$15,005.46
October 31 2025, Manual Warrants 2 \$2,328.00
November 4 2025, Commissioner Warrants 2nd 1/2 of 50% Est School District Payout P2 \$1,320,694.84
November 11 2025, Commissioner Warrants \$493,254.89
- 3 Call for Bids for 2026 Publications. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved and authorized the Auditor-Treasurer to publish a Call for Bids for the awarding of the 2026 County publication contract(s), to run in the official County newspaper on November 29th, December 6th, and December 13th 2025.
- 4 Renewed Contract with Greater Minnesota Family Services for 2026- Health & Human Services 2028.
Sara Stenseng, Child and Family Services Division Manager
Approved the contract renewal with Greater Minnesota Family Services. The total amount to be paid pursuant to this Agreement shall not exceed \$150,000 for the time January 1, 2026 through December 31, 2028 from Sherburne County. The Agreement shall be in effect from January 1, 2026 to December 31, 2028. (On file.)
- 5 HHS OBO Warrants Dated October 29th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved the HHS OBO Warrants dated October 29th, 2025, as follows.

October 29. 2025 HHS OBO Warrants \$15,645.53
- 6 HHS IFS Admin SHIP Warrants Dated October 31st, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants dated October 31st, 2025, as follows.

October 31st, 2025 HHS IFS Admin Warrants \$20,421.45
- 7 HHS IFS Admin Warrants Dated November 7th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS IFS Admin Warrants dated November 7th, 2025, as follows.

November 7, 2025 HHS IFS Admin Warrants \$27,122.61
- 8 Memoranda of Understanding Regarding Minnesota Paid Leave with Human Resources Certain County Employee Bargaining Units.
Tammy Bigelow
Approved Memoranda of Understanding (MOU) with the Sherburne County Highway Employees Association and AFSCME Council 65 Assistant County Attorney Unit regarding Minnesota Paid Leave, and authorized the Board Chair to execute the same. (On file.)
- 9 Consider Approval of a Renewal of a County Solid Waste License for Tri- Planning & Zoning County Pallet & Crate.

Maureen Mossak, Environmental Specialist

Approved the issuance of a Solid Waste License to Tri-County Pallet & Crate for renewal of a Processing Facility for a 5-year term, ending December 31, 2031, in accordance with the Solid Waste Management Ordinance. (On file.)

- 10 Renewal of a County Solid Waste License for Product Recovery. Planning & Zoning

Maureen Mossak, Environmental Specialist

Approved the issuance of a Solid Waste License to Product Recovery, Inc. for the renewal of a Processing Facility for a 5-year term, ending December 31, 2031, in accordance with the Solid Waste Management Ordinance. (On file.)

- 11 Recommended 2026 Appointments to the Sherburne County Planning Planning & Zoning
Advisory Commission.

Lynn Waytashek, Planning & Zoning Administrator

Approved appointment of the following Township Representatives and Alternates to the Planning Advisory Commission, as recommended by the Township Boards, for the term of January 2026-December 2028.

Blue Hill Township Representative: Francine Larson

Clear Lake Township Alternate: Ross Imholte

Haven Township Primary: Kathi Sims-Kosloski

Haven Township Alternate: Kari Watkins

- 12 Appointments to the Sherburne County Board of Adjustment. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approved reappointment of Lloyd Stimmler, Michelle Macmillan and Roger Johnson as well as new appointment of Bruce Aubol to the Sherburne County Board of Adjustment for a three-year term, starting January 1, 2026 until December 31, 2028.

- 13 Authorize the Zoning Administrator as the Representative to Accept Planning & Zoning
and Sign the 2026-2027 Natural Resource Block Grant (NRBG)
Agreement.

Lynn Waytashek, Planning & Zoning Administrator

Approved to authorize a Minnesota Board of Water and Soil Resources FY 2026-2027 Natural Resources Block Grant (NRBG) Program Grant Agreement and authorized Lynn Waytashek, Zoning Administrator to be the authorized representative to sign the grant agreement. (On file.) Total grant requested amount is \$139,831.00.

- 14 Resolution No. 111825-AD-3252 to Exercise Right to Purchase on Trust Public Works
for Public Land Lease Agreement.

Gina Hugo, Parks Director

Approved Resolution No. 111825-AD-3252 to exercise the right to purchase the land described in the lease agreement with the Trust for Public Land. (On file.)

- 15 Final Payment for the 2024 Streetlight & Mumble Strips within Public Works
Sherburne and Wright Counties (SP 088-070-087).

Andrew Witter, Public Works Department Head

Approved authorized final payment in the amount of \$10,080.87 to Design Electric for the 2024 Streetlights & Mumble Strips within Sherburne and Wright counties (SP 088-070-087).

- 16 Donation of Obsolete Tasers from the Sheriff's Office to the Anoka Sheriff
Police Department.

Approved donation of obsolete tasers with accessories from the Sheriff's Office to the Anoka Police Department.

- 17 Consider Approval of a Contract with Motorola for Body Worn Cameras, Sheriff In-Squad Cameras, and Interview Room Cameras, as well as Maintenance, Support, and Cloud Storage.
Joel Brott, County Sheriff
Approved a 5 year contract with Motorola for body worn cameras, in-squad cameras, and interview room cameras, as well as maintenance, support, and cloud storage. The contract shall go into effect November 18, 2025 and expire on December 15, 2027. (On file.)

5. 9:11am **Announcements**

- 1 Updates, Correspondence, and Announcements from the County Administration
Bruce Messelt, County Administrator
County Administrator, Bruce Messelt, shared that the closing for the Moore House is Wednesday, November 19th; NACO central meeting (Tuesday, Nov. 18th); discussion with AMC policy provisions on Wednesday, November 19th; and had a discussion on adding County's updated tobacco ordinance to the county's legislative position.

6. 10:41am **Regular Agenda**

- 10:41am 1 the Auditor-Treasurer's Monthly Report for October 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Schumacher/Hulse were unanimous to accept the Auditor-Treasurer's Monthly Report for October 2025 and received by Auditor-Treasurer Loraine Rupp.
- 10:43am 2 Receive a Presentation on the Completion of the Mapping Prejudice Project. Recorder
Michelle Ashe, County Recorder
Received a report on the Completion of the Mapping Prejudice Project Presentation.
- 10:51am 3 Comments as Presented and Discussed on the Scoping Environmental Planning & Zoning Assessment Worksheet and Draft Scoping Decision Document for Elk River Landfill's Proposed North Development Area.
Dave Lucas, Solid Waste Administrator
Felber/Danielowski were unanimous to approve the comments as presented and discussed, as amended, and subject to final review and adjustment of the County Board adjustment following the MPCA public hearing for submitting to the MPCA in consideration of the Scoping EAW and Draft Scoping Decision Document prepared by the MPCA for the proposed Elk River Landfill North Development Area. (On file.)

7. 11:05m **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Met with Sherburne County Human Resources, Pillar 5 Strategic Planning meetings, and the Mississippi Water Shed meeting.

Commissioner Danielowski - Central Minnesota Council on Aging Zoom meeting, SNAP/WIC meeting, Congressman Emmer staff visit, Big Lake Township meeting, First Steps meeting, and St. Cloud Area Planning Organization (APO) board meeting.

Commissioner Schumacher - Tobacco emails and correspondence, conversation with Zimmerman about the Princeton Airport taxation district, Sherburne County yard waste presentation to City of Baldwin, Congressman Emmer and staff tour, Rum River Housing Summit, ISD 728 council member conversation, letter of support request for Livonia grant application.

Commissioner Felber - Resilient Communities webinar, Association of Minnesota Counties (AMC) Solid Waste Working Group, Biofuel webinar, Violent Offender Task Force, National Association of Counties (NACo) Public Safety, SNAP webinar, Leading for Purpose program, Minnesota Emergency Services Board (MESB) meeting, Sherburne County Extension Committee Meeting (CEC), Becker Township meeting, over weekend five police officers were shot nationwide, discussion on immigration laws.

Commissioner Gray - Pillar 3 Working Group, Community Adult Mental Health Initiative Group, Congressman Emmer staff visit, Santiago Township Board meeting, Soil & Water Conservation District (SWCD) meeting, Two Inlets Capital Investment tour, Sherburne County Extension Committee Meeting (CEC)

8. 11:20am Recess Regular Meeting, Open Community Health Board Meeting

9. 11:55am Adjourn Community Health Board Meeting, Reconvene Regular Meeting

10. 11:55am Adjourn Regular Meeting

HHS OBO Warrants

10/29/25	738.99	OBO 4Imprint
	4,215.70	OBO Amazon
	354.26	OBO Country Inn & Suites
	352.00	OBO Fine Art America
	1,254.10	OBO Furniture and Things
	877.01	OBO Grand View Lodge
	2,560.08	OBO Holiday Station Store
	1,126.04	OBO Innovative
	434.99	OBO Marco Promotional Prod
	435.00	OBO MN Assn Child MH
	533.02	OBO Pier B Resort
	378.60	OBO Progressive
	338.84	OBO Stop the Bleed
	1,211.77	OBO Walmart
	835.13	8 Payments less than 300
	15,645.53	Total

Commissioner Warrants

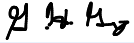
10/31/25	331,863.80	331,863.80 General Revenue Fund
	778,615.25	3 778,615.25 Public Works Fund
	49.00	11 49.00 Human Service Fund
	817.08	17 817.08 Law Library Fund
	35,008.00	21 35,008.00 Solid Waste Fund
	16,339.51	22 16,339.51 Jail Commissary Fund
	193,141.73	51 193,141.73 Justice Center Enterprise Fund
	90.33	80 90.33 Agency Collections
	126.54	81 126.54 Taxes & Penalties Fund
	1,126,749.88	85 1,126,749.88 Payroll Fiduciary Fund
	2,482,801.12	Total

Warrants

10/31/25	679.09	Bakalars/Amelia
	861.90	Dahlberg/Sondra
	1,200.00	Dover Youth to Youth
	2,145.86	ISD 728 - Elk River Area School District
	613.21	Maxwell/Alicia M
	723.75	Mustang Signs & Graphics Inc
	1,108.12	Ruhoff/Nicole
	7,207.35	St Cloud Regional Airport Authority
	589.17	Stottlemire/Nicole
	498.00	The Bridge World Language Ctr Inc
	826.33	Todd/Windsong

	3,968.67	19 Payments less than 300
	20,421.45	Total
Commissioner Warrants		
10/31/25	20,421.45	Human Service Fund
	20,421.45	Total
Manual Warrants		
10/31/25	2,328.00	General Revenue Fund
	2,328.00	Total
Manual Warrants		
10/31/25	15,005.46	Agency Collections
	15,005.46	Total
Warrants		
11/07/25	316.99	Cassidy/Christina
	849.00	Children Youth & Families
	899.44	Dahlquist/Sara
	872.23	Eliason/Heather
	2,800.00	Ellison Center
	385.70	Ettesvold/Judith M
	891.87	Grater/Justin
	1,617.07	Graves-Petron/Trisha
	407.85	Hagglund/Kathryn L
	386.54	Irwin/Lori
	564.90	Kranz/Ashley
	752.57	Lira/Kaylie
	596.99	Longley/Kimberly
	1,698.01	Machtemes/Emily
	1,289.92	Meyer/Kathleen
	466.20	Olds/Brett
	447.30	Olinyk/Ashley M
	355.60	Ouko/Natasha A
	431.52	Premier Biotech LLC
	427.55	Rawley/Miranda
	. 500.00	RnC Consulting, P.A.
	613.17	Rose/Kelly
	728.07	Sandberg/Nika
	300.00	Seven County Process Servers, LLC
	2,897.00	Sherburne Co Community Corrections
	844.71	Sitko/Clare
	656.79	Slimmer/Candice
	348.25	Sorgert/Angela
	402.16	Stoy/Suzanne
	314.60	The Bridge World Language Ctr Inc
	3,060.61	24 Payments less than 300
	27,122.61	Total
Commissioner Warrants 50% Est School Dist Payout P2		
11/04/25	1,320,694.84	School Districts Collections
	1,320,694.84	Total
Commissioner Warrants		
11/07/25	24,202.07	Human Service Fund
	2,825.54	Agency Collections
	93 95.00	Children's Mental Health Collaborative
	27,122.61	Total
Commissioner Warrants		
11/07/25	171,741.21	General Revenue Fund
	75,451.08	Public Works Fund
	47,770.78	Solid Waste Fund

75,223.48	Jail Commissary Fund
216.48	Sherco Regional Rail Authority
79,160.42	Justice Center Enterprise Fund
2,290.44	Agency Collections
37,626.00	Taxes & Penalties Fund
85 3,775.00	Payroll Fiduciary Fund
493,254.89	Total



[Gary H. Gray \(Dec 2, 2025 12:09:16 CST\)](#)

Gary H. Gray, Board Chairperson

12/02/2025

Date



Bruce Messelt, County Administrator

12/02/2025

Date