

ANOKA COUNTY BOARD AGENDA

FOR THE JANUARY 7, 2020, COUNTY BOARD MEETING

9:30 A.M.

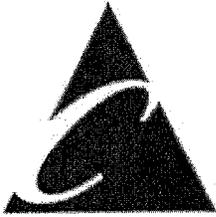
County Board Room #705 - Government Center

1. Chair calls meeting to order.
2. Pledge of Allegiance.
3. Present:

District #1	Matt Look
District #2	Julie Braastad
District #3	Robyn West
District #4	Mandy Meisner
District #5	Mike Gamache
District #6	
District #7	Scott Schulte

Others:

4. Consider accepting the regular claims paid over \$500 for the period ending December 20, 2019, and purchase-card claims paid for the period ending December 20, 2019. **See attached** action item worksheet.
5. Approval of minutes from the December 17, 2019, county board meeting.
6. Chair's remarks.
7. Committee reports.
 - A. Management Committee report.
 - B. Internal Audit Committee report.
 - C. Parks Committee Chair report.



ANOKA COUNTY BOARD

ACTION ITEM

January 7, 2020

FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Motion for acceptance of the regular claims paid over \$500 for the period ending December 20, 2019 and purchase-card claims paid for the period ending December 20, 2019.
BACKGROUND	Resolution 2019-107 delegated the Finance & Central Services Division Manager the authority to pay all claims of the County.
SOLUTIONS	Pursuant to Resolution 2019-107 and Minn. Stat. §375.18, the list of all claims paid since the last regularly scheduled Board Meeting is now presented to the Board for informational purposes and acceptance. The Claims Register is on file with the Clerk of the Board.
RECOMMENDATIONS	Recommend approval.

ANOKA COUNTY

MANAGEMENT COMMITTEE REPORT

FOR THE JANUARY 7, 2020, COUNTY BOARD MEETING

The Management Committee meeting was held on December 17, 2019, at 8:45 a.m. in Master Conference Room #772 of the Anoka County Government Center, Anoka, Minnesota.

Present: **Committee Members** – Commissioner Matt Look, Commissioner Julie Braastad (Vice Chair), and Commissioner Mike Gamache

Absent: **Committee Member** – Commissioner Robyn West (Chair),

Others – Commissioners Scott Schulte and Mandy Meisner; Steph Beito-Ziemer, Employee Relations Director; Rhonda Sivarajah, County Administrator; Marcy Crain, Chief Deputy County Attorney; Cory Kampf, Finance and Central Services Division Manager; Cindy Cesare, Human Services Division Manager; Dee Guthman, Deputy County Administrator; Wes Volkenant, citizen; and Teresa Swoyer, County Board Coordinator

All items were approved by all committee members unless otherwise noted.

***Action Items**

1. The Management Committee recommends approving the following personnel transactions:

A. **New**/Restructure - Human Services/Social Services - effective January 7, 2020 - PC#1992000912 (Incumbent is Natasha Smith.)

FROM: .8 FTE Senior Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.

TO: 1.0 FTE Senior Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.

See attached position action form.

B. **New**/Restructure - Human Services/Social Services - effective January 7, 2020 - PC#2006002619 (Incumbent is Karyn Vogel.)

FROM: .65 FTE Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.

TO: 1.0 FTE Social Worker - Grade C012, range \$23.28 to \$34.90 per hour.

See attached position action form.

*Requires board approval.

Information Items

1. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, the Management Committee approved the consent items. **See attached** consent items.
2. The Management Committee approved a request from the Attorney's Office to offer a salary for a Division Attorney-Criminal position, Grade E018, above the third quartile (PC#1994001594).
3. The committee discussed the legal publication bids for 2020.
4. Wes Volkenant commented on the county administrator performance review process.

POSITION ACTION FORM

Revised 06/21/19

Department HS-Social Services and Behavioral Health		
Position effective date 01/07/2020	Management Committee meeting date 12/17/2019	Board meeting date 01/07/2020

Action requested	Restructure from .80 FTE to 1.0 FTE, with incumbent
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Background	<p>Anoka County has received a state allocation of new money for 2020 (\$54,762) to be used for Adult Protective Services (staffing, software, trainings and to expand adult protective services). This allocation is in response to the 2018 Governor's task force on Elder Abuse. The new state allocations are under Laws of Minnesota 2019 Chapter 60; Sec. 30. 256M.42 Adult Protection Grant Allocations for adult protective services.</p> <p>The dollars are allocated in order to improve consistency in response to vulnerable adult maltreatment across the state. 25% will be allocated based on the number of reports of suspected vulnerable adult maltreatment. 75% will be allocated based on the number of screened-in reports for adult protective services or vulnerable adult maltreatment investigations.</p> <p>This new state funding is in addition to the 3 million dollars currently allocated under Minnesota Statutes, chapter 256M, Vulnerable Children's and Adult Act (VCAA).</p> <p>The overall State funding will increase from \$1,000,000 in SFY 2020 to \$2,655,000 in SFY 2023.</p> <p>Across the state MN Adult Abuse Reporting Center (MAARC) reports have increased and are projected to continue to increase each year. The number of MAARC reports in Anoka County were 2190 (2017), 2580 (2018) and for 2019, we are already over 100 reports ahead of where we were at this time in 2018.</p> <p>We are asking to approve the use of the new state allocation dollars to increase hours for our Adult Protection Intake. Adult Protection has 1.8 FTE in intake. For this part of the request we are increasing a part-time Adult Protection position from .80 FTE to 1.0 FTE.</p> <p>All counties are required to meet performance measures in the area of Adult Protection. Using these new funding dollars to assure adequate staffing will be important in maintaining required performance.</p>
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Recommendations	Increase hours to current position
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$14,634.00	\$0.00

Funding description	Adult Protection Grant Allocation. Additional funding allocations will be available each year based on a formula of screened in reports for adult protective services and adult maltreatment investigations.
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Submitted by Denise Kirmis	Date submitted 12/02/2019
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POSITION ACTION FORM

Revised 06/21/19

Department HS-Social Services and Behavioral Health		
Position effective date 01/07/2020	Management Committee meeting date 12/17/2019	Board meeting date 01/07/2020

Action requested	Restructure position from .65 FTE to 1.0 FTE, benefits eligible, with incumbent
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Background	<p>Anoka County has received a state allocation of new money for 2020 (\$54,762) to be used for Adult Protective Services (staffing, software, trainings and to expand adult protective services). This allocation is in response to the 2018 Governor's Task Force on Elder Abuse. The new state allocations are under Laws of Minnesota 2019 Chapter 60; Sec. 30. 256M.42 Adult Protection Grant Allocations for adult protective services.</p> <p>The dollars are allocated in order to improve consistency in response to vulnerable adult maltreatment across the state. 25% will be allocated on the basis of the number of reports of suspected vulnerable adult maltreatment. 75% will be allocated on the basis of the number of screened-in reports for adult protective services or vulnerable adult maltreatment investigations.</p> <p>This new state funding is in addition to the 3 million dollars currently allocated under Minnesota Statutes, chapter 256M, Vulnerable Children's and Adult Act (VCAA).</p> <p>The overall State funding will increase from \$1,000,000 in SFY 2020 to \$2,655,000 in SFY 2023.</p> <p>We are asking to approve the use of the new state allocation dollars to increase hours for Senior Services-Adult Protection staffing. The current staffing for Senior Services-Adult Protection is 1.45 FTE. For this part of the request we are increasing a part-time Senior Services-Adult Protection position from a .65 FTE to 1.0 FTE.</p> <p>Senior Services-Adult Protection plays a vital role in preventing maltreatment and increasing the quality of life for the older adults living in our community. Anoka County Adult Protection has more than doubled the amounts of cases assigned to Senior Services staff from 2018 to 2019. This still does not meet the need in the community. This opportunity of additional funding will assist in responding to the needs of the community in a timely manner.</p>
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Recommendations	Increase hours to current position
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Funding source	Budget adjustment current year	Budget adjustment future years
Grant funded	\$35,874.00	\$0.00

Funding description	Adult Protection Grant Allocation. Additional funding allocations will be available each year based on a formula of screened in reports for adult protective services and adult maltreatment investigations.
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Submitted by Denise Kirmis	Date submitted 12/02/2019
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ANOKA COUNTY

CONSENT ITEMS

FROM THE DECEMBER 17, 2019, MANAGEMENT COMMITTEE MEETING

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated December 17, 2019.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Cory Kampf, Division Manager - Finance and Central Services - to attend Government Finance Officers Association (GFOA) Treasury and Investment Management Meeting - Washington, DC - 3 days, January 2020 - costs to include \$58 mileage, \$500 lodging, \$190 per diem, \$250 air fare, \$120 ground transportation, \$60 parking.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Jaclyn Steffens	Payroll Coordinator	Payroll Supervisor	12	13	Finance	12/21/2019

**ANOKA COUNTY
INTERNAL AUDIT COMMITTEE REPORT**

FOR THE JANUARY 7, 2020 COUNTY BOARD MEETING

The Internal Audit Committee meeting was held on Monday, December 16, 2019, in Master Conference Room #772, Anoka County Government Center, Anoka, Minnesota.

Present: Commissioner Matt Look, Chair; Rhonda Sivarajah, County Administrator; Brian Page, Citizen Member

Absent: Commissioner Scott Schulte; Robert Thistle, Citizen Member

Others Present: Commissioner Mandy Meisner; Chuck Denninger, Internal Auditor; Randall Vogt, Director Office of the State Auditor; Juli Mader, Office of the State Auditor; Cory Kampf, Finance & Central Services Division Manager; Brenda Pavelich-Beck, Accounting Director; Paula Bownik, Accounting Director; Nicole Hegge, Accounting Manager; Joshua Kent, Accounting Manager; Wes Volkenant, Citizen

All items were approved by all committee members unless otherwise noted. The report of the September 23, 2019, committee meeting was approved as written.

Information Items

1. Randy Vogt and Juli Mader from the Office of the State Auditor (OSA) conducted the entrance meeting for the County's annual audit for the year ended December 31, 2019. The audit report will be completed by June 2020.
2. Memorandum to the File - Vulnerability Review of Accounts Payable Payments - At the request of management, Internal Audit performed a vulnerability review surrounding payments made by the Treasury department. The internal auditor reviewed the current processes in place for payments to vendors and other payees, by check and by electronic methods. Several potential risks were identified, evaluated, and prioritized in order to determine what key internal controls should be in place in order to mitigate these risks.

Two key vulnerabilities were identified during the course of the review. In the banking industry, there is an ongoing challenge to authenticate data provided by payees. In addition, the need for a standardized update methodology for adding to or modifying vendor master file information was identified. The internal auditor recommended strengthening management's monitoring of high-value dollar expenditures. This is particularly important for new vendors and any current changes to vendor information. In addition, internal controls surrounding the master file maintenance of vendors' names and addresses need to be strengthened. Finance and Central Services management was in the process of designing internal controls to address these vulnerabilities.

3. A draft of the 2020 Audit Plan was presented by the internal auditor. Motion was made, seconded and approved to accept the draft of the 2020 Audit Plan. The Plan, as stipulated in the Internal Audit Charter Statement, will be submitted to the county commissioners for comment. Subsequent to the comment period, the committee will consider approval of the Plan at the next meeting.
4. The next meeting of the Internal Audit Committee will be in March 2020. The meeting was adjourned at 9:37 a.m.

ANOKA COUNTY

PARKS COMMITTEE CHAIR REPORT

FOR THE JANUARY 7, 2020 COUNTY BOARD MEETING

*Action Items

1. The Chair of the Parks Committee recommends that the County Board award bid for the construction of the Lake George Dam and Rum River Bank Stabilization projects to Sunram Construction Inc., from Corcoran, MN for the base bid amount of \$290,255.00 with no alternates. **(Anoka County Contract #C0007641).**

*Requires Board Action



Date: 12/19/2019

Time: 3pm

QUOTE/BID TABULATION

PROJECT NAME

Lake George Dam/Rum River Bank Stabilization

VENDOR	Bid Security (If Applicable)	Addenda (x)	Responsible Contractor Form (if Applicable)	Base Bid (no alternates)	Notes
Sunram Construction	X	X	X	\$ 290,255.00	
Meyer Contracting	X	X	X	\$ 326,886.25	
MN Native Landscapes	X	X		\$ 373,735.00	
Rachel Contracting	X	X		\$ 389,736.10	
Veit	X	X		\$ 389,805.48	
Blackstone Contractors	X	X		\$ 523,158.00	

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

December 17, 2019

Chair Schulte called the meeting to order at 9:30 a.m. and called for participation in reciting the Pledge of Allegiance.

Present: District #1 Matt Look
 District #2 Julie Braastad
 District #4 Mandy Meisner
 District #5 Mike Gamache
 District #6
 District #7 Scott Schulte

Absent: District #3 Robyn West

Others Present: Rhonda Sivarajah, County Administrator; Tony Palumbo, County Attorney; staff, other governmental officials, and citizens

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Commissioner Braastad made motion accepting the regular claims paid over \$500 for the period ending December 6, 2019, and purchase-card claims paid for the period ending December 6, 2019. (Claims are on file in the County Administration Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look made motion approving the minutes from the December 5, 2019, and December 6, 2019, Anoka County board meetings. Commissioner Gamache seconded the motion. Motion carried unanimously.

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Application Developers Tom Rogers and Charles Kolstad were recognized for receiving Golden GOVIT Awards at the Government IT Symposium. Tom received the award for his work to streamline the county's outside agency hospice process and Charles received the award for his work on a new electronic employment application review system for Employee Relations.

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Economic Assistance staff were recognized for receiving Supplemental Nutritional Assistance Program (SNAP) Awards from the Minnesota Department of Human Services. They were the winner of the Targeted Case Reviews Award and runner-up for Best Earned Income Case Note and Payment Accuracy Rate.

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Commissioner Braastad presented the Management Committee report from the meeting of December 6, 2019. All items were of an informational nature and required no board action. (Report is on file in the County Administration Office.)

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Commissioner Schulte presented the Transportation Committee report from the meeting of December 4, 2019.

Transit

1. Commissioners Look and Braastad offered the following resolution and moved its adoption:

RESOLUTION #2019-144

ACCEPTING GIFTS

WHEREAS, various organizations in and around the County of Anoka have provided donations to the Anoka County Transportation Division's Transit Office for the purpose of funding the October 22, 2019, MedLink Volunteer Luncheon; and,

WHEREAS, the following organizations have donated the specified sums or items to the County of Anoka for funding of said MedLink Volunteer Luncheon as follows:

Abeler Chiropractic (gift basket)	75.00
Anoka No. 39 MN Disabled American Veterans Auxiliary	500.00
Anoka DAV Chapter #39	1000.00
Anoka No. 39 MN Disabled American Veterans Auxiliary	500.00
Blaine Chiropractic Center, PA	50.00
Blakeslee Dental	50.00
CenterPoint Energy	300.00
Veterans of Foreign Wars Post 9625	500.00
Edward B. Cutter American Legion Post No. 102, Inc.	250.00
Elk River Walmart (gift certificate)	75.00
Family Foot & Ankle Clinic, Coon Rapids	25.00
Ham Lake Lanes	1500.00
John J. Keller, DDS, PA	100.00
Mercy Radiation Therapy Center, Inc.	250.00
Miracle Ear Coon Rapids (4-\$25.00 restaurants)	100.00
MN Gastroenterology, PA	250.00
Palmer Lake VFW 3915	250.00
RPC, Inc. Roseville, MN	25.00
Sgt. John Rice VFW Post 6316	200.00
West Imaging, LLC	150.00
YMCA - T-Shirt and Family/ Individual Pass	55.00
Total Donation Amount:	\$6,205.00

WHEREAS, Minn. Stat. § 465.03 requires a county to accept property by resolution expressed in the terms prescribed by the donor in full; and,

WHEREAS, acceptance of the property in accordance with the donor's terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners does hereby accept the above-described gifts from said organizations in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners wishes to extend its grateful appreciation to these various organizations.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

Highway

2. Commissioner Look offered the following resolution and moved its adoption:

RESOLUTION #2019-145

**AUTHORIZING THE PREPARATION OF
A HIGHWAY RIGHT-OF-WAY PLAT FOR
PROJECT 002-716-020**

WHEREAS, Minn. Stat. § 160.085, subd. 1 provides that “In order to facilitate the acquisition of right-of-way required for highways, state and county road authorities may file for record in the office of the county recorder or registrar of titles, in the county in which right-of-way is to be acquired, such orders or resolutions, as required by law, in the form of maps or plats showing the right-of-way by course distance, bearing and arc length and other rights or interests in the land to be acquired as the road authority determines necessary”; and,

WHEREAS, the County of Anoka is contemplating construction of certain improvements to reconstruct the intersection of TH 47 and CSAH 116 (Bunker Lake Boulevard) in the cities of Anoka and Ramsey, which would necessitate the acquisition of additional right-of-way; and,

WHEREAS, the county highway engineer deems it necessary to require the preparation of a highway right-of-way plat to facilitate the acquisition of the right-of-way necessary to construct the above-referenced project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County highway engineer is hereby authorized to have the required survey work conducted and performed and a plat prepared to facilitate the acquisition of the right-of-way necessary for the above-referenced project, and that he is hereby authorized to charge the cost of the work, incidental thereto, to the County Road and Bridge Account.

Motion carried unanimously. Resolution declared adopted.

3. Commissioner Look offered the following resolution and moved its adoption:

RESOLUTION #2019-146

**AUTHORIZING ACQUISITION OF RIGHT-OF-WAY
FOR ANOKA COUNTY HIGHWAY PROJECT 002-716-020**

WHEREAS, the Anoka County Highway Department proposes to reconstruct the intersection of TH 47 and CSAH 116 (Bunker Lake Boulevard) in the cities of Anoka and Ramsey, which project is numbered SAP 002-716-020 (hereinafter “Project”); and,

WHEREAS, the Project work consists of grading, aggregate base, bituminous surfacing, drainage, signage, pedestrian accommodations, ADA improvements as necessary, signal improvements and associated improvements on reconstructing the intersection by adding and lengthening turn lanes including the extension of a dedicated CSAH 116 westbound right turn lane across the CSAH 116 bridge, to provide for the safety of the traveling public; and,

WHEREAS, in addition to the existing easements, certain land and interests therein are required to construct the Project; and,

WHEREAS, the land and interests therein which are needed to construct the Project are described in Exhibit “A”, which is attached hereto (hereinafter “New Right-of-Way”); and,

WHEREAS, the Anoka County Board of Commissioners desires to begin construction of the Project in 2021; and,

WHEREAS, to begin construction of the Project in 2021, the county will require title and possession of the New Right-of-Way prior to the filing of an award by the court-appointed commissioners pursuant to the provisions of Minn. Stat. § 117.042:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the county highway engineer to proceed to acquire the New Right-of-Way in accordance with Minnesota Statutes.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby authorizes the acquisition of the New Right-of-Way that cannot be successfully acquired through negotiation, by eminent domain and to take title and possession thereto prior to the filing of an award by the court-appointed commissioners, pursuant to Minn. Stat. §§ 117.011 and 117.042.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby request that the Anoka County Attorney file the necessary petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the county or the court.

(Exhibit A is on file in County Administration.)

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

4. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2019-147

**AUTHORIZING THE PREPARATION OF
A HIGHWAY RIGHT-OF-WAY PLAT FOR
PROJECT 002-607-026**

WHEREAS, Minn. Stat. § 160.085, subd. 1 provides that “In order to facilitate the acquisition of right-of-way required for highways, state and county road authorities may file for record in the office of the county recorder or registrar of titles, in the county in which right-of-way is to be acquired, such orders or resolutions, as required by law, in the form of maps or plats showing the right-of-way by course distance, bearing and arc length and other rights or interests in the land to be acquired as the road authority determines necessary”; and,

WHEREAS, the County of Anoka is contemplating construction of certain improvements to reconstruct CSAH 7 (7th Avenue) between North Street and 40th Lane in the city of Anoka, which would necessitate the acquisition of additional right-of-way; and,

WHEREAS, the county highway engineer deems it necessary to require the preparation of a highway right-of-way plat to facilitate the acquisition of the right-of-way necessary to construct the above-referenced project:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County highway engineer is hereby authorized to have the required survey work conducted and performed and a plat prepared to facilitate the acquisition of the right-of-way necessary for the above-referenced project, and that he is hereby authorized to charge the cost of the work, incidental thereto, to the County Road and Bridge Account.

Motion carried unanimously. Resolution declared adopted.

5. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2019-148

**AUTHORIZING ACQUISITION OF RIGHT-OF-WAY
FOR ANOKA COUNTY HIGHWAY PROJECT 002-607-026**

WHEREAS, the Anoka County Highway Department proposes to reconstruct CSAH 7 (7th Avenue) between North Street and 40th Lane in the city of Anoka, which project is numbered 002-607-026 (hereinafter “Project”); and,

WHEREAS, the Project work consists of grading, aggregate base, bituminous surfacing, drainage, curb and gutter, signage, a raised concrete median, addition of turn lanes, drainage system improvements, pedestrian accommodations, ADA improvements, signal improvements and associated improvements on CSAH 7 to provide for the safety of the traveling public; and,

WHEREAS, in addition to the existing easements, certain land and interests therein are required to construct the Project; and,

WHEREAS, the land and interests therein which are needed to construct the Project are described in Exhibit “A”, which is attached hereto (hereinafter “New Right-of-Way”); and,

WHEREAS, the Anoka County Board of Commissioners desires to begin construction of the Project in the spring of 2021; and,

WHEREAS, to begin construction of the Project in the spring of 2021, the county will require title and possession of the New Right-of-Way prior to the filing of an award by the court-appointed commissioners pursuant to the provisions of Minn. Stat. § 117.042:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the county highway engineer to proceed to acquire the New Right-of-Way in accordance with Minnesota Statutes.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby authorizes the acquisition of the New Right-of-Way that cannot be successfully acquired through negotiation by eminent domain, and to take title and possession thereto prior to the filing of an award by the court-appointed commissioners, pursuant to Minn. Stat. § 117.011 and 117.042.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby requests that the Anoka County Attorney file the necessary petition therefore, and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the county or the court.

(Exhibit A is on file in County Administration.)

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

6. Commissioner Braastad made motion entering into Contract #C0006971, Joint Powers Agreement with the City of Blaine for Project SAP 002-614-041, the reconstruction of CSAH 14 (125th Avenue) between Aberdeen Street and CSAH 52 (Radisson Road), and authorizing the county administrator to execute said agreement, subject to review by the county attorney as to form and legality. Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

Commute Solutions

7. Commissioner Look made motion approving Contract #C0007708, Subrecipient Grant Agreement with the Metropolitan Council (Met Council #SG-2019-029) for the period of January 1, 2020, through December 31, 2020, for CMAQ funds for Anoka County's Transportation Management Organization (TMO) known as Commute Solutions, subject to review by the county attorney as to form and legality. Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Braastad presented the Human Services Committee report from the meeting of December 12, 2019, which also acts as the Local Social Services Agency and Health Board. (Contracts are on file in Human Services.)

1. Commissioner Braastad made motion approving the Anoka County Community Corrections 2020 Interim Comprehensive Plan, and enter into Community Corrections Act Subsidy Grant Agreement, Contract #C0007707, in an amount of \$5,004,306 (+.33%) from January 1, 2020, through December 31, 2021, subject to review by the county attorney as to form and legality. Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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ECONOMIC ASSISTANCE

2. Commissioner Braastad made motion applying for additional grant funding in an amount of \$237,779, Contract #C0007232, from the Department of Human Services, Office of Inspector General, for fraud prevention investigation through June 30, 2021, subject to review by the county attorney as to form and legality. Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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SOCIAL SERVICES

3. Commissioner Braastad made motion entering into the following contract renewals for county-funded Supported Employment Services (SES), Extended Employment Services, and related transportation

services from January 1, 2020, through December 31, 2020, subject to review by the county attorney as to form and legality:

- A. Contract #C0007514 with Achieve Services for day training and habilitation and supported employment services at:

\$104.70 per day (0%) for day training and habilitation, 6 hrs or more
\$78.51 per day (0%) for day training and habilitation, less than 6 hrs
\$12.76 per day (+3%) for transportation
\$5.56 per one-way transportation (+3%)
\$9.28 per 15 minutes for supported employment (+3%)
\$6.54 per one-way transportation for supported employment (+3%)

- B. Contract #C0007525 with Opportunity Partners, Inc., Minnetonka, for day training and habilitation and supported employment services at:

\$76.30 per day (0%) for day training & habilitation, 6 hrs or more
\$57.23 per day (0%) for day training & habilitation, less than 6 hrs
\$19.49 per day (+3%) for transportation
\$5.56 per one-way transportation (+3%)
\$8.37 per 15 minutes (+3%) for supported employment at various community work sites
\$10.03 per one-way transportation (+3%) for supported employment

- C. Contract #C0007526 with Opportunity Services, Inc., Minneapolis, for supported employment services at:

\$25.70 per hour for supported employment (+3%)
\$13.76 per day (+3%) for transportation

- D. Contract #C0007527 with Opportunity Services, Inc., Minneapolis, for day training and habilitation and supported employment services at:

\$71.64 per day (0%) for day training & habilitation, 6 hrs or more
\$53.72 per day (0%) for day training & habilitation, less than 6 hrs
\$13.91 per day (+3%) for transportation
\$7.92 per 15 minutes (+3%) for community job coaching
\$.575 per mile (0%) mileage for community job coaching
\$31.55 per hour (+3%) for job coaching
\$.575 per mile (0%) mileage for job coaching
\$7.97 per hour (+3%) for work enclave at U of M
\$.575 per mile (0%) mileage for work enclave job coaching

Community Living and Anoka Behavioral Locations:

\$128.79 per day (0%) for day training and habilitation, 6 hrs or more
\$96.59 per day (0%) for day training and habilitation, less than 6 hrs
\$13.90 per day (+3%) for transportation

- E. Contract #C0007530 with Rise, Inc., Spring Lake Park, for extended employment at:

\$7.84 per day (0%) for long-term sheltered employment
\$38.42 per day (+3%) for community-based training and employment enclave (CBTE)
\$28.85 per partial day (+3%) for community-based training and employment enclave (CBTE)
\$30.01 per hour (+3%) for community-based training and employment, scattered site (CBTE)
\$18.57 per day (+3%) for transportation
\$9.51 per day (+3%) for one-way transportation
\$5.56 per ride (+3%) for transportation service

- F. Contract #C0007531 with Rise, Inc., Spring Lake Park, for day training and habilitation and supported employment services at:

\$62.76 per day (0%) for day training and habilitation, 6 hrs or more
\$47.07 per day (0%) partial day, less than 6 hrs
\$17.80 per day (+3%) for transportation
\$5.56 per one-way transportation (+3%)
\$10.68 per 15 min. (+3%) supported employment services - various work sites
\$9.16 per one-way transportation (+3%) – supported employment services
\$123.16 per day (0%) for day training and habilitation, 6 hrs or more
\$92.37 per day (0%) for day training and habilitation, less than 6 hrs

\$18.22 per day (+3%) for transportation
\$59.42 per day (0%) for day training and habilitation, 6 hrs or more
\$44.57 per day (0%) for day training and habilitation, less than 6 hrs

Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

4. Commissioner Braastad made motion entering into Contract #C0006821, Amendment I, with Family Services, LLC, for family group decision making at \$5,944.25 per month (0%) through June 30, 2020, subject to review by the county attorney as to form and legality. Contract maximum is \$106,996.50 (0%). Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.
5. Commissioner Braastad made motion entering into Contract #C0007706 with Canvas Health for Safe Care for Prenatal Substance Exposure at a rate of \$8,377.86 per month from January 1, 2020, through June 30, 2021, subject to review by the county attorney as to form and legality. Contract maximum is \$150,801.48. Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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BEHAVIORAL HEALTH

6. Commissioner Braastad made motion entering into Contract #C0007549 (renewal) with Missions, Inc., dba Judy Ratterath, for detoxification services at \$220 per day (+25.76%) from January 1, 2020, through December 31, 2020, subject to review by the county attorney as to form and legality. Contract maximum is \$385,000 (0%). Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

* *

7. Commissioner Braastad offered the following resolution and moved its adoption:

RESOLUTION #2019-149

APPROVING ECONOMIC ASSISTANCE ACTIONS AND PAYMENTS

BE IT RESOLVED that the Anoka County Board of Commissioners does hereby approve and ratify the following client actions of the Anoka County Economic Assistance Department for November 2019: Medical Assistance and General Assistance medical payments in the amount of \$324,307.32 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

Commissioner Gamache presented the Parks Committee report from the meeting of December 3, 2019.

1. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2019-150

**RESOLUTION OF SUPPORT FOR AQUATIC INVASIVE SPECIES
PREVENTION AID**

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention; and,

WHEREAS, the amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county; and,

WHEREAS, Anoka County is being allocated approximately 4.5 percent of the total, which equates to approximately \$135,000 for 2020; and,

WHEREAS, the legislation requires that Anoka County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds that are intended to reduce or limit the spread of AIS at all access sites within the county; and,

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county; and,

WHEREAS, any money appropriated by the county to a different entity or political subdivision must be used as required under this section; and,

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners designates oversight of Anoka County's AIS prevention efforts to the Anoka County Parks Department.

BE IT FINALLY RESOLVED that the Anoka County Board of Commissioners delegates to the Anoka County Parks Department the responsibility to prepare, implement, and report annually a plan to allocate the funding in accordance with the above legislation.

Motion carried unanimously. Resolution declared adopted.

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Parks Director Jeff Perry presented information related to the Aquatic Invasive Species Program.

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The following items came forward on an additional agenda:

Commissioner Gamache presented the Information Technology Committee report from the meeting of December 12, 2019.

1. Commissioner Gamache made motion approving Contract #C0007109 with VertiQ Software, LLC, 18625 Sutter Blvd., Suite 500; PO Box 787; Morgan Hill, CA 95037 for a new case management system for the Midwest Medical Examiner's Office in the amount of \$241,832 with a change order of \$13,356, subject to review by the county attorney as to form and legality. (Contract is on file in Information Technology.) Commissioner Look seconded the motion. Upon roll call vote, motion carried unanimously.

* *

Commissioner Gamache presented the Property Records and Taxation Committee report from the meeting of December 12, 2019.

1. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2019-151

AUTHORIZING THE ANOKA COUNTY APPLICATION FOR MINNESOTA VOTING EQUIPMENT GRANT FUNDS

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting applications from local jurisdictions for grants to purchase voting equipment pursuant to M.S. Section 206.95; and,

WHEREAS, grants of up to \$5,000 per precinct will be made to purchase any combination of optical scan counters, assistive voting devices, or electronic rosters until the appropriation is exhausted; and,

WHEREAS, Anoka County plans to purchase replacement assistive voting devices to be used in all precincts in the county with planned implementation beginning with the 2020 State Primary Election; and,

WHEREAS, jurisdictions must agree to provide a local match at least equal to one-half the amount of the grant received that is used for electronic rosters; and,

WHEREAS, applications must be received by 4 p.m. on January 31, 2020. Funds will be awarded by March 31, 2020, and must be used by December 31, 2020, and if not used by December 31, 2020, must be returned to the Minnesota Office of the Secretary of State:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby approves the application for the 2019 Minnesota Voting Equipment Grant Account and directs staff to submit the application by the deadline of January 31, 2020.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

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Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2019-152

**DESIGNATING THE PORT AUTHORITY TO IMPLEMENT
AND ADMINISTER A PROJECT ASSESSED CLEAN ENERGY
IMPROVEMENT FINANCING ON BEHALF OF THE COUNTY, AND
PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS
AS NEEDED IN CONNECTION WITH THAT PROGRAM**

WHEREAS, the Port Authority of the city of Saint Paul (the "Port Authority") has established the Property Assessed Clean Energy Program ("PACE OF MN") to finance the acquisition and construction or installation of energy efficient and conservation improvements (the "Improvements"), on properties located throughout the State of Minnesota through the use of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and 471.59 (the "Act"); and,

WHEREAS, the county has identified one or more potential projects located in the county and desires to participate in PACE OF MN and assist with financing pursuant to the Act:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners, as follows:

1. In order to finance the Improvements of potential projects, the county hereby determines that it is beneficial to participate in PACE OF MN, and to designate the Port Authority as the implementor and administrator of that program on behalf of the county for purposes of financing Improvements located within the county.
2. The county understands that the Port Authority may obtain funding from designated lending institutions or may issue its PACE OF MN special assessment revenue bond(s) to finance the Improvements, and that the sole security for the loan(s) or bond(s) will be special assessments imposed by the other cities participating in PACE OF MN.
3. To facilitate and encourage the financing of Improvements located within the county, the county covenants to levy assessments for said Improvements on the property so benefitted, in accordance with the Application and Petition for Special Assessments received from the owner(s) of the property and approved by the Port Authority. The interest rate on the Special Assessments shall be the interest rate on the loan(s) or bond(s) and may include additional interest.
4. After imposition of the special assessments, the county shall collect such assessments and remit them to the Port Authority for use in the repayment of the loan(s) or bond(s). The county will take all actions permitted by law to recover the assessments, including without limitation, reinstating the outstanding balance of assessments when the land returns to private ownership, in accordance with Minn. Stat. Section 429.071, subd. 4.

BE IT FINALLY RESOLVED that the county administrator, or her designee, is authorized to execute on behalf of the county, any documents, certificates or agreements necessary to implement the program authorized by this resolution.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

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Committee appointments:

1. Commissioner Schulte made motion appointing Alan Hamel to the Personnel Board of Appeals, replacing Sandra Froiland, for a three-year term expiring December 31, 2022. Commissioner Braastad seconded the motion. Motion carried unanimously.
2. Commissioner Meisner made motion appointing Nathan Vojtech, representing Mental Health Professional, to the Children’s Mental Health Advisory and Coordination Council, for a three-year term ending December 31, 2022. Commissioner Braastad seconded the motion. Motion carried unanimously.
3. Commissioner Meisner made motion reappointing Ron Robinson, representing Metropolitan Emergency Services Board, and appointing Fire Chief Michael Spencer, representing fire service, replacing John Berg, to the Emergency Medical Services Council for three-year terms ending December 31, 2022. Commissioner Gamache seconded the motion. Motion carried unanimously.
4. Commissioner Braastad made motion reappointing Patricia Preiner to the Rice Creek Watershed District Board of Managers for a three-year term ending January 17, 2023. Commissioner Schulte seconded the motion.

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Circle Pines City Administrator Patrick Antonen and Centerville City Administrator Mark Statz expressed concerns regarding the current Rice Creek Watershed District Board of Managers appointment process. Patrick Antonen submitted an opinion letter for the record from the City Attorney for Circle Pines relating to the watershed appointment process. (Letter is on file in the County Administration Office.)

**

Commissioner Gamache made motion to postpone the appointment to the Rice Creek Watershed District Board of Managers to the March 10, 2020, county board meeting. Commissioner Meisner seconded the motion. Upon roll call vote, Commissioners Gamache, Look, Braastad, and Meisner voted “yes.” Commissioner Schulte voted “no.” Motion carried.

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County Attorney Tony Palumbo stated that the Attorney’s Office is not in agreement with the objection by the City of Circle Pines in terms of the statutory interpretation.

5. Commissioner Braastad made motion reappointing Robert DeRoche, representing District #2, to the Community Corrections Advisory Board for a two-year term ending December 2021. Commissioner Gamache seconded the motion. Motion carried unanimously.
6. Commissioner Braastad made motion reappointing Paulette Kostick to the Minnesota Extension Committee for a three-year term expiring January 2023. Commissioner Meisner seconded the motion. Motion carried unanimously.

Chair Schulte presented, for informational purposes, a summary of the December 6, 2019, performance evaluation of the County Administrator.

The county board meeting was adjourned at 11:05 a.m.

ATTEST:

**COUNTY BOARD OF COMMISSIONERS
ANOKA COUNTY, MINNESOTA**

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Scott Schulte, its Chair

Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.