



Sherburne County Board of Commissioners

July 14, 2026 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on July 14, 2026, 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.
Felber/Gray were unanimous to approve the regular meeting agenda as presented.

2. 9:02am County Proclamations & Recognitions

- 1 Proclamation Designating July 19th - 25th, 2026, as Sherburne County Community Corrections Pretrial, Probation, and Parole Supervision Week.
Corey Mabis-Rowe, Director of Community Corrections
Felber/Hulse were unanimous to approve by Proclamation the Designation of July 19th - 25th, 2026, as Sherburne County Pretrial, Probation, and Parole Supervision Week as presented by Community Corrections Director Corey Mabis-Rowe. (On file.)

3. 9:07am Open Forum

There were 6 people that spoke.

4. 9:25am Consent Agenda

Schumacher/Felber were unanimous to approve of the Consent Agenda as amended with items 4.4 and 4.14 to be voted on separately.

- 1 Official Minutes from June 23rd, 2026, Regular Meeting of the County Administration Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the June 23rd 2026, Regular Meeting of the County Board, as presented.
- 2 Official Minutes from June 23rd, 2026, County Board Workshop. Administration
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the June 23rd 2026, County Board Workshop, as presented.
- 3 Preservation of Rights to Join Multi-District Litigation for Potential Cost Administration Recovery from PFAS Contamination.
Bruce Messelt, County Administrator
Approved initial enrollment and participation in PFAS Cost Recovery Efforts in order to preserve the County's rights to further investigate and pursue potential cost recovery for landfill and landfill-related contamination.
- 5 Commissioner & Manual Warrants dated June 12th, 18th, 24th, 26th, & Auditor / Treasurer 30th, and July 2nd & 6th, 2026.
Loraine Rupp, Auditor & Treasurer
Approved Commissioner & Manual Warrants dated June 12th, 18th, 24th, 26th, & 30th, and July 2nd & 6th, 2026, as presented.

June 12 2026, Commissioner Warrants \$10,513,849.14

June 12 2026, Manual Warrants \$10,300,637.66
 June 18 2026, Commissioner Warrants \$6,469,744.67
 June 18 2026, Manual Warrants \$348,502.63
 June 24 2026, Manual Warrants BMO Harris Pcard May 2026 \$31,263.87
 June 24 2026, Manual Warrants US Bank Pcard May 2026 \$92,510.37
 June 26 2026, Commissioner Warrants I \$705,950.36
 June 26 2026, Commissioner Warrants II \$1,052,525.06
 June 26 2026, Manual Warrants \$531,726.41
 June 30 2026, Manual Warrants \$6,433.50
 July 2 2026, Commissioner Warrants \$3,455,671.52
 July 2 2026, Manual Warrants \$5,555.50
 July 6 2026, Commissioner Warrants P1 Final Settlement \$6,133,875.27

- 6 Official Minutes from Sherburne County Board of Appeal and Equalization, held June 16th, 2026, and Authorize Execution of the Same. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
 Approved the Official Minutes from Sherburne County Board of Appeal and Equalization, held June 16th, 2026, and authorized execution of the same.
- 7 Office of Justice Programs 2026-2028 Crisis Response Grant Award in the amount of \$292,356.79. Health & Human Services
Tony Masters, Social Services Manager
 Approved and accepted the Office of Justice Programs 2026-2028 Crisis Response Grant Award in the amount of \$292,356.79, as recommended.
- 8 Consider Approval of June 30th, 2026, HHS OBO Warrants. Health & Human Services
Amanda Larson, HHS Director
 Approved June 30th, 2026, HHS OBO Warrants, as follows.

 June 30, 2026 HHS OBO Warrants \$20,389.08
- 9 Memorandum of Understanding (MOU) Regarding Wage Adjustments. Human Resources
Tammy Bigelow
 Approved and authorized the Board Chair to execute a Memorandum of Understanding (MOU) regarding wage adjustments with the Minnesota Public Employees Association — Transport/Court Security Unit.
- 10 Resolution No. 071426-AD-3300, Amending Resolution No. 062326-AD-3298, Establishing Finding of Fact and Approving an Interim Use Permit for a 2.475 MW Solar Farm for Cedar Creek Energy. Planning & Zoning
Marc Schneider, County Planner
 Approved Resolution No. 071426-AD-3300, Amending Resolution No. 062326-AD-3298, Establishing Findings of Fact and Approving an Interim Use Permit for a 2.475 MW Solar Farm for Cedar Creek Energy; PID 45-00032-2100; Legal Desc:E 1-2 OF NW 1-4 EX DOC NOS 294552 & 294548 & EX Plat of Forest Haven and plat of Forest Haven Second Addition Section 32; Twp 35, Rge 28; located in Santiago Twp; with a total acreage of 43.22 acres located in the Agricultural District. (On file.)
- 11 Out-of-State Travel for GIS and Zoning Staff to Attend the November 2026 ESRI Planning Directors Summit in Chicago, IL. Public Works
Brett Forbes, GIS Coordinator, Andrew Witter, Public Works Department Head

Approved out-of-state travel for two (2) employees to attend the 2026 ESRI Planning Directors Summit in Chicago, IL, from Nov 3-4, at an estimated cost of \$2400.00 for necessary lodging and travel expenses.

- 12 County Engineer Attendance at the 2026 Transportation Alliance Conference in Washington, DC, September 22–25, 2026. Public Works

Andrew Witter, Public Works Department Head

Approved County Engineer Travel and Attendance at the 2026 Transportation Alliance Conference in Washington, DC, September 22-25, 2026 with an estimated cost of \$2,150.00.

- 13 BNSF Crossing Surface Agreement on County State Aid Highway 8 (15th Avenue SE) in St. Cloud. Public Works

David Roedel, Assistant Public Works Director

Approved the BNSF Crossing Surface Agreements on County State Aid Highway 8 (15th Avenue SE) in St. Cloud, as recommended. The County's estimated cost participation is as follows \$128,000. The agreement shall commence on July 14, 2026 and term when all work and payments have been completed. (On file.)

- 15 Out-of-State Travel Request for Three (3) Sheriff/Jail Employees to Attend the American Correctional Association Conference. Sheriff

Joel Brott, County Sheriff

Approved out-of-state travel for three (3) Sheriff/Jail employees to attend the American Correctional Association Conference in Pittsburgh, PA, from July 29 - August 2, 2026. Total costs are estimated at \$6,425 and will emanate from the Jail and Federal Jail's Travel, Training & Professional Development budgets.

- 16 Out-of-State Travel for Two (2) Sheriff's Office Employees to Inspect the Sheriff Purchased 2.H-GAC - Ambulance, EMS and Special Services Vehicle.

Joel Brott, County Sheriff

Approved out-of-state travel for two (2) Sheriff's Office employees to travel to Pittsfield, Massachusetts, to view and inspect the purchased 2.H-GAC - Ambulance, EMS and Special Services Vehicle prior to taking delivery of it.

- 17 Amended Agreement for Janitorial Services with Carefree Cleaning. Administration

Dan Weber, Assistant County Administrator

Approved an Amended Agreement for Building Cleaning Services with Carefree Cleaning, as recommended. The term of revised services would commence on July 27, 2026, and term on August 1, 2027. (On file.)

4. 9:27am 2026 - 2027 Liquor License Renewals. Auditor / Treasurer

Loraine Rupp, Auditor & Treasurer

Schumacher/Felber approved, with a 4-1 vote, the On & Off-Sale with Sunday Liquor License for Boulder Creek Wine Bar for the license period of August 19th, 2026 – August 18th, 2027, and authorized the Auditor-Treasurer and Board Chair to execute said license.

Schumacher/Felber were unanimous to approve the Off Sale Liquor License for Briggs Lake Liquor for the license period of August 19th, 2026 – August 18th, 2027, and authorized the Auditor-Treasurer and Board Chair to execute said license.

Schumacher/Gray were unanimous to approve remaining the 2026 - 2027 Liquor License renewal applications for 4 establishments, as recommended, for the license period of August 19th, 2026 – August 18th, 2027, and authorized the Auditor-Treasurer and Board Chair to execute said licenses.

On-Sale w/Sunday Liquor License

Getaway Bar

On & Off-Sale w/Sunday Liquor License

O'Brien's Bar & Grill

Palmer House

Boulder Creek Wine Bar

Off Sale Liquor License

Briggs Lake Liquor

Sand Dunes Spirits

4. 9:33am Douglas-Kerr Underground, LLC as the Lowest Responsive Bidder for the CSAH 4 Public Works & CR 46 Roundabout, SP 071-07-047.

Andrew Witter, Public Works Department Head

Schumacher/Felber were unanimous to approve the lowest responsive bidder, Douglas-Kerr Underground, LLC with a bid of \$2,177,387.39, for the construction of the CSAH 4 & CR 46 Roundabout in 2026, denoted as Project No. SP 071-070-047, with the award contingent upon approval of the contractor requirements from MnDOT's Office of Civil Rights.

5. 9:34am **Announcements**

County Administrator Bruce Messelt informed the Board of the following:

- The 10-10 Building now has a sign that says Health & Human Services.
- Flags are at half-staff for passing of Lindsey Graham
- The Betsy Ross flag is flying outside of the government center.

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

- 9:36am 1 Resolution No. 071426-AD-3299 to Acquire Property for the County Public Works
State Aid Highway 23 Improvement Project.

David Roedel, Assistant Public Works Director

A unanimous vote was taken regarding the approval of Resolution No. 071426-AD-3299 to Acquire Property for the County State Aid Highway 23 Improvement Project. (On file.)

- 9:41am 2 Memorandum of Understanding with Rethos for Deconstruction of a Public Works
Building at Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans
Regional Park.

Gina Hugo, Parks Director

Felber/Hulse to approve with a 4-1 a Memorandum of Understanding (MOU), and authorized staff to work with Rethos, for a pilot of a program that will include deconstruction of a structure at Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park. This Agreement shall commence upon full execution by both Parties and shall remain in effect through June 30, 2027.

- 9:45am 3 Conditional Use Permit for Personal Storage Structure - Michael Planning & Zoning
Whitelaw.

Lynn Waytashek, Planning & Zoning Administrator

Schumacher/Felber were unanimous to approve a Conditional Use Permit for Personal Storage Structure, with the following (4) Conditions and Findings of Fact, as recommended by the Planning Commission, for PID #40-00459-0128; Legal Desc: Sleepy Oaks, Lot 14, Blk 1. Sec 27, Twp 35, Rge 29; located in Palmer Township; with 1.48 acres in the Shoreland Residential District.

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.

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 and impair values within the immediate area. There are other personal storage structures in the area used for the same proposed purpose. 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 structure that will not have water or sewer connected to it.

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 structure 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.

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 storage structure.

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| 9:46am | 4 | Amendment to the Sherburne County Zoning Ordinance to add Veterinary Clinic as an Interim Use - Ashley Anderson Nokk.
<i>Lynn Waytashek, Planning & Zoning Administrator</i>
Schumacher/Gray motioned, with Commissioner Felber abstaining, to table an amendment to the Sherburne County Zoning Ordinance to add Veterinary Care an Interim Use by amending the Sherburne County Zoning Ordinance; Sec 7; Subd 4, Sec 8; Subd 4, Sec 9; Subd 4, Sec 10; Subd 3, Sec 11; Subd 3 and Sec 16.2; Subd 4. The item was sent back to staff to gather more information on leasing acreage options/acreage size requirements, animal units, haul and care, residency requirements and setbacks to be brought back to the second meeting in August. | Planning & Zoning |
| 10:14am | 5 | Adoption of the Sherburne County Zoning Ordinance - ORD 292.
<i>Lynn Waytashek, Planning & Zoning Administrator</i>
Gray/Hulse were unanimous to rescind the Sherburne County Zoning Ordinance No. 002, adopted on July 5, 1994, and adopted Sherburne County Zoning Ordinance No. 292 in its place, with staff request to strike language for item No. 6 section 12.2.4 and amend as staff directed, providing for related Administrative Actions. (On file.) | Planning & Zoning |
| 10:27am | 6 | Adoption of the Official Sherburne County Zoning Map - ORD 298.
<i>Lynn Waytashek, Planning & Zoning Administrator</i>
Schumacher/Hulse were unanimous to rescind the Official Sherburne County Zoning Map, last amended on August 9, 2025, and adopted Ordinance No. 298 as the new Official Sherburne County Zoning Map, to align with the new Sherburne County Zoning Ordinance. (On file.) | Planning & Zoning |
| 10:30am | 7 | Adoption of the Sherburne County Subdivision Ordinance - ORD 297.
<i>Lynn Waytashek, Planning & Zoning Administrator</i> | Planning & Zoning |

Gray/Schumacher were unanimous to rescind Sherburne County Subdivision Ordinance No. 003, adopted on December 21, 1994, and adopted Sherburne County Subdivision Ordinance No. 297 in its place, providing for related Administrative Actions. (On file.)

- 10:33am 8 Retirement of the Planning and Zoning Administrator, Interim Administration
Reorganization of the Planning and Zoning Department, and
Appointment of a Planning and Zoning Administrator.
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
Gray/Schumacher were unanimous to acknowledge the retirement of Planning and Zoning Administrator Lynn Waytashek, approved the Interim Reorganization of the Planning and Zoning Department, and appoint Mr. Marc Schneider as Planning & Zoning Administrator.

- 10:42am 9 Receive, Review, and Accept the Auditor-Treasurer's Monthly Report Auditor / Treasurer
for June 2026.
Brenda Davis, Finance Officer
Felber/Gray were unanimous to receive, review, and accept the Auditor-Treasurer's Monthly Report as presented by Finance Officer Brenda Davis.

7. 10:45am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Gray - Brenda Geldert retirement from Options, Inc., Field Day

Commissioner Schumacher - Hamerl Rodeo, Provided a Social Media Update, Met with constituents

Commissioner Felber - Tri-County Solid Waste, Emmer Call, State Emergency Services Board Meeting, Spud Fest, Pre-Construction Household Hazard Waste Combined Facility meeting, Xcel Proactive Grids Workshop, Minnesota Data Center Workshop, National Association of Counties (NACo) Public Safety Call, Metro Emergency Services Meeting, Toward Zero Deaths, Officer fatality update, Constituent matters,

Commissioner Hulse - Meeting with Human Resources Staff, Senator Tom Emmer Staff Call, Interviews regarding Nuclear Power, Constituent matters, Extended kudos for flying Betsy Ross flag

Commissioner Danielowski - Highway 10 County Road 11 Open House, Options Town Hall, TriCounty Solid Waste Meeting & Workshop, Senator Tom Emmer Staff Call, Senator Amy Klobuchar Call, Ribbon Cutting County Road 5 Pedestrian Bridge in Elk River, Webinar MN Data Center Regulations, Webinar NACo Federal Housing Reform, Big Lake Township, Constituent Matters, RETirement Brender Options

8. 11:15am **Recess Regular Meeting, Open Closed Session**

- 11:15am 1 Convene Closed Session for Review and Discussion of Union/Labor Human Resources
Negotiations and Strategies (M.S. 13D.03).
Tammy Bigelow, Human Resources Director
Entered into closure of the meeting for discussion of union/labor negotiations and strategies, pursuant to Minnesota Statutes 13D.03.

9. 11:55am **Close Closed Session, Adjourn Regular Meeting**

10. **Adjourn Regular Meeting, Open Workshop**

- 1 2026 Sherburne County Departments' Budget Workshop Session Administration
Meeting.
Dan Weber, Assistant County Administrator, Bruce Messelt, County Administrator, Department Directors
Received 2027 Budget presentations and provide direction as to preparation of the Preliminary 2027 Annual Budget and Levy.

11. 4:00pm Adjourn Workshop

Commissioner Warrants

6.12.26	268,086.42	General Revenue Fund
	230,212.12	Public Works Fund
	52.50	Human Service Fund
	5,081.20	County Ditch Fund
	34,492.81	Solid Waste Fund
	14,367.12	Jail Commissary Fund
	166.48	Sherco Regional Rail Authority
	49,900.00	Capital Proj- Building, Land Acquisition
	204,171.89	Justice Center Enterprise Fund
	1,877.28	Agency Collections
	19,153.00	Taxes & Penalties Fund
	9,663,356.32	Towns & Cities Collections
	22,932.00	Payroll Fiduciary Fund
	10,513,849.14	Total

Manual Warrants

6.12.26	10,808.50 Agency Collections	10,808.50 Agency Collections
	84 10,289,829.16 Towns & Cities Collections	84 10,289,829.16 Towns & Cities Collections
	10,300,637.66	10,300,637.66

Manual Warrants

6.18.26	1.00 General	General Revenue Fund
	348,501.63	Agency Collections
	348,502.63	Total

Commissioner Warrants

6.18.26	185,464.21	General Revenue Fund
	5,782,624.29	Public Works Fund
	841.50	Law Library Fund
	2,493.	Solid Waste Fund
	113,960.18	Jail Commissary Fund
	270,849.90	Capital Proj- Building, Land Acquisition
	100,638.33	Justice Center Enterprise Fund
	5,179.17	Agency Collections
	3,761.00	Taxes & Penalties Fund
	3,932.62	Payroll Fiduciary Fund
	6,469,744.67	Total

Manual Warrants – US Bank

6.24.26	90,195.65	General Revenue Fund
	1,447.92	Public Works Fund
	7.36	Human Service Fund
	859.44	Solid Waste Fund
	92,510.37	Total

Manual Warrants – BMO Harris Pcard

6.24.26	26,085.51	General Revenue Fund
	3,837.41	Jail Commissary Fund
	1,340.95	Justice Center Enterprise Fund
	31,263.87	Total

Manual Warrants

6.26.26	2,398.70	General Revenue Fund
	529,327.71	Agency Collections
	531,726.41	Total

Commissioner Warrants

6.26.26	318,454.20	General Revenue Fund
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	128,774.71	Public Works Fund
	52.50	Human Service Fund
	1,076.00	County Ditch Fund
	5,829.61	Law Library Fund
	1,984.95	Solid Waste Fund
	14,456.64	Jail Commissary Fund
	198,839.39	Justice Center Enterprise Fund
	26,844.04	Agency Collections
	9,638.32	Payroll Fiduciary Fund
	705,950.36	705,950.36
Commissioner Warrants II		
6.26.26	1,052,525.06	Payroll Fiduciary Fund
	1,052,525.06	Total
Manual Warrants		
6.30.26	6,433.50	Agency Collections
	6,433.50	Total
Warrants		
6.30.26	2,255.00	OBO 4AllPromos
	3,049.10	OBO 4Imprint
	3,477.83	OBO Amazon
	937.53	OBO Becker MN Utility
	1,254.26	OBO Bluestone Grill
	735.00	OBO Breezy Point Resort
	834.00	OBO Bulk Bookstore
	1,200.00	OBO Circle of Security
	300.00	OBO Facebook
	548.00	OBO ISD #728
	431.00	OBO Patriot News
	505.00	OBO Rogers School of Music
	1,398.00	OBO Start Early
	678.13	OBO Steinbrecher Company
	466.00	OBO Target
	1,355.32	OBO Walmart
	964.91	10 Payments less than 300
	20,389.08	Total
Commissioner Warrants		
7.2.26	393,815.17	General Revenue Fund
	2,731,298.70	Public Works Fund
	159,358.96	Solid Waste Fund
	62,581.12	Jail Commissary Fund
	7,616.61	Justice Center Enterprise Fund
	1,200.55	Agency Collections
	3,584.60	Taxes & Penalties Fund
	96,215.81	Payroll Fiduciary Fund
	3,455,671.52	Total
Manual Warrants		
7.2.26	5,555.50	Agency Collections
	5,555.50	Total
Commissioner Warrants P1 Final		
7.6.26	251,695.08	General Revenue Fund
	76,479.45	Metropolitan Transit Fund
	881,505.02	Hra & Ec Dev Fund
	2,301.16	Agency Collections
	73.60	Taxes & Penalties Fund
	36,675.29	School Districts Collections
	4,885,145.67	Towns & Cities Collections

6,133,875.27 Total

Andrew J Hulse

Andrew J Hulse (Aug 4, 2026 14:42:04 CDT)

Andrew Hulse, Board Vice-Chairperson

08/04/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

August 4th, 2026

Date