



Sherburne County Board of Commissioners

July 18, 2024 - County Board Meeting

Agenda

1. 9:00am Open Workshop
Wednesday

- 1 Conduct Proposed 2025 Budget Workshop on July 17 @ 9:00am - Department Presentations & Discussion.
Bruce Messelt, County Administrator, Dan Weber, Assistant County Administrator

2. 3:30pm Recess Workshop, Break
Wednesday

3. 9:00am Convene Regular Meeting - Call to Order
Thursday

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

4. 9:03am 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. 9:18am 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 Consider Approval of the County Board Meeting Minutes from June 18, 2024. Administration
- 2 Consider Approval of the County Board Workshop Meeting Minutes from June 18, 2024. Administration
- 3 Consider Approval of a 2-Year Lease Extension with the Sherburne County Soil & Water Conservation District (SWCD). Administration
- 4 Consider Approval of Agreement for Janitorial Services with Carefree Cleaning. Administration
- 5 Consider Approval of Commissioner Reimbursement for Expenses Incurred During Out-of-State Travel to Washington D.C. on June 25th-26th, 2024. Administration
- 6 Consider Approval of Court Appointed Attorney Service Agreement. Administration
- 7 Consider Approval of Out-of-State Travel for County Administration Employee. Administration
- 8 Consider Appointment of and Approval of Oath of Office for Assistant County Attorney

	Attorney.	
9	Consider Approval of Attendance at the National District Attorneys Association (NDAA) Meeting in January/February 2025.	Attorney
10	Consider the Acceptance of Added Funding for Crime Victim Services.	Attorney
11	Consider Approval of 2024-2025 Liquor License Renewals.	Auditor / Treasurer
12	Consider Approval of a 2024–2025 New Tobacco License.	Auditor / Treasurer
13	Consider Approval of Commissioner & Manual Warrants Dated June 14, June 17, June 18, June 21, June 28, and July 5, 2024.	Auditor / Treasurer
14	Consider Approval of the Minutes from the June 18th, 2024, Meeting of the County Board of Appeal and Equalization and Authorize Execution of the Same.	Auditor / Treasurer
15	Consider Approval of Resolution No. 071824-AD-3152 to Re-establish the Absentee Ballot Board and UOCAVA Ballot Board for the 2024 Election Year.	Auditor / Treasurer
16	Consider Approval of a Temporary On-Sale Liquor License.	Auditor / Treasurer
17	Consider Approval of Agreement with Next Chapter Technology (NCT) for the HHS Department's CaseWorks Electronic Document Management System (EDMS).	Health & Human Services
18	Consider Approval of an Amendment to the Family Group Decision-Making Grant.	Health & Human Services
19	Consider Approval of June 21, 2024, HHS IFS Admin Warrants.	Health & Human Services
20	Consider Approval of June 28th, 2024, HHS OBO Warrants.	Health & Human Services
21	Consider Approval of July 5th, 2024, HHS IFS Admin Warrants.	Health & Human Services
22	Consider Approval of the Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) Grant Between the MN Department of Health and Sherburne County, for the period of 7/1/24 - 6/30/29, in the Funding Amount of \$88,734 for Budget Period 1(BP1).	Health & Human Services
23	Consider Approval of a Refugee Health Screening Grant Agreement Between the MN Department of Health and Sherburne County.	Health & Human Services
24	Consider Approval to Reclassify an HHS Department Case Aide position to a Child Support Officer.	Health & Human Services
25	Consider Approval to Procure a New Printer for Sheriff.	Information Technology
26	Consider Approval of an Institutional Source Separated Organics Recycling Grant for Becker Public Schools.	Planning & Zoning
27	Consider Approval of a Cost Agreement with Holcim for EAW & EIS Scoping Efforts Relating to a Proposed Haven Gravel Mine.	Planning & Zoning
28	Consider Approval of an Agreement with WSB to Serve as Environmental Consultant for the Haven Gravel Mine Scoping EAW and EIS Environmental Review Process.	Planning & Zoning
29	Consider Approval of a Requested Revocation of a Conditional Use Permit for Home Business in Accessory Building - Small Engine Sales and Service/Repair Shop.	Planning & Zoning
30	Consider Approval of a Letter Addressed to Vonco II in Response to a Certificate of Need Request, pursuant to Minn. State Statutes 115A.917.	Planning & Zoning
31	Consider Approval of the Lowest Responsive Bidder for County Road 65 Reconstruction - Project No. CP 71-665-019.	Public Works
32	Consider Approval of the Lowest Responsive Bidder for the CSAH 1 Resurfacing & CSAH 15 Bridge Surface Maintenance, for Projects SAP 071-601-026 & CP 71-MNT-023.	Public Works

- 33 Receive and Consider Acceptance of the 2023 Sherburne County Public Works Public Works Annual Report.
- 34 Consider and Approve Submission of an Application for the 2024-2025 Toward Sheriff Zero Death (TZD) Safe Roads Grant.

6. 9:20am Announcements

- 1 Receive County Administrator Announcements & Review Official Correspondence Received.
Bruce Messelt, County Administrator

7. 9:25am Regular Agenda

- 9:25am 1 Consider Approval of Use of Outside Counsel for Highway 169/CR 4 Grade Seped Interchange Project.
Kathleen Heaney, County Attorney
- 9:30am 2 Consider Approval of a Preliminary and Final Simple Plat for BKEN Big Lake - Sam Deleo.
Lynn Waytashek, Planning & Zoning Administrator
- 9:35am 3 Consider Approval of a Preliminary and Final Simple Plat for Regal Oaks - Eileen O'Bradovich.
Lynn Waytashek, Planning & Zoning Administrator
- 9:40am 4 Consider Approval of a Conditional Use Permit for Personal Storage Structure - Peter Rengel.
Lynn Waytashek, Planning & Zoning Administrator
- 9:45am 5 Receive, Review, and Accept the Auditor-Treasurer's Monthly Report for June 2024.
Loraine Rupp, Auditor/Treasurer
- 9:55am 6 Consider the Appointment of Mr. Larry Fonder as Sherburne County Veterans Service Officer, effective August 20th, 2024.
Bruce Messelt, County Administrator
- 10:00am 7 Consider Additional Board Committee Assignments.
Bruce Messelt, County Administrator

8. 10:05am Commissioner Correspondence, Committee Reports, Upcoming Meetings, Future Agenda Items

(June 19, 2024 - July 17, 2024)

9. 10:20am Adjourn Regular Meeting, Break

10. 10:35am Reconvene Workshop

11. 3:00pm Adjourn Workshop

Upcoming Meetings

July 18-21, 2024 Sherburne County Fair, Sherburne County Fair Grounds
 August 6, 2024, County Board Meeting, 9:00am, County Board Room
 August 8, 2024, Sherburne County EDA Meeting, 8:00am, County Board Room
 August 20, 2024, County Board Meeting, 9:00am, County Board Room
 September 3, 2024, County Board Meeting, 9:00am, County Board Room
 September 11-13, 2024, AMC Fall Policy Conference
 September 17, 2024, County Board Meeting, 9:00am, County Board Room
 September 19, 2024, Planning Advisory Commission Meeting, 6:00pm, 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