



Sherburne County Board of Commissioners

June 2, 2026 - County Board Meeting Minutes

1. 9:00am Call to Order

The Sherburne County Board of Commissioners convened in regular session on June 2, 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.
Hulse/Felber were unanimous to approve the meeting agenda as presented.

2. 9:01am Open Forum

Gary Tonsager spoke.

3. 9:03am Consent Agenda

Felber/Gray were unanimous to approve the Consent Agenda as presented.

- 1 Official Minutes from the May 19th, 2026, Regular Meeting of the Administration
County Board.
Keisha Broderick, Executive Assistant
Approved the Official Minutes from the May 19th, 2026, Regular Meeting of the County Board, as presented.
- 2 Gambling Premises Permit for the Santiago Lions Club. Administration
Keisha Broderick, Executive Assistant
Approved a Gambling Premises Permit for the Santiago Lions Club for an event on September 26th, 2026, at Santiago Park, located at 16871 20th Street in Princeton.
- 3 Out of State Travel Request for Commissioner Felber. Administration
Dan Weber, Assistant County Administrator
Approved Out-of-State Travel for County Commissioner Felber to attend the NACo Rural Energy Academy being held in Texas September 23rd to 25th with an estimated cost of \$1,000.
- 4 Resolution No. 060226-AD-3290 Authorizing Participation in the Administration
Performance Measures Program.
Dan Weber, Assistant County Administrator
Approved Resolution No. 060623-AD-3090 authorizing County Participation in the State of Minnesota's Performance Measures Program. (On file.)
- 5 2026-2027 Tobacco License Renewals. Auditor / Treasurer
Loraine Rupp, Auditor & Treasurer
Approved 2026-2027 Tobacco License applications for the following 16 establishments with completed applications and 1 establishment with an incomplete application, authorizing the Auditor & Treasurer to execute said licenses:

Completed Applications:

Santiago Township: Santiago Country Store

Palmer Township: Briggs Lake General Store

City of Baldwin: Ridgewood Bay Resort

Completed Applications for 12 establishments, contingent on approval from their local boards:

Orrock Township: Sand Dunes Food & Fuel, Sand Dunes Spirits

Becker Township: Holidaystation Store #3598

City of Zimmerman: Frontier Liquor, Holidaystation Store # 239, P & A Liquor, Speedway #4535, Uptown Off-Sale, Casey's General Store # 3445, Dollar General Store # 19543, Zimmerman Tobacco, Zimmerman Smoke Shop, JR Tobacco

Incomplete Application:

City of Zimmerman: Z Market

- 6 Commissioner & Manual Warrants Dated May 15th, 22nd, 26th, and Auditor / Treasurer
27th, 2026.
Loraine Rupp, Auditor & Treasurer
Approved Commissioner & Manual Warrants Dated May 15th, 22nd, 26th, and 27th, 2026, as follows.
- May 15 2026, Commissioner Warrants \$1,190,513.39
May 15 2026, Manual Warrants \$13,465.50
May 15 2026, Manual Warrants US Bank Pcard April \$109,861.33
May 22 2026, Commissioner Warrants \$3,523,200.00
May 22 2026, Manual Warrants \$422,340.17
May 26 2026, Manual Warrants BMO Harris Pcard \$34,815.90
May 27 2026, Commissioner Warrants P1 50% Estimated School District Payout \$1,749,964.77
- 7 County's 2025 Annual Comprehensive Financial Report and Award Auditor / Treasurer
Application to the GFOA (Government Finance Officers Association).
Loraine Rupp, Auditor & Treasurer
Approved and authorized the Auditor-Treasurer to submit to the GFOA (Government Finance Officers Association) the 2025 Annual Comprehensive Financial Report and Award Application.
- 8 Amendment to the Family Group Decision-Making Grant to Extend the Health & Human Services
Grant Period and Increase Available Grant Funding.
Sara Stenseng, Child and Family Services Division Manager
Approved and authorized the County at accept Amendment #4 to the Family Group Decision-Making Grant to extend the Grant period to June 30th, 2027 and increase the Grant Award by \$100,000.
- 9 May 22nd, 2026 HHS IFS Admin Warrants. Health & Human Services
Amanda Larson, HHS Director
Approved May 22nd, 2026 HHS IFS Admin Warrants, as follows.
- May 22nd, 2026 HHS IFS Admin Warrants \$77,468.08
- 10 Recommended Position Reclassification. Human Resources
Tammy Bigelow, Director of HR

Approved Reclassification of the identified position, as reviewed and recommended by the County's HR Consultant, DDA Human Resources, and consistent with Sherburne County Personnel Rules and Policies, effective retroactively to January 1, 2026.

Sheriff's Office

Information Services Director (1 employee)
Grade 18 to Grade 19

- 11 Update to the County's "Email Use" Policy. Information Technology
Drew Nelson, IT Director
Approved an update to the "Email Use" Policy, as recommended.
- 12 Update to the County's "Public Artificial Intelligence Standards" Policy. Information Technology
Drew Nelson, IT Director
Approved an update to the "Public Artificial Intelligence Standards" Policy.
- 13 Lowest Responsive Bidder for County State Aid Highway 23, SAP 71-623-013. Public Works
Andrew Witter, Public Works Department Head
Approved the lowest responsive bidder, Knife River with a bid of \$3,791,805.74, for the reconstruction in 2026 of CSAH 23 from Edgewood to CR 217 including an adjacent walking path - Project No. SAP 71-623-013.
- 14 Professional Service Agreement with Bolton & Menk for the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Application. Public Works
Andrew Witter, Public Works Department Head
Approved a Professional Service Agreement with Bolton & Menk for services in pursuing Federal funding through the CRISI Grant Program for the intersections of Trunk Highway 10 and County Road 11 in Big Lake, Trunk Highway 10 and County Road 8 in Becker, and Trunk Highway 10 and Trunk Highway 25/County Road 52 in Becker.
- 15 Professional Service Agreement with Bolton & Menk for the Railroad Crossing Elimination (RCE) Grant Application. Public Works
Andrew Witter, Public Works Department Head
Approved a Professional Service Agreement with Bolton & Menk for services in pursuing Federal funding through the RCE Grant program, for the intersection of Trunk Highway 10 and County Road 11 in Big Lake. The term of this agreement shall commence on June 2, 2026 and terminate on the date that all obligations have been fulfilled and all deliverables have been approved. (On file.)
- 16 Resolution No. 060226-AD-3291 in Support of Sherburne County Submitting an Application for the Railroad Crossing Elimination (RCE) Grant Program. Public Works
Andrew Witter, Public Works Department Head
Approve Resolution No. 060226-AD-3291 in support of Sherburne County submitting an application for the RCE Grant Program to secure funding for construction of the grade-separated railroad crossing at Trunk Highway 10 and County Road 11 in Big Lake. (On file.)
- 17 Resolution No. 060226-AD-3292 in Support of Sherburne County's Submission of an Application for the Consolidated Rail Infrastructure and Safety Improvement (CRISI) Grant Program. Public Works
Andrew Witter, Public Works Department Head

Approved Resolution No. 060226-AD-3292 in support of Sherburne County's submission of an application for the CRISI Grant Program to secure funding for construction of the intersections of Trunk Highway 10 and County Road 11 in Big Lake, Truck Highway 10 and County Road 8 in Becker, and Trunk Highway 10 and Trunk Highway 25/County Road 52 in Becker.

- 18 Resolution No. 060226-AD-3293 and the Related Active Transportation Public Works Program Grant Agreement with MnDOT.

Andrew Witter, Public Works Department Head

Approved Resolution No. 060226-AD-3293 and the related MnDOT Agreement No. 1063057, Active Transportation Program Grant Agreement, as recommended. (On file.)

- 19 2026 State of MN Annual County Boat and Water Safety Grant. Sheriff

Joel Brott, County Sheriff

Approved the acceptance of the 2026 State of Minnesota Annual County Boat and Water Safety Grant, in the amount of \$16,123, to purchase equipment and supplies and fund overtime shifts for boating enforcement and water safety on various lakes within Sherburne County. (On file.)

4. 9:04am Announcements

- 9:04am 1 Receive Updates, Correspondence, and Announcements from the Administration
County Administrator.

Bruce Messelt, County Administrator

Received an update from the County Administrator regarding correspondence, calendar, activities, and announcements.

- Updates on future workshops.
- Consensus to have Administrator Messelt attend NACo on behalf of the Board of Commissioners.
- Reminder of Budget Workshops in July.
- Arbitration updates.
- Shared an article with the Board regarding the Airport Authority.
- Shared recent concerns with Options.

5. 9:09am Regular Agenda

- 9:09am 1 Eagle Lake Improvement District (ELID) Establishing Order. Administration

Sandy McClurg, ELID Secretary

Hulse/Felber were unanimous to approve amending Section #6 of the Order Establishing the Eagle Lake Improvement District that contains language specifying the number of Board of Director members as requested and presented by ELID Secretary Sandy McClurg.

- 9:12am 2 Solid Waste License for Elk River Yard Waste Transfer Site. Planning & Zoning

Maureen Mossak, Environmental Specialist

Felber/Hulse to approve with a 4-1 vote the issuance of a County Solid Waste License to the City of Elk River, allowing the operation of a Yard Waste Transfer Facility, for a one-year term ending June 2, 2027, in accordance with the requirements set forth in the Solid Waste Management Ordinance, No. 180, as amended. (On file.)

- 9:17am 3 Resolution No. 060226-AD-3294 Regarding the CSAH 33 Safety and Mobility Project and Authorize Property Acquisition by Eminent Domain, if Necessary, Public Works

David Roedel, Assistant Public Works Director

Schumacher/Gray were unanimous to approve Resolution No. 060226-AD-3294 to authorize the acquisition of property for the CSAH 33 Safety and Mobility Project, including, if necessary, by eminent domain. (On file.)

- 9:28am 4 State and Federal Legislative Activities and County Legislative Priorities. Administration

Bruce Messelt, County Administrator

Discussed State and Federal Legislative Activities and County Legislative Priorities.

6. 9:29am **Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

Commissioner Hulse - Fair Board meeting, Addressed Political Party Name Calling Concerns, G.O.P. Convention

Commissioner Gray - County Extension Committee Meeting

Commissioner Schumacher - Highlighted Zimmerman Wild West Days and Expressed Thanks to all Involved for Putting on Such a Great Community Event. Thanked Princeton Golf Course for Hosting Tiger Alumni Foundation, Princeton Public Utility Debate as Featured in the Union Times

Commissioner Felber - Great River Regional Library, Wild West Days in Zimmerman, Parks & Trails meeting, Orrock Township meeting, Tri-County Solid Waste, Community Leaders of America meeting, NACo Midsize Caucus, Emmer Call with Chief of Staff, Resilient Counties Webinar, Tri-County Executive meetings, Tri-County Joint meeting with Pope Douglas, Energy Transistion Advisory meeting, GOP Convention

Commissioner Danielowski - Addressed Options Possible Shutdown, NACo Central Regional Meeting, SUP, Emmer Call with Cheif of Staff, Tri-County Pope Douglas Meeting, Memorial Day Services,

7. 9:49am **Adjourn Regular Meeting, Break**

Hulse/Schumacher were unanimous to adjourn the Regular Meeting.

8. 9:58am **Reconvene, Open Workshop**

9. 12:57am **Adjourn Workshop Meeting**

Manual Warrants

5/15/26	13,465.50	Agency Collections
	13,465.50	Total

Manual Warrants

5/15/26	206,989.95	General Revenue Fund
	145,265.79	Public Works Fund
	18,049.00	Solid Waste Fund
	24,083.78	Jail Commissary Fund
	457,783.24	Capital Proj- Building, Land Acquisition
	280,406.01	Justice Center Enterprise Fund
	31,311.71	Agency Collections
	26,623.91	Payroll Fiduciary Fund
	1,190,513.39	Total

Manual Warrants – US Bank Pcard

5/1/26	98,502.90	General Revenue Fund
	6,283.05	Public Works Fund
	26.65	Human Service Fund
	5,048.73	Solid Waste Fund
	109,861.33	Total

Commissioner Warrants

5/22/26	436,531.11	General Revenue Fund
	2,914,893.34	Public Works Fund
	42,511.06	County Ditch Fund
	5,588.65	Law Library Fund
	69,938.26	Solid Waste Fund
	24,433.29	Jail Commissary Fund

	188.29	Sherco Regional Rail Authority
	4,714.50	Justice Center Enterprise Fund
	23,470.50	Agency Collections
	931.00	Taxes & Penalties Fund
	3,523,200.00	Total
Manual Warrants		
5/22/26	2,398.70	General Revenue Fund
	419,941.47	Agency Collections
	422,340.17	Total
Commissioner Warrants		
5/22/26	69,787.78	Human Service Fund
	7,680.30	Agency Collections
	77,468.08	Total
Warrants		
5/22/25	3,450.00	ALY Strategies, LLC
	490.79	American Solutions For Business
	850.00	Boetel/LeAnne
	1,394.76	BreezyBilling
	691.66	Burr/Ashley
	1,425.00	Central MN Mental Health Center
	17,000.32	Children Youth & Families
	353.02	Cintas 353.02
	1,050.00	City Of St Cloud
	346.43	Grater/Justin
	2,072.70	Hennepin County
	1,000.00	Ignite
	941.15	Kranz/Ashley
	427.03	LaCount/Carlie
	7,953.67	Lutheran Social Service Of Minnesota
	476.33	Martin/Amanda J
	6,945.61	Mn Dept Of Human Services - SWIFT
	800.00	Neumann/Roy J
	5,236.25	Sherburne County Auditor Treasurer
	321.18	Stevens/Melissa
	750.00	Winters/Dr Ken C
	20,444.48	YMCA - Elk River
	3,047.70	32 Payments less than 300
	77,468.08	Total
Manual Warrants BMO Harris Pcard April		
5/26/26	28,986.76	General Revenue Fund
	198.00	Public Works Fund
	4,191.33	Jail Commissary Fund
	1,439.81	Justice Center Enterprise Fund
	34,815.90	Total
Commissioner Warrants P1 50% Est School Dist Payout		
5/27/26	2,334.00	General Revenue Fund
	17,605.50	Agency Collections
	19,939.50	Total

Raeanne Danielowski

Raeanne Danielowski (Jun 23, 2026 14:24:24 CDT)

Raeanne Danielowski, Board Chairperson

06/23/2026

Date

Bruce Messelt

Bruce Messelt, County Administrator

06/23/2026

Date