



Sherburne County Board of Commissioners

December 16, 2025 - County Board Meeting

Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on December 16, 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 unanimous to approve the Regular Meeting Agenda as presented.

2. 9:02am Open Forum

Gary Tonsager spoke.

3. 9:10am Consent Agenda

Danielowski/Felber Unanimously approved the consent agenda, with the exception of 3.4, 3.9, 3.19, 3.23.

- 1 County Board Meeting Minutes from December 2nd, 2025. Administration
Brian Fleming, Economic Development Coordinator
Approved the Official Minutes from the December 2nd, 2025, County Board Meeting, as recommended.
- 2 Official Minutes from the December 2nd, 2025, County Board Workshop. Administration
Brian Fleming, Economic Development Coordinator
Approved the Official Minutes from the December 2nd, 2025, County Board Workshop, as recommended.
- 3 Minutes from the December 4th, 2025, Truth in Taxation Meeting of the County Board. Administration
Dan Weber, Assistant County Administrator
Approved the Minutes from the December 4th, 2025, Annual Truth in Taxation Meeting of the County Board, as presented. (on file)
- 5 2026 Non-Levied Budgets. Administration
Dan Weber, Assistant County Administrator
Approve the 2026 Non-Levy Budgets, as presented and attached. (on file)
- 6 Eagle Lake Improvement District 2025 Annual Report. Administration
Dan Weber, Assistant County Administrator
Approved and accepted the 2025 Annual Report from the Eagle Lake Improvement District, as presented. (on file)
- 7 County Board Appointment to the Great River Regional Library Board of Trustees. Administration
Dan Weber, Assistant County Administrator
Approved the Appointment of Cindy Graham to the Great River Regional Library Board of Trustees, for a term of three years beginning January 1, 2026, through December 31, 2028. (on file)
- 8 Approval of Court Appointed Attorney Professional Service Agreements. Administration

Katrese Ringham, Court Administrator

Approved the Court Appointed Attorney Professional Services Agreements.

- 10** Resolution 121625-AD-3256 to Commit Fund Balance, in Accordance with GASB Statement #54. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Resolution No. 121625-AD-3256 to commit Fund Balance, in accordance with GASB Statement #54.
- 11** County Auditor-Treasurer to Pay Final 2025 Warrants. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Authorized the County Auditor-Treasurer to pay Final 2025 Warrants, as recommended.
- 12** Commissioner & Manual Warrants Dated November 21st, 25th, 28th, December 3rd, and December 5th, 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Approved Commissioner & Manual Warrants Dated November 21st, 25th, and 28th, and December 3rd and 5th, 2025, as recommended. (on file)
- | | | |
|-------------------|--|-----------------|
| November 21, 2025 | Manual Warrants | \$597,749.79 |
| November 25, 2025 | Manual Warrants BMO Harris Pcard Oct | \$49,419.48 |
| November 28, 2025 | Commissioner Warrants | \$1,985,251.62 |
| November 28, 2025 | Manual Warrants | \$10,535.00 |
| December 3, 2025 | Commissioner Warrants I Final Settlement P2 | \$12,181,990.51 |
| December 3, 2025 | Commissioner Warrants II Final Settlement P2 | \$15,640.41 |
| December 5, 2025 | Commissioner Warrants | \$721,879.82 |
| December 5, 2025 | Manual Warrants | \$13,599,409.46 |
- 13** Contract Extension for Electronic Monitoring (Community Corrections). Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved a contract extension with Minnesota Monitoring to provide electronic monitoring equipment and services for court-ordered juvenile and adult offenders. (on file)
- 14** 2026 Professional Services Agreement for Court-Ordered Juvenile Evaluations. Community Corrections
Corey Mabis-Rowe, Director of Community Corrections
Approved a Professional Services Agreement for 2026 with Ms. Stephanie Bruss to complete court-ordered evaluations for juvenile clients. (on file)
- 15** HHS IFS Admin Warrants Dated December 5th, 2025. Health & Human Services
Approved HHS IFS Admin Warrants dated December 5th, 2025, as recommended. (on file)
- | | | |
|---------------|----------|-------------|
| HHS IFS Admin | Warrants | \$91,445.36 |
|---------------|----------|-------------|
- 16** Reclassify 1 FTE HHS Clerical Staff to an Income Maintenance Case Aide. Health & Human Services
Amanda Larson, HHS Director
Approved Reclassification of one (1) FTE HHS Clerical Staff to one (1) FTE Income Maintenance Case Aide, as recommended.
- 17** Contract between Sherburne County and the YMCA of the North for Drop-in Child Care Services. Health &

Gina Anderson, Economic Supports Manager

Approved a Contract between Sherburne County and the YMCA of the North for Drop-in Child Care Services for 2026.

- 18 Recommended Revisions to the Sherburne County Rules and Personnel Policies to Conform with New State of Minnesota Laws. Human Resources

Tammy Bigelow

Approved Recommended Revisions to the Sherburne County Rules and Personnel Policies, as recommended, for the following Chapters, effective January 1, 2026:

* Chapter 6.2 (Rest and Meal Period)

* Chapter 7 (Employee Benefits) (on file)

- 20 Issuance of a Modified and Renewal License to Northern Metals Recycling, LLC. Planning & Zoning

Jerome Doede

Approved the issuance of a Modified and Renewal Solid Waste License to Northern Metals Recycling, LLC for continued operations of a Processing Facility with a 5-year term, ending on December 31, 2030, in accordance with the Solid Waste Management Ordinance. (on file)

- 21 Recommended 2026 Appointments to the Sherburne County Planning Advisory Commission. Planning & Zoning

Lynn Waytashek, Planning & Zoning Administrator

Approve appointment of the following Livonia Township Representative and Alternate to the Planning Advisory Commission, as recommended by the Livonia Township Board, for the term of January 2026-December 2028: (on file)

- Primary Representative: Butch Hass
- Alternate Representative: Lila Spencer

- 22 Professional Services Agreement with Houston Engineering, Inc. to Provide Consulting Services to the County for the Calendar Year 2026. Planning & Zoning

Dave Lucas, Solid Waste Administrator

Approved a Professional Services Agreement with Houston Engineering, Inc. to Provide Consulting Services to the County for the Calendar Year 2026, as recommended. (on file)

- 24 Cross-Country Ski Trail Grooming Agreement with the City of Becker. Public Works

Gina Hugo, Parks Director

Approved an agreement with the City of Becker for a Cross-Country Ski Trail Grooming Agreement, as recommended. (on file)

- 25 Final Payment for 2025 Pavement Markings (CP 71-PM-025). Public Works

Andrew Witter, Public Works Department Head

Approved and authorized final contract payment with Sir Lines-A-Lot, LLC for project # CP 71-PM-025 for the 2025 Pavement Markings, as recommended. (on file)

- 26 Out-of-State Travel for the County Parks Director to Attend a Park Management Workshop in February 2026 in Denver, Colorado. Public Works

Gina Hugo, Parks Director

Approved out-of-state travel for the County Parks Director to attend a 2-day Park Management Training in Denver, Colorado, from February 9th-12th, 2026.

- 27 Requested Over-Strength of One (1) Transport/Court Security Deputy Position. Sheriff

Approved an Over-Strength of one Transport/Court Security Deputy position, as requested by the Sheriff's Office.

- 28 Reclassification of the Office Supervisor - Sheriff Admin Position within the Sheriff's Office. Sheriff

Approved the Reclassification of Office Supervisor - Sheriff Admin (Grade 13) to Administrative Supervisor - Sheriff Admin (Grade 14), as recommended.

- 29 Requested Over-Strength of One (1) Master Control Operator Position. Sheriff

Approved an Over-Strength of one (1) FTE Master Control Operator position, as requested by the Sheriff's Office.

- 30 Reclassification of a Jail Support Specialist to a Senior Jail Support Specialist within the Sheriff's Office. Sheriff

Joel Brott, County Sheriff

Approved the Reclassification of one Jail Support Specialist position (pay grade 7) to a Senior Jail Support Specialist (pay grade 8) within the Sheriff's Office, as recommended.

- 9:08am 4 2026 5-Year Capital Improvement Plan. Administration

Dan Weber, Assistant County Administrator

Hulse/Felber unanimously approved the 2026 5-Year Capital Improvement Plan, as presented. (on file)

- 9:10am 9 Letter of Support for Connexus Energy's Empowering Rural America Grant Application. Administration

Felber/Danielowski unanimously approved a letter of support for Connexus Energy's Empowering Rural America Grant Application.

- 9:13am 19 Solid Waste License Renewal for OTI, Inc. Planning & Zoning

Jillian Carlson, Environmental Specialist

Hulse/Danielowski unanimously approved the issuance of a Solid Waste License to OTI, Inc. for the renewal of a Yard Waste Compost Facility for a 5-year term, ending December 31, 2030, in accordance with the Solid Waste Management Ordinance. (on file)

- 9:20am 23 Amendment to MOU between Sherburne County Parks and the Minnesota Land Trust. Public Works

Gina Hugo, Parks Director

Felber/Danielowski approved (4-1) a First Amendment to the Memorandum of Understanding between Sherburne County Parks and the Minnesota Land Trust for habitat restoration and enhancement work on protected park land. (on file)

4. 9:25am **Announcements**

County Administrator spoke to the employee recognition event on December 16 and staff holiday lunch on December 18, the Sky Central Regional Airport announced hosting the North Star Airshow on August 1st and 2nd, 2026, Regional and State National Civic Bee March 21st 2026, and recognition of Board Chair Gary Gray's leadership service as the 2025 Chairperson of the Sherburne County Board of Commissioners.

5. 9:30am **Employee Recongition**

- 1 Recognize July - December 2025 Employee Anniversaries. Administration
Department Heads
Recognized July - December 2025 Employee Anniversaries. (on file)

6. 10:01am **Recess Regular Meeting, Open Ditch Authority**

- 10:01am 1 Ditch Authority Agenda. Auditor / Treasurer
Mike Lindenau, County Ditch Inspector
Schumacher/Felber unanimously approved the Ditch Authority agenda for the December 16, 2025 Ditch Authority meeting.
- 10:01am 2 Ditch Drainage Technician's Report.
Mike Lindenau, County Ditch Inspector
Felber/Huse unanimously accepted the Ditch Drainage Technician's report.
- 10:07am 3 Payback to the General Fund. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Schumacher/Hulse unanimously approved the payback to the General Fund.

7. 10:10am **Close Open Ditch Authority Meeting, Open Regular Meeting**

8. 10:10am **Regular Agenda**

- 10:10am 1 Conditional Use Permit for Farm Related Business-Wine Bar - Carol Zimmerman. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Zoning Administrator Waytashek provided an updated transcript from the Planning Commission meeting, identifying correct speakers. Waytashek asked for feedback from the Board concerning revocation or amendment to the CUP with staff to return with proposed language for consideration at future meeting. Commissioner Gray called upon Ian McCoy, attorney for the permit holder, for comment. Administrator Messelt discussed that the period of public comment is closed and what constitutes the record. After discussion from commissioners, unanimous consensus to have staff prepare proposed optional amendment language concerning condition #7, #8, #13, #14, of the existing Conditional Use Permit for Farm Related Business-Wine Bar, which was granted on May 16, 2023. For Property Address: 15913 41st Street SE, Becker. PID# 45-00021-2405 Legal Desc: W ½ of SE ¼ of SE ¼ of NW ¼ (full legal on file). Sec 21, Twp 35, Rge 28, Santiago Township. 5 acres Agricultural District. The Board also requested the permit holder provide the required log to zoning staff by the end of the week per condition #16.
- 11:00am 2 Preliminary and Final Simple Plat of "Fun Farm"-Ewing Properties. Planning & Zoning
Lynn Waytashek, Planning & Zoning Administrator
Felber/Schumacher were unanimous to approve a Preliminary and Final Simple Plat of "Fun Farm" consisting of (1) lot, with the (2) Conditions as recommended by the Planning Commission and listed in the background justification, for Property Address: 15971 27th St SE, Clear Lake. PID

#45-00016-2100 & 45-00016-1200. Legal Desc: NE 1-4 of NW 1-4 & NW 1-4 of NE 1-4 ex (full legal on file). Sec 16, Twp 35, Rge 28, Santiago Township. 72.54 acres in the Agricultural District.

- 11:05am** **3** Auditor-Treasurer's Monthly Report for November 2025. Auditor / Treasurer
Loraine Rupp, Auditor/Treasurer
Felber/Schumacher were unanimous to accept the Auditor-Treasurer's monthly report for November 2025.
- 11:10am** **4** Resolution No. 121625-AD-3248 Establishing 2026 Salaries for County Administration
Commissioners.
Bruce Messelt, County Administrator
Felber motioned Resolution No. 121625-AD-3248 establishing the 2026 salaries for Sherburne County Commissioners at a 3% adjustment. Motion failed for lack of a second.

Felber/Schumacher motioned/seconded Resolution No. 121625-AD-3248 establishing the 2026 salaries for Sherburne County Commissioners at a 2% adjustment. Motion failed 1-4.

Felber/Danielowski motioned/seconded Resolution No.121625-AD-3248 establishing the 2026 salaries for Sherburne County Commissioners at a 0% adjustment. The motion was amended by Felber, seconded by Danielowski establishing the 2026 salaries for Sherburne County Commissioners at a 1.5% adjustment, setting the 2026 salaries for Sherburne County Commissioners at \$59,999. Motion passed 3-2.
- 11:25am** **5** Resolution No. 121625-AD-3257 Establishing 2026 County Elected Official Salaries. Administration
Bruce Messelt, County Administrator
Danielowski/Schumacher were unanimous to approve Resolution No. 121625-AD-3257 establishing County Elected Official Salaries for 2026.
- 11:34am** **6** Sherburne County Pilot Commuter Bus Service Agmt #1061722 w/ MnDOT. Public Works
Andrew Witter, Public Works Department Head, Bruce Messelt, County Administrator
Felber/Hulse were 4-1 to approve the Sherburne County Pilot Commuter Bus Service Agmt #1061722 w/MnDOT, as presented. (on file)

9. 11:37am Recess Regular Meeting, Open Regional Rail Authority Meeting

10. 11:40am Close Regional Rail Authority Meeting, Reconvene Regular Meeting

11. 11:40am Regular Agenda

- 1** 2026 Annual Budget and Associated Annual Levies. Administration
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator
Felber/Danielowski unanimous to approve the 2026 Annual Budget and Associated Annual Levies.
- 12. 11:45am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
Commissioner Felber- Association of Minnesota Counties (AMC) Pre-meetings and AMC Annual Conference, Central Mississippi River Partnership, Leading on Purpose, Minnesota Inter-County Association (MICA), Central Minnesota Jobs and Training Services (CMJTS) , Becker Township meeting. Commissioner Schumacher- Appreciation for Sherburne County Board and all associated.

Commissioner Hulse- Association of Minnesota Counties (AMC) committee meeting, Truth-in-Taxation meeting, nuclear energy discussion with the Minnesota Nuclear Alliance, County Corrections meeting, Region 7W Economic Development District meeting, three AMC policy amendments discussion.
 Commissioner Danielowski- AMC conference, Truth-in-Taxation meeting, National Association of Counties (NACo) Community, Economic & Workforce Development (CEWD) Policy Steering Committee, Big Lake Township meeting, Central Mississippi River Partnership, Region 7W Economic Development District meeting, staff meetings, responded to constituents' concerns, response to Public Forum speaker, appreciation for all County Board and County Staff, Big Lake compost fire update.
 Commissioner Gray- Pre-meetings for AMC conference, Soil and Water Conservation District meeting, Area Planning Organization meeting, Sherburne County Board Chair appreciation.

13. 12:12pm Recess Regular Meeting, Open Workshop

14. 12:15pm Adjourn Workshop, Reconvene Regular Meeting

15. 12:15pm Adjourn Regular Meeting

Manual Warrants

11/21/25	2,510.34	General Revenue Fund
	595,239.45	Agency Collections
	597,749.79	Total

Manual Warrants BMO

11/25/25	34,010.61	General Revenue Fund
	5,376.39	Public Works Fund
	207.08	Human Service Fund
	382.47	Solid Waste Fund
	1,969.54	Jail Commissary Fund
	3,300.00	Capital Proj- Building, Land Acquisition Justice
	4,173.39	Center Enterprise Fund
	49,419.48	Total

Commissioner Warrants

11/28/25	460,657.91	General Revenue Fund
	137,390.23	Public Works Fund
	49.00	Human Service Fund
	4,519.68	Solid Waste Fund
	22,142.64	Jail Commissary Fund
	194,648.62	Justice Center Enterprise Fund
	27,418.78	Agency Collections
	12,756.89	Taxes & Penalties Fund
	1,125,667.87	Payroll Fiduciary Fund
	1,985,251.62	Total

Manual Warrants

11/28/25	10,535.00	Agency Collections
	10,535.00	Total

Commissioner Warrants Final Settlement I P2

12/3/25	294.33	General Revenue Fund
	54,158.54	Metropolitan Transit Fund
	766,538.31	Hra & Ec Dev Fund
	2.18	Hospital District Collections
	1,924.62	Agency Collections
	17,129.76	School Districts Collections
	11,341,939.77	Towns & Cities Collections
	12,181,990.51	Total

Commissioner Warrants Final Settlement II P2

12/3/25	15,640.41	General Revenue Fund
	15,640.41	Total
Manual Warrants		
12/5/25	2,337.00	General Revenue Fund
	110,792.16	Hra & Ec Dev Fund
	15,178.50	Agency Collections
	19,100.82	Taxes & Penalties Fund
	242,204.22	School Districts Collections
	13,209,796.76	Towns & Cities Collections
	13,599,409.46	Total
HHS IFS Admin Warrants		
12/5/25	29,506.99	Avivo
	418.99	Boetel/LeAnne
	1,415.78	BreezyBilling
	404.60	Byrnes/Anna J
	427.70	Cheam/Somadee
	5,571.88	Children Youth & Families
	760.00	DNA Diagnostics Center
	1,243.28	HemoCue America
	4,572.91	Hennepin County
	309.40	Martin/Amanda J
	4,239.96	Office Of MNIT Services
	339.19	Olson/JeNee
	27,750.00	Scene Clean Inc
	5,431.50	Sherburne County Auditor Treasurer
	5,007.65	YMCA - Elk River
	4,045.53	26 Payments less than 300
	91,445.36	Total

Raeanne Danielowski

Raeanne Danielowski (Jan 26, 2026 09:07:36 CST)

Raeanne Danielowski, Board Chairperson

01/26/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

01/28/2026

Date