



Sherburne County Board of Commissioners

December 17, 2024 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on December 17, 2024, 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/Gray were unanimous to approve the regular meeting agenda as amended with moving item 6.1 to be presented before item 3.

2. 9:03am Consent Agenda

Danielowski/Gray were unanimous to approve the Consent Agenda as amended with pulling item 2.6, 2.35, 2.36, 2.37 to be voted on separately.

- 1 Minutes from the December 3rd, 2024, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the minutes from the December 3rd, 2024 Regular Meeting of the County Board, as presented.
- 2 Minutes from the December 3rd, 2024, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the Minutes from the December 3rd, 2024 County Board Workshop meeting as presented.
- 3 Minutes from the December 5th, 2024, Truth in Taxation Meeting of the County Board. Administration
Bruce Messelt, County Administrator
Approved the minutes from the December 5th, 2024, Truth in Taxation Meeting of the County Board, as presented.
- 4 2025 5-Year Capital Improvement Plan. Administration
Dan Weber, Assistant County Administrator
Approved the 2024 5-Year Capital Improvement Plan, as presented. (On file.)
- 5 2025 Non-Levied Budgets. Administration
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator
Approved the 2025 Non-Levied Budgets, as presented. (On file.)
- 7 Commissioner Expense Reimbursement from the AMC Annual Meeting. Administration
Bruce Messelt, County Administrator
Approved transportation expenses for Commissioner Fobbe, incurred during the AMC Annual Conference, in the amount of \$34.29.
- 8 Authorization to Issue Checks to Eligible Parties for Tax Rebate Financing, in Accordance with the Agreements on File. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Payment of 2024 Tax Rebate Financing and authorized issuance of checks for the same,

in accordance with the agreements on file for the following:

- Sandhill Holdings
- S&B LLC
- GATR of Sauk Rapids, Inc- RAN Properties LLC
- Morrell Oversize, Inc- Scott Morrell LLC
- Patrick Industries, Inc
- Apex Embroidery Design, Inc. & SBH Properties, LLC
- Ice Man Properties LLC
- Zablocki Roofing Inc & OZ Properties

- 9 Commissioner & Manual Warrants Dated November 22nd, 27th, and 29th, and December 2nd and 6th, 2024. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants Dated November 22nd, 27th, and 29th, and December 2nd and 6th, 2024, as follows:
- November 22 2024, Manual Warrants \$10,247.35
November 27 2024, Manual Warrants \$4,554.50
November 29 2024, Commissioner Warrants \$2,355,715.79
December 2 2024, Commissioner Warrants Final Settlement P3 \$11,898,249.57
December 6 2024, Commissioner Warrants \$914,147.55
December 6 2024, Manual Warrants \$13,021,576.89
- 10 Authorization to Pay Final 2024 Warrants. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved a Request for Authorization to Pay Final 2024 Warrants. (On file.)
- 11 Resolution 121724-AD-3175 to Commit Fund Balance, in Accordance with GASB Statement #54. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Resolution No. 121724-AD-3175 to commit Fund Balance, in accordance with GASB Statement #54. (On file.)
- 12 Agreement Between the MN Department of Health and Sherburne County for the Cannabis and Substance Use Prevention (CSUP) Grant. Health & Human Services
Nicole Ruhoff, CHS Administrator
Approved an agreement between the MN Department of Health and Sherburne County for the Cannabis and Substance Use Prevention (CSUP) Grant, in the amount of \$120,814, for Budget Period 1 - November 21, 2024, to October 31, 2025. (On file.)
- 13 Contract Between Sherburne County and YMCA for Drop-in Child Care Services. Health & Human Services
Gina Anderson, Economic Supports Manager
Approved a contract between Sherburne County and YMCA for Drop-in Child Care Services for 2025. The term of the agreement shall be January 1, 2025 through December 21, 2025. The total amount to be paid by the County pursuant to this Contract shall not exceed \$65,000.
- 14 December 3rd, 2024 HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved HHS OBO Warrants dated December 3rd, 2024, as presented.
- December 3, 2024 HHS OBO Warrants \$15,941.10

- 15 December 6th, 2024, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved the HHS IFS Admin Warrants dated December 6th, 2024, as presented.
- December 6, 2024 HHS IFS Admin Warrants \$85,315.88
- 16 PATH (Projects for Assistance in Transition from Homelessness) Grant Health & Human Services
Contract between CAMHI (CommUNITY Adult Mental Health Initiative) and
Sherburne County.
- Tony Masters, Social Services Manager*
Approved the PATH (Projects for Assistance in Transition from Homelessness) Grant Contract
between CAMHI (CommUNITY Adult Mental Health Initiative) and Sherburne County.
- 17 Therapy Dog Policy and Acquisition of an Initial Therapy Dog for Health Health & Human Services
and Human Services.
- Amanda Larson, HHS Director*
Approved an HHS Department Policy governing a Therapy Dog Program and authorized
procurement and initial training of a Therapy Dog.
- 18 Recommended Revisions to the Sherburne County Rules and Personnel Human Resources
Policies.
- Tammy Bigelow, HR Director*
Approved recommended revisions to the Sherburne County Rules and Personnel Policies to the
following Chapters:
- * Chapter 1 (Purpose, Adoption and Administration)
 - * Chapter 7 (Employee Benefits)
 - * Chapter 9 (Severance/Termination Pay) -
With approval of the recommended revisions to Chapter 9 (Severance/Termination Pay) for
2025 only: Prorated post-employment health care savings plan gross salary contributions for
Non-Union Supervisors & Managers and Non-Elected Department Heads to be determined
based on 22 increments throughout the year, with contributions beginning February 2025.
The full gross salary contributions will begin in 2026.
 - * Chapter 19 (Procedures for Processing Allegations of Misconduct)
- 19 SIEM Solution with Rapid-7. Information Technology
Brian Kamman, IT Director
Approved an agreement with Rapid-7 for their Security Information and Event Management
(SIEM) tool and 24/7/365 Security Operation Center (SOC) to provide services to improve the
security posture of Sherburne County government computing and data. The cost is \$74,900. (On
file.)
- 20 2025 City and Township Recycling Day Funding Amounts. Planning & Zoning
Maureen Mossak, Environmental Specialist
Approved City and Township Recycling Day Event funding amounts for 2025, as follows:
- Baldwin City \$ 8,900.00
Becker City \$ 4,500.00
Becker Twp \$ 3,900.00
Big Lake City \$ 11,800.00
Big Lake Twp \$ 18,700.00

Blue Hill Twp \$ 6,400.00
Clear Lake City \$ 500.00
Clear Lake Twp \$ 3,000.00
Elk River City \$ 11,400.00
Haven Twp \$ 3,400.00
Livonia Twp \$ 6,300.00
Orrock Twp \$ 8,000.00
Palmer Twp \$ 10,000.00
Santiago Twp \$ 3,100.00

- 21** Appointments to the Sherburne County Board of Adjustment. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved reappointment of Steve Demeules and appointment of Boaz Erickson to the Sherburne County Board of Adjustment for a three-year term, from January 1, 2025-December 31, 2027.
- 22** County Solid Waste License Renewal for Elk River Landfill, Inc. Planning & Zoning
Dave Lucas, Solid Waste Administrator, June Volkers
Approved a one-year renewal of the County's Solid Waste License for Elk River Landfill, Inc. Term shall be January 1, 2025 - December 31, 2025.
- 23** Recommended 2025 Appointment to the Sherburne County Planning Advisory Commission. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Approved appointment of Mr. Jeff Anderson as Santiago Township Representative on the Sherburne County Planning Advisory Commission, as recommended by the Township Board, for the term of January 1, 2025-December 31, 2027.
- 24** Amended Residential Battery Recycling Program. Planning & Zoning
Jerome Doede, Environmental Specialist, Senior Environmental Specialist
Approved amendments to the Residential Battery Recycling Program and related Budget, as recommended by the Solid Waste Advisory Committee. (On file.)
- 25** Resolution No.121724-AD-3176 to apply for Highway Safety Improvement Program Funding for the CSAH 11/ CSAH 16 Roundabout. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 121724-AD-3176 to apply for HSIP Funding. (On file.)
- 26** Agreement and Resolution No. 121724-AD-3177 to Effect the Turnback of County Highway No. 53 (CSAH 8 to Mississippi River/Snuffy's Landing). Public Works
Andrew Witter, Public Works Department Head
Approved County Board Resolution No. 121724-AD-3177 for the Turnback of County Highway No. 53. (On file.)
- 27** Agreement and Resolution No. 121724-AD-3178 to Effect the Turnback of County State Aid Highway No. 24 Located within the City of Becker. Public Works
Andrew Witter, Public Works Department Head
Approved County Board Resolution No. 121724-AD-3178 for the Turnback of that Segment of County State Aid Highway No. 24 located within the City of Becker. (On file.)
- 28** Out-of-State Travel for the Deputy County Engineer to Attend the National Association of County Engineers Conference. Public Works
David Roedel, Assistant Public Works Director
Approved and authorized the Deputy County Engineer to travel Out-of-State to attend the National Association of County Engineers Conference, to be held in April 2025 in Schaumburg, IL.

- 29 Final Payment for 2022 CSAH 20 Reconstruction (SAP 71-620-005 & SAP 71-620-007). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with Knife River for project # SAP 71-620-005- & SAP 71-620-007 for the 2022 CSAH 20 Reconstruction.
- 30 Final Payment for 2024 Pavement Markings (CP 71-PM-024). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized final contract payment with Sir Lines-A-Lot, LLC for project # CP 71-PM-024 for the 2024 Pavement Markings.
- 31 Joint Powers Agreement with Mille Lacs County for the CSAH1/CSAH 18 Design Services for Improvements Along the Sherburne-Mille Lacs County Line. Public Works
Andrew Witter, Public Works Department Head
Approved a Joint Powers Agreement with Mille Lacs County for the CSAH 1/CSAH 18 design services for improvements along the Sherburne-Mille Lacs County line. (On file.)
- 32 License Agreement for the Sherburne County Trail Association's Use of County Right-of-Way as Part of the Snowmobile Trail System. Public Works
Andrew Witter, Public Works Department Head
Approved a License Agreement with the Sherburne County Trail Association and authorize the County Board Chair to execute the same. The term of the License Agreement shall be from December 1, 2024, until December 1, 2025, or until the property is sold, whichever occurs first. (On file.)
- 33 Negotiation Letter for BNSF Railroad Crossing Easement Agreement. Public Works
David Roedel, Assistant Public Works Director
Approved a Letter of Negotiation for Railroad Crossing Closures on BNSF Easement. (On file.)
- 34 Professional Services Agreement for Parks Vegetation Management. Public Works
Gina Hugo, Parks Director
Considered and approved a three-year Professional Services Contract with Natural Resource Services, Inc for Natural Resource Vegetation Management in Parks. Term of agreement January 1, 2025 - December 31, 2028. (On file.)
- 35 Resolution No.121724-AD-3179 Accepting a Grant from the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works
Gina Hugo, Parks Director
Fobbe/Hulse with a 4-1 vote to approve Resolution No.121724-AD-3179 to accept a Grant from the Carbon Reduction Program Project for Electric Charging Stations and County Fleet Electric Vehicles, to be located at the Government Center, as recommended. (On file.)
- 36 Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works
Gina Hugo, Parks Director
Fobbe/Hulse with a 4-1 vote to approve to approve Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)
- 37 Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works

Gina Hugo, Parks Director

Fobbe/Hulse with a 4-1 vote to approve Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)

- 38** Resolution No.121724-AD-3182 in Support of a Grant Application via the Carbon Reduction Program Project for the CSAH 11 at CSAH 16 Roundabout. Public Works

Gina Hugo, Parks Director

Approves Resolution No.121724-AD-3182 in Support of a Grant Application via the Carbon Reduction Program Project for E for the CSAH 11 at CSAH 16 Roundabout. (On file.)

- 39** Law Enforcement Services Contract with the City of Zimmerman. Sheriff

Joel Brott, County Sheriff

Approved a contract between the City of Zimmerman and Sherburne County Sheriff's Office for law enforcement services within the city limits. This agreement will be effective through December 31, 2026. (On file.)

- 40** Appointment of Extension Committee Members. U of M Extension Office

Dan Weber, Assistant County Administrator, Samantha Stone

Approved the following appointments to the Sherburne County Extension Committee:

- Donella Petro as a District Five Representative #1
- Donna Stoderl as a District Five Representative #2

- 6.** **9:05am** Assignment and Assumption of Tax Abatement Agreement. Administration

Dan Weber, Assistant County Administrator

Hulse/Fobbe were unanimous to approve and consent to the transfer, assignment, and assumption of tax abatement property from Envision 3, LLC, to Patrick Industries, Inc., as amended with the revision of Envision 3 to be changed to Sport Tech. (On file.)

- 35.** **9:07am** Resolution No.121724-AD-3179 Accepting a Grant from the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works

Gina Hugo, Parks Director

Fobbe/Hulse with a 4-1 vote to approve Resolution No.121724-AD-3179 to accept a Grant from the Carbon Reduction Program Project for Electric Charging Stations and County Fleet Electric Vehicles, to be located at the Government Center, as recommended. (On file.)

- 36.** **9:07am** Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works

Gina Hugo, Parks Director

Fobbe/Hulse with a 4-1 vote to approve to approve Resolution No. 121724-AD-3180 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)

- 37.** **9:07am** Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. Public Works

Gina Hugo, Parks Director

Fobbe/Hulse with a 4-1 vote to approve Resolution No 121724-AD-3181 in Support of a Grant Application via the Carbon Reduction Program Project for Electric Charging Stations and Electric Vehicles. (On file.)

Regular Agenda

- 6.1. 9:15am 2024 Farm Family of the Year & Receive and Update from the University of MN Administration Extension.
Lori Vicich, Regional Director
University of Mn Extension Regional Director Lori Vicich announced and congratulated the 2024 Sherburne County Farm Family of the Year to the Krenz Family. Ms. Vicich also provided a University of Mn Staff update introducing two new educators.
3. 9:27am **Open Forum**
No one was present to speak.
4. 9:27am **Announcements**
County Administrator Bruce Messelt announced and reminded the Board of the following:
- Displayed the Merit Award that Public Works received from the MnDOT
 - NACo Central Regional Meeting will be held virtually at 1:15pm this afternoon
 - Economic Development Authority Meeting on Thursday, December 19
 - The Government Center will be closed on December 24th, but the Courts will be open.
 - January 20th is the MICA Legislative Forum in Prior Lake
 - AMC County Government 101 will be held on January 22-24, 2025 at the InterContinental Hotel-St. Paul Riverfront
 - February 26 is the AMC Legislative Conference in St Paul
 - March 1-4 is the NACo Legislative Conference
- Mr. Messelt also presented Lisa Fobbe a plaque for her 8 years of service as Sherburne County Commissioner. A plaque was also awarded to Commissioner Felber in recognition of being the 2024 Board Chair.
5. 9:38am **Recess Regular Meeting, Open Regional Rail Authority Meeting**
6. 9:40am **Close Regional Rail Authority Meeting, Reconvene Regular Agenda**
- 9:40am 2 Name Change to an existing Interim Use Permit for Highway Planned Planning & Zoning Unit Development - Acorn Mini Storage.
Lynn Waytashek, Planning & Zoning Administrator
Gray/Fobbe were unanimous to approve a name change for an existing Interim Use Permit for Highway Planned Unit Development with the (11) recommended Conditions and Findings of Fact as recommended by the Planning Commission for PID # 30-00570-0105; Legal Desc: Dean Anderson Third Addition, Lot 1, Blk 1; Sec 27, Twp 34, Rge 26; with 8.13 acres in the General Rural District.

Conditions:

1. This Interim Use Permit for a Highway Planned Unit is issued to Acorn Mini Storage for the purpose of Mini-Storage Business. New IUP will replace existing IUP # 65884 Doc # 915372 the applicant will be required to submit the request to revoke the current IUP #65884 and pay the \$46.00 recording fee.
2. The Board's Packet Attachments include the Landscaping and Screening Plan, Lighting Plan, Building Plans and Grading and Drainage Plans and written descriptions along with any conditions added during Planning Advisory Commission and/or County Board review will become a part of the approved interim use permit. The location of any improvements on the property shall be consistent with these plans. A variation from these approved plans may require an amendment to the IUP, subject to the opinion of the Zoning Administrator.

3. A building permit is required from the Planning and Zoning Department all building plans must be prepared by an architect or engineer to certify the structure complies with MN Building Code.
4. No Exterior storage is permitted with this IUP.
5. Any signage shall comply with the County's sign ordinance, a sign permit is required.
6. Road access will remain via 119th Ave no other road access is approved with this IUP.
7. Exterior lighting shall be directed away from residences and the public right-of-way and shall comply with the lighting plan as presented in the Board's (Packet Attachment D).
8. Days and hours of operation shall be 7-day a week 6 AM-10PM. Snow removal and maintenance of this property may be done outside those hours.
9. Must install 6-foot tall Black Hills Spruce and 2-inch Autumn Blaze Maples as shown on Landscaping Plan (Attachment D). All planted trees on the property must be maintained and watered as necessary for the duration of the permit. Any dead trees must be replaced on a yearly basis.
10. The applicant shall allow the County to inspect the property during normal business hours.
11. Property owner shall ensure that MPCA day & nighttime noise standards are not exceeded 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 neighboring properties to the west are existing residences and to the east is US HWY 169. The property to the south has been rezoned to Industrial and the property to the north has been approved for a commercial flooring business.
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 County's Zoning Ordinance Section 16.2 (Interim Uses), Subd. 5.16 (Planned Unit Development Highway) allows the establishment of a business on lands that abut a State or US Highway if it is found to be an appropriate use that will serve the local marketplace. The development of this property should not impede development on the surrounding vacant properties.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. Yes, there are minimal public utilities needed for the development of this property, the applicant is not proposing to add a well or sewer to the property. Access to the business will be from 119th a low volume township road. The drainage plans provided by the applicant have been reviewed by the Township Engineer (Bogart Pederson) who stated quality volume and pre-/post- discharge rates are in compliance with the NPDES requirements.
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 use in accordance with the County.
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, the Applicant's proposed plans for security, lighting, visual screening and drainage do not constitute a nuisance to neighboring landowners. No complaints related to the operation of this business have been made.

Tracie Robeck.

Lynn Waytashek, Planning & Zoning Administrator

Fobbe/Danielowski were unanimous to approve a Preliminary and Final Simple Plat of "Robeck Addition" consisting of (2) lots with the (2) Conditions as recommended by the Planning Commission and listed in the background justification for PID # 30-00027-3400; Legal Desc: The North 385 ft of that part of the Southeast Quarter (full legal on file); Sec 27, Twp 34, Rge 26; with 21.59 acres in the General Rural District.

Conditions:

1. The plat shall be recorded in the Office of the County Recorder/Register of Tittles, subject to recording fees, within one year of County Board approval of Final Plat.
2. An Access Permit will be required from the Public Works Department to ensure the driveway is constructed to County Standards.

9:41am

4

Interim Use Permit for Home Business in Accessory Building - Dog Planning & Zoning Grooming - Rhonda Murray.

Lynn Waytashek, Planning & Zoning Administrator

Gray/Fobbe were unanimous to approve an Interim Use Permit for Home Business in an Accessory Building-Dog Grooming with the (8) Conditions and Findings of Fact as recommended by the Planning Commission for PID # 15-00036-1305; Legal Desc: W 220ft of S 396 ft (full legal on file); Sec 36, Twp 35, Rge 27; with 1.75 acres in the General Rural District.

Conditions:

1. There may be one non-illuminated sign totaling no more than 12 sq ft in size located on the property, but outside of the public right-of-way.
2. Days & hours of operation shall be Tuesday to Saturday 8:30am-4:00pm.
3. The applicant must apply for a building permit for any modifications to the structure and septic system.
4. There may be no more than two (2) employees (FTE) other than a member of the household residing on the premises.
5. No boarding of dogs is allowed.
6. All animal waste must be disposed of in a legal manner.
7. The IUP is issued to Rhonda Murray and shall expire with a change in ownership of the property.
8. The property owner shall permit 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 neighboring properties are 600' to the east and 1,175' to the west with the Sherburne National Wildlife Refuge to the south. All work will be completed in the existing accessory building.
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, Policy Statement 16, of the Comprehensive Plan (Economic Development) "It is the County's directive to support home extended businesses that do not negatively impact the environment, general character of the neighborhood, or existing commercial/ industrial districts".

3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. Yes, the applicant is using an existing detached garage and 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 property is 1.75 acres and has enough off-street parking for the 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, the conditions that are proposed to be placed on the IUP, if approved, will address the concerns in #5

9:42am

5

Interim Use Permit for Home Business in Accessory Building-Design and Planning & Zoning Engineer 10 Meter Radios - Tyler and Brandi Piltz.

Lynn Waytashek, Planning & Zoning Administrator

Danielowski/Gray were unanimous to approve an Interim Use Permit for Home Business in Accessory Building-Design and Engineer 10 Meter Radios, with the following (5) Conditions and Findings of Fact as recommended by the Planning Commission and listed in the background justification for PID #35-00034-2404; Legal Desc: That pt of SE 1-4 (full legal on file); Sec 34, Twp 34, Rge 27; with 6 acres in the Geral Rural District.

Conditions:

1. There may be one non-illuminated sign totaling no more than 12 sq ft in size located on the property, but outside of the public right-of-way.
2. Days & hours of operation shall be hours are Monday to Friday 9:00am-5:00pm.
3. The applicant must apply for a building permit for any modifications to the structure and a new septic tank.
4. There may be no more than two (2) employees (FTE) other than a member of the household residing on the premises.
5. The IUP is issued to Tyler and Brandi Piltz and shall expire with a change in ownership of the property.

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, all work will be completed in the existing accessory building.
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, Policy Statement 16, of the Comprehensive Plan (Economic Development) "It is the County's directive to support home extended businesses that do not negatively impact the environment, general character of the neighborhood, or existing commercial/ industrial districts".
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. Yes, the applicant is using an existing accessory building and 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 owns 6 acres so there is sufficient off-street parking for this project.
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.

9:42am

6

Interim Use Permit for Solar Related Business - Xcel Energy.

Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Fobbe/Danielowski were unanimous with a 4-0 approve an Interim Use Permit for Solar Related Business with the (5) Conditions and Findings of Fact as recommended by the Planning Commission and listed in the background justification for PID # 20-00118-3400; Legal Desc: N 500ft of E 450 ft (full legal on file); Sec 18, Twp 34, Rge 29; with 5.17 acres in the Agricultural District.

Commissioner Gray stepped down from the dais to abstain from the vote.

Conditions:

1. This site will be accessible 24hrs for access purposes as needed for servicing solar farm related activities.
2. The applicant must apply for permits for any modifications/upgrades to the buildings and/or septic system.
3. A building permit will be required for the fence since it is over 7ft. tall.
4. The property owner shall permit the County to inspect the property during normal business hours.
5. The IUP is issued to Xcel Energy and Paul Gray-ETAL and shall expire with a change in ownership of the property or business.

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 nearest neighboring residence is 320' northeast of this property. The majority of the land surrounding this property will be solar farms and will not have any residences.
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 IUP will not impede normal and orderly development. The property is 5.17 acres and will be surrounded mostly by solar farms and one residence.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided. Yes, the applicant is using two existing buildings and 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, there is adequate parking on the property for 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, it is not anticipated to cause offensive odor, fumes, dust, noise and vibration. It will be used as offices and storage for solar farm related activities.

9:43am	7	Conditional Use Permit for Communication Towers and Antennas - Planning & Zoning Xcel Energy. <i>Lynn Waytashek, Planning & Zoning Administrator</i> Hulse/Gray were unanimous to approve a Conditional Use Permit for Communication Towers and Antennas with the (3) Conditions and Findings of Fact as listed below in the background justification for PID # 20-00127-4400; Legal Desc: SE ¼ ex (full legal on file); Sec 27, Twp 34, Rge 29; and with 140.82 acres in the Agricultural District. Conditions: 1. Building permit is required to construct communication tower. If any on-site supply structure is over 200 sq. ft. in size a building permit for that structure will also be required. 2. Signage and emergency contact numbers must be posted on fence surrounding equipment. 3. The applicant shall comply with all federal, state, and local laws and regulations. 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 location of the communication tower is nearly 1,200 feet away from the nearest houses which are to the east. Lands to the north, south and west are currently part of the Sherco Solar Project. 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, the CUP will not impede normal development. The property is a 140-acre parcel that is part of the Sherco Solar Project on land used for a Collector Substation. Lands to the east are not part of the Sherco Solar Project but are zoned Agricultural and are currently farmed. 3. Have adequate utilities, access roads, drainage and other necessary facilities been or are being provided? Yes, the site is a designated Collector Substation, approved under the Public Utility Commission. All necessary facilities are provided. 4. Have adequate measures been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use? Yes, there is plenty of parking available on this property needed for construction and operations. 5. Have adequate measures 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, construction of the site will cause noise and additional traffic, but this will be temporary. Once the communication tower construction is complete traffic will be minimal and consist of company vehicles inspecting the site on an as needed basis.	
9:44am	8	Auditor-Treasurer's Monthly Report for November 2024. Auditor / Treasurer <i>Loraine Rupp, Auditor/Treasurer</i> Received, reviewed, and Hulse/Gray were unanimous to accept the Auditor-Treasurer's Monthly Report for November 2024 as presented by Auditor/Treasurer Loraine Rupp.	
9:52am	9	Resolution No. 121724-AD-3183 Establishing 2025 County Elected Administration Official Salaries.	

Bruce Messelt, County Administrator

Hulse/Danielowski were unanimous to approve Resolution No. 121724-AD-3183 establishing County Elected Official Salaries for 2025. (On file.) County Attorney Kathleen Heaney stepped down from the dais for the item.

- 9:54am 10 Resolution No. 121724-AD-3171 Establishing 2025 Salaries for County Administration Commissioners.

Bruce Messelt, County Administrator

Danielowski/Gray were unanimous approve Resolution No. 121724-AD-3171 establishing the 2025 salaries for Sherburne County Commissioners. (On file.) The 2024 County Commissioner's salary was set at \$57,670. A 2.5% increase would equate to \$59,112.

- 9:57am 11 2025 Annual Budget and Associated Annual Levies. Administration

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

Approve Resolutions No. 121724-AD-3172, No. 121724-AD-3173, and No.121724-AD-3174, thus adopting the 2025 Budget, certifying the 2025 Property Tax Levy, and certifying the 2025 Regional Rail Levy. (On file.)

Danielowski/Gray were unanimous to approve Resolution No. 121724-AD-3172.

Danielowski/Fobbe were unanimous to approve Resolution No. 121724-AD-3173.

Gray/Danielowski were unanimous to approve Resolution No.121724-AD-3174.

7. 10:04a **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda**
m **Items**

Commissioner Hulse - Truth in Taxation (TNT) meeting, Mississippi Watershed meeting, Participated in a podcast with the Executive Chair of the Republican Party and Former Chair going over the details on what actual occurred on Election Night

Commissioner Danielowski - Connexus Energy Forum and Breakfast, Truth in Taxation meeting, Association of Minnesota Counties (AMC) Annual Conference, Economic Development Workforce & Housing Study Event, Central Mississippi River Partnership (CMRP), Big Lake Township, Employee Holiday Lunch, St. Cloud Area Planning Organization, Tri-County Executive Board meeting, 2024 Harassment Training

Commissioner Gray - Xcel via Zoom on Battery Forum, Connexus Breakfast, TNT, AMC Annual Conference, Minnesota Inter-County Association (MICA), State Community Health Services State Advisory Committee (SCHSAC)

Commissioner Felber - Indigenous Training, Mn Coalition of Lake Associations, Energy Transition Advisory Committee, Truth in Taxation, AMC Annual Conference, Tribal Relations Forum, County Holiday Party, Harassment Training - Shared words on how much the Board is going to miss Commissioner Fobbe.

Commissioner Fobbe - Truth in Taxation, AMC Annual Conference, Thanked staff who attended AMC, Employee Resource Group - Pride Alliance, MICA, SCHSAC, Holiday Luncheon, Central Minnesota Jobs & Training Services (CMJTS) Operations Committee, CMJTS Community Government Relations, CMJTS Workforce and Joint Powers, made a statement on her last meeting as commissioner.

8. 10:29am **Recess Regular Meeting, Open Ditch Authority Meeting**

- 10:29am 1 Review and Approve the Ditch Authority Agenda. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer

Hulse/Gray were unanimous to approve the Ditch Authority Agenda as presented.

- 10:29am 2 Receive the Ditch Drainage Technician Report. Auditor / Treasurer
Andrew Witter, Public Works Director

Hulse/Gray were unanimous to accept the Ditch Drainage Technician report as presented by Public Works Director Andrew Witter.

9. 10:32am **Close Ditch Authority Meeting, Adjourn Regular Meeting, Commence Employee Recognition**

1 Recognize July - December 2024 Employee Anniversaries.

Administration

Department Heads

The Board and staff convened at 11:00am in the Staff Café to recognize July – December 2024 Employee Anniversaries.

Manual Warrants

11/22/24	2,318.40	General Revenue Fund
	7,928.95	Agency Collections
	10,247.35	Total

Manual Warrants

11/27/24	4,554.50	Agency Collections
	4,554.50	Total

Commissioner Warrants

11/29/24	1,036,116.41	General Revenue Fund
	76,501.93	Public Works Fund
	5.26	County Ditch Fund
	35,261.50	Solid Waste Fund
	196,613.56	Justice Center Enterprise Fund
	18,883.50	Agency Collections
	17,264.41	Taxes & Penalties Fund
	975,069.22	Payroll Fiduciary Fund
	2,355,715.79	Total

HHS OBO Warrants

12/2/24	13,981.16	General Revenue Fund
	54,690.81	Metropolitan Transit Fund
	762,467.78	Hra & Ec Dev Fund
	1,460.31	Agency Collections
	30,646.19	School Districts Collections
	11,035,003.32	Towns & Cities Collections
	11,898,249.57	Total

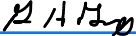
Commissioner Warrants

12/6/24	85,315.88	85,315.88 Human Service Fund
	85,315.88	Total

Commissioner Warrants

12/6/24	60,242.72	Avivo
	595.00	Central MN Mental Health Center
	457.46	Cooper/Erikah
	330.00	DNA Diagnostics Center
	6,043.36	Hennepin County
	314.00	Middle English Interpreting
	1,647.59	Mn Dept Of Human Services-SWIFT
	4,510.00	Sherburne Co Sheriff
	5,895.00	Sherburne County Auditor Treasurer
	333.42	Smith/Alexandra
	1,108.25	The Vernon Company
	372.52	Todd/Windsong
	3,466.56	29 Payments less than 300

	85,315.88	Total
Commissioner Warrants		
12/6/24	211,491.53	General Revenue Fund
	561,402.34	Public Works Fund
	5,007.64	Human Service Fund
	2,325.60	Law Library Fund
	89,212.33	Solid Waste Fund
	23,321.78	Jail Commissary Fund
	9,353.11	Justice Center Enterprise Fund
	12,033.22	Taxes & Penalties Fund
	914,147.55	Total
Manual Warrants		
12/6/24	6,439.37	General Revenue Fund
	119,078.16	Hra & Ec Dev Fund
	9,344.00	Agency Collections
	13,902.63	Taxes & Penalties Fund
	218,297.67	School Districts Collections
	12,654,515.06	Towns & Cities Collections
	13,021,576.89	Total


Gary H. Gray (Jan 15, 2025 11:47 CST)
Board Chairperson

01/15/2025
Date


Bruce Messelt, County Administrator

01/07/2025
Date