



# Sherburne County Board of Commissioners

## January 4, 2022 - 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 Election of Board Chairperson**

- 1 Election of 2022 Board Chair.  
*Bruce Messelt, County Administrator*

**3. 9:05am Election of Vice-Chairperson**

- 1 Election of Vice-Chairperson.

**4. 9:08am Consent Agenda**

- 1 Review and Approve County Board Meeting Minutes: December 21, 2021.
- 2 Review and Approve County Board Workshop Meeting Minutes: December 21, 2021.
- 3 Consider and Approve Appointment to the County EDA. Administration
- 4 Consider Appointments to the Water Plan Advisory Committee. Administration
- 5 Establish Minimum Salaries for Positions of Sherburne County Auditor-Treasurer, Recorder, Sheriff, and Attorney. Administration
- 6 Consider and Authorize Designation of Depositories and Signature Authorizations. Auditor / Treasurer
- 7 Review and Approve Commissioner & Manual Warrants. Auditor / Treasurer
- 8 Consider and Approve Peer Breastfeeding Staffing Plan. Health & Human Services
- 9 Review and Approve HHS/ADMIN Warrants. Health & Human Services
- 10 Review and Approve HHS IFS Admin Warrants. Health & Human Services
- 11 Consider Memorandum of Understanding Regarding Corrections Officer Work Schedules. Human Resources
- 12 Approve Final Payment for 2018 CSAH 3 Reconditioning (SAP 71-603-027). Public Works
- 13 Approve Final Payment for 2019 Great Northern Pedestrian Trail - CR 45 thru City of Princeton (SP 071-090-003). Public Works
- 14 Approve Final Payment for 2021 Pavement Resurfacings (CP 71-607-020, CP 71-643-020, CP 71-655-019, TWP 05-2021-01 & TWP 20-2021-01). Public Works
- 15 Consider Selection of Kucera for the 2022 Aerials. Public Works

**5. 9:10am 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;*
- *Personal attacks of any kind against another person, commissioner, or employee are not allowed;*
- *Campaign-type presentations are not allowed;*
- *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. Discussions that require additional*

time beyond the original fifteen minutes, will be recessed and continued following the conclusion of the regular Board business meeting agenda items.

- All input or information is to 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 accord with the instructions for the public hearing to ensure your opinion becomes part of the record for consideration.

**6. 9:25am Announcements and Correspondences**

- 1 County Information and Board Correspondence.  
*Bruce Messelt, County Administrator*

**7. 9:30am Regular Agenda**

- 9:30am 1** Consider Issuance of an Interim Use Permit for Highway Planned Unit Development - Flooring Business - Kevin Olson.  
*Lynn Waytashek, Planning & Zoning Administrator*
- 9:35am 2** Consider Issuance of an Interim Use Permit for Mining - Knife River Corp - North Central.  
*Lynn Waytashek, Planning & Zoning Administrator*
- 9:40am 3** Introduction Sherlyn Kapsner - Accounting Manager - Auditor-Treasurer Office.  
*Diane Arnold, County Auditor/Treasurer*
- 9:45am 4** Review and Approve the Awarding Bid for 2022 Official County Publications.  
*Diane Arnold, County Auditor/Treasurer*
- 9:50am 5** Review and Approve a Contract with Innova Law Group to Assist with Identification of and Compliance with HIPAA Regulations.  
*Kathleen Heaney, County Attorney*
- 10:00am 6** Consider American Rescue Plan Act (ARPA) Update and Recommended Approvals and Expenditures.  
*Dan Weber, Assistant County Administrator*
- 10:10am 7** Review and Approve the 2022 County Board Meeting Schedule.  
*Bruce Messelt, County Administrator*
- 10:15am 8** Review and Approve 2022 Committee Assignments.  
*Bruce Messelt, County Administrator*
- 10:20am 9** Consider Interim County Policy and Related Issues Regarding Compliance with DOL/OSHA Regulations on Employers for Required COVID-19 Vaccination or Testing/Masking.  
*Tamara Bigelow, Human Resource Director, Kathleen Heaney, County Attorney, Bruce Messelt, County Administrator*

**8. 10:50am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**

(December 22, 2021 - January 3, 2022)

**9. 11:00am Adjourn Regular Meeting, Open Housing and Redevelopment Authority Meeting**

- 1 Election of 2022 Officers for the Housing and Redevelopment Authority.  
*Bruce Messelt, County Administrator*
- 2 Approve Minutes from January 5, 2021 HRA Annual Meeting.
- 3 Review and Approve the 2022 Housing and Redevelopment Authority Meeting Schedule.  
*Bruce Messelt, County Administrator*

- 4 Set the next Annual Meeting of the Housing and Redevelopment Authority.

*Bruce Messelt, County Administrator*

**10. 11:05am Adjourn Housing and Redevelopment Authority Meeting, Open Regional Rail Authority Meeting**

- 1 Election of 2022 Officers for the Regional Rail Authority.

*Bruce Messelt, County Administrator*

- 2 Approve Minutes from December 21, 2021 Meeting of the Regional Rail Authority.

- 3 Review and Establish the 2022 Regional Rail Authority Meeting Schedule.

*Bruce Messelt, County Administrator*

- 4 Set the Next Annual Meeting of the Regional Rail Authority.

*Bruce Messelt, County Administrator*

**11. 11:10am Adjourn Regional Rail Authority Meeting**

**Upcoming Meetings**

January 6, 2022 Annual Legislative Priorities Breakfast, Maple Room, 9:00am

January 18, 2022 County Board Meeting, 9:00am, County Board Room

January 20, 2022 MICA Annual Legislative Forum & Dinner, Southview Country Club 2:00pm-8:00pm

January 20, 2022 Annual Joint City/County/School/Township Meeting Big Lake City Council Chambers 6:00pm

January 27, 2022 County EDA Meeting, 8:30am, County Board Room