



Sherburne County Board of Commissioners

May 5, 2026 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on May 5, 2026, at the Sherburne County Government Center in the City of Elk River, MN. Call to order by the Chair was at 9:00am. The Board Chair welcomed our visitors to the meeting that are participants of the International Visitor Leadership Program.

- 1 Moment of Silence and Pledge of Allegiance
- 2 Approval of Regular Meeting Proposed Agenda.
Hulse/Felber were unanimous to approve the Meeting Agenda as presented.

2. 9:03am County Proclamations, Recognitions & Celebrations

- 9:03am** 1 Proclamation Designating the Month of May as National Military Veteran's Services
Appreciation Month.
Larry Fonder, Veteran Service Officer
Hulse/Felber were unanimous to approve a Proclamation Declaring May as National Military Appreciation Month as presented by Veterans Service Officer Larry Fonder. (On file.)
- 9:09am** 2 Proclamation Declaring May 8th as Military Spouse Appreciation Day. Veteran's Services
Larry Fonder, Veteran Service Officer
Hulse/Felber were unanimous to approve a Proclamation Declaring May 8th as Military Spouse Appreciation Day as presented by Venteran's Services staff member Ketti Green. (On file.)
- 9:15am** 3 Proclamation Declaring May 10th - 16th, 2026, as Police Week in Sheriff
Sherburne County.
Ben Zawacki, Commander
Felber/Hulse were unanimous to approve by Proclamation the designation of the week of May 10th - 16th, 2026, as Police Week in Sherburne County as read by Commander Ben Zawacki. (On file.)
- 9:20am** 4 Proclamation Designating May 3rd - 9th, 2026, as Public Service Human Resources
Recognition Week.
Tammy Bigelow, Director of Human Resources
Schumacher/Felber were unanimous to approve a Proclamation Designating May 3rd - 9th, 2026, as Public Service Recognition Week as presented by Human Resource Director Tammy Bigelow. (On file.)
- 9:25am** 5 Recognition of County Staff for Excellence in Financial Reporting for Auditor / Treasurer
2024.
Loraine Rupp, Auditor & Treasurer , Bruce Messelt, County Administrator
Gray/Felber were unanimous to recognize County Staff and accept the Receipt of a Certificate of Achievement for Excellence in Financial Reporting for the County's Annual Comprehensive Financial Report as presented by County Auditor/Treasurer Lorainne Rupp.

3. 9:31am Open Forum

No one was present.

4. 9:34am Consent Agenda

Hulse/Felber were unanimous to approve the Consent Agenda as amended with removal of item 4.5 from the Consent Agenda for separate consideration.

- 1 Official Minutes from the April 21st, 2026, Regular Meeting of the Administration
County Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the April 21st, 2026, Regular Meeting of the County Board, as presented.
- 2 Official Minutes from the April 21st, 2026, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the April 21st, 2026, County Board Workshop, as presented.
- 3 ~~Carefree Country Club's~~ Healing Heartbeats Thru Hoofbeats (HHTH) Administration
Application to Conduct Excluded Bingo Events.
Keisha Broderick, Executive Assistant
~~Approved Carefree Country Club's application to conduct excluded bingo events on May 24th, June 26th, July 26th, and August 30th, 2026.~~ Approved HHTH application to conduct bingo event on June 14, October 11, November 15 and December 13, 2026 at the Getaway Bar and Gril in Big Lake.
- 4 Commissioner & Manual Warrants Dated April 17th, 24th, and 27th, Auditor / Treasurer
2026
Carrie Anderson
Approved Commissioner & Manual Warrants dated April 17th, 24th, and 27th, 2026, as presented.

April 17 2026, Commissioner Warrants \$567,096.16
April 17 2026, Manual Warrants\$316,691.77
April 24 2026, Commissioner Warrants \$682,746.95
April 24 2026, Manual Warrants \$15,221.63
April 27 2026, Manual Warrants BMO Harris Pcard March \$38,987.76
April 27 2026, Manual Warrants US Bank Pcard March \$23,735.71
- 6 Professional Services Agreement with Katheryn Cranbrook to Provide Community Corrections
Court-Ordered Juvenile Evaluations.
Corey Mabis-Rowe, Director of Community Corrections
Approved a Professional Services Agreement for 2026 with Ms. Katheryn Cranbrook to complete court-ordered evaluations for juvenile clients at a rate of \$175/hr.
- 7 April 24th, 2026, HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approval of April 24th, 2026, HHS IFS Admin Warrants.

April 24, 2026 HHS IFS Admin Warrants \$25,930.49
- 8 Request for Revocation of an Interim Use Permit - Joshua and Jennifer Planning & Zoning
Fitzsimons.
Lynn Waytashek, Planning & Zoning Administrator
Approved Resolution No. 050526-AD-3286 effecting the revocation of an existing IUP, as requested by the property owner(s). (On file.)
- 9 Lowest Responsive Bidder for the Two Inlets Park Improvements. Public Works
Gina Hugo, Parks Director

Approved the Lowest Responsive Bidder, G&M Outdoor Services with bid of \$1,667,816.67, for 2026 Park improvements at Two Inlets, so denoted as Project No. CP Two Inlets1.

- 10 Master Service Agreement with Braun Intertec for 2026-2027. Public Works

David Roedel, Assistant Public Works Director

Approved a Master Service Agreement between Sherburne County and Braun Intertec for geotechnical, construction material testing, and phase I environmental site assessment services for the years 2026 and 2027. (On file.)

- 11 Master Service Agreement with American Engineering Testing for 2026-2027. Public Works

Andrew Witter, Public Works Department Head

Approved a Master Service Agreement between Sherburne County and American Engineering Testing for geotechnical, construction material testing, and phase I environmental site assessment services for the years 2026 and 2027. (On file.)

- 12 Resolution No. 050526-AD-3287 in Support of a Grant Application via the Public Works Carbon Reduction Program Project for the CSAH 1 at CSAH 33 Roundabout.

David Roedel, Assistant Public Works Director

Approved Resolution No. 050526-AD-3287 in Support of a Grant Application via the Carbon Reduction Program Project for the CSAH 1 at CSAH 33 Roundabout. (On file.)

- 13 Resolution No. 050526-AD-3288 in Support of a Grant Application via the Public Works Carbon Reduction Program Project for the CSAH 4 at CSAH 19 Roundabout.

David Roedel, Assistant Public Works Director

Approved Resolution No. 050526-AD-3288 in Support of a Grant Application via the Carbon Reduction Program Project for the CSAH 4 at CSAH 19 Roundabout. (On file.)

- 14 Transfers from the Unallocated Recorder's Compliance Fund to Various Departments for the 2027 Budget Year. Recorder

Michelle Ashe, County Recorder

Approved transfers from the Unallocated Recorder's Compliance Fund to Various Departments for the 2027 Budget Year, as recommended. (On file.)

- 15 2026 Federal Boating Safety Supplemental Equipment Grant. Sheriff

Joel Brott, County Sheriff

Approved the acceptance of the 2026 Federal Boating Safety Supplemental Equipment Grant, in the amount of \$2,303, to replace damaged regulatory buoys for waterways. (On file.)

- 16 Donation of Equipment from the Sheriff's Office to the Annandale Police Department. Sheriff

Joel Brott, County Sheriff

Approved a donation of body-worn cameras and in-vehicle recording equipment from the Sheriff's Office to the Annandale Police Department.

- 4.5. 9:35am Professional & Technical Service Agreement Extension for Election Equipment. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer

Schumacher/Felber approved the Third Amendment to the Master Terms and Conditions Agreement with Liberty Vote USA, Inc. (formerly known as Dominion Voting Systems, Inc) for licensing and annual warranty for County-wide election equipment, from May 1, 2026, to March 31, 2028. (On file.) Staff was advised to have the Elections Review Committee meet to answer Commissioner Schumacher's questions and concerns that were raised.

5. 9:37am **Announcements**

County Administrator Messelt reminded the Board that it is last call to register for the Annual National Association of Counties (NACo) Conference, Association of Minnesota Counties (AMCI) is holding virtual calls on legislative sessions, and that it is Public Service Recognition Week at Sherburne County. Mr. Messelt also shared that it is Cinco de Mayo and other national recognitions for May 5, 2026.

6. 9:40am Regular Agenda

9:40am 1 Interim Use Permit for Manufactured Home for Parents, Grandparents, Planning & Zoning Children, Sisters or Brothers by Blood or Adoption - Todd Schendzielos.

Lynn Waytashek, Planning & Zoning Administrator

Gray/Felber were unanimous to approve an Interim Use Permit for Manufactured Home for Parents, Grandparents, Children, Sisters or Brothers by Blood or Adoption, with the following (5) Conditions and Findings of Fact, as recommended by the Planning Commission; for PID #20-00109-4200; Legal Desc: The West 50 Rods of the Southeast Quarter (full legal on file); Sec 9, Twp 34, Rge 29, Clear Lake Township; with 110 acres located within the Agricultural District and within the Natural Environment Shoreland District of Camp Lake and Eilers Lake.

Conditions:

1. The manufactured home shall be occupied by Elizabeth "Liz" Schendzielos and the permanent dwelling occupied by family members as the caregivers. The manufactured home shall not be made into a second permanent principle dwelling and must be removed from the property within 120 days of such time that Elizabeth "Liz" Schendzielos does not occupy the manufactured home or is no longer in need of assistance.
2. The applicant shall complete and sign the Mobile Home Monitoring form and submit the annual fee to allow the Zoning Office to verify annual continued compliance.
3. For the duration of the IUP the County will maintain \$5,000 in escrow in the name of Sherburne County, which may be drawn down by the County in its sole discretion for purposes including but not limited to cost of capping and closing of any separate septic systems, administrative and legal fees for the foregoing, and repayment of delinquent personal property taxes on the manufactured home. The escrow shall be held for as long as the manufactured home is on the property. No interest will be paid on the funds. The escrow must be submitted to Planning and Zoning prior to this item being placed on the County Board agenda.
4. The applicant must obtain the necessary building and septic permits prior to moving the manufactured home onto the property.
5. This IUP is issued to Todd & Yvonne Schendzielos and shall expire with a sale of this property or the removal of the manufactured home from 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, the proposed manufactured home will be located on a heavily wooded lot and will be placed over 100ft from all lot lines. This manufactured home should not be injurious to property in the immediate vicinity or impair property values.
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 surrounding properties are large in size and are primarily developed for single family housing and farming. Land to the east is vacant. There is limited opportunity for further development in this area, the proposed use will not impede further development.
3. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
Yes, necessary facilities will be provided for the proposed use. The manufactured home will utilize

an existing well. A new septic system will be installed to handle effluent from the manufactured home.

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 plenty of parking available 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, the limited use of the property and the conditions of this IUP should mitigate any potential nuisances to neighboring properties.

9:42am 2

Amendment to the Sherburne County Comprehensive Plan Land-Use Map - Eilers Garden LLC. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Gray Felber/ were unanimous to approve an amendment to the Sherburne County Comprehensive Plan Land-Use Map, as recommended by the Planning Advisory Commission, for Private Energy Production for PID #20-00213-2200; Legal Desc: NW 1-4 of N-W 1-4 (full legal on file); Sec 13, Twp 34, Rge 30; Clear Lake Township; with 40 acres in the Agricultural District.

9:44am 3

Interim Use Permit for Solar Farm - Eilers Garden LLC. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Gray/Felber were unanimous to approve an Interim Use Permit for Solar Farm, with the (22) Conditions and Findings of Fact, as recommended by the Planning Commission at the Public Hearing, for PID #20-00213-2200; Legal Desc: NW 1-4 of N-W 1-4 (full legal on file); Sec 13, Twp 34, Rge 30; Clear Lake Township; with 40 acres in the Agricultural District.

Conditions:

1. Building permit required for any structure if over 200 sq ft in size.
2. Building permit required for installation of solar panels with engineered plans submitted. Plans must match approved IUP plans. Building permit must be applied for within one (1) year of IUP approval.
3. If the fence around the perimeter of the facility exceeds 7 ft in height it will require a building permit with engineered plans. A 7 ft high chain-link fence will be constructed.
4. In order to ensure that no damage to the township right of way of 90th Street SE results from the proposed construction operations, a driveway permit will be required from Clear Lake Township.
5. The applicant must follow MN DNR guidance for avoidance measures for Blanding turtles.
6. A Stormwater Erosion Control permit will be required from the County Zoning Dept prior to any grading on the property and prior to a building permit being issued.
7. Must obtain an NPDES permit from the MPCA and provide a copy to the County Zoning Dept prior to a building permit being issued.
8. The applicant will follow the Stormwater Operation and Maintenance Guidance Plan (Packet Attachment J).
9. Property owner shall ensure that MPCA day & nighttime noise standards are not exceeded at any time.
10. Operational hours allowed during construction of the facility are Monday through Friday 7AM - 7PM and the same hours on weekends if needed due to delays from weather.
11. Decommissioning of solar panels and related facilities must occur in the event the IUP expires or is terminated, and/or the solar panels are not in use for twelve (12) consecutive months. Must follow the Decommissioning Plan (Packet Attachment K).

12. Prior to issuance of a building permit for the project, the applicant shall provide financial security in the amount of \$100,000 per MW, in favor of Sherburne County, to guarantee compliance with the decommissioning plan, site restoration and other terms of this Permit upon project termination or termination of this Permit. The financial security shall be in a form acceptable to the County and, at a minimum, shall consist of a cash escrow to be deposited with the County in an amount no less than 50% of the total required financial security, with an initial deposit of 25% of the total amount deposited prior to issuance of the building permit and eight and one-third percent (8 1/3%) of the total amount deposited annually for three years on or before the anniversary of the issuance of the building permit. The remaining amount of the total financial security shall be provided by way of an irrevocable letter of credit, which shall be in a form acceptable to the County Attorney's Office and provided prior to the issuance of a building permit, and shall meet the following minimum standards (additional standards may be required): the irrevocable letter of credit shall be issued by a federally chartered or State of Minnesota chartered banking institution with a branch office located within Sherburne County; shall be issued in the name of the County of Sherburne; shall be issued in an initial amount no less than 75% of the total financial security required by this Permit; shall permit the County to draw on the funds upon demand based on the County's determination of non-compliance with the terms of this Permit; shall be for an initial term to be established and shall automatically renew for additional terms unless the bank gives the County at least 60 day written notice of an intent to terminate the credit at the end of a term; shall permit the County to draw upon the letter of credit for the full amount in the event a replacement letter of credit acceptable to the County is not issued at least 30 days prior to the expiration of the existing letter of credit; and shall provide that the letter of credit may not be amended without the written permission of the County.
13. No activities may occur onsite until applicant submits a signed interconnection agreement as required in Section 17, Subd 17 (1A) of the ordinance and proof that the scope of the project is permitted by the Minnesota Public Utilities Commission if applicable.
14. The site will be revegetated within 30 days after construction with a low growth & low maintenance native pollinator friendly seed mix not exceeding 36 inches in height. The property will be treated & maintained as needed during the spring & summer months to manage vegetation growth. Property owner will be responsible for vegetation control & weed management during the project's operating life.
15. The applicant will plant a double row of Eastern Red Cedar trees that will be installed as 6' in height along the southern, western and northern borders, staggered in two rows spaced 16' on center. A single row of Eastern Red Cedar trees will be planted and spaced 8' on center along the eastern boundary of the site due to existing tree coverage on this side of the property. Trees within the wetland on the western boundary will be tamarack at least 6' in height, staggered in two rows spaced 16' on center. 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.
16. This IUP is to be valid for 35 years until December 31, 2061. This IUP is valid for Eilers Garden LLC, and the owners Michael Goenner & Richard Goenner.
17. Decommissioning of project shall involve removal of all project components, including without limitation, solar panels, panel trackers, anchors, supports, mounts, inverters, underground electrical components including underground conduit housing, all underground footings & posts.
18. Signage and emergency contact numbers must be posted at the driveway access to the property.
19. The findings in Section 18, Subd 6, Item 4 of the Zoning Ordinance have been made.
20. The applicant shall allow the County to inspect the property during normal business hours.
21. The applicant shall comply with all federal, state, and local laws and regulations.
22. The applicant shall inspect and repair within 30 days any identified damage or after receiving

notice of disrepair from the county or township. Any repairs that will exceed 30 days shall be requested in writing and approved by the Zoning Administrator.

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 proposed location of the solar farm is in a farm field. The closest adjoining neighboring house is approximately 1,200 feet to the west. The solar farm will be planted with new trees along with existing trees to reduce visual impacts to adjoining 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.

Yes, the IUP will be valid for 35 years. If the property owner no longer wants solar panels the infrastructure can be removed and the site can either go back to farming or be utilized for a new use. The property the solar farm is proposed on is zoned Agricultural and cannot be subdivided under current county regulations.

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

Yes, the applicant has demonstrated that adequate measures will be taken for access, drainage and long-term maintenance of the project area.

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 plenty of parking available on this property needed for construction and operations.

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, construction of the site will cause noise and additional traffic, this will be temporary. Once the solar farm construction is complete, traffic will be minimal and consist of company vehicles inspecting the panels.

9:45am ⁴

Solid Waste License for Import Motors, LLC Salvage Yard.

Planning & Zoning

June Volkert

Felber/Gray were unanimous to approve the issuance of a County Solid Waste License to Import Motors, LLC, DBA K&C Used Auto and Truck Parts / St Cloud U-Pull, allowing the operation of a Processing Facility, for a one-year term ending May 5, 2027, in accordance with the requirements set forth in the Solid Waste Management Ordinance, No. 180, as amended.

9:48am ⁵

Resolution No. 050526-AD-3289 Acknowledging the Financial Requirements of the Active Transportation Grant for a Pedestrian Trail Along CSAH 23.

Public Works

David Roedel, Assistant Public Works Director

Schumacher/Gray were unanimous to approve Resolution No. 050526-AD-3289 acknowledging the financial requirements of the Active Transportation Grant for a pedestrian trail along CSAH 23. (On file.)

9:51am ⁶

Grant Application for Funding for the Victim Witness Program.

Attorney

Dawn Nyhus, Sherburne County Attorney

Felber/Gray were unanimous to approve and allow the County Attorney to submit an application to the Office of Justice Program for funding of the Victim Witness program and authorized the County Attorney to sign the agreement for the grant, if received.

9:54am ⁷

Update on and Discussion of State and Federal Legislative Activities and County Legislative Priorities.

Administration

Bruce Messelt, County Administrator

Discussed State and Federal Legislative Activities and County Legislative Priorities as presented by County Administrator Bruce Messelt.

7. 10:09am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Road Tour for Construction Projects, 6th Congressional District Republicans Convention

Commissioner Gray - Road Tour for Construction Projects, Township Clean Up throughout the County, Constituent concerns,

Commissioner Felber - Tri-County Solid Waste, AMC Solid Waste, Extension Battery Webinar, Rural Action Caucus, Energy Transition Advisory Planning, Becker American Legion Open House, 6th Congressional District Republicans Convention, History Center Curation Project, shared officer fatalities and injuries within the state of MN

Commissioner Schumacher – Shared a summary of his recent activities.

Commissioner Danielowski - NACo Central Regional Meeting, Earth Day Big Lake Middle School Recycling ceremony, Tri-County Solid Waste, Executive Steering Committee meeting, AMC Federal Budget update, Options Board meeting, Serve Big Meeting in Big Lake, Agenda Review, Big Lake Township meeting, Commissioner Lunch, plugged RSVP volunteer program

8. 10:24am **Adjourn Regular Meeting, Break**

9. 10:49am **Reconvene, Open Workshop in Maple Conference Room**

10. 12:15pm **Adjourn Workshop**

Commissioner Warrants

4/17/26	176,182.85	General Revenue Fund
	123,620.59	Public Works Fund
	52.50	Human Service Fund
	84,860.93	Solid Waste Fund
	129,285.66	Jail Commissary Fund
	212.56	Sherco Regional Rail Authority
	25,687.85	Justice Center Enterprise Fund
	933.00	Agency Collections
	26,260.22	Payroll Fiduciary Fund
	567,096.16	Total

Manual Warrants

4/17/26	2,106.00	Human Service Fund
	314,585.77	Agency Collections
	316,691.77	Total

Manual Warrants

4/24/26	2,398.70	General Revenue Fund
	12,822.93	Agency Collections
	15,221.63	Total

Commissioner Warrants

4/24/26	24,659.43	Human Service Fund
	1,151.06	Agency Collections
	120.00	Children's Mental Health Collaborative
	25,930.49	Total

Manual Warrants

4/24/26	274,559.33	General Revenue Fund
	242,261.96	Public Works Fund

52.50	Human Service Fund
6,847.52	Law Library Fund
24,653.59	Solid Waste Fund
72,313.27	Jail Commissary Fund
8,578.03	Forfeited Land Sale
4,421.64	Justice Center Enterprise Fund
7.70	Metropolitan Transit Fund
4.69	Hra & Ec Dev Fund
26,759.50	Agency Collections
22,084.49	Taxes & Penalties Fund
48.52	School Districts Collections
154.21	Towns & Cities Collections
682,746.95	Total

Manual Warrants – US Bank Pcard

4/27/26	17,613.92	General Revenue Fund
	4,260.05	Public Works Fund
	164.16	Human Service Fund
	1,697.58	Solid Waste Fund
	23,735.71	Total

Manual Warrants – BMO Harris Pcard

11/07/25	32,129.15	General Revenue Fund
	1,808.42	Public Works Fund
	1,302.75	Jail Commissary Fund
	51 3,747.44	Justice Center Enterprise Fund
	38,987.76	Total

Raeanne Danielowski

Raeanne Danielowski (May 19, 2026 14:24:31 CDT)

Raeanne Danielowski, Board Chairperson

05/19/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

05/19/2026

Date