



Sherburne County Board of Commissioners

December 19, 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 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.

3. 9:17am 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 the Minutes from the December 7th, 2023, Regular Meeting of the County Board of Commissioners. | Administration |
| 2 | Review and Approve the Official Minutes from the December 7th, 2023, County Administration Board Workshop. | |
| 3 | Review and Approve the Official Minutes from the Truth in Taxation Hearing held on November 30th, 2023. | Administration |
| 4 | Consider Approval of Appointments to the Water Plan Advisory Committee. | Administration |
| 5 | Consider Extension of the Arvig Elk River Round #1 ARPA Broadband Access Grant Program Agreement. | Administration |
| 6 | Consider Approval of Court Appointed Attorney Service Agreements. | Administration |
| 7 | Consider Approval of Reimbursement for Commissioner Expenses from the AMC Annual Conference. | Administration |
| 8 | Consider Approval of the Creation of a Calling Tree for County Attorney's Office. | Attorney |
| 9 | Consider Approval of an Agreement for Provision of Election Ballot Layout and Ballot Printing Services. | Auditor / Treasurer |
| 10 | Consider Approval and Authorization to Pay Final 2023 Warrants. | Auditor / Treasurer |
| 11 | Consider Approval of Commissioner & Manual Warrants Dated November 30th, Auditor / Treasurer December 1st, and December 8th, 2023. | |
| 12 | Conduct the Annual Review of, and Consider Approval of Recommended | Auditor / Treasurer |

Changes to, the Financial Policy Manual.

- | | | |
|----|---|-------------------------|
| 13 | Consider Approval of Resolution 121923-AD-3112 to Commit Fund Balance in Accordance with GASB Statement #54. | Auditor / Treasurer |
| 14 | Consider Request for Community Corrections Paid Internship. | Community Corrections |
| 15 | Consider Acceptance of the 2024 Community Outreach Program Grant Award from the CommUNITY Adult Mental Health Initiative. | Health & Human Services |
| 16 | Consider Approval of a Contract with AVIVO for the Minnesota Family Investment Program (MFIP). | Health & Human Services |
| 17 | Consider Approval of a Contract Between Sherburne County and YMCA for 2024 Drop-In Child Care Services. | Health & Human Services |
| 18 | Consider Approval of December 8, 2023, HHS IFS Admin Warrants. | Health & Human Services |
| 19 | Consider Approval of November 29, 2023, HHS OBO Warrants. | Health & Human Services |
| 20 | Review and Consider Approval of the Child Support Program Interagency Cooperative Agreement for 2024-2025. | Health & Human Services |
| 21 | Consider Approval of Maintenance and Support Agreement for PH-DOC Software Between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative. | Information Technology |
| 22 | Consider Approval of a Nintex Forms Agreement - Information Technology. | Information Technology |
| 23 | Consider and Accept the Legacy Grant Award from the Greater Minnesota Regional Parks and Trails Commission. | Public Works |
| 24 | Consider Approval of Final Payment for 2024 Pavement Resurfacing Projects (CP 71-609-022, CP 71-662-021, CP 71-685-022, & SAP 71-619-013). | Public Works |
| 25 | Consider Approval of Resolution No. 121923-AD-3119 in Support of the Transportation Alternatives Project to Extend the Great Northern Trail. | Public Works |
| 26 | Consider Approval of Resolution No. 121923-AD-3120 to maintain the Transportation Alternatives Funded Project for extending the Great Northern Trail. | Public Works |
| 27 | Consider Approval of Resolution No. 121923-AD-3121 in Support of the Transportation Alternatives Project to Construct Trail Along TH 25. | Public Works |
| 28 | Consider Approval of Resolution No. 121923-AD-3122 to Maintain Transportation Alternatives Funded TH 25 Trail. | Public Works |
| 29 | Consider Approval of a Contract Renewal for Medical Examiner Services. | Sheriff |
| 30 | Consider Approval of a Contract with Sunrise Wellness to Provide Peer Support, Wellness Check-Ins, and Counseling Support for Sheriff's Office Staff Through December 2026. | Sheriff |
| 31 | Consider Acceptance of a Donation by a Anonymous Veteran to be Used to Support a Sherburne County Veteran in Need. | Veteran's Services |

4. 9:20am Announcements

- 9:20am 1** Receive County Administrator Announcements.
Bruce Messelt, County Administrator

5. 9:25am Regular Agenda

- 9:25am 1** Presentation of Blazing Star Award for Grams Park.
Gina Hugo, Park Coordinator
- 9:35am 2** Receive a Presentation by Baldwin Township Regarding Proposed Incorporation.
Kyle Hecker, Baldwin Township Staff
- 9:50am 3** Receive, Review, and Accept the Auditor-Treasurer's Monthly Report for November 2023.

Diane Arnold, County Auditor/Treasurer

9:55am 4 Consider Approval of 2024 Non-Levied Budgets.

Dan Weber, Assistant County Administrator

10:00am 5 Consider Approval of the 2024 5-Year Capital Improvement Plan.

Dan Weber, Assistant County Administrator

10:05am 6 Consider Resolution No. 121923-AD-3108 Establishing 2024 County Elected Official Salaries.

Bruce Messelt, County Administrator

6. 10:10am Recess Regular Meeting, Open Regional Rail Authority

7. 10:25am Adjourn Regional Rail Authority, Reconvene Regular Meeting

10:25am 1 Consider and Approve Resolution No. 121923-AD-3107 Establishing 2024 Salaries for County Commissioners.

Bruce Messelt, County Administrator

10:30am 2 Consider Adoption of the 2024 Annual Budget and Associated Annual Levies.

Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

10:35am 3 Consider Approval of the 2024 County Board Meeting Schedule.

Bruce Messelt, County Administrator

8. 10:40am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

(December 8, 2023 - December 18, 2023)

9. 10:50am Recess Regular Meeting, Break

10. 11:05am Reconvene, Open Ditch Authority Meeting

11:05am 1 Review and Approve the Ditch Authority Agenda.

Diane Arnold, County Auditor/Treasurer

11:06am 2 Receive the Ditch Drainage Technician Report.

Mike Lindenau, County Ditch Inspector

11. 11:15am Close Ditch Authority Agenda, Open Workshop

11:15am 1 Continue Consideration of Next Generation Phone System.

Brian Kamman, IT Director

11:25am 2 Review Park & Trail Advisory Committee Member Applications.

Gina Hugo, Park Coordinator

11:40am 3 Review and Discuss 2024 Committee Assignments.

Bruce Messelt, County Administrator

12. 11:55am Close Workshop, Adjourn Regular Meeting

Upcoming Meetings

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

January 2, 2024, County Board Meeting, 9:00am, County Board Room

January 16, 2024, County Board Meeting, 9:00am, County Board Room

Future Workshops

Tobacco Ordinance

Recycle Education Outreach Grant

Planning Advisory Committee and Board of Adjustment Roles

Tri-County/Pope Douglas Update

County Facility Discussion

Housing and the Unhoused