



Sherburne County Board of Commissioners

December 7, 2023 - 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 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.

- 1 Review and Approve County Board Meeting Minutes: November 21, 2023.
- 2 Review and Approve County Board Workshop Meeting Minutes: November 21, Administration 2023.
- 3 Consider Approving the Appointment of Laura Kangas to the Great River Administration Regional Library Board of Trustees.
- 4 Consider Approval of the Compensation/Per Diem Rate for Volunteer/Citizen Administration Committees for 2024.
- 5 Consider Approval of the County Safety Footwear Program. Administration
- 6 Consider Rescinding the 2006 Land Transaction Policy and Procedures. Administration
- 7 Receive and Accept the Three Lake Improvement District 2023 Annual Report. Administration
- 8 Consider and Approve a 2023-2024 New Tobacco License for Uptown off Sale Auditor / Treasurer (Zimmerman).
- 9 Consider and Approve a 2024 Renewal of a 3.2% License for Del-Tone Gun Club. Auditor / Treasurer
- 10 Consider Authorizing the Auditor-Treasurer to Purchase a Letter/Ballot Auditor / Treasurer Envelope Opener with a Date Stamp.
- 11 Consider and Approve the Authorization to Issue Checks to Eligible Parties for Auditor / Treasurer Tax Rebate Financing, in Accordance with Agreements on File.
- 12 Consider Approval of Commissioner & Manual Warrants dated November 15th, Auditor / Treasurer 17th, and 24th, 2023.
- 13 Consider Approval of HHS IFS Admin Warrants dated November 24, 2023. Health & Human Services
- 14 Consider Approval of a Memorandum of Understanding with MNPEA Human Resources Corrections Officer/Master Control Operator Unit Regarding Field Training Officer Pay.
- 15 Consider Approval of a Memorandum of Understanding with MNPEA Human Resources Corrections Officer/Master Control Operator Unit Regarding Jail Corporal Position.
- 16 Consider Approval of Recommended 2024 Appointments to the Sherburne Planning & Zoning County Planning Advisory Commission.
- 17 Consider Approval of an Appointment to the Sherburne County Board of Planning & Zoning Adjustment.
- 18 Consider Approval of a Host Fee Agreement with Vonco II Landfill. Planning & Zoning
- 19 Consider Approval of the Lowest Responsive Bidder for County Road 73 Public Works Reconstruction, CP 71-673-019.

- 20 Consider Approval of a Professional Service Agreement with Foster Appraisal, Inc. for ROW appraisals for Project CP 71-683-019. Public Works
- 21 Consider Approval of Resolution No. 120723-AD-3116 in Support of Sponsoring the Local Road Improvement Program (LRIP) for CR 44 Road Improvements in the City of Elk River. Public Works
- 22 Consider Approval of Resolution No. 120723-AD-3117 in Support of Sponsoring the Local Road Improvement Program (LRIP) for County State Aid Highway 30 Improvements in Big Lake Township. Public Works
- 23 Consider Approval of Resolution No. 120723-AD-3118 in Support of Haven Township Applying for the Local Road Improvement Program (LRIP) Grant. Public Works
- 24 Consider Approval of a State of Minnesota Grant Agreement and Resolution No. 120723-AD-3115 for CSAH 4 Bridge (#71505) Replacement, Project # SAP 71-604-036 Public Works
- 25 Consider and Authorize Out-of-State Travel for the County Engineer to Attend the National Association of County Engineers Conference. Public Works
- 26 Consider Acceptance of the 2024-25 State of Minnesota Off Highway Vehicle (OHV) Grant. Sheriff
- 27 Consider Acceptance of the 2024 Snowmobile Safety Enforcement (SSE) Safety Grant. Sheriff
- 28 Consider Approval for Out-of-State Travel for a Sheriff's Office Employee. Sheriff
- 29 Consider Approval of the Purchase of a 2.H-GAC - Ambulance, EMS, and Special Services Vehicle for Use by the Sheriff's Office. Sheriff

3. 9:05am Public Hearing

- 9:05am 1** Public Hearing - Consider Creation of the Big Eagle Lake Improvement District.
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

4. 9:25am 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.

5. 9:40am Announcements

6. 9:45am Regular Agenda

- 9:45am 1** Recognize the 2023 Farm Family of the Year and Receive a University of MN Extension Update.
Lori Vicich, Regional Director
- 10:05am 2** Consider and Approve the Preliminary and Final Simple Plat of Maciej Acres - Carol Maciej.
Lynn Waytashek, Planning & Zoning Administrator
- 10:10am 3** Consider and Approve a Rezoning Request from General Rural to Industrial - Capital Land Group.
Lynn Waytashek, Planning & Zoning Administrator

- 10:15am 4** Consider and Approve an Interim Use Permit for Mining (Peat) - Merlin Valerius.
Lynn Waytashek, Planning & Zoning Administrator
- 10:20am 5** Consider and Approve of a Final Standard Plat for Meadow Estates North - Dan Berning, Ziegler Custom Homes.
Lynn Waytashek, Planning & Zoning Administrator
- 10:25am 6** Consider and Approve Resolution No. 120723-AD-3114 to Acquire Property for the County State Aid Highway 4 Reconstruction Project.
David Roedel, Assistant Public Works Director
- 7. 10:30am Employee Anniversary Recognition**
- 10:30am 1** Recognize July - December 2023 Employee Anniversaries.
Department Heads
- 8. 11:00am Reconvene Regular Meeting**
- 11:00am 1** Consider and Approve Proposed Revisions to the Sherburne County Rules and Personnel Policies.
Tammy Bigelow, HR Director
- 11:10am 2** Consider and Approve the American Rescue Plan Act (ARPA) Update and Recommended Approvals and Expenditures.
Dan Weber, Assistant County Administrator
- 11:15am 3** Consider Approval of 2024 State and Federal Legislative Priorities.
Bruce Messelt, County Administrator
- 11:25am 4** Set the January 2024 County Board Meeting Dates and Times and Begin Review and Consideration of the Proposed 2024 Board Meeting Schedule.
Bruce Messelt, County Administrator
- 9. 11:30am Closed Session**
- 11:30am 1** Sherburne County Jail - Security Discussion
Joel Brott, County Sheriff
- 10. 11:50am Close Closed Session, Reconvene Regular Meeting**
- 11:50am 1** Consider and Approve Increasing the Starting Wage for Correctional Officers and Approve Additional Over-Strength of Correctional Officers.
Joel Brott, County Sheriff
- 11. 11:55am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**
(November 22, 2023 - December 6, 2023)
- 12. 12:05pm Recess Regular Meeting, Open Workshop**
- 12:05pm 1** Discuss and Review the Rolling 5-Year Transportation Capital Improvement Program (CIP).
Andrew Witter, Public Works Department Head
- 13. 12:35pm Close Workshop Meeting, Adjourn Regular Meeting**

Upcoming Meetings

December 19, 2023, County Board Meeting, 9:00am, County Board Room

December 21, 2023, Economic Development Authority Meeting, 8:30am, County Board Room

January 18, 2024, Big Lake City/County/Township/School District Joint Meeting, 6:00pm, Big Lake City Council Chambers

Future Workshops

Tobacco Ordinance

Recycle Education Outreach Grant

Planning Advisory Committee and Board of Adjustment Roles

Tri-County/Pope Douglas Update

