



Sherburne County Board of Commissioners

March 18, 2025 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on March 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
Danielowski/Felber were unanimous to approve the agenda as presented.

2. 9:01am Open Forum

No one was present.

3. 9:02am County Proclamations, Recognitions & Celebrations

- 1 Proclamation Designating March as Social Work Month. Health & Human Services
Amanda Larson, HHS Director
Danielowski/Felber with a 4-1 vote to approve a Proclamation designating the month of March 2025 as Social Work Month in Sherburne County. (On file.)

4. 9:04am Consent Agenda

Schumacher/Felber were unanimous to remove item #12 to be discussed and voted on separately.
Hulse/Felber were unanimous to approve the Consent Agenda as amended.

- 1 County Board Meeting Minutes from March 6, 2025. Administration
Keisha Broderick, Executive Assistant
Approved the County Board Meeting Minutes from March 6, 2025.
- 2 MN Lawful Gambling Application - Carefree Country Club. Administration
Keisha Broderick, Executive Assistant
Approved a MN Lawful Gambling Application for Exempt Permit for Carefree Country Club, to be used for Bingo events scheduled to be held at the Carefree Country Club, 12311 185th Avenue SE, Big Lake, MN 55309 on May 25, June 28, July 27, and August 31.
- 3 Commissioner Expense Reimbursements from Recent Conferences. Administration
Bruce Messelt, County Administrator
Approved reimbursements for Commissioners Danielowski (\$103.54), Gray (\$283.20) and Schumacher (\$229) for recent conferences, as presented.
- 4 Commissioner & Manual Warrants dated February 28th and March 7th, Auditor / Treasurer 2025.
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants dated February 28th and March 7th, 2025, as follows.

February 28, 2025, Commissioner Warrants \$2,497,232.99
February 28, 2025, Manual Warrants \$16,026.64
March 7, 2025, Commissioner Warrants \$560,050.86
March 7, 2025, Manual Warrants \$27,478.57

- 5 Resolution No. 031825-AD-3200 allowing for partial reimbursement to Auditor / Treasurer
Sherburne County Townships and Cities for Gopher Bounties for 2025.
Loraine Rupp, Auditor/Treasurer
Approved by Resolution No. 031825-AD-3200, the reimbursement of one dollar (\$1.00) of the
amount paid for gopher bounties to participating in Sherburne County Towns and Cities, not to
exceed \$1.00 per gopher during the calendar year of 2025, according to MS 328.12.
- 6 HHS OBO Warrants Dated March 3rd, 2025. Health & Human Services
Amanda Larson, HHS Director
Approved HHS OBO Warrants dated March 3rd, 2025, as follows.

March 3, 2025 HHS OBO Warrants \$23,550.11
- 7 HHS IFS Admin Warrants Dated March 7th, 2025. Health & Human Services
Amanda Larson, HHS Director
Approve HHS IFS Admin Warrants dated March 7th, 2025, as follows.

March 7, 2025 HHS IFS Warrants \$80,056.70
- 8 Collective Bargaining Agreement and Memoranda of Understanding Human Resources
with AFSCME Assistant County Attorney Unit.
Tammy Bigelow, HR Director
Approved the Collective Bargaining Agreement and Memoranda of Understanding with AFSCME
Assistant County Attorney Unit for the term of January 1, 2025, through December 31, 2026, as
recommended by the Negotiating Committee, and authorized the Board Chair to execute the
Agreement and Memoranda of Understanding. (On file.)
- 9 2025 Compensation for Non-Union Employees. Human Resources
Tammy Bigelow, HR Director
Approved for non-union employees the 2025 Compensation Plan, which includes a 5.0% range
adjustment, and 2025 Pay for Performance Compensation Plan, retroactive to January 1, 2025.
- 10 Laptop and Desktop Annual Refresh. Information Technology
Brian Kamman, IT Director
Approved the annual purchase of new laptops and desktops at an estimated cost of \$155,646.32.
- 11 Appointment of County Agricultural Inspector. Planning & Zoning
Marc Schneider, County Planner
Approved the appointment of Matt Danzl as County Agricultural Inspector, accepted the
Agricultural Inspector's 2024 Annual Report, and approved the 2025 Workplan Summary for the
State's Noxious Weed and the Seed Laws.
- 13 IJAA Amendment to Grant Agreement #105893 for the US 169/CSAH 4 Public Works
Interchange Project.
Andrew Witter, Public Works Department Head
Approved the IJAA Amendment to Grant Agreement #105896 for the US 169/CSAH 4 Interchange
Project (SAP 071-589-002). Agreement has a start date of November 12, 2024 and an amended
expiration date of December 31, 2029 with an total contract amount of \$353,450.00. (On file.)
- 14 Amendment to the LRIP Grant Agreement #1058095 for the US Hwy Public Works
169/CSAH 4 Interchange Project.
Andrew Witter, Public Works Department Head

Approved the LRIP Amendment to Grant Agreement #1058095 for the US 169/CSAH 4 Interchange Project (SAP 071-604-040). Agreement has a start date of November 12, 2024, and an amended expiration date of December 31, 2029, with a total contract amount of \$1,161,650.00. (On file.)

- 15 County Engineer to Acquire in Fee Title Parcel 21 (PIN 95-00016-2101) Public Works for purposes of the US 169 and CSAH 4 Interchange.

Andrew Witter, Public Works Department Head

Authorized the County Engineer to Acquire in Fee Title Parcel 21 (PIN 95-00016-2101) for purposes of the US 169 and CSAH 4 Interchange.

- 16 2023-25 Emergency Management Performance Grant (EMPG) Sheriff Agreement.

Joel Brott, County Sheriff

Approved and accepted the 2023-25 Emergency Management Performance Grant (EMPG) agreement in the amount of \$46,405.00, with the required annual matching grant available from the approved Emergency Management budget. The grant is retroactive to 2023, and has a performance period from January 1, 2023, to June 30, 2025. (On file.)

- 17 Transfer of County Vehicles (VSO Vans) to the St Cloud Veterans Affairs Center. Veteran's Services

Larry Fonder, Veteran Service Officer

Approved the sale/transfer of two Veterans Services Office (VSO) vans to the St Cloud VA Healthcare System (St Cloud VA) to facilitate the transition of the Sherburne County Veterans Services Transportation Program to the St Cloud VA/Disabled American Veterans (DAV) Transportation Program; direct preparation of required conveyance documentation by the County Administrator, Auditor/Treasurer, and Attorney; and authorized execution of the same by the County Board Chair.

12. 9:06am Amend the MPCA Grant Program Entitled "Replacing Failing Septic Systems to Protect Groundwater" and Increase said Funding Amount to Eligible Applicants. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

County Administrator Bruce Messelt and Environmental Specialist Jilian Carlson provided further explanation of the item as requested by Commissioner Schumacher. Hulse/Schumacher were unanimous to approve an amendment to the maximum grant amount from \$5,000 to \$10,000 for each SSTS upgraded, repaired or replaced under the MPCA Grant entitled "Replacing Failing Septic Systems to Protect Groundwater." (On file.) Commissioner Schumacher requested a future workshop be held regarding community and single septic systems.

5. 9:13am **Announcements**

County Administrator Bruce Messelt provided the following updates and announcements.

- The Association of Minnesota Counties (AMC) Leadership Summit will be held March 26-28 in Nisswa at Grand View Lodge.
- There are grant funds available for a commissioner to attend a conference in Duluth called Under One Roof regarding Emergency Management and Procedures on May 20-21. If you are interested in attending, please let County Administration know.
- Provided a legislative update for both state and federal levels.
- Provided a NorthStar update.
- A CSAH 23 Discussion with Becker and Becker Township took place and Commissioner Felber and Administrator Messelt were in attendance. There will be a workshop at a future meeting regarding the discussion.
- Two commissioners had expressed interest in being on the panel for County Attorney interviews. Consensus of the group was to have Commissioners Gray and Felber on the panel.
- IT Director finalist accepted the position. 4/21 will be the start date.

6. 9:36am **Regular Agenda**

9:36am 1 Application for an Interim Use Permit for Occasional Special Event - Planning & Zoning
Carol Zimmerman.

Marc Schneider, County Planner

Danielowski/Felber were unanimous in Tabling to May 6th, 2025, an Application for an Interim Use Permit for Occasional Special Event, for Property Address: 15913 41st St SE, Becker; PID #45-00021-2405; Legal Desc: W 1-2 of SE 1-4 (full legal on file); Sec 21, Twp 35, Rge 28; with 5.00 acres in the Agricultural District.

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.

No, the proposed use is not anticipated to diminish and impair values within the immediate area. There will be no more than 2 events in a year and the applicants proposed operation and the conditions of this Interim Use Permit should mitigate potential impact on neighboring properties.

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.

No, the use will impede normal development of this property or neighboring properties. Neighboring properties to the north, west and east have been developed for single family housing.

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

Yes, adequate utilities, parking and other necessary facilities are being 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 demonstrated they have enough parking spaces to accommodate the proposed number of people using the property.

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.

No, this IUP limits the occasional special events to no more than two (2) a year and with the conditions of approval, adequate measures will be taken to mitigate offensive noise, dust and vibration.

9:37am 2 Application for a Conditional Use Permit Amendment, as modified by Planning & Zoning
the Planning Advisory Commission - Carol Zimmerman.

Marc Schneider, County Planner

Danielowski/Felber were unanimous in Tabling to May 6th, 2025, an Application for a Conditional Use Permit Amendment, as modified by the Planning Advisory Commission, for Property Address: 15913 41st St SE, Becker; PID #45-00021-2405; Legal Desc: W 1-2 of SE 1-4 (full legal on file); Sec 21, Twp 35, Rge 28; with 5.00 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 making and engaging in on-site and off-site liquor sales for products produced on the property using locally grown or produced agricultural commodities.

2. This CUP does not grant authority to this property to be utilized as a venue for Occasional Special Events, Rural Tourism (weddings or events) or similar uses in the County's Zoning Ordinance as those uses require separate permits from the County.
3. This CUP does not grant authority to sell or resell wine, cider or other, including any food or food products that are not produced on the property or are not locally grown agricultural commodities.
4. Prior to engaging in on-site or off-site liquor sales under this CUP, the applicant must notify the Planning and Zoning Office Department by email zoning@co.sherburne.mn.us and provide a copy of their Minnesota Farm Winery License and the Sherburne County Liquor License.
5. All farm related business activities must be limited to the "winery" and "parking" areas identified on the site plan included with the application and as Packet Attachment C.
6. There shall be no more than ~~60~~ 40 people at the property at any given time.
7. All customer parking must be limited to the parking area identified on the site plan (Packet Attachment C). No parking is permitted on 41st Street SE. No more than ~~20~~ 50 customer vehicles are permitted on-site at any time. _
8. Days and hours of operation shall be: two weekends a month (first and third weekend Memorial Day weekend through the first weekend in October. Permitted hours of operation are 12:00 pm - 6:00 pm on Fridays and Saturdays and 12:00 pm to 5:00 pm on Sundays.
9. Any outdoor lighting must be limited to those areas marked as "winery" "parking" or the sanitary services identified on the site plan and must not be directed toward neighboring properties.
- ~~10. No live or amplified music is permitted on the property as a part of the farm related business or during the hours of operation permitted by this CUP. Live music is allowed until 5:00pm but no amplified music is permitted on the property as part of the farm related business or during the hours of operation permitted by this CUP.~~
11. Adequate sanitary services shall be made available to anyone using this property. Sanitation services shall be located on the area marked on the site plan. A copy of the service contract shall be provided to the County, if requested.
12. The existing house and accessory structures shall not be used by guests in connection with the activities permitted by this CUP. The only building permitted for use by the public is the 20'x30' (600 sq. ft.) open-air pavilion in the location identified on the site plan.
13. 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.
14. There may be no employees other than residents of the property.
15. The property owner shall permit the County to inspect the property during normal business hours.
16. The owner will maintain a log of the activities occurring on-site that includes dates, times and number of guests are on site and make available to the Planning and Zoning Office if requested.
17. The applicant shall maintain compliance with all local, state and federal laws.
18. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the CUP.
19. The new CUP will replace existing CUP # 74031 Doc # 957269. The applicant must pay the \$46 recording fee revoking the previous 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.
- Retaining the original CUP will assure this with the modification of allowing 60 people, in

conjunction with more parking and music will be allowed as long as it is not amplified.

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. All the adjacent lands to the north, west and east are already developed for residential use and the land to the south is assessed as Rural Vacant Land. The establishment of this limited use will not impede development of vacant property to the south.

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

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 demonstrated that there is sufficient parking on site, and they have added parking.

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 of this CUP along with the limited days and hours of operation should adequately mitigate offensive noise, dust, vibration and lights on neighboring properties.

9:40am 3

Conditional Use Permit for Personal Storage Structure - Great
Renovation LLC.

Planning & Zoning

Marc Schneider, County Planner

Felber/Schumacher were unanimous to approve a Conditional Use Permit for Personal Storage Structure, with the following (5) Conditions and Findings of Fact as recommended by the Planning Advisory Commission, for PID # 10-00401-1240; Legal Desc: Lots 4 & 7, Blk 12 of Revised Plat of Eagle Lake Park (full legal on file); Section 6, Twp 33, Rge 27; with 0.36 acres in the General Rural District and within the General Development Shoreland Overlay District of Eagle Lake.

Conditions:

1. The applicant must obtain a building permit and comply with County's Zoning Ordinance and Minnesota State Building Code.
2. The Personal Storage Structure cannot be used as a dwelling unit or for any business purpose.
3. The Personal Storage Structure is not permitted to have plumbing or a floor drain.
4. The maximum height of the structure is 25 feet from the ground to the peak.
5. A survey of the property will be required for the building of the structure. If the lot turns out to be less than 50ft, the building width will be required to be reduced, or a variance will be required to the side setback(s).

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 is a personal storage structure. It is not anticipated to diminish or impair values within the immediate area.

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 proposed use will be used as a personal storage building. Most of the surrounding

properties are developed with garages or residences.

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

Yes, the applicant 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 has sufficient parking space to accommodate the proposed use, there may be some short-term headaches as construction starts.

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. It will be used as a personal garage.

9:41am 4 Recommended Changes to the Sherburne County Zoning Ordinance Planning & Zoning
Regarding Board of Adjustment.

Marc Schneider, County Planner

Felber motioned to approve as presented. The motion died for lack of a second.

Felber motioned to approve as presented, Hulse seconded the motion and further discussion was had.

Hulse/Danielowski with a 3-2 vote to approve proposed changes to the Sherburne County Zoning Ordinance, Sec 18, Administration and Enforcement, Subd 3.2, Creation and Membership of the Board of Adjustment to include (1) member of the Board of Adjustment who is also a member of the Planning Advisory Commission as amended with the addition of "at least" and procedure to be written to encourage more than 1 member of the Planning Commission to be on the Board of Adjustment.

10:08am 5 Auditor-Treasurer's Monthly Report for February 2025. Auditor / Treasurer

Loraine Rupp, Auditor/Treasurer

Hulse/Felber were unanimous to accept the February 2025 Financial Report from the Auditor-Treasurer as presented.

7. 10:19am Recess Regular Meeting, Open Community Health Board Meeting

8. 10:31am Adjourn Community Health Board Meeting, Reconvene Regular Meeting

9. 10:31am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

Commissioner Felber - March is Red Cross, Disability Awareness, Cerebral Palsy, Brain Injury awareness month, Tri-County Solid Waste Board meeting, Sherburne County Extension Committee (CEC) meeting, Orrock Township Day, Metropolitan Emergency Services Board, Minnesota Inter County Association (MICA) Board meeting, CSAH 23 meeting, Central Minnesota Jobs and Training Services (CMJTS), Association of Minnesota Counties (AMC) Solid Waste Advisory Meeting, Big Lake Community Fair, Energy Transitions Advisory Committee (ETAC), Great River Regional Library (GRRL) Board meeting, Becker Township meeting

Commissioner Schumacher - CSAH 23 meeting, Rum River Watershed District, Livonia Annual Meeting, Will be checking out the Winery

Commissioner Hulse - Community Corrections Advisory Board Meeting, Discussions regarding Fair Board, disturbed this weekend by the number of swatting events that happened over the weekend.

Commissioner Danielowski - St. Cloud Area Planning Organization (APO), Big Lake Township Meeting, Big Lake Community Fair, Constituent discussions

Commissioner Gray - National Bio Diesel day today and forgive your parents' day, (Listen) Environmental meeting via Zoom, Joint Powers 1A Ditch, CEC, Township Annual Meetings for Haven, Blue Hill, Palmer, and Santiago, MICA, SWCD, Public Health meeting for workshop prep, Two Inlets,

10. 10:47am Recess Regular Meeting, Break

11:00am Reconvene, Open Workshop Meeting

11. 1:40pm Close Workshop Meeting

12. 1:40pm Adjourn Regular Meeting

Manual Warrants

2/28/25	29.10	Human Service Fund
	15,997.54	Agency Collections
	16,026.64	Total

Commissioner Warrants

2/28/25	480,976.10	General Revenue Fund
	433,271.48	Public Works Fund
	233,404.00	Human Service Fund
	5,732.70	Law Library Fund
	4,077.21	Solid Waste Fund
	21,470.59	Jail Commissary Fund
	225.16	Sherco Regional Rail Authority
	279,746.16	Justice Center Enterprise Fund
	20,855.65	Agency Collections
	1,017,473.94	Payroll Fiduciary Fund
	2,497,232.99	Total

HHS OBO Warrants

3/3/25	3,888.25	OBO Amazon
	679.59	OBO American Red Cross
	730.00	OBO Dept of Human Services
	312.12	OBO LivInn Hotel
	1,990.00	OBO NNPHI
	1,395.00	OBO Seca
	716.39	OBO St Cloud Toyota
	8,564.00	OBO Stop the Bleed
	2,508.16	OBO Techline Trauma
	1,275.04	OBO Walmart
	1,491.56	12 Payments less than 300
	23,550.11	Total

Commissioner Warrants

3/7/25	80,056.70	Human Service Fund
	80,056.70	Total

Warrants

3/7/25	600.00	Association for Nonsmokers-MN
	750.00	DNA Diagnostics Center
	1,562.20	Hennepin County
	462.00	Huber/Tonya
	576.50	Lexis Nexis
	580.00	MFWCAA
	520.00	Minnesota Social Service Association

	3,506.38	Mn Dept Of Human Services-SWIFT
	600.00	NACCHO
	7,387.80	Office Of MNIT Services
	1,426.11	Quadient Leasing USA, Inc
	450.00	Seven County Process Servers, LLC
	47,353.00	Sherburne Co Childrens Mental Health Col
	5,058.00	Sherburne County Auditor Treasurer
	418.60	Stoy/Suzanne
	578.83	Sugar Lake Lodge
	350.80	The Bridge World Language Ctr Inc
	6,000.00	USPS-POC
	1,876.48	19 Payments less than 300
	80,056.70	Total
Commissioner Warrants		
3/7/25	292,677.62	General Revenue Fund
	111,642.80	Public Works Fund
	49.00	Human Service Fund
	1,469.58	Law Library Fund
	1,244.45	Solid Waste Fund
	18,037.73	Jail Commissary Fund
	1,667.40	Justice Center Enterprise Fund
	19,585.50	Agency Collections
	113,676.78	Payroll Fiduciary Fund
	560,050.86	Total
Warrants		
3/7/25	15,430.07	General Revenue Fund
	12,048.50	Agency Collections
	27,478.57	Total



Gary H. Gray (Apr 2, 2025 14:18 CDT)

Gary H. Gray, Board Chairperson

04/02/2025

Date



Bruce Messelt, County Administrator

04/02/2025

Date