



# Sherburne County Board of Commissioners

## June 18, 2024 - County Board Meeting

### Agenda

**1. 9:00am Call to Order**

- *Moment of Silence and Pledge of Allegiance*
- *Approval of Regular Meeting Proposed Agenda*

**2. 9:03am Appointment of Auditor-Treasurer and Oath of Office**

- 9:03am 1** Consider Resolution No. 061824-AD-3149 for the Appointment of Sherburne County Auditor-Treasurer and Conduct the Oath of Office for the Same.  
*Bruce Messelt, County Administrator*

**3. 9:13am Open Public Hearing**

- 9:13am 1** Public Hearing and County Board Consideration of Interim Ordinance No. 278 Authorizing a Study and Imposing a Moratorium on the Operation of Cannabis Businesses.  
*Lynn Waytashek, Planning & Zoning Administrator, George Kennedy, Assistant County Attorney*

**4. 9:25am Open Public Hearing**

- 9:25am 1** Public Hearing - Proposed Amendment to the Economic Development Authority (EDA) Enabling Resolution No. 062124-AD-3144.  
*Dan Weber, Assistant County Administrator*

**5. 9:30am 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.*

**6. 9:45am 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.*

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|----------|--------------------------------------------------------------------------------------|----------------|
| <b>1</b> | Consider Approval of the County Board Meeting Minutes from June 4, 2024,             | Administration |
| <b>2</b> | Consider Approval of the Minutes from the County Workshop Meeting held June 4, 2024. | Administration |
| <b>3</b> | Consider Approval of the Reorganization of the Building Facilities Division.         | Administration |
| <b>4</b> | Consider Approval of a 2-Year Lease Extension with Tri-CAP.                          | Administration |

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|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 5  | Consider Approval of Proposed Resolution No. 061824-AD-3148 Supporting Equal Mileage Reimbursement for Volunteer Drivers.                                        | Administration          |
| 6  | Consider Approval of Resolution No. 061824-AD-3146 Authorizing Participation in the State of Minnesota Performance Measurement Program.                          | Administration          |
| 7  | Consider Approval of a 1st Amendment to the Chief Deputy Agreement Relating to Upcoming Changes in the Position of Auditor-Treasurer.                            | Auditor / Treasurer     |
| 8  | Consider Approval of 2024/2025 Tobacco License Renewals (16) and New Tobacco Applications (1).                                                                   | Auditor / Treasurer     |
| 9  | Consider Changes to the Appointment of Sherburne County Delegates to the MCIS Board of Directors.                                                                | Auditor / Treasurer     |
| 10 | Consider Approval of Commissioner & Manual Warrants Dated May 31st, Jun 5th, and June 7th, 2024.                                                                 | Auditor / Treasurer     |
| 11 | Consider Approval to Submit the County's 2023 Annual Comprehensive Financial Report and Award Application to the GFOA (Government Finance Officers Association). | Auditor / Treasurer     |
| 12 | Consider Updates to Banking Authority Resolutions for Upcoming Changes in the Position of Auditor-Treasurer.                                                     | Auditor / Treasurer     |
| 13 | Consider Approval for Out-of-State Travel to the CADCA Mid-Year Training Institute.                                                                              | Health & Human Services |
| 14 | Consider Acceptance of the Promising Practices Grant Agreement Between the MN Department of Health and Sherburne County.                                         | Health & Human Services |
| 15 | Consider Approval of May 30, 2024 HHS OBO Warrants.                                                                                                              | Health & Human Services |
| 16 | Consider Approval of June 7, 2024 HHS IFS Admin Warrants.                                                                                                        | Health & Human Services |
| 17 | Consider Approval of Certain Position Reclassifications.                                                                                                         | Human Resources         |
| 18 | Consider Approval of a Memorandum of Understanding Regarding 2024 Wages of Licensed Supervisor Positions.                                                        | Human Resources         |
| 19 | Consider Approval of Microsoft Server Environment Licensing.                                                                                                     | Information Technology  |
| 20 | Consider Approval of Hiring a Public Service Specialist (Grade 7) to Replace an Administrative Specialist (Grade 6).                                             | Planning & Zoning       |
| 21 | Consider Approval of the Issuance of a Solid Waste License to Elk River Composting, Inc.                                                                         | Planning & Zoning       |
| 22 | Consider Approval of Resolution No. 061824-AD-3150 for an Additional Property Included in TH 169 and CSAH 4 Interchange Property Acquisition.                    | Public Works            |
| 23 | Consider Approval of Transfers from the Unallocated Recorders Compliance Fund to Various Departments for the 2025 Budget Year.                                   | Recorder                |
| 24 | Consider Approval of Out-of-State Travel for Two Sheriff's Office Employees to Attend the Northwest Shuttle Conference in September 2024.                        | Sheriff                 |

**7. 9:46am Announcements**

**8. 9:50am Regular Agenda**

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|----------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9:50am</b>  | <b>1</b> | Consider Approval of Resolution No. 061824-AD-3147 Regarding Sporleder vs. State of Minnesota.<br><i>Kathleen Heaney, County Attorney</i>                         |
| <b>9:55am</b>  | <b>2</b> | Receive an Update Regarding the Northland Reliability Project Being Undertaken by Great River Energy and Minnesota Power.<br><i>Brian Hunker, Project Manager</i> |
| <b>10:10am</b> | <b>3</b> | Receive, Review, and Accept the Auditor-Treasurer's Monthly Report for May 2024.<br><i>Diane Arnold, County Auditor/Treasurer</i>                                 |
| <b>10:15am</b> | <b>4</b> | Conduct Annual Discussion of Proposed Budget Priorities for the Upcoming Fiscal/Calendar Year.                                                                    |

9. **10:45am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items**  
(June 5, 2024 - June 17, 2024)
10. **11:05am Recess Regular Meeting, Break**
11. **11:20am Reconvene, Open Ditch Authority Meeting**
  - 11:20am 1 Consider Approval of Ditch Authority Agenda.  
*Mike Lindenau, County Ditch Inspector*
  - 11:21am 2 Consider Acceptance of the Ditch Drainage Technician's Report.  
*Mike Lindenau, County Ditch Inspector*
  - 11:35am 3 Consider Approval of Payback to the General Fund.  
*Diane Arnold, County Auditor/Treasurer*
12. **11:40am Close Ditch Authority Meeting, Commence Employee Recognition**
  - 11:40am 1 Celebrate Spring Employee Anniversary Recognition.  
*Bruce Messelt, County Administrator*
13. **12:10pm Reconvene, Open Closed Session**
  - 12:10pm 1 Convene Closed Session for Review and Discussion of Union/Labor Negotiations and Strategies (M.S. 13D.03).  
*Tammy Bigelow, HR Director*
14. **1:10pm Close Closed Session, Adjourn Regular Meeting**

**Upcoming Meetings,**

June 18, 2024, County Board of Appeal and Equalization, 3:00pm, County Board Room  
June 20, 2024, County EDA Meeting, 8:00am, County Board Room  
July 12-15, 2024, NACo Annual Conference & Exposition, Tampa, Florida  
July 17, 2024, Budget Workshops, 9:00am, County Board Room  
July 18, 2024, County Board Meeting, 9:00am, County Board Room  
July 18, 2024, Budget Workshops, 12:00pm, County Board Room

**Future Workshops**

Recycle Education Outreach Grant  
Planning Advisory Committee and Board of Adjustment Roles  
Housing and the Unhoused Board/Staff Discussion Part III