



Sherburne County Board of Commissioners

December 2, 2025 - County Board Meeting

Minutes

1. 9:01am **Call to Order**

The Sherburne County Board of Commissioners convened in regular session on December 2, 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

Felber/Danielowski were unanimous to approve the Regular Meeting Agenda as presented.

Roll Call: Felber- Aye, Danielowski- Aye, Gray- Aye, Hulse- Aye

2. 9:03am **Open Forum**

No one was present.

3. 9:17am **Consent Agenda**

Danielowski/Felber were unanimous to approve the Consent Agenda as amended with the changes made to items 3.1, 3.6, and 3.17.

Roll Call: Felber-Aye, Danielowski-Aye, Gray-Aye, Hulse-Aye

2 Re-Appointment to the County Economic Development Authority Administration
(EDA).

Dan Weber, Assistant County Administrator

Approved the re-appointment of Laura Kangas to the Sherburne County EDA for a term of six years beginning January 2026 through December 2031. (on file)

3 Compensation/Per Diem Rate for Volunteer/Citizen Committees for Administration
2026.

Dan Weber, Assistant County Administrator

Approved the 2026 per diem rate of \$50.00 per meeting, plus mileage, for members of voluntary/citizen committees appointed by the County Board, or for other volunteers who serve in an official capacity under the Board's jurisdiction and for whom per diem is declared appropriate.

4 Gambling Premises Permit for Ducks Unlimited Zimmerman Chapter Administration
#309.

Keisha Broderick, Executive Assistant

Approved a Gambling Premises Permit for Ducks Unlimited Wigeon Chapter #309 for their planned event on January 10th, 2026, at the Getaway Bar, located at 26211 184th Street in Big Lake, Mn 55309 (Orrock Township).

5 Three Lake Improvement District 2025 Annual Report. Administration

Dan Weber, Assistant County Administrator

Accepted the 2025 Annual Report from the Three Lake Improvement District, as presented.

7 3:00 p.m. on June 16th, 2026, as the Time and Date for the County Assessor
Board of Appeal and Equalization Meeting.

Michelle Moen, County Assessor

Approved the scheduling of 3:00 p.m. on June 16th, 2026, as the Time and Date for the County Board of Appeal and Equalization Meeting, as recommended.

- 8 Issue Checks to the Eligible Parties for Tax Rebate Financing, in Accordance with the Agreements on File. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Payment of the 2025 Tax Rebate Financing and authorize issuance of checks for the same parties identified below, and in accordance with the agreements on file. (on file)
- S&B LLC
 - GATR of Sauk Rapids, Inc- RAN Properties LLC
 - Morrell Oversize, Inc- Scott Morrell LLC
 - Sportech Inc
 - Apex Embroidery Design, Inc. & SBH Properties, LLC
 - Ice Man Properties LLC
 - Zablocki Roofing Inc & OZ Properties
 - Garage Guys LLC
 - CMP Attachments LLC
 - Beaudry Oil LLC
- 9 Commissioner & Manual Warrants Dated November 7th, November 14th, November 19th, and November 21st, 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved of Commissioner & Manual Warrants Dated November 7th, November 14th, November 19th, and November 21st, 2025, as follows.
- November 7 2025, Manual Warrants \$15,407,160.63
November 14 2025, Commissioner Warrants \$3,597,544.74
November 14 2025, Manual Warrants \$14,058.00
November 19 2025, Commissioner Warrants-Acquisition \$597,787.38
November 21 2025, Commissioner Warrants \$4,295,787.24
- 10 Hotel Shelter Agreement with America's Best Value Inn for 2026-2028. Health & Human Services
Tony Masters, Social Services Manager
Approved a Hotel Shelter Agreement with America's Best Value Inn for 2026 - 2028, as recommended. The total amount of this contract is \$142,350.00 for the three-year period of the contract of January 1, 2026 - December. (on file)
- 11 2026 - 2028 Semi-Independent Living Skills (SILS) Agreement with Health & Human Services
Mains'l Services Inc.
Tony Masters, Social Services Manager
Approved a Semi-Independent Living Skills (SILS) contract with Mains'l Services Inc. for 2026 - 2028, as recommended. The total amount to be paid pursuant to this Agreement shall not exceed \$150,000 for the time January 1, 2026 through December 31, 2028 from Sherburne County. (on file)
- 12 2026 MN Department of Human Services Children's Mental Health Screening Grant. Health & Human Services
Sara Stenseng, Child and Family Services Division Manager
Approved and accepted the 2026 Children's Mental Health Screening Grant from the MN Department of Human Services, in the amount of \$20,075.
- 13 HHS IFS Admin Warrants Dated November 21st, 2025. Health & Human Services
Amanda Larson, HHS Director

Approved HHS IFS Admin Warrants dated November 21st, 2025, as follows.

- November 21, 2025 HHS IFS Admin Warrants \$63,663.00
- 14** SILS (Semi-Independent Living Skills) Contract with HealthChoice for Health & Human Services
2026-2028.
Tony Masters, Social Services Manager
Approve a 2026-2028 SILS (Semi-Independent Living Skills) Contract with HealthChoice for 2026-28, as recommended. The Agreement shall be in effect from January 1, 2026 to December 31, 2028. \$75,000 is the total for the three-year contract, approximately \$25,000 per year.
- 15** Contract Renewal with Mainstreet Family Services. Health & Human Services
Sara Stenseng, Child and Family Services Division Manager
Approve renewal of contract with Mainstreet Family Services, as recommended. The total budget for this three-year contract is \$100,000; approximately \$33,333 per year. The Agreement shall be in effect from January 1, 2026 to December 31, 2028.
- 16** 2026-2028 Purchase of Service Contract for Legal Prosecutorial Health & Human Services
Services.
Amanda Larson, HHS Director
Approved the 2026-2028 contract for the Sherburne County Attorney's office to provide prosecutorial services for public assistance welfare fraud, as recommended. \$60,000 is the total for the three-year contract period, approximately \$20,000 per year. The Contract shall be in effect from January 1, 2026 to December 31, 2028. (On file.)
- 18** 2026-2029 Agreement for Investigative Services of Welfare Fraud. Health & Human Services
Amanda Larson, HHS Director
Approved a 2026-2029 Agreement for the Sherburne County Sheriff's office to provide investigative services for welfare fraud, as recommended. The cost of services provided to the Department by the Investigator shall be at the hourly figure of \$45.32 up to but not greater than \$94,265.60 per year for a contract limit of \$377,062.40. (On file.)
- 19** 2026 Contract with AVIVO for the Minnesota Family Investment Health & Human Services
Program (MFIP) and Divisionary Work Program (DWP) for Employment
Training and Services.
Amanda Larson, HHS Director
Approved a contract with Avivo for Minnesota Family Investment Program (MFIP) and Divisionary Work Program (DWP) for employment training and services, as recommended. The total amount for the MFIP/DWP program for this service agreement is the total allocated for the time period of January 1, 2026 to December 31, 2026. The available funds for this agreement shall not exceed \$455,559.00.
- 20** Memoranda of Understanding Regarding Minnesota Paid Leave with Human Resources
Certain County Employee Bargaining Units.
Tammy Bigelow
Approved Memoranda of Understanding (MOU) with the LELS Patrol/Investigator Unit, LELS Licensed Supervisor Unit and LELS Public Safety Telecommunicator Unit regarding Minnesota Paid Leave, and authorized the Board Chair to execute the same.
- 21** Amendment No. 1 to the Bolton & Menk Professional Services Public Works
Construction Administrative Contract.
Andrew Witter, Public Works Department Head
Approved Amendment No. 1 to the Bolton & Menk Professional Services Contract for additional construction administration tasks for the US Highway 169 / CSAH 4 interchange project. (On file.)

- 22 Resolution No. 120225-AD-3253 Supporting Livonia Twp's Funding Application through the 2025 Local Roads Improvement Program (LRIP) for Reconstruction of 253rd Ave NW from County Road 46 to County Road 45. Public Works
David Roedel, Assistant Public Works Director
Approved Resolution No. 120225-AD-3253 in Support of Livonia Twp's Application for Funding Through the 2025 Local Roads Improvement Program (LRIP) for Reconstruction of 253rd Avenue Northwest, as recommended. (On file.)
- 23 Resolution No #120225-AD-3254 Supporting the City of Big Lake Local Road Improvement Program (LRIP) Funding Application. Public Works
Andrew Witter, Public Works Department Head
Approved Resolution No. 120225-AD-3254 supporting the City of Big Lake's Funding Application through the 2025 Local Roads Improvement Program (LRIP) for construction of Minnesota Avenue to complete a roadway link between County Road 43 and 177th Street, as recommended. (On file.)
- 24 Final Payment for 2024 County Road 65 Reconstruction and Clear Lake Township's 74th & 106th Surface Improvements (CP 71-665-019 & TWP 20-2024-01). Public Works
Andrew Witter, Public Works Department Head
Approved and authorized the final contract payment in the amount of \$39,558.37 with Knife River for project CP 71-665-019 for the 2024 CR 65 Reconstruction, as recommended.
- 25 Acceptance of the (Retroactive) 2024 Emergency Management Performance Grant (EMPG) Agreement. Sheriff
Joel Brott, County Sheriff
Approved and accepted the (Retroactive) 2024 Emergency Management Performance Grant (EMPG) Agreement, in the amount of \$38,359.00, with the required annual matching grant available from the approved Emergency Management budget. (On file.)

9:04am 1 Official Minutes from the November 18th, 2025, Regular Meeting of the County Board. Administration
Brian Fleming, Economic Development Coordinator
Danielowski/Felber were unanimous to approve the November 18, 2025 Regular Meeting of the County Board as amended.

9:05am 6 Roll Call: Felber-Aye, Danielowski – Aye, Hulse – Aye, Gray - Aye
Update to the County's "Wireless Communication Device" Policy. Administration
Dan Weber, Assistant County Administrator
Felber/Hulse unanimously approved an update to the County's Wireless Communication Device Policy as amended.

9:10am 17 Roll Call: Hulse- Aye, Danielowski- Aye, Felber- Aye, Gray- Aye
Child Support Program Interagency Cooperative Agreement for 2026-2027. Health & Human Services
Amanda Larson, HHS Director
Felber/Danielowski approved the 2026-2027 Child Support Interagency Cooperative Agreement, as recommended. This Cooperative Arrangement will commence on January 1, 2026, and will expire on December 31, 2027, as amended. (On file.)
Roll Call: Hulse- Aye, Danielowski- Aye, Gray- Aye, Felber- Aye

4. 9:11am Announcements

- 1 Receive Updates, Correspondence, and Announcements from the County Administrator. Administration
Bruce Messelt, County Administrator

County Administrator, Bruce Messelt, shared on AMC conference final reservations, request for workshop for Legislative Priorities for December 16 and 2025 County Board meeting.

5. 9:14am Regular Agenda

- 9:14am 1** Congratulate the 2025 Farm Family of the Year & Receive an Update from the U of M Extension Office
University of MN Extension.
Lori Vicich, Regional Director
Congratulated the 2025 Sherburne County Farm Family of the Year - Kiel and Malorie Golly and received a University of MN Extension Staff Update as presented by Regional Coordinator Lori Vicich.
- 9:22am 2** Update from the Sherburne National Wildlife Refuge. Administration
Bill Peterson, Refuge Manager
Received an Update from the Sherburne National Wildlife Refuge Manager, Bill Peterson.
- 9:41am 3** 2026-2030 Sherburne County EDA Strategic Plan. Administration
Brian Fleming, Economic Development Coordinator
Danielowski/Hulse were unanimous to approve the 2026-2030 Sherburne County Economic Development Strategic Plan, as presented by Economic Development Coordinator. (On file.)
- 9:49am 4** Solicitation of Requests for Quotes for Servicing the Municipal Yard Waste Drop-Off Locations. Planning & Zoning
Jillian Carlson, Environmental Specialist
Danielowski/Felber were unanimous to approve the solicitation of requests for quotes (RFQs) for servicing the cities of Becker, Big Lake, and Zimmerman's yard waste drop-off locations, as presented by Environmental Specialist. (On file).
Roll Call: Hulse- Aye, Felber- Aye, Danielowski- Aye, Gray- Aye
- 10:01am 5** Resolution No. 120225-AD-3255 to Acquire Property for the County State Aid Public Works Highway 23 Improvement Project.
David Roedel, Assistant Public Works Director
Danielowski/Felber were unanimous to approve Resolution No. 120225-AD-3255 to Acquire Property for the County State Aid Highway 23 Improvement Project, as presented by Assistant Public Works Director. (On file).
Roll Call: Felber- Aye, Gray- Aye, Danielowski- Aye, Hulse- Aye
- 10:06am 6** Set the January 2026 County Board Meeting Dates and Times. Administration
Bruce Messelt, County Administrator
Danielowski/Felber were unanimous to approve setting the date and time for the first 2026 Meeting of the Sherburne County Board of Commissioners as Tuesday January 6th, 2025 at 9:00 am, in accordance with Minn. Stat. § 375.07, and, for notification/publication purposes, the second 2026 Meeting of the County Board as Tuesday, January 20th, 2026 at 9:00 am, as presented by County Administrator. (On file).
Roll Call: Hulse- Aye, Felber- Aye, Danielowski- Aye, Gray- Aye
- 10:10am 7** Possible Options to Address Perceived or Identified Issues Relating to the Organizational Structure and/or Operation of the St. Cloud Sky Central Airport, and its Governing Saint Cloud Regional Airport Authority. Administration
Bruce Messelt, County Administrator
Reviewed, considered, and provided direction regarding possible options to address perceived or identified issues relating to the Organizational Structure and/or Operation of the St. Cloud Sky Central Airport, and its Governing Saint Cloud Regional Airport Authority.
- 6. 10:42am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Gray- National Walt Disney Day, Substance Use Prevention (SUP) Coalition Meeting, Two Inlets meeting, Two Inlets Closing of Moore House property, Association of Minnesota Counties (AMC) meeting, PNC meeting, Emmer Staff Tour of Sherco.

Commissioner Danielowski- National Association of Counties (NACo) Central Regional meeting, Community ED Advisory Meeting for Big Lake School District, SUP Coalition, City of Big Lake City Administrator meeting, Public Utilities Commission (PUC) Waste Management Public meeting, Sherburne County Economic Development Authority (EDA) Board meeting, Transportation Policy meeting upcoming, Constituent matters.

Commissioner Felber- Announced that December is AIDS Awareness Month, Seasonal Affective Disorder Month, Universal Human Rights Month, Impaired Driving Prevention Month, National Safe Toys and Gifts Month, NACo regional meeting, Elk River Paid Medical Leave Webinar, Great River Regional Library (GRRL) Finance meeting and Regular Business Meeting, Two Inlets meeting, Mid-west Forensic Laboratory, Waste Management Open House, Orrock Township Meeting, Energy Transition Advisory Committee (ETAC) meeting, Emmer Staff tour at Sherco.

Commissioner Hulse- AMC General Government Committee Meeting, Sherburne County Fair Board, Sherburne County EDA Board Meeting, was appointed to the Rivers of Hope Board of Directors.

7. 10:52am Recess Regular Meeting, Break

8. 11:03am Reconvene, Open Workshop

9. 12:07pm Close Workshop Meeting, Adjourn Regular Meeting

Manual Warrants

11/7/25	15,719.50	Agency Collections
	1,400,918.10	Taxes & Penalties Fund
	13,990,523.03	School Districts Collections
	15,407,160.63	Total

Commissioner Warrants

11/14/25	308,271.58	General Revenue Fund
	3,123,675.71	Public Works Fund
	49.00	Human Service Fund
	16,412.33	Solid Waste Fund
	12,920.81	Jail Commissary Fund
	13,790.60	Justice Center Enterprise Fund
	32,719.26	Taxes & Penalties Fund
	18,897.50	School Districts Collections
	49,136.49	Towns & Cities Collections
	21,671.46	Payroll Fiduciary Fund
	3,597,544.74	Total

Manual Warrants

11/14/25	14,058.00	Agency Collections
	14,058.00	Total

Commissioner's Warrants

11/19/25	597,787.38	General Revenue Fund
	597,787.38	Total

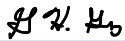
HHS IFS Admin Warrants

11/21/25	60,802.55	Human Service Fund
	2,810.45	Agency Collections
	50.00	Children's Mental Health Collaborative
	63,663.00	Total

Warrants

11/21/25	300.00	Acres for Life Therapy & Wellness Center
	367.40	Alger-Peyton, Shelly
	7,096.57	AT & T Mobility

832.00	Boe/Evelyn
438.90	Burr/Ashley
1,105.00	Central MN Mental Health Center
960.51	Children's Dental Services
510.59	Cintas
1,050.00	City Of St Cloud
300.30	Downey/Alexa
501.00	Elk River Printing
2,900.00	Ellison Center
711.87	Ettesvold/Judith M
462.47	Field/Vicki
336.00	Franzwa/Martha
436.52	Hengemuehle/Lisa B
6,597.36	Hennepin County
316.70	Jarett/Cassandra
778.13	Kirchner/Amelia
473.50	Lexis Nexis
832.79	Lhotka/Katherine M
7,953.67	Lutheran Social Service Of Minnesota
364.70	Martin/Amanda J
380.04	Menze/Gretchan
17,000.00	MNCCC LOCKBOX
409.69	Sunnarborg/Jamie
342.90	The Bridge World Language Ctr Inc
750.00	U S Post Office
5,007.65	YMCA - Elk River
4,146.74	29 Payments less than 300
63,663.00	Total
Commissioner Warrants	
11/21/25	218,391.78
	3,857,025.39
	2,393.50
	5,563.63
	70.32
	77,657.01
	133,206.61
	70.00
	1,409.00
	4,295,787.24
	Total



Gary H. Gray (Jan 26, 2026 10:20:11 CST)

Gary H. Gray, Board Chairperson

01/26/2026

Date



Bruce Messelt, County Administrator

01/28/2026

Date