



Sherburne County Board of Commissioners

June 24, 2025

County Board Workshop Minutes

11:04am The Board Chair opened the County Board Workshop Meeting. Commissioner Felber attended the meeting virtually via Microsoft Teams, pursuant to Minn. Stat. § 13D.021.

- 11:04am 1** Tobacco Licensing Ordinance - Part 2. Health & Human Services
Nicole Ruhoff, CHS Administrator
Reviewed tobacco ordinance health protection options the Board would like to include in the revision.
- 2** Discuss County Solar Power Regulations and Related Issues. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
The workshop item was moved to a future meeting.

11:50am Adjourn Workshop Meeting

A handwritten signature in black ink, appearing to read "Gary H. Gray".

Gary H. Gray (Jul 24, 2025 09:52:50 CDT)

Gary H. Gray, Board Chairperson

07/24/2025

Date

A handwritten signature in black ink, appearing to read "Bruce Messelt".

Bruce Messelt, County Administrator

07/28/2025

Date



Sherburne County Board of Commissioners

June 24, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda
Commissioner Danielowski made a motion to approve the Regular Meeting Agenda as presented/
Commissioner Felber seconded. Commissioners were unanimous to approve the Regular Meeting
Agenda as presented.

2. 9:03am Open Forum

Tim Sakry, Sheileen Sakry, Peter Koop, Yelena Rozko, and Adina Koop spoke.

3. 9:14am Consent Agenda

Commissioner Danielowski initiated/Commissioner Felber seconded; Commissioners were unanimous to approve the Consent Agenda as presented.

- 1 Official Minutes of the June 3rd, 2025, Regular Meeting of the County Administration
Board.
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from June 3rd, 2025.
- 2 Official Minutes from the June 3rd, 2025, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Workshop Meeting Minutes from June 3, 2025.
- 3 \$10,000 Grant from the Initiative Foundation for Zoning and Administration
Subdivision Ordinance Updates.
Dan Weber, Assistant County Administrator
Approved and accepted the receipt of a \$10,000 Grant from the Initiative Foundation to assist in the funding of the recently approved Zoning Ordinance and Subdivision Ordinance update and rewrite project.
- 4 MN Lawful Gambling Application - Big Lake Firefighters Relief Administration
Association.
Bruce Messelt, County Administrator
Approved an Application for a MN Lawful Gambling Exempt Permit for the City of Big Lake Firefighters Relief Association, to be used for a Raffle to be held on October 18th, 2025, at the Big Lake Fire Department, 20243 County Road 43, Big Lake, MN 55309 (Big Lake Township).
- 5 2025-2026 Tobacco License Renewals. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved 2025-2026 Tobacco License applications for 16 establishments with completed applications, approve 1 establishment contingent on approval from their local boards; and authorized the Auditor/Treasurer to sign said licenses.

Completed Applications:

City of Zimmerman: Frontier Liquor, Holiday Stationstore #239, Z-Market, P&A Liquor, Speedway # 4535, Uptown Off-Sale, Casey's General Store # 3445, Dollar General Store # 3445, Zimmerman

Tobacco, Zimmerman Smoke shop, JR Tobacco

Palmer Township: Briggs Lake General Store

Santiago Township: Santiago Country Store

Orrock Township: Sand Dunes Fuel and Fuel, Sand Dunes Spirits

Becker Township: Holiday Stationstore # 598

Incomplete Applications:

City of Baldwin: Ridgewood Bay Resort

The Chairperson's signature is not required on the actual licenses.

- 6 Commissioner & Manual Warrants dated May 29th and 30th, and June Auditor / Treasurer
5th, 6th and 13th, 2025, as presented.

Loraine Rupp, Auditor/Treasurer

Considered and approved the Warrants as follows.

May 29, 2025	Manual Warrants BMO Harris Pcard April	\$223,342.32
May 30, 2025	Commissioner Warrants	\$1,655,313.98
May 30, 2025	Manual Warrants	\$18,197,631.03
June 5, 2025	Commissioner Warrants P150% Est School Dist Payout	\$1,656,152.65
June 6, 2025	Commissioner Warrants	\$1,113,531.32
June 6, 2025	Manual Warrants	\$18,035,324.42
June 13, 2025	Commissioner Warrants	\$11,263,110.88
June 13, 2025	Manual Warrants	\$9,721,498.27

- 7 June 3rd, 2025, HHS PCard Warrants. Health & Human Services

Amanda Larson, HHS Director

Approved HHS PCard Warrants dated June 3rd, 2025, as follows.

June 3, 2025	HHS PCard Warrants	\$17,062.50
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- 8 June 6th, 2025, HHS IFS Admin Warrants. Health & Human Services

Amanda Larson, HHS Director

Approve June 6th, 2025, HHS IFS Admin Warrants, as follows.

June 6th, 2025	HHS IFS Admin Warrants	\$57,393.50
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- 9 Voluntary Revocation of a Conditional Use Permit - RD Offutt. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approved Resolution No. 062425-AD-3221, effecting the revocation of an existing CUP, as requested by the property owner. (On file.)

- 10 Voluntary Revocation of an Interim Use Permit - Karl Bekius and Planning & Zoning
Douglas Manthei.

Lynn Waytashek, Planning & Zoning Administrator

Approved Resolution No. 062425-AD-3217, effecting the revocation of an existing IUP, as requested by the property owner and IUP applicant. (On file.)

- 11 Parks to Publish a Public Hearing Notice on the County's Intent to Enact Public Works Updates to the County's Park Regulations Ordinance.
Gina Hugo, Parks Director
Approved and authorized Parks staff to Publish a Public Hearing Notice on the County's Intent to Enact Updates to the County's Park Regulations Ordinance.
- 12 Federal Transportation Grants Technical Assistance and IIJA Public Works
Discretionary Match Grant Agreement & Resolution No. 062425-AD-3219 for SAP 071-589-004.
Andrew Witter, Public Works Department Head
Approved the Federal Transportation Grants Technical Assistance and IIJA Discretionary Match Agreement No. 1059953 and Resolution No. 062425-AD-3219 with MnDOT for the reimbursement of Construction Administration on the Truck Highway portion of the US Hwy 169/CSAH 4 Interchange; SAP 071-589-004. The agreement shall commence on the date that all required signatures have been obtained and expire on December 31, 2029 or when all obligations have been satisfactorily fulfilled whichever occurs first. The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed \$1,178,862.18. (On file.)
- 13 Letter of Support for Corridors of Commerce Readiness Advancement Program for the Mississippi River Crossing. Public Works
Andrew Witter, Public Works Department Head
Approved and authorized Conveyance of a Letter of Support for Corridors of Commerce Readiness Advancement Program for the Mississippi River Crossing. (On file.)
- 14 Local Road Improvement Program Grant Agreement & Resolution No. Public Works
062425-AD-3216 for SAP 071-604-042.
Andrew Witter, Public Works Department Head
Approved the Local Road Improvement Program (LRIP) Grant Agreement No. 1059951 and Resolution No. 062425-AD-3216 with MnDOT for the reimbursement of Construction Administration on the non-Truck Highway portion of the US Hwy 169/CSAH 4 Interchange; SAP 071-604-042. Total amount of LRIP Grant for all projects under this Agreement: \$853,658.82 with a completion date of December 31, 2029. (On file.)
- 15 Lowest Responsive Bidder for CSAH 5 Pedestrian Bridge, SP 071-090- Public Works
007.
Andrew Witter, Public Works Department Head
Approved the Lowest Responsive Bidder, Redstone Construction, LLC. with a low bid of \$741,360.06, for the construction of the pedestrian bridge on CSAH 5 along the Elk River in 2025 (Project No. SP 071-090-007), with final award contingent upon approval from MnDOT's Office of Civil Rights.
- 16 Resolution No. 062425-AD-3218 for State Capital Spending Request. Public Works
Gina Hugo, Parks Director
Considered and approved Resolution No. 062425-AD-3218 supporting state bonding for Sherburne County Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park in the 2026 Legislative Session. (On file.)
- 17 Resolution No 062425-AD-3222 for Support for the Corridors of Public Works
Commerce Readiness Advancement Program for the TH 10 and CSAH 11 Interchange Design.
Andrew Witter, Public Works Department Head
Approved Resolution No 062425-AD-3222 in support of the Corridors of Commerce Readiness Advancement Program. (On file.)

- 18 Resolution No. 062425-AD-3223 to Acquire Property for the County Public Works
State Aid Highway 29 and County State Aid Highway 2 Reconstruction
Project.
David Roedel, Assistant Public Works Director
Approved Resolution No. 062425-AD-3223 to Acquire Property for the County State Aid Highway
29 and County State Aid Highway 2 Reconstruction Project. (On file.)
- 19 Transfers from the Unallocated Recorder's Compliance Fund to Various Recorder
Departments for the 2026 Budget Year.
Michelle Ashe, County Recorder
Approved the Transfer of Unallocated Recorder's Compliance Fund to Various Departments for
the 2026 Budget Year, as recommended.
- 20 Resolution and Joint Powers Agreement Between Sherburne County Sheriff
and the MN Bureau of Criminal Apprehension for the MN Internet
Crimes Against Children Task Force.
Joel Brott, County Sheriff
Approved Resolution No. 062425-AD-3215 and a Joint Powers Agreement between Sherburne
County and the Minnesota Bureau of Criminal Apprehension (BCA) for the MN Internet Crimes
Against Children Task Force (ICAC). The agreement is effective on the date that the BCA obtains
all required signatures and expires 5 years from the date that it is effective unless terminated
earlier. (On file.)
- 21 Out-of-State Travel for a Sheriff's Office Employee to Attend the 2025 Sheriff
ProPhoenix National User's Conference.
Joel Brott, County Sheriff
Approved out-of-state travel for a Sheriff's Office employee to attend the 2025 ProPhoenix
National User's Conference in Branson, MO, from September 22-25, 2025, at an estimated cost of
\$2,450 for conference registration fee and necessary travel expenses.
- 22 Purchase of the Flock Safety Platform. Sheriff
Joel Brott, County Sheriff
Approved the purchase of the Flock Safety Platform in the amount of \$54,000.

4. 9:15am **Announcements**

- 1 Updates and Announcements from the County Administrator. Administration
Bruce Messelt, County Administrator
Received an update from the County Administrator regarding correspondence, calendar,
activities, and announcements.

5. 9:16am **Regular Agenda**

- 1 Advertisement for a Public Hearing for 2025 Fee Schedule Changes - Community Corrections
Community Corrections.
Corey Mabis-Rowe, Director of Community Corrections
Commissioner Danielowski first/ Commissioner Felber second; Commissioners were unanimous
to approve the advertising of a Public Hearing for July 22, 2025, to consider possible changes to
the Sherburne County All Services and Fee Schedule, which would be made effective August 1,
2025.

6. 9:24am **Recess Regular Meeting, Employee Recognition**

- 1 Celebrate Spring Employee Anniversary Recognition. Administration
Bruce Messelt, County Administrator

The Board recessed to acknowledge employees who had an anniversary from January - June 2025 will be recognized for their service with Sherburne County.

7. 9:59am **Reconvene, Regular Agenda**

- 1 Auditor-Treasurer's Monthly Report for June 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Commissioner Schumacher made a motion to approve and accept the May 2025 Financial Report from the Auditor-Treasurer/ Commissioner Felber seconded. Commissioners were unanimous to approve and accept the May 2025 Financial Report from the Auditor-Treasurer. (On file.)
- 2 Update on TH 169 & CSAH 4 Interchange Project (Zimmerman). Public Works
Andrew Witter, Public Works Department Head
Received an update on the TH 169 & CSAH 4 Interchange Project (Zimmerman).
- 3 2025 Legislative Recap and 2026 Budget Implications. Administration
Bruce Messelt, County Administrator
Received a 2025 legislative recap and 2026 budget implications from County Administrator Bruce Messelt.

8. 11:24am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse: Association of Minnesota Counties (AMC) District 5 Meeting, Community Corrections Meeting, Tech Steering Committee Meeting, Xcel Energy Tour, County Board of Equalization, Call with Congressman Emmer's Staff

Commissioner Danielowski: AMC District 5 Meeting, AMC Solar & Wind Learning Event, Big Lake Township Meeting, Central Mississippi Partnership (CMRP) Meeting, St. Cloud Area Planning Organization (APO) Board Meeting, MNDOT Transportation meeting, Options Summer BBQ, National Association of Counties (NACo) Central meeting, County Board of Appeals and Equalization, Sherburne County Substance Use Prevention (SUP) Meeting, Ribbon Cutting for 1010 Project, Becker Big Lake Ice Association, Options Board Meeting, Constituent Matters

Commissioner Schumacher: Public Works doing well with road construction in District 5, County Board of Appeals and Equalization Meeting

Commissioner Felber: Solar Field Visit, NACo Public Safety Meeting, Violent Offender Taskforce, Energy Transition Meeting, AMC District 5, Metropolitan Emergency Services Board Meeting, NACo Rural Action Meeting, Central Minnesota River Partnership, Central Minnesota Jobs & Training Services (CMJTS) Finance and Operations Committee, AMC Solar Signing, Becker Freedom Days, County Extension Meeting, County Board of Appeals and Equalization, 1010 Ribbon Cutting, Special Olympics Torch Run, Constituent Matters

Commissioner Gray: AMC District 5 Meeting, NACo, Solar Tour, Xcel Stakeholder meeting, Family Home Visiting Picnic, Nuclear Regulatory meeting, State Community Health Services State Advisory Committee(SCHSAC), University of Minnesota Extension Meeting, Parks and Trails Advisory Committee, 1010 Ribbon Cutting, NACO Agriculture

9. 11:39am **Recess Regular Meeting, Open Ditch Authority Meeting**

- 1 Ditch Authority Agenda. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector

Commissioner Hulse moved to approve the Ditch Authority agenda, as presented/ Commissioner Felber seconded. Commissioners were unanimous to approve the Ditch Authority agenda, as presented.

2 Ditch Drainage Technician's Report.

Auditor / Treasurer

Mike Lindenau, County Ditch Inspector

Commissioner Hulse first / Commissioner Felber second. Commissioners were unanimous to accept the Ditch Drainage Technician's Report, as presented by Mike Lindenau.

10. 11:55am Recess Regular Meeting, Break

11. 12:00pm Reconvene, Open Workshop

12. 1:11pm Close Workshop Meeting, Adjourn Regular Meeting

Manual Warrant BMO Harris PCard

5/29/25	205,540.49	General Revenue Fund
	4,446.67	Public Works Fund
	4,564.28	Human Service Fund
	5,069.87	Solid Waste Fund
	2,315.43	Jail Commissary Fund
	1,405.58	Justice Center Enterprise Fund
	223,342.32	Total

Commissioner Warrants

5/30/25	294,384.51	General Revenue Fund
	11,426.73	Public Works Fund
	11,099.04	Solid Waste Fund
	9,779.84	Jail Commissary Fund
	179,616.86	Justice Center Enterprise Fund
	20.00	Agency Collections
	4,131.00	Taxes & Penalties Fund
	1,144,856.00	Payroll Fiduciary Fund
	1,655,313.98	Total

Manual Warrants

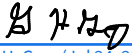
5/30/25	11,840.00	Agency Collections
	1,923,861.17	Taxes & Penalties Fund
	16,261,929.86	School Districts Collections
	18,197,631.03	Total

Warrants

6/3/25	5,552.59	OBO Amazon
	667.57	OBO American Red Cross
	1,150.00	OBO Arclet Beacon
	522.48	OBO Bluestone Grill
	700.00	OBO Camp Croix
	360.00	OBO Coborns Superstore
	663.97	OBO Delta
	350.00	OBO Flying Colors Trapeze Sawyer
	405.00	OBO Institute for Chem
	700.00	OBO International Co-Responder Conf
	329.18	OBO MN Driver and Vehicle
	1,194.00	OBO Pine Lake Camp
	373.35	OBO Quadient
	890.00	OBO SDSU Wrestling
	727.59	OBO Smilemakers
	742.37	OBO Steinbrecher Company
	730.00	
	1,004.40	

	17,062.50	OBO YMCA of the North
		8 Payments less than 300
		Total
Commissioner Warrants P1 50% Est School Dist Payout		
6/5/25	1,656,152.65	School Districts Collections
	1,656,152.65	Total
Warrants		
6/6/25	36,912.82	36,912.82
	742.70	742.70
	347.44	347.44
	395.30	395.30
	577.75	Graves-Petron/Trisha
	2,937.06	Hennepin County
	853.64	Institute for Community Alliances
	303.80	Knaeble/Sarina
	392.60	Landherr/Christine D
	641.60	Lekatz/Kieran
	320.09	Lira/Kaylie
	601.30	Mateer/Mallory
	912.25	Mn Dept Of Human Services-
	373.48	Todd/Windsong
	7,270.25	Uline, Inc.
	3,811.42	27 Payments less than 300
	57,393.50	Total
Manual Warrants		
6/6/25	2,334.00	2,334.00 General Revenue Fund
	12,163.00	80 12,163.00 Agency Collections
	1,923,861.15	81 1,923,861.15 Taxes & Penalties Fund
	16,096,966.27	82 16,096,966.27 School Districts Collections
	18,035,324.42	Total
Manual Warrants		
6/6/25	2,334.00	General Revenue Fund
	12,163.00	Agency Collections
	1,923,861.15	Taxes & Penalties Fund
	16,096,966.27	School Districts Collections
	18,035,324.42	Total
Warrants		
6/6/25	57,393.50	Human Service Fund
	57,393.50	Total
Commissioner Warrants		
6/6/25	123,198.64	General Revenue Fund
	866,934.50	Public Works Fund
	49.00	Human Service Fund
	786.73	Law Library Fund
	52,356.76	Solid Waste Fund
	26,720.17	Jail Commissary Fund
	24,453.57	Justice Center Enterprise Fund
	4,130.01	Agency Collections
	11,116.00	Taxes & Penalties Fund
	3,785.94	Payroll Fiduciary Fund
	1,113,531.32	Total
Manual Warrants		
6/13/25	8,889.92	General Revenue Fund
	12,539.06	Agency Collections
	9,700,069.29	Towns & Cities Collections

	9,721,498.27	Total
6/13/25	462,104.51	General Revenue Fund
	1,709,027.76	Public Works Fund
	725.00	Law Library Fund
	2,896.37	Solid Waste Fund
	2,000.00	Park Dedications Fund
	17,691.41	Justice Center Enterprise Fund
	614.34	Agency Collections
	2,021.76	Taxes & Penalties Fund
	9,044,550.18	Towns & Cities Collections
	21,479.55	Payroll Fiduciary Fund
	1,263,110.88	Total

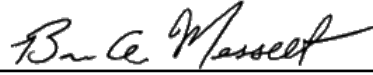


[Gary H. Gray \(Jul 24, 2025 09:52:50 CDT\)](#)

Gary H. Gray, Board Chairperson

07/24/2025

Date



Bruce Messelt, County Administrator

07/28/2025

Date