



Sherburne County Board of Commissioners

January 21, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on January 21, 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
Danielowski/Felber were unanimous to approve the Regular Meeting Agenda as presented.

2. 9:01am Open Forum

No one spoke.

3. 9:01am Consent Agenda

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

- 1 County Board Meeting Minutes from January 7th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved January 7, 2025 County Board Meeting minutes.
- 2 County Board Workshop Meeting Minutes from January 7th, 2025. Administration
Keisha Broderick, Executive Assistant
Approved January 7th, 2025 County Board Workshop Meeting Minutes.
- 3 2025-2030 Aquatic Invasive Species (AIS) Plan. Administration
Dan Weber, Assistant County Administrator, Francine Larson
Approved and adopted the Aquatic Invasive Species (AIS) 2025-2030 Plan, as presented. (On file.)
- 4 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 February 22nd, 2025, at the Getaway Bar, located at 26211 184th Street in Big Lake, Mn 55309 (Orrock Township).
- 5 MN Lawful Gambling Application - Dylan Witschen Foundation. Administration
Bruce Messelt, County Administrator
Approved a MN Lawful Gambling Application for Exempt Permit for the Dylan Witschen Foundation, to be used for a Raffle, to be held on August 20, 2025, at Wild Marsh Sporting Clays, 13481 County Road 3, Clear Lake, MN 55319 (Santiago Township).
- 6 Issue a Check to an Eligible Party for Tax Rebate Financing, with the Auditor / Treasurer
Agreement on File.
Loraine Rupp, Auditor/Treasurer
Approved payment of the 2024 Tax Rebate Financing and authorized issuance of a check for the same, for the parties identified herein as The Garage Guys LLC, and in accordance with the agreement on file.
- 7 Commissioner & Manual Warrants Dated December 30th and 31st, Auditor / Treasurer
2024, and January 3rd and 10th, 2025.
Loraine Rupp, Auditor/Treasurer

Approved Commissioner & Manual Warrants Dated December 30th and 31st, 2024, and January 3rd and 10th, 2025, as follows.

December 30 2024, Manual Warrants BMO Harris Pcard Nov \$98,974.42

December 31 2024, Commissioner Warrants \$17,710.96

December 31 2024, Manual Warrants \$3,694.00

December 31 2024, Manual Warrants \$2,304.00

January 3 2025, Commissioner Warrants \$898,053.24

January 3 2025, Manual Warrants \$3,608.50

January 10 2024, Manual Warrants \$1,529,830.90

January 10 2025, Manual Warrants \$14,801.00

- 8 Office of Justice Programs Grant Award and Addition of a Second Mental Health & Human Services Health Co-Responder.
Amanda Larson, HHS Director
Approved and accepted an Office of Justice Programs Grant Award for the addition of a second Mental Health Co-Responder.
- 9 January 10th, 2025, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved January 10th, 2025, HHS IFS Admin Warrants, as follows.
January 10th, 2025 HHS IFS Warrants \$36,708.48
- 10 Appointing Four (4) Members to the Solid Waste Management Planning & Zoning Committee.
Maureen Mossak, Environmental Specialist
Approved the appointment of the following members to the Waste Management Advisory Committee with the following terms, as recommended:
- Linda Campbell, representing County Commissioner District 1: 2025 - 2027
 - Lisa Nelson, representing County Commissioner District 3: 2025-2027
 - Peggy Patten, representing County Commissioner District 5: 2025-2027
 - Tim Steinbeck, At Large Member: 2025-2027
- 11 Recycling and Source Separated Organics SCORE Grant Agreement for Planning & Zoning
Becker Middle School.
Maureen Mossak, Environmental Specialist
Approved a Sherburne County Agreement on School Recycling & Source Separated Organics SCORE Grant for Becker Middle School in the sum of \$10,000.00. Agreement is January 21, 2025, through December 31, 2025, or until terminated by law or in accordance with the terms of this Agreement. (On file.)
- 12 Revocation of a Conditional Use Permit - JK Real Estate Services. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved Resolution No. 012125-AD-3189, effecting the revocation of an existing CUP, as requested by the property owner. (On file.)
- 13 Resolution No. 012125-AD-3190 in Support of Sherburne County Public Works
Submitting an Application for the RAISE Grant Program.
Andrew Witter, Public Works Department Head
Approved Resolution No. 012125-AD-3190 in support of Sherburne County submitting an application for the RAISE Grant Program to complete planning and design work for a grade-separated railroad crossing at Hwy 10 and County Road 11. (On file.)

- 14 Turning Over the Care and Responsibility of Retiring K-9 Deputy Jax to Sheriff
His Handler.
Joel Brott, County Sheriff
Approved the turning over the care and responsibility of retiring K-9 Deputy Jax to his handler,
Sergeant Brad Muellner.

4. 9:02am **Announcements**

- 1 Updates and Announcements from the County Administrator. Administration
Bruce Messelt, County Administrator
County Administrator Bruce Messelt informed the Board of the following announcements,
updates and events.
- An article pertaining to Artificial Intelligence (A.I.)
- Letter from Xcel Energy, a workshop regarding base power utilities as requested, and the land
sale regarding a data center.
- Association of Townships (AMC) Government 101 on January 22-24 in St. Paul.
- AMC Chair & Vice Chair Leadership Training on January 22nd in St. Paul.
- AMC Legislative Conference is February 26 - 27th. Let Admin know of your attendance and
accommodation requests.
- National Association of Counties (NACo) Legislative Conference in Washington D.C. February 27-
March 4th. Let Admin know of your attendance and accommodation requests.
- Transportation Day at Capitol sponsored by Transportation Alliance on March 13th in St. Paul.
- Will be planning to block off time during the second meeting in February to discuss Strategic
Planning.

5. 9:07am **Regular Agenda**

- 9:07am 1 Amend the 2025 County Board Meeting Schedule. Administration
Bruce Messelt, County Administrator
Schumacher/Danielowski were unanimous to approve amending the 2025 County Board Meeting
Schedule, moving the first meeting in March from Tuesday, March 4th to Thursday, March 6th, to
accommodate the National Association of Counties (NACo) Legislative Conference. (On file.)
- 9:10am 2 2025 Committee Assignments. Administration
Bruce Messelt, County Administrator
Schumacher/Felber were unanimous to approve the 2025 County Commissioner Committee
Assignments as presented. (On file.)
- 9:11am 3 2025 State and Federal Legislative Priorities. Administration
Bruce Messelt, County Administrator
Hulse/Felber were unanimous to approve as amended, the 2025 State and Federal Legislative
Priorities, with the requested change to support expanding Solar Power Production Tax to all
Facilities (including 1 MW or less) and explore basing Utility Production Taxes on Plate Rate.(On
file.)
- 9:16am 4 Municipal Representative to the MN Department of Transportation Administration
Region 7W Transportation Policy Board.
Bruce Messelt, County Administrator
Danielowski/Felber were unanimous to approve the appointment of Ken Geroux, as Municipal
Representative to the Minnesota Department of Transportation's Region 7W Transportation
Policy Board.
- 9:27am 5 Auditor-Treasurer's Monthly Report for December 2024. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Receive, review, and Hulse/Felber were unanimous to accept the Auditor-Treasurer's Monthly

6. 9:44am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Schumacher - Attended the Presidential Inauguration online, Sherburne County Association of Townships (SCAT), National Association of Counties (NACo) Health Steering Committee, NACo Resilient Health Advisory Board,

Commissioner Hulse - Fair Board, Economic Development Authority (EDA), Congressman Emmer Call, Announced he will be traveling out of town.

Commissioner Felber - Informed the group that January is awareness month for Cervical Cancer, Glaucoma, Blood Donor, Poverty, and Holocaust Remembrance Day, Emergency Transaction Advisory Committee, Rural Action Caucus, Emergency Emersion Task Force, Big Big Lake Joint Community Meeting, Violent Offenders Task Force, Park Advisory Board, Announced there is a Two Inlets Walk through coming up, NACo Health Steering Committee, Requested an Immigration Protection Workshop

Commissioner Danielowski - NACo Rural Action, NACo County Economic Workforce Development (CEWD), Big Lake Township Meeting, Association of Minnesota Counties (AMC) County Program Aid and Mandate workgroup, Central Mississippi River Partnership (CMRP) Bi-Laws meeting, Options Christmas Party, Big Lake Share Big Meeting, Substance Use Prevention (SUP) Coalition Meeting, SCAT, NACo Resilient Health Advisory Board, EDA, AMC Leadership Essential Meeting, NACo Regional Central Meeting, Big Lake Joint Community Meeting, Big Lake SUP

Commissioner Gray - Announced that today is Squirrel Appreciation Day! Minnesota Inter-County Association (MICA) Board meeting, Santiago Township Meeting, Soil Water Conservation District (SWCD), Sherburne County Managers Meeting, Parks & Trails, SUP, SCAT, Will be attending AMC Chair and Vice Chair Leadership Training with Commissioner Danielowski, NACo Resilient Health Advisory Committee, Planning Commission meeting

7. 10:03am **Recess Regular Meeting, Open Community Health Board Meeting**

8. 10:16am **Close Community Health Board Meeting, Break**

9. 10:36am **Reconvene, Open Workshop Meeting**

10. 12:17pm **Close Workshop Meeting, Adjourn Regular Meeting**

Manual Warrants BMO Harris Pcard

12/30/24	82,597.17	General Revenue Fund
	4,597.99	Public Works Fund
	576.00	Human Service Fund
	298.38	Solid Waste Fund
	3,048.21	Jail Commissary Fund
	7,856.67	Justice Center Enterprise Fund
	98,974.42	Total

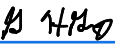
Manual Warrants

12/31/24	2,304.00	General Revenue Fund
	2,304.00	Total

Manual Warrants

12/31/24	3,694.00	Agency Collections
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	3,694.00	Total
Commissioner Warrants		
12/31/24	17,477.77	17,477.77 General Revenue Fund
	233.19	Taxes & Penalties Fund
	17,710.96	Total
Commissioner Warrants		
1/3/25	305,817.68	General Revenue Fund
	536,016.18	Public Works Fund
	35,992.84	Solid Waste Fund
	20,226.54	Jail Commissary Fund
	898,053.24	Total
Commissioner Warrants		
1/3/25	3,608.50	Agency Collections
	3,608.50	Total
Commissioner Warrants		
1/10/25	35,072.25	Human Service Fund
	1,636.23	Agency Collections
	36,708.48	Total
Manual Warrants		
1/10/25	2,322.00	General Revenue Fund
	12,479.00	Agency Collections
	14,801.00	Total
Commissioner Warrants		
1/10/25	866,639.28	General Revenue Fund
	392,244.25	Public Works Fund
	1,125.22	Law Library Fund
	55,046.81	Solid Waste Fund
	77,847.16	Jail Commissary Fund
	2,996.00	Sherco Regional Rail Authority
	86,184.46	Justice Center Enterprise Fund
	27,650.40	Agency Collections
	20,097.32	Payroll Fiduciary Fund
	1,529,830.90	Total
Warrants		
1/10/25	10,545.00	Association of Minnesota Counties (AMC)
	810.00	Boetel/LeAnne
	404.68	Bonilla/Lilian
	1,636.23	Children's Dental Services
	19,133.46	Dell Marketing L.P.
	355.77	Mateer/Mallory
	1,235.00	Minnesota Social Service Association
	300.00	Seven County Process Servers, LLC
	387.20	The Bridge World Language Ctr Inc
	1,901.14	13 Payments less than 300
	36,708.48	Total


Gary H. Gray (Feb 4, 2025 19:26 CST)

Gary H. Gray, Board Chairperson

02/04/2025

Date



Bruce Messelt, County Administrator

02/05/2025

Date



Sherburne County Board of Commissioners

January 21, 2025

County Board Workshop Minutes

10:36am The Board Chair Opened the County Board Workshop Meeting.

10:36am 1 Adopt-A-Highway and Memorial Highway Designation Requests. Public Works
Andrew Witter, Public Works Department Head
Provided direction for continuation of Adopt-A-Highway and potential future Memorial Highway designation and related requests.

10:53am 2 Cannabis Retail Business Registration and Land Use Regulations. Administration
Jennifer Pim, Assistant County Attorney III, Bruce Messelt, County Administrator
Received an update on Cannabis Retail Business Registration and Land Use Regulations presented by Assistant County Attorney Jennifer Pim.

11:33am 3 Scoping EAW and EIS Process for Proposed Haven Gravel Mine. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Received an update on the proposed gravel mine in Haven Township including the environmental review process, timeline and proposed project scope. Zoning staff and County's consultant Alison Harwood with WSB presented.

12:17pm **Adjourn Workshop Meeting**


Gary H. Gray (Feb 4, 2025 19:26 CST)
Gary H. Gray, Board Chairperson

02/04/2025
Date


Bruce Messelt, County Administrator

02/05/2025
Date