



Sherburne County Board of Commissioners

December 16, 2025 - County Board Meeting

Agenda

1. 9:00am Call to Order

- *Moment of Silence and Pledge of Allegiance*
- *Approval of Regular Meeting Proposed Agenda*

2. 9:02am Open Forum - Please sign up at the table in the back of the Board Room

- *The purpose of the Open Forum section of the County Board Meeting is to allow public input and/or information to be presented to the Board that does not require action by the Board;*
- *It is requested that speakers refrain from personal attacks of any kind against another person, commissioner, or employee;*
- *It is requested that speakers refrain from campaign-type presentations;*
- *The time limit is three (3) minutes per speaker, with a maximum of five (5) speakers per Open Forum. The time limit may be shortened or extended at the discretion of the Board Chair. The Open Forum may be continued following the conclusion of the regular Board business meeting agenda items.*
- *It is requested that all input or information be addressed to the Board of Commissioners and not to members of the audience;*
- *Speaker handouts are public information. The County may make copies of such handouts for the public if needed;*
- *The County Board Chair will ensure that the Open Forum Policy is followed.*

Please note: Any information provided to the County Board on a matter that is subject to a public hearing will not be considered by the Board during public comment. You are asked to write or submit your comments in accordance with the instructions for the public hearing to ensure your opinion becomes part of the record for consideration.

3. 9:17am Consent Agenda

The Consent Agenda (also known by Roberts Rules of Order as a “consent calendar”) groups routine meeting discussion points and normal business decisions into a single agenda item. In so doing, the grouped items can be approved in one action, rather than through the filing of multiple motions. For both Consent and Regular Agenda items, the same legal, financial, and policy evaluations are conducted and reported to the County Board. Any County Commissioner can request an item be removed from the Consent Agenda and presented individually for consideration by the County Board.

CA	1	Consider Approval of the County Board Meeting Minutes from December 2nd, 2025.	
	2	Consider Approval of the Official Minutes from the December 2nd, 2025, County Board Workshop.	Administration
	3	Consider Approval of the Minutes from the December 4th, 2025, Truth in Taxation Meeting of the County Board.	Administration
	4	Consider Approval of the 2026 5-Year Capital Improvement Plan.	Administration
	5	Consider Approval of the 2026 Non-Levied Budgets.	Administration
	6	Consider Acceptance of the Eagle Lake Improvement District 2025 Annual Report.	Administration
	7	Consider County Board Appointment to the Great River Regional Library Board of Trustees.	Administration
	8	Consider Approval of Court Appointed Attorney Professional Service Agreements.	Administration
	9	Consider Approval of a Letter of Support for Connexus Energy's Empowering Rural America Grant Application.	Administration
	10	Consider Approval of Resolution 121625-AD-3256 to Commit Fund Balance, in Accordance with GASB Statement #54.	Auditor / Treasurer

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| 11 | Consider Authorization for the County Auditor-Treasurer to Pay Final 2025 Warrants. | Auditor / Treasurer |
| 12 | Consider Approval of Commissioner & Manual Warrants Dated November 21st, 25th, 28th, December 3rd, and December 5th, 2025. | Auditor / Treasurer |
| 13 | Consider Approval of a Contract Extension for Electronic Monitoring (Community Corrections). | Community Corrections |
| 14 | Consider Approval of a 2026 Professional Services Agreement for Court-Ordered Juvenile Evaluations. | Community Corrections |
| 15 | Consider Approval of HHS IFS Admin Warrants Dated December 5th, 2025. | Health & Human Services |
| 16 | Consider Approval to Reclassify 1 FTE HHS Clerical Staff to an Income Maintenance Case Aide. | Health & Human Services |
| 17 | Consider Approval of a Contract between Sherburne County and the YMCA of the North for Drop-in Child Care Services. | Health & Human Services |
| 18 | Consider Approval of Recommended Revisions to the Sherburne County Rules and Personnel Policies to Conform with New State of Minnesota Laws. | Human Resources |
| 19 | Consider Approval of a Solid Waste License Renewal for OTI, Inc. | Planning & Zoning |
| 20 | Consider Approval for Issuance of a Modified and Renewal License to Northern Metals Recycling, LLC. | Planning & Zoning |
| 21 | Consider Approval of Recommended 2026 Appointments to the Sherburne County Planning Advisory Commission. | Planning & Zoning |
| 22 | Consider Approval of a Professional Services Agreement with Houston Engineering, Inc. to Provide Consulting Services to the County for the Calendar Year 2026. | Planning & Zoning |
| 23 | Consider Approval of an Amendment to MOU between Sherburne County Parks Public Works and the Minnesota Land Trust. | |
| 24 | Consider Approval of a Cross-Country Ski Trail Grooming Agreement with the City of Becker. | Public Works |
| 25 | Consider Approval of Final Payment for 2025 Pavement Markings (CP 71-PM-025). | Public Works |
| 26 | Consider Approval of Out-of-State Travel for the County Parks Director to Attend a Park Management Workshop in February 2026 in Denver, Colorado. | Public Works |
| 27 | Consider Approval of a Requested Over-Strength of One (1) Transport/Court Security Deputy Position. | Sheriff |
| 28 | Consider Approval for the Reclassification of the Office Supervisor - Sheriff Admin Position within the Sheriff's Office. | Sheriff |
| 29 | Consider Approval of a Requested Over-Strength of One (1) Master Control Operator Position. | Sheriff |
| 30 | Consider Approval for the Reclassification of a Jail Support Specialist to a Senior Jail Support Specialist within the Sheriff's Office. | |

4. **9:18am Announcements**

5. **9:23am Recess Regular Meeting, Open Ditch Authority**

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| 9:23am | 1 | Consider Approval of Ditch Authority Agenda.
<i>Mike Lindenau, County Ditch Inspector</i> |
| 9:24am | 2 | Consider Approval of Payback to the General Fund.
<i>Loraine Rupp, Auditor/Treasurer</i> |
| 9:25am | 3 | Consider Acceptance of the Ditch Drainage Technician's Report.
<i>Mike Lindenau, County Ditch Inspector</i> |

6. 9:30am **Close Open Ditch Authority Meeting, Open Regular Meeting**
7. 9:30am **Employee Recongition**
 - 9:30am 1 Recognize July - December 2025 Employee Anniversaries.
Department Heads
8. 10:00am **Regular Agenda**
 - 10:00am 1 Consider Revocation of a Conditional Use Permit for Farm Related Business-Wine Bar - Carol Zimmerman.
Lynn Waytashek, Planning & Zoning Administrator
 - 10:15am 2 Consider Approval of a Preliminary and Final Simple Plat of "Fun Farm"-Ewing Properties.
Lynn Waytashek, Planning & Zoning Administrator
 - 10:20am 3 Receive, Review, and Accept the Auditor-Treasurer's Monthly Report for November 2025.
Loraine Rupp, Auditor/Treasurer
 - 10:25am 4 Consider Approval of Resolution No. 121625-AD-3248 Establishing 2026 Salaries for County Commissioners.
Bruce Messelt, County Administrator
 - 10:30am 5 Consider Resolution No. 121625-AD-3257 Establishing 2026 County Elected Official Salaries.
Bruce Messelt, County Administrator
 - 10:35am 6 Consider Approval of the Sherburne County Pilot Commuter Bus Service Agmt #1061722 w/ MnDOT.
Andrew Witter, Public Works Department Head, Bruce Messelt, County Administrator
9. 10:45am **Recess Regular Meeting, Open Regional Rail Authority Meeting**
10. 10:55am **Close Regional Rail Authority Meeting, Reconvene Regular Meeting**
11. 10:55am **Regular Agenda**
 - 10:55am 1 Consider Adoption of the 2026 Annual Budget and Associated Annual Levies.
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
12. 11:05am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
(December 3, 2025 - December 15, 2025)
13. 11:15am **Recess Regular Meeting, Open Workshop**
 - 11:15am 1 Receive an Update on the Strategic Planning Process.
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
14. 11:20am **Adjourn Workshop, Reconvene Regular Meeting**
15. 11:20am **Adjourn Regular Meeting**

Upcoming Meetings

December 18, 2025, Economic Development Authority Meeting, 8:00am, County Board Room
 January 6, 2025, County Board Meeting, 9:00am, County Board Room
 January 20, 2025, County Board Meeting, 9:00am, County Board Room

Future Workshops

Planning Advisory Committee and Board of Adjustment Roles
 Housing and the Unhoused Board/Staff Discussion Part III (Mental Health Facility, Homelessness, etc.)
 Baseload Energy Planning