

# ANOKA COUNTY BOARD AGENDA

FOR THE MARCH 24, 2020, COUNTY BOARD MEETING

9:30 A.M.

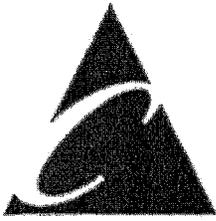
County Board Room #705 - Government Center

Public comments are welcome at committee meetings. For a schedule of committee meetings please go to <https://www.anokacounty.us/calendar.aspx?>

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	Jeff Reinert
District #7	Scott Schulte
- Others:
4. Tax claims and abatements.
5. Consider accepting the regular claims paid over \$500 for the period ending March 13, 2020, and purchase-card claims paid for the period ending March 13, 2020. See **attached** action item worksheet.
6. Approval of minutes from the March 10, 2020, county board meeting, and March 17, 2020, emergency county board meeting.
7. Chair's remarks.
8. Committee reports.
  - A. Management Committee report.
  - B. Management Committee Chair report.
  - C. Transportation Committee report.
  - D. Finance and Capital Improvements Committee report.
  - E. Human Services Committee report.
  - F. Intergovernmental and Community Relations Committee Chair report.
  - G. Parks Committee report.
  - H. Property Records and Taxation Committee report.
  - I. Public Safety Committee Chair report.

9. Consider approving the following relating to appropriations for 2020 Memorial Day observances:
  - A. Appropriating, pursuant to Minn. Stat. Sec. 375.35, \$200 to each post of a recognized military service person's organization or society organized and existing in the county, holding charter from Congress or incorporated in this state, for defraying the expenses of Memorial Day exercises, which submits a written request to County Administration by December 31, 2020.
  - B. Reimbursing, pursuant to Minn. Stat. Sec. 375.34, expenses up to \$200 to any military service person's organization or society holding charter from Congress or incorporated in this state, which exists outside the county but holds Memorial Day services in the county, not to exceed a total reimbursement of \$1,000, and which submits a statement in writing by December 31, 2020, detailing the expenses incurred in such services.
  - C. Appropriating, pursuant to Minn. Stat. Sec. 375.34, up to \$2,500 to the Anoka County Veterans Council to aid in the observance of Memorial Day.
  
10. Committee appointments:
  - A. Consider reappointing Bryan Lindberg, as a county attorney representative, to the Community Corrections Advisory Board for a two-year term ending February 2022. See **attached** background and committee application.
  - B. Consider, for informational purposes, Chair Schulte's private sector appointment of Tonya Barber to the Anoka County Workforce Development Board for a term expiring June 30, 2021. See **attached** background and committee application.



# ANOKA COUNTY BOARD

## ACTION ITEM

March 24, 2020

### FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Motion for acceptance of the regular claims paid over \$500 for the period ending 03/13/2020 and purchase-card claims paid for the period ending 03/13/2020.
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 MARCH 24, 2020, COUNTY BOARD MEETING

The Management Committee meeting was held on March 10, 2020, at 8:45 a.m. in Master Conference Room #772 of the Anoka County Government Center, Anoka, Minnesota.

**Present:**        **Committee Members** - Commissioner Robyn West (Chair), Commissioner Julie Braastad, and Commissioner Scott Schulte

**Absent:**        **Committee Members** - Commissioner Jeff Reinert

**Others** - Commissioner Mandy Meisner; Steph Beito-Ziemer, Employee Relations Director; Rhonda Sivarajah, County Administrator; Tony Palumbo, County Attorney; Cory Kampf, Finance and Central Services Division Manager; Yvonne Kirkeide, Accounting Manager; Renee Sande, Community Development Manager; Wes Volkenant, citizen; and Teresa Swoyer, County Board Coordinator

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

#### 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 the following personnel transactions:
  - A. Restructure/Fill – Community Development – effective April 1, 2020 – contingent on Federal CDBG and State of MN AgBMP funding - vacancy effective January 16, 2020. PC#2000002007

<b>FROM:</b>	1.0 FTE	Community Development Technician – Grade B010, range \$19.10 to \$28.93 per hour.
<b>TO:</b>	1.0 FTE	Homeowner Rehabilitation Specialist – Grade B011, range \$21.09 to \$31.77 per hour.
3. Wes Volkenant commented and had questions relating to Anoka County's response to the coronavirus.

ANOKA COUNTY

CONSENT ITEMS

FROM THE MARCH 10, 2020, MANAGEMENT COMMITTEE MEETING

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated March 10, 2020.
2. The following travel request was removed from the agenda:
  - A. Kevin McNallan, System Project Manager – Information Technology – to attend the Public Safety Data System International CAD Consortium Training- Plano, TX - 5 days in April 2020 – costs to include, which are fully funded by Joint Law Enforcement Consortium (JLEC), \$265 registration, \$41 mileage, \$760 lodging, \$236 per diem, \$344 airfare, \$50 ground transportation.

**Employee Relations Department  
Recommendations for Reclassification**

<b>Incumbent</b>	<b>Present Title</b>	<b>Proposed Title</b>	<b>Present Grade Level</b>	<b>Approved Grade Level</b>	<b>Department</b>	<b>Effective Date</b>
Kari Schaffer	Claims Coordinator	Risk Management Coordinator	11	12	Risk Management	03/14/2020
Diane Fischer	Correctional Records Spec	Administrative Services Assistant	8	9	Corrections	03/14/2020
Kersten Middleton	Correctional Records Spec	Administrative Services Assistant	8	9	Corrections	03/14/2020
Lisa Peterson	Program Support Secretary	Administrative Services Assistant	8	9	Corrections	03/14/2020
Vacant	Program Support Secretary	Administrative Services Assistant	8	9	Corrections	03/14/2020
Rachel Finazzo-Doll	Community Development Program Specialist	Community Development Program Lead	12	13	Comm. & Govt Relations	03/15/2020

ANOKA COUNTY

MANAGEMENT COMMITTEE CHAIR REPORT

FOR THE MARCH 24, 2020, COUNTY BOARD MEETING

\*Action Items

1. In accordance with the Personnel Rules and Regulations, and/or the Travel Policy, and at the request and recommendation of the respective department heads, consider approving the consent items. **See attached** consent items.
2. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, consider the following personnel transactions:

A. Restructure/fill - Administration/Library - effective March 24, 2020.

**FROM:** .5 FTE Library Service Assistant - Grade A007, range \$14.96 to \$23.03 per hour. Vacancy effective December 20, 2019. PC#1993001569

and

.5 FTE Librarian II - Grade C012, range \$23.28 to \$34.90 per hour. Vacancy effective January 3, 2020. PC#1992001384

**TO:** 1.0 FTE Librarian II - Grade C012, range \$23.28 to \$34.90 per hour.  
PC#1992001384

Note: PC#1993001569 will be eliminated.

**See attached** position action form.

B. Restructure/fill - Human Services/Economic Assistance - effective March 24, 2020.  
PC#1998001916

**FROM:** 1.0 FTE Child Support Expedited Process Specialist - Grade B011, range \$21.09 to \$31.77 per hour. Vacancy effective July 20, 2019.

**TO:** 1.0 FTE Economic Assistance Program Coordinator - Grade C012, range \$23.28 to \$34.90

**See attached** position action form.

\*Requires board approval.

ANOKA COUNTY

**CONSENT ITEMS**

FOR THE MARCH 24, 2020, COUNTY BOARD MEETING

*Consent items will be voted on as one item.  
At the request of any commissioner, a consent item may be  
moved to the regular agenda for discussion purposes.*

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated March 24, 2020.
2. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
  - A. Tsimnuj Vue, Electronic Content Management Specialist - Administration/Information Technology - to attend Introduction to Workflow for On Base - Online Training - 5 days, April 2020 - costs to include \$3,000 registration.
  - B. Tsimnuj Vue, Electronic Content Management Specialist - Administration/Information Technology - to attend Advanced System Administration for On Base - Online Training - 5 days, June 2020 - costs to include \$3,000 registration.

**Employee Relations Department  
Recommendations for Reclassification**

<b>Incumbent</b>	<b>Present Title</b>	<b>Proposed Title</b>	<b>Present Grade Level</b>	<b>Approved Grade Level</b>	<b>Department</b>	<b>Effective Date</b>
Lori Godin	Employee Relations Consultant	Employee Relations Supervisor	12	14	Employee Relations	03/28/2020
Candace Handapangoda	Employee Relations Consultant	Employee Relations Supervisor	12	14	Employee Relations	03/28/2020
Lisa Wagner	Employee Relations Consultant	Employee Relations Consultant II	12	13	Employee Relations	03/28/2020

# POSITION ACTION FORM

Revised 10/04/19

<b>Department:</b> Library		
<b>Position effective date:</b> 04/14/2020	<b>Management Committee meeting date:</b> 03/24/2020	<b>Board meeting date:</b> 04/14/2020

**Action requested:** Restructure two vacant PCNs (1992001384 & 1993001569 ) into one, 1.0 FTE Librarian (grade 12). PCN 1992001384 (vacant since 01/03/2020) is a .5 FTE Librarian (grade 12). . The .5 FTE from vacant 1993001569 Library Services Assistant (grade 7) would be added to Librarian 1992001384, thereby eliminating LSA 1993001569, vacant since 12/20/2019.

**Background:** Librarian 1992001384 was originally 1.0 FTE, but was reduced to .5 FTE as part of a 2010 restructure, despite being an exempt role. In 2016 the Anoka County Library acquired an Automated Materials Handling (AMH) system, which significantly changed the way in which staff, including Library Service Assistants (LSAs), complete behind-the-scenes circulation work. The goal of the AMH was to allow for more staff time interacting with patrons and less manual transactions in getting materials back on the shelves or into the hands of eager patrons.

The Librarian position focuses on providing services to our earliest readers and babies. Early reader programs and baby storytime intentional designs have been important focuses of the .5 FTE librarian role at the Northtown Library.

The potential impact of this professional librarian position is very limited due to the part-time nature. The demands of program planning and children's desk work encompass the majority of the 20 hours weekly allotted to the position. The schedule, even though adjustments have been attempted, also limits the amount of community connection due to large gaps between work days. The Northtown Library has determined that there is need and potential for impact on this population, however, the schedule limits have prevented action.

Benefits of moving the LSA hours to a full-time librarian position include:

- Decreasing turnover for these positions. In the past few years the Northtown library has had to hire a PT LSA at least 3 times.
- Increasing the capacity for Northtown Youth Services staff to impact families with babies and early readers through programming.
- Increase the capacity for the Librarian position to conduct outreach to schools with early reader programs and locations that serve babies.
- Increase the capacity for the librarian position to conduct a needs assessment of current and needed services for early readers and families with babies.
- Increase the ability of the librarian position to serve as a community expert in this topic, supporting and connecting with families of various economic levels and library staff in the system.
- Increase the capacity of the Northtown Library to support the staffing needs of all Anoka County buildings. Due to the part-time nature of the two positions, it was difficult for these staff to be flexible and work at multiple locations.
- Increase the capacity of the Northtown Library to assist local schools in helping students be ready to read at grade 3.

**Recommendations:** Restoring Librarian 1992001384 to full-time, 1.0 FTE status, by combining FTE, then eliminating 1993001569.

Funding source:	Budget adjustment current year	Budget adjustment future years
Current budget	\$0.00	\$0.00
Funding description:	<p>The cost of combining these positions into a 1.0 FTE benefited position is \$73,000, including benefits. The difference in this amount and the two current positions, sum total, is approximately \$14,000. The Library System is able to allocate this money in the budget by reducing temporary budget line items and anticipated cost savings from temporarily unfilled, open or replacement positions.</p>	

Submitted by:	Date submitted:
Jacquie Kramer	03/10/2020

# POSITION ACTION FORM

Revised 06/21/19

<b>Department</b> Economic Assistance Department		
<b>Position effective date</b> <b>March 24, 2020</b>	<b>Management Committee meeting date</b> <b>March 24, 2020</b>	<b>Board meeting date</b>

**Action requested**

Request to Restructure the following position:

From:  
1.0 FTE Child Support Expedited Process Specialist, Grade 11, vacant, PCN 1998001916

To:  
1.0 FTE Economic Assistance Program Coordinator, Grade 12, PCN 1998001916

**Background**

There is a need to restructure a position to create a second Economic Assistance Program Coordinator position due the high volume of training needed for newly hired or promoted child support staff. Currently, there is one Economic Assistance Program Coordinator in Child Support Services who conducts all training classes, along with conducting refresher trainings, special projects, managing a caseload, updating and creating training material and covering other duties as assigned.

This is a request to restructure one Child Support Expedited Process Specialist (EPS) position into one Economic Assistance Program Coordinator (PC) position. The Economic Assistance Program Coordinator positions would conduct Child Support Officer classroom training, create and update training material, create and maintain monthly training sessions in child support, complete special projects, train Interstate and Child Support EPS positions, manage a caseload, back-up mentors and fill in for other child support positions. The Child Support EPS position that would be restructured is currently unfilled due to the reduction in the number of paternity cases. The Child Support EPS position completes legal referrals to establish paternity, establish child support orders or modify child support orders.

**Recommendations** Restructure the following position:

From:  
1.0 FTE Child Support Expedited Process Specialist, Grade 11, vacant, PCN 1998001916

To:  
1.0 FTE Economic Assistance Program Coordinator, Grade 12, PCN 1998001916

<b>Funding source</b>	<b>Budget adjustment current year</b>	<b>Budget adjustment future years</b>
Current budget	\$0.00	\$0.00

**Funding description** Funding for the position is in the current budget, no additional funds are being requested.

<b>Submitted by</b> Brad Thiel	<b>Date submitted</b> March 10, 2020
-----------------------------------	---

**ANOKA COUNTY  
TRANSPORTATION COMMITTEE REPORT  
FOR THE MARCH 24, 2020 COUNTY BOARD MEETING**

The Transportation Committee meeting was held on Monday, March 16, 2020 at 8:30 a.m. in Lac qui Parle Conference Rooms A, B & C at the Anoka County Highway Department in Andover, MN.

Committee Members Present: Commissioners Schulte (Chair), Look, Braastad, West  
 Department Staff Present: Joe MacPherson, Jerry Auge, Amy Honer, Jill Kent  
 Others: Commissioner Mandy Meisner; Nicole Prickett, Anoka County Finance; Wes Volkenant, Andover Resident

**ACTION ITEMS**

**Highway**

1. The committee recommends approval of Resolution #2020-TR05, the conveyance of limited access (right-in and right-out access from Outlot A, Parkside North 9<sup>th</sup> Addition) from the property located at CSAH 17 (Lexington Avenue) and CSAH 14 (125<sup>th</sup> Avenue) in the City of Blaine; and authorizing the County Administrator to execute the necessary documents, subject to review by the County Attorney as to form and legality.
2. The committee recommends approval to enter into a Joint Powers Agreement (#C0007721) with the City of Coon Rapids, for Project 18-63-00, Strategic Congestion Mitigation Project, from CSAH 78 (Hanson Boulevard) to CSAH 9 (Round Lake Boulevard) in the City of Coon Rapids; and authorizing the Chair of the County Board and the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.
3. The committee recommends approval to enter into a Professional Services Agreement (#C0007843) as a Sub-Client with the City of Anoka, for professional services for Project 17-34-00, the proposed interchange improvement project on U.S. Highway 10/169 at the intersection of West Main Street, Fairoak Avenue and Thurston Avenue in the City of Anoka.

**INFORMATION ITEMS**

**Transit**

4. The committee recommends that the County Engineer write a Letter of Support for HF2377/SF2324, a legislative bill introduced by the Volunteer Driver Coalition of Minnesota, to help volunteer drivers throughout Minnesota avoid increases in vehicle insurance premiums.

**Highway**

5. The committee authorized the County Engineer to negotiate a Joint Powers Agreement with the City of Lino Lakes for Project SAP 002-634-003, the reconstruction of CSAH 34 (Birch Street) from Hokah Drive to 550 feet east of West Shadow Lake Drive, in the City of Lino Lakes.

*Anoka County Transportation Committee Report  
for the March 24, 2020 County Board Meeting  
Page Two*

6. The committee authorized the County Engineer to negotiate a Joint Powers Agreement with the City of Coon Rapids for Project SP 002-611-036, the reconstruction of CSAH 11 (Foley Boulevard) from CSAH 1 (East River Road NE) to CR 3 (Coon Rapids Boulevard), in the City of Coon Rapids.
7. The committee authorized the County Engineer to advertise for bids for Project CP 20-01-00, the County-Wide Overlay Project.
8. The committee reviewed and discussed the preliminary layout design on CSAH 7 (7<sup>th</sup> Avenue/165<sup>th</sup> Avenue N.W.), from just south of County Road 158 and just north of 165<sup>th</sup> Street N.W., in the City of Andover.
9. The committee discussed changing a budget line item in the Maintenance budget from "Survey Total Station" to "Survey Equipment".
10. The committee reviewed Transportation Division agreements executed since last meeting.
11. The committee reviewed Corridor Updates and Project Progress.
12. The committee received comments from Wes Volkenant, Andover Resident, regarding attendance at the public workshops, reconstruction of CSAH 34 (Birch Street) from Hokah Drive to 550 feet east of West Shadow Lake Drive project, and the reconstruction of CSAH 11 (Foley Boulevard) from CSAH 1 (East River Road NE) to CR 3 (Coon Rapids Boulevard) project.



# ANOKA COUNTY BOARD ACTION ITEM

March 16, 2020

## TRANSPORTATION DIVISION

ACTION REQUESTED	<p><i>Consider recommending approval of Resolution #2020-TR05, the conveyance of limited access (right-in and right-out access from Outlot A, Parkside North 9<sup>th</sup> Addition) from the property located at CSAH 17 (Lexington Avenue) and CSAH 14 (125<sup>th</sup> Avenue) in the City of Blaine; and authorizing the County Administrator to execute the necessary documents, subject to review by the County Attorney as to form and legality.</i></p>
BACKGROUND	<p><i>During the platting process, access from the property to both CSAH 17 (Lexington Avenue) and CSAH 14 (125<sup>th</sup> Avenue) was restricted and dedicated to the County of Anoka.</i></p> <p><i>Despite the above dedications, the owners previously held access from the property site to both CSAH 17 and CSAH 14 while operating their business on the premises. The business was subsequently closed and razed for redevelopment.</i></p> <p><i>In connection with the redevelopment of the property, the owner requested the County break the dedicated access and permit limited access onto CSAH 14, which consists of right-in and right-out only. In exchange for the break in dedicated access to CSAH 14, the owners agreed to cancel their easement and cease use of the driveway providing access to the property from CSAH 17. The adjoining owners to the south of the property also agreed to cancel their easement.</i></p> <p><i>The above agreement defining access rights from the owners to CSAH 17 and CSAH 14 will further the safety of the traveling public and will assist in clarifying each party's relative access rights.</i></p>
PREVIOUS ACTION TAKEN	<p><i>None.</i></p>
COMMENTS	
RECOMMENDATIONS	<p><i>Approval.</i></p>

**RESOLUTION #2020-TR05**

**GRANTING RESTRICTED ACCESS OPENING  
TO COUNTY STATE AID HIGHWAY NO. 14 (125<sup>TH</sup> AVENUE NE / MAIN STREET)**

WHEREAS, PLL Properties, LLC ("PLL"), a Minnesota limited liability company, owns property situated at the southeast corner of the intersection of CSAH 14 (125<sup>th</sup> Avenue NE) and CSAH 17 (Lexington Avenue), which is legally described as Outlot A, PARKSIDE NORTH 9<sup>TH</sup> ADDITION, Anoka County, Minnesota ("the PLL Property"); and

WHEREAS, during the platting process, access from the PLL Property to both CSAH 14 and CSAH 17 was restricted and dedicated to the County of Anoka; and

WHEREAS, despite the above dedications, PLL previously held access from the PLL Property site to both CSAH 14 and CSAH 17 while operating its business on the premises, which was subsequently closed and razed for redevelopment; and

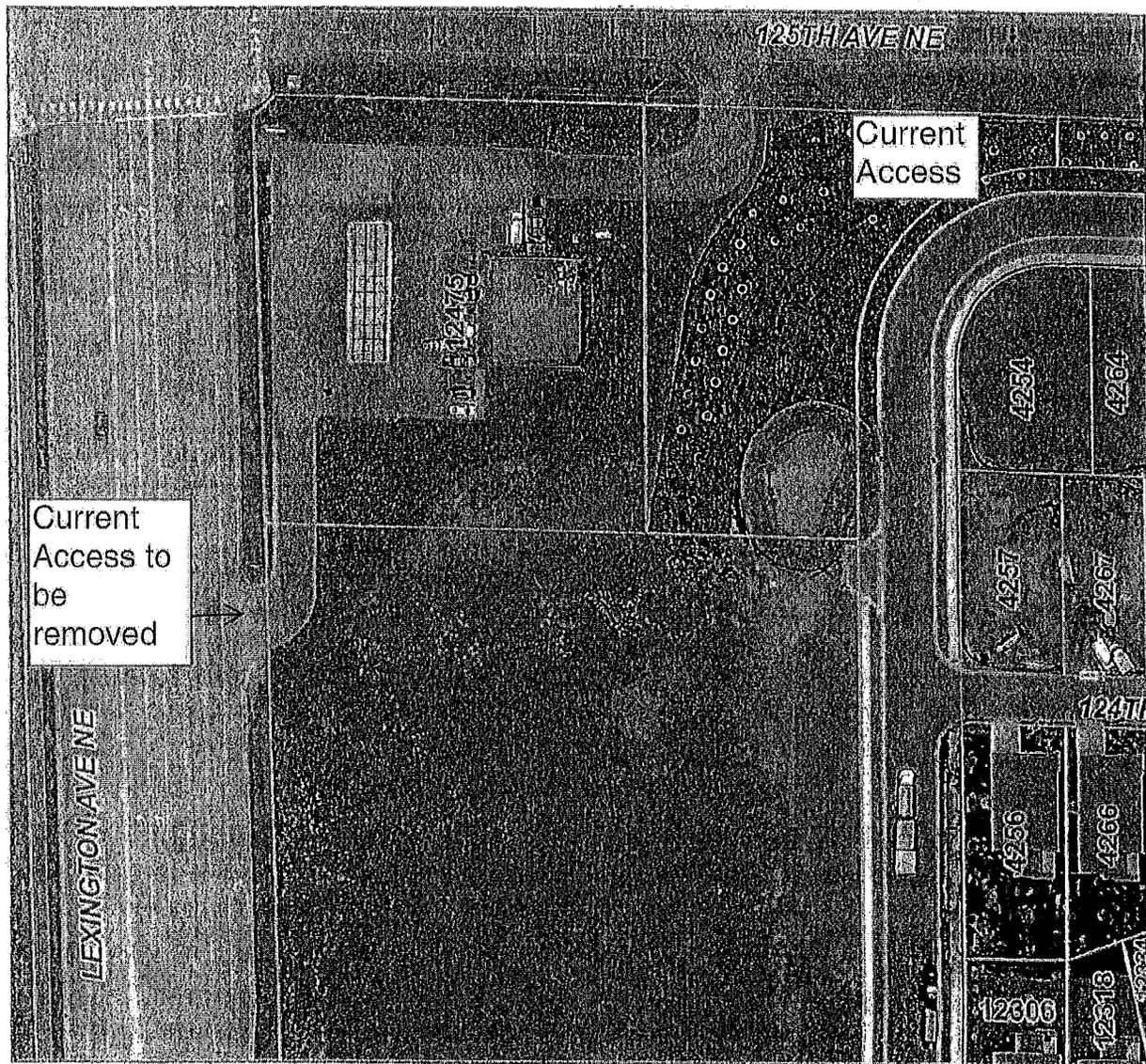
WHEREAS, in connection with the redevelopment of the PLL Property, PLL has requested that the County break the dedicated access to CSAH 14, as hereinafter provided, to permit limited access onto CSAH 14, consisting of right-in and right-out only; and

WHEREAS, in exchange for the break in dedicated access to CSAH 14, PLL has agreed to cancel its easement and cease use of the driveway providing access to the PLL Property from CSAH 17; and

WHEREAS, the above agreement defining access rights from PLL Property to CSAH 14 and CSAH 17 will further the safety of the traveling public and will assist in clarifying each party's relative access rights.

NOW, THEREFORE, BE IT RESOLVED, that the Anoka County Board of Commissioners hereby authorizes and directs the Anoka County Board Chair and Anoka County Administrator to execute the attached deed granting limited access (right-in and right-out access from Outlot A only) from CSAH 14 to the PLL Property.

Access Exhibit





# ANOKA COUNTY BOARD ACTION ITEM

March 16, 2020

## TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending approval to enter into a Joint Powers Agreement (#C0007721) with the City of Coon Rapids, for Project 18-63-00, Strategic Congestion Mitigation Project, from CSAH 78 (Hanson Boulevard) and CSAH 9 (Round Lake Boulevard) in the City of Coon Rapids; and authorizing the Chair of the County Board and the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.</i>
BACKGROUND	<p><i>In 2019, Anoka County, in coordination with the City of Coon Rapids and MnDOT, completed an origin-destination study to determine the need, effectiveness, and feasibility of adding an additional travel-lane to U.S. Hwy 10 between CSAH 78 (Hanson Blvd) and CSAH 9 (Round Lake Blvd).</i></p> <p><i>The study determined that an additional travel lane(s) would be effective at addressing congestion on U.S. Hwy 10 and several County roadways (i.e., CSAH 78 (Hanson Blvd), CSAH 3 (Coon Rapids Blvd), CSAH 1 (East River Road), etc.). The first phase of this project will focus on developing a preliminary layout design, acquiring ROW, and preparing the environmental documentation for said project.</i></p> <p><i>The County entered into a contract with TKDA in the amount of \$644,000 to conduct the first phase to help define the full scope of the project and improvements. The City of Coon Rapids has approved a cost share of \$322,000 (50% cost share) of the proposed first phase of the contract. Under the terms of the agreement, the County will not request payment for Coon Rapids share until mid-January of 2021.</i></p> <p><i>The attached resolution has been presented and approved by the Coon Rapids City Council.</i></p>
PREVIOUS ACTION TAKEN	<p><i>08/01/16 - Authorized Contract #C0005133 with Braun Intertec for geotechnical services related to this project.</i></p> <p><i>09/02/16 - Authorized Contract #0005215 with SEH Inc. for environmental services related to this project.</i></p> <p><i>10/04/16 - Authorized Contract #0005292 with TKDA for bridge engineering services related to this project.</i></p> <p><i>12/11/17 - Adopted Resolution requesting a variance for trail width across existing bridge.</i></p> <p><i>01/30/18 - Approved acquisition of right-of-way</i></p> <p><i>04/24/18 - Authorization to negotiate JPA with the City of Andover.</i></p>
COMMENTS	<p><i>This first phase has already begun with TKDA, to determine the preliminary layout and environmental documentation on this project. Documents are available for review at: [redacted] available for review at: [redacted]</i></p>
RECOMMENDATIONS	<p><i>Approval.</i></p>

Documents are available for review at: [redacted]

County Highway Dept.

County Administration

2



# ANOKA COUNTY BOARD ACTION ITEM

March 16, 2020

## TRANSPORTATION DIVISION

ACTION REQUESTED	<i>Consider recommending approval to enter into a Professional Services Agreement as a Sub-Client with the City of Anoka, for professional services for Project 17-34-00, the proposed interchange improvement project on U.S. Highway 10/169 at the intersection of West Main Street, Fair oak Avenue and Thurston Avenue in the City of Anoka.</i>
BACKGROUND	<p><i>The City of Anoka, Anoka County, and MnDOT have been successful in obtaining funding for the proposed U.S. 10/169 interchange improvement project at West Main Street, Fair oak Avenue and Thurston Avenue in the City of Anoka. Anoka County leadership was instrumental in securing \$15M in Local Road Improvement Program (LRIP) funds during the 2018 legislative session.</i></p> <p><i>In addition, the County has previously entered into a Joint Powers Agreement (JPA) committing \$4M in county funds to this project, and must execute the attached agreement in order to utilize the LRIP funds on this project. The County will be signing as a Sub-Client, which meets the requirements of the Minnesota Management of Budget (MMB) who administers the LRIP program</i></p>
PREVIOUS ACTION TAKEN	<p><i>01/30/18 (Board Meeting) – adopted resolution of support for the City of Anoka’s application for Corridors of Commerce program funding for TH 10 intersection improvements at Fair oak Avenue and Thurston Avenue</i></p> <p><i>03/19/18 – discussed list of projects submitted for Corridors of Commerce funding</i></p> <p><i>04/02/18 – adopted resolution of support for all projects within Anoka County submitted under the Corridors of Commerce Solicitation</i></p> <p><i>05/14/18 – approval of Value Engineering study funding commitment</i></p> <p><i>10/15/18 – authorized negotiation of JPA with City of Anoka</i></p> <p><i>11/27/18 – approval to enter into JPA with the City of Anoka</i></p>
COMMENTS	
RECOMMENDATIONS	<p><i>Approval to enter into the agreement</i></p> <p style="text-align: right;"><i>Document is on file and available for review at:</i></p> <p style="text-align: right;"><input checked="" type="checkbox"/> County Highway Dept.</p> <p style="text-align: right;"><input type="checkbox"/> County Administration</p> <p style="text-align: right;"><input type="checkbox"/></p>

3

**ANOKA COUNTY**  
**FINANCE AND CAPITAL IMPROVEMENTS COMMITTEE REPORT**  
FOR THE MARCH 24, 2020, COUNTY BOARD MEETING

The Finance and Capital Improvements Committee meeting was held on March 17, 2020 in Master Conference Room #772, Anoka County Government Center, Anoka, Minnesota.

**Committee Members Present:** Commissioner Look (Chair)  
Commissioner Braastad (Vice-Chair)  
Commissioner Gamache  
Commissioner Schulte

**Committee Members Absent:**

**Others Present:**

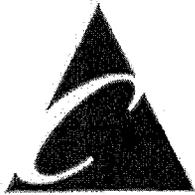
Rhonda Sivarajah, County Administrator; Cory Kampf, Division Manager; Jerry Covell, Construction Planning & Design Manager; Cathie Larson, Senior Office Manager

**Action Items:**

1. The committee recommends the County Board approve Contract #C0007801 with Bituminous Roadways Inc, 1520 Commerce Drive, Mendota Heights, MN 55120, for completion of the 2020 Pavement Project for a total cost of \$160,150 (base bid with alternate 1) - **See attached** action item worksheet.
2. The committee recommends the County Board approve contract #C0007808 with Schumacher Elevator Company, One Schumacher Way, Denver, IA 50622, for annual elevator maintenance and repairs for \$74,304 - **See attached** action item worksheet.
3. The committee recommends the County Board adopt Resolution 2020-F6 authorizing the sale of real property located in and owned by the County of Anoka, Minnesota and authorizing the sale of said real property through a real estate broker - **See attached** action item worksheet.

**Informational Items:**

1. The Finance and Capital Improvements Committee adopted the 2021 Budget Calendar as a planning document for the 2021 Budget Process – **See attached** information item worksheet.
2. The committee postponed to a future date consideration for informational purposes, an update on the County's Other Post-Employment Benefits (OPEB), which generally refers to the Retiree Health Insurance Program within the County.



# ANOKA COUNTY BOARD

## ACTION ITEM

March 24, 2020

### FACILITIES MANAGEMENT & CONSTRUCTION

<b>ACTION REQUESTED</b>	<p>The committee recommends the County Board approve Contract #C0007801 with Bituminous Roadways Inc, 1520 Commerce Drive, Mendota Heights, MN 55120, for completion of the 2020 Pavement Project for a total cost of \$160,150 (base bid with alternate 1).</p> <p>Bid tab attached.</p>
<b>BACKGROUND</b>	<p>The project will consist of 3 reconstruction projects:</p> <ul style="list-style-type: none"><li>• Rum River Campus Cronin Parking Lot for Stepping Stone Homeless Shelter</li><li>• Northtown Library North Parking Lot</li><li>• Alternate 1: Rum River Campus Service Road between Administration and Cronin</li></ul> <p>This work is part of our ongoing parking lot maintenance program.</p>
<b>FUNDING</b>	<ul style="list-style-type: none"><li>• Library Building Fund</li><li>• Building Fund</li></ul>



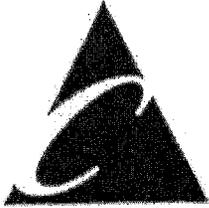
# ANOKA COUNTY BOARD

## ACTION ITEM

March 24, 2020

### FACILITIES MANAGEMENT & CONSTRUCTION

<b>ACTION REQUESTED</b>	<p>The committee recommends the County Board approve contract #C0007808 with Schumacher Elevator Company, One Schumacher Way, Denver, IA 50622, for annual elevator maintenance and repairs for \$74,304.</p> <p>Bid tab attached.</p>
<b>BACKGROUND</b>	<p>FM&amp;C/VDA® (Van Deusen &amp; Associates) reviewed the proposal responses submitted by All City Elevator (ACE) and Schumacher Elevator.</p> <p>The following is the bid analysis of both bidders:</p> <ul style="list-style-type: none"><li>• <b><u>All City Elevator:</u></b><ul style="list-style-type: none"><li>○ ACE's bid was properly submitted and consistent with Anoka County bid requirements</li><li>○ ACE took no exceptions to the specifications</li><li>○ ACE's total price for all units, \$83,892, was the highest</li><li>○ ACE's labor rates for billable work averaged about twenty percent (20%) higher than Schumacher</li></ul></li><li>• <b><u>Schumacher Elevator:</u></b><ul style="list-style-type: none"><li>○ Schumacher's bid was properly submitted and consistent with Anoka County bid requirements</li><li>○ Schumacher took no exceptions to the specifications</li><li>○ Schumacher's total price for all units, \$74,304, was the lowest</li><li>○ Schumacher's labor rates for billable work were the lowest</li></ul></li></ul>
<b>FUNDING</b>	<ul style="list-style-type: none"><li>• Department Operating Budgets</li></ul>



# ANOKA COUNTY BOARD

## ACTION ITEM

March 24, 2020

Finance & Central Services

ACTION REQUESTED	The committee recommends the County Board adopt Resolution 2020-F6 authorizing the sale of real property located in and owned by the County of Anoka, Minnesota and authorizing the sale of said real property through a real estate broker.
BACKGROUND	<p>The County purchased two parcels of land back 2007 and financed that purchase through the issuance of \$3.245 Million in Tax-exempt Bonds. The land, located in Lino Lakes, was originally intended to be used to build a new Library on the east side of the County.</p> <p>Parcel 1 is 5.81 acres, zoned General Business, and has an appraised value of \$1.33 million (includes a billboard that we receive about \$12K annually in rent) – December 19, 2019 Appraisal</p> <p>Parcel 2 is 2.89 acres, zoned General Business, and has an appraised value of \$940K – December 19, 2019 Appraisal.</p> <p>On January 28, 2020, the County Board adopted Resolution # 2020-11, Authorizing the Advertisement for Bids for the Sale of Real Property Located and Owned by the County of Anoka, Minnesota. The Bids are planned to be opened on March 11<sup>th</sup> after this agenda is posted.</p> <p>No bids were received.</p>
SOLUTIONS	Adopt Resolution 2020-F6 authorizing the sale of real property located in and owned by the County of Anoka, Minnesota and authorizing the sale of said real property through a real estate broker.
CONCLUSION	Recommend the County Board adopt resolution 2020-F6 as brought before the Finance and Capital Improvements Committee.

**RESOLUTION #2020-F6**

**RESOLUTION  
FOR THE SALE OF REAL PROPERTY  
LOCATED IN AND OWNED BY  
THE COUNTY OF ANOKA, MINNESOTA  
AND  
AUTHORIZING THE SALE OF SAID REAL PROPERTY  
THROUGH A REAL ESTATE BROKER**

WHEREAS, on January 28, 2020 the Anoka County Board of Commissioners adopted Resolution #2020-11 authorizing the Advertisement for Bids for the Sale of Real Property located in and owned by the County of Anoka, Minnesota; and,

WHEREAS, the Real Property is located in the City of Lino Lakes and is identified by Anoka County for tax purposes as PIN Nos. 17-31-22-23-0002 and 17-32-22-24-0004 (Lino Lakes Property); and

WHEREAS, the Lino Lakes Property has been advertised for bids in the legal newspaper of the County according to the requirements of Minnesota Statutes Section 373.01, subdivision 1 (b); and,

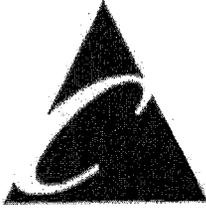
WHEREAS, March 11, 2020 was established as the date for opening any and all bids received in response to said advertisements; but

WHEREAS, there were no bids submitted and received for the bid opening:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners, finding that no bids were received in response to advertising in the County legal newspaper, authorizes pursuing the sale of the Lino Lakes Property by other means per Minnesota Statutes Section 373.01.

BE IT FURTHER RESOLVED that the Anoka County Administrator, Rhonda Sivarajah, is authorized to engage the services of a real estate broker to find a buyer for the Lino Lakes Property.

BE IT FURTHER RESOLVED that once a suitable purchaser is found for the Lino Lakes Property, the Chair of the Anoka County Board of Commissioners, Scott Schulte, and the Anoka County Administrator, Rhonda Sivarajah, are authorized to execute and finalize all documents necessary for the sale of the Lino Lakes Property, including all necessary closing documents.



ANOKA COUNTY BOARD  
INFORMATIONAL ITEM

March 24, 2020

Finance & Central Services

ACTION REQUESTED	The Finance and Capital Improvements Committee adopted the 2021 Budget Calendar as a planning document for the 2021 Budget Process.
BACKGROUND	A Budget Calendar, with key dates has been attached to help provide an understanding of the 2021 Budget Process, its requirements, and significant decision- making timeframes. The Preliminary Approval of the Levy in September, the Truth-In-Taxation Meeting in December, and final Levy Adoption in December are time-sensitive Statutory driven requirements. All other dates are subject to change but will generally follow the process in order to meet the required dates for adoption.
SOLUTIONS	Adopt Budget Calendar as a planning Tool.
CONCLUSION	Recommend the Committee consider adopting the 2021 Budget Calendar.



# Anoka County MINNESOTA

Respectful, Innovative, Fiscally Responsible

## Anoka County 2021 Budget Calendar

April 6, 2020	Budget Kick-off meetings with Departments
April 7 – June 15, 2020	Budget Preparation by Departments (includes CIP & CEP)
April – June	Health Care RFP Process
May 26, 2020	Fee Review Public Hearing
May – June	Presentations to Committees of Jurisdiction
June 23, 2020	County Board Budget Workshop – Health Care & Budget Overview
July 2020	Finance Prepares Preliminary Budget and preliminary 5-year CIP and CEP summaries.
July 14, 2020	Health Care Plan Adoption
August / September 2020	County Board Budget Workshops – Path to Preliminary Levy
September 22, 2020	Preliminary Levy Adoption
October 2020	Update and Finalize CIP and CEP requests
October 2020	Budget Wrap-up meeting with Departments
November 2020	Budget Workshops as needed
November 10-25, 2020	Property Records and Taxation prepares, and mails proposed tax notices
November 17, 2020	CIP & CEP Presentation to Finance Committee
November 24, 2020	Fee Review Public Hearing
December 3, 2020	Truth In Taxation Public Hearing
December 4, 2020	CIP Public Hearing and adoption of CIP & CEP as planning documents.
December 4, 2020	County Board adopts 2021 property tax levy, operating budget, capital improvements budget, and capital equipment budget, pursuant to state law.

CIP = Capital Improvement Plan (Five-year)

CEP = Capital Equipment Plan (Five-year)



**HUMAN SERVICES COMMITTEE REPORT  
FOR THE MARCH 24, 2020  
ANOKA COUNTY BOARD MEETING**

COMMITTEE PRESENT: Commissioner Julie Braastad, Commissioner Mandy Meisner,  
Commissioner Robyn West, Commissioner Jeff Reinert

OTHERS PRESENT: Cindy Cesare, Jonelle Hubbard, Nicole Swanson, Dylan Warkentin,  
Jerry Pederson, Nancy Norman, Brad Thiel, Peggy McNabb, Kim Morris

The following recommendations from the March 17, 2020, Human Services Committee meeting are being forwarded to the County Board of Commissioners, which also acts as the Local Social Services Agency and Health Board, for their approval:

**PUBLIC HEALTH AND ENVIRONMENTAL SERVICES**

- \*1. Consider recommending the County Board enter into Grant Contract #C0007840 with the State of Minnesota for 2020 Municipal Residential Recycling Program (SCORE/LRDG) funding to municipalities in an amount of \$513,374.

© © ©

**COMMUNITY CORRECTIONS**

- \*2. Consider recommending the County Board enter into Contract #C0007832 (renewal) with Acumen Psychological Services for psychological evaluations and forensic consultation with a \$30 increase per product from April 1, 2020, through March 31, 2021.
- \*3. Consider recommending the County Board enter into Contract #C0007814 with Stanley Security for camera and control replacement upgrades at Anoka County Secure and the East Central Regional Juvenile Center on the Juvenile Center campus.

© © ©

- \*4. The committee recommended County Board ADOPTION of the following:
  - A. Resolution #2020-HS-4, Economic Assistance Bills – **see attached resolution.**
  - B. Resolution #2020-HS-5, Proclaiming April as Public Health Month in Anoka County – **see attached resolution.**
  - C. Resolution #2020-HS-6, Proclaiming April as Child Abuse Prevention Month in Anoka County – **see attached resolution.**

© © ©

**INFORMATIONAL**

- 1. The following position recommendation has been forwarded to the Management Committee for approval at its March 24, 2020, meeting:

A. Economic Assistance / PCN 1998001916 Restructure Request

From: 1 FTE Expedited Process Specialist, Grade 11, Complement, Non-Contingent

To: 1 FTE Program Coordinator, Grade 12, Complement, Non-Contingent

2. The committee recommended County Board approval of a food and beverage licensing fee for transitional homes following a fee setting public hearing on May 26, 2020.
3. The committee recommended County Board Chair appointment of Tonya Barber as health care services representative to the Anoka County Workforce Development Board for a two-year term through June 30, 2021.
4. The committee recommended County Board reappointment of Bryan Lindberg as County Attorney representative to the Community Corrections Advisory Board for a two-year term to February 2022.

\*Action Required  
attachments



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM

Public Health & Environmental Services		March 17, 2020
2020 MUNICIPAL RESIDENTIAL RECYCLING PROGRAM (SCORE/LRDG funding to municipalities) C0007840		ACTION
<b>Action Requested</b>	Consider approving the grant contracts for the amount of \$513,374 for the 2020 SCORE reimbursement funds from the State of Minnesota.	
<b>Background</b>	<p>In 1989, the Minnesota Legislature adopted waste reduction and recycling legislation based on the recommendations of the Governor’s Select Committee on Recycling and the Environment (SCORE). SCORE is part of the Minnesota’s Waste Management Act and provides counties with a funding source to develop recycling programs. Minnesota Statute requires counties to “ensure that residents, including residents of single and multi-family dwellings, have an opportunity to recycle.” Anoka County has chosen to fulfill this requirement by allowing the municipalities to develop and manage their individual residential recycling programs to best suit the needs of their residents.</p> <p>Reimbursement funds are received from the Minnesota Pollution Control Agency (MPCA) in July and January each year. Beginning in 2020, the MPCA is documenting the SCORE grants with a contract. This inaugural year will have two contracts, one for signature in April, the other in September. In subsequent years, only a September contract will be required.</p> <p>In order to assist the municipalities in providing this service, the County has allocated all the SCORE grant funds it receives to the 21 municipalities for their residential programs. This policy has been in effect since the first SCORE funding was received in 1990. These grant funds focus on various recycling and organics program elements, such as, curbside, multi-unit, drop-off, park and community events to expand recycling opportunities and to increase the number of recyclables and organics collected.</p>	
<b>Prior Action</b>	Human Services Committee approved the 2020 receipt and process of SCORE funds on August 20, 2019. This contract has not been previously required.	
<b>Recommendation</b>	Approve the grant contracts for the first half of the 2020 SCORE reimbursement funds in the amount of \$513,374 from the State of Minnesota.	
<b>Submitted By</b>	Alison Peterson – Environmental Services Manager	
<b>Approved By</b>	Jonelle Hubbard—Director PH&ES	



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Community Corrections		March 17, 2020												
Contract 2020 C0007832 Contract Renewal with Acumen Psychological Services		ACTION												
<b>Action Requested</b>	Authorization to renew contract with Acumen Psychological Services to provide psychological evaluations and forensic consultation time for adult and juvenile pre-sentence and post-sentenced offenders. The renewal with Acumen is for a period of one year from April 1, 2020 through March 31, 2021. The rate for all products will be increased by \$30.													
<b>Background</b>	<p>The proposed contract was originally negotiated 7 years ago and includes 3<sup>rd</sup> party billing to insurance and medical assistance for evaluations and services that meet insurance criteria. For those evaluations meeting criteria, Acumen will bill Anoka County for forensic consultation time related to communication between the criminal justice partners and Acumen. These services are not part of the medical model as they are not related to a physician patient treatment. Acumen will accept 3<sup>rd</sup> party payment as payment in full for time associated with psychological testing, interviewing the client and completing diagnostic conclusions for the general psychological evaluation and for juvenile diagnostic evaluations. Psychosexual evaluations and Juvenile Rule 20 evaluations are not deemed as reimbursable and are the responsibility of the county. The Corrections Department is reimbursed up to \$700 per mandated adult psychosexual evaluation from the Department of Corrections and will aggressively seek additional reimbursement from the subject of the evaluation.</p> <p>Proposed Rates:</p> <table border="1"> <thead> <tr> <th>General Psych*</th> <th>Juvenile Psychosexual</th> <th>Adult Psychosexual</th> <th>Juvenile Rule 20</th> <th>EJJ/Certification</th> <th>Juvenile Diagnostic*</th> </tr> </thead> <tbody> <tr> <td>\$870</td> <td>\$1,270</td> <td>\$1,450</td> <td>\$970</td> <td>\$1,170</td> <td>\$1,070</td> </tr> </tbody> </table>		General Psych*	Juvenile Psychosexual	Adult Psychosexual	Juvenile Rule 20	EJJ/Certification	Juvenile Diagnostic*	\$870	\$1,270	\$1,450	\$970	\$1,170	\$1,070
General Psych*	Juvenile Psychosexual	Adult Psychosexual	Juvenile Rule 20	EJJ/Certification	Juvenile Diagnostic*									
\$870	\$1,270	\$1,450	\$970	\$1,170	\$1,070									
<b>Prior Action</b>	None													
<b>Recommendation</b>	The Anoka County Corrections Department is seeking authorization to renew Contract 2020 C0007832 with Dr. Scott Fischer, Ph.D, LP, PLLC, Acumen Psychological Services, 821 Raymond Avenue #130C, St. Paul, MN 55114, to the terms as outlined above from April 1, 2020 through March 31, 2021 for psychological evaluations and forensic consultations. The contract renewal includes a \$30 per product increase for all evaluations.													
<b>Submitted By</b>	Rick Sells, Manager													
<b>Approved By</b>	Dylan Warkentin, Director													



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
 COUNTY BOARD AGENDA ITEM

Community Corrections		March 17, 2020
Contract #C0007814 with Stanley Security for JC facility Camera/Control replacement upgrades in two secure programs.		ACTION
<b>Action Requested</b>	Authorization to enter into contract with Stanley Security to complete all Camera Control upgrades at the Anoka County Secure (ACS) program and the East Central Regional Juvenile Center (RJC) located in Lino Lakes.	
<b>Background</b>	<p>ACS was built in 1995 and opened in 1996. RJC was built in 1996 and opened in 1997. These programs were constructed with industry standard 1990's analog systems. The camera, intercom, and door control systems are obsolete and have exceeded end-of-life expectations. Piecemeal and patched replacement strategies are cost prohibitive. The recommended replacement of front end, cable, and back end equipment include digital cameras, intercoms, PLC interfaces, cabling, door mechanisms, and switches.</p> <p>The JC residential facilities must comply with unfunded Prison Rape Elimination Act (PREA) mandates. As such, facility blind spots must be addressed through physical plant security, staffing resources, and video surveillance. In 2017 the JC facilities successfully completed their first federal PREA audit. Identified blind spots in the 2017 PREA audit must have a strategy, plan, and implementation timeline by the next PREA audit due in 2020. Many of the identified blind spots are a result of initial 1990's construction budget limitations and are high priority residential areas including kitchen, classrooms, stairwells, program spaces.</p> <p>Anoka FM&amp;C, I.T., and Corrections departments collaboratively coordinated the ACS/RJC camera/intercom/control room/door project. Previously approved contract with Erickson Ellison and Associates included a thorough systemic assessment of ACS and RJC resulting in a detailed spec plan to drive Purchasing's RFP for project install. System components evaluated in the project include cabling, cameras, intercoms, PLC door operations, WIFI, door switches, door locks, and keys. Coordinating both facilities at one time is critical to allow for implementation of multi facility control system redundancies and project economy of scale benefits.</p> <p>In September 2019 Corrections brought this informational item to Human Services regarding plan to work with Purchasing to coordinate the RFP. After presentations to FM&amp;C, I.T. and Corrections - Stanley Security bid was selected by all Anoka County stakeholders for \$695,561.00. Stanley Security provided the lowest bid. Erickson, Ellison, and Associates also endorsed the Stanley Security bid. Additional alternative bids included to address faulty facility security door mechanisms, switches, and keys for a maximum bit of <u>\$1,014,650.00</u>. Note, Corrections is working directly with Erickson Ellison and Associates regarding prioritized alternate bid projects and we <u>do not</u> anticipate implementing them all. Funding for this project is from the RJC capital reserves and Anoka CIP funding in the following account established by fiscal: 4394097114.65230 / 43200114.65230.</p>	
<b>Prior Action</b>	<p>In October 2018 contract #C0006858 was approved with Metro Cable to install a fiber optic cable ring around all three JC facilities to set the foundation for increased data speed and onsite control room backup redundancy. This was recommended by Anoka County I.T. to meet the standards for this project scope.</p> <p>In May 2019 contract #C0007263 was approved by the three departments respective governing committees for Erickson Ellison &amp; Associates to provide evaluation, design, and project implementation oversight. Funding is budgeted through CIP at ACS and reserves at RJC. The project specs and drawings meet FM&amp;C, I.T. Corrections, and DOC standards. This provided the details for the RFI coordinated by Purchasing.</p>	
<b>Recommendation</b>	Approve contract #C0007814 with Stanley Security for the security camera/control replacement project in both the ACS and RJC secure juvenile residential programs located at Lino Lakes in the amount of \$1,014,650.00.	
<b>Submitted By</b>	Todd Benjamin, Superintendent	
<b>Approved By</b>	Dylan Warkentin, Director	

**RESOLUTION #2020-HS-4**  
**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 February 2020: Medical Assistance and General Assistance medical payments in the amount of \$253,864.36 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.

**Resolution #2020-HS-5**  
**PROCLAIMING APRIL AS PUBLIC HEALTH MONTH IN ANOKA COUNTY**

WHEREAS, National Public Health Week is April 6-12, 2020, and the theme is: *Healthiest Nation 2030*, Anoka County will participate in the effort to raise awareness about the important role every individual plays in promoting good health in their community; and,

WHEREAS, the goal to create the healthiest nation in one generation includes providing opportunities for all individuals and families to be healthy; and,

WHEREAS, many of the chronic diseases such as heart disease, cancer, diabetes, arthritis and obesity which are the most common and costly of all health problems, are also the most preventable; and,

WHEREAS, four common, health-damaging, but modifiable behaviors – tobacco use, insufficient physical activity, poor eating habits, and excessive alcohol use – are responsible for much of the illness, disability, and premature death related to chronic diseases; and,

WHEREAS, a healthier Anoka County begins with active living and healthy eating, living tobacco-free, preventing communicable diseases, promoting maternal health, promoting mental wellness, individual/family preparedness, quality water and food safety practices; and,

WHEREAS, the programs and services of the Anoka County Public Health and Environmental Services Department protect the health and safety of community residents, promote healthy lifestyles and prevent diseases and disabilities which could adversely affect the current and future health of our community; and,

WHEREAS, Anoka County has a strong history of supporting public health through the programs and services of the Anoka County Public Health and Environmental Services Department:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners proclaims April as Public Health Month in Anoka County.

**RESOLUTION #2020-HS-6  
PROCLAIMING APRIL 2020 AS  
CHILD ABUSE PREVENTION MONTH IN ANOKA COUNTY**

WHEREAS, Anoka County is aware that child abuse and neglect is a problem that depends on finding solutions from within the community; and,

WHEREAS, Anoka County is committed to supporting the prevention of child abuse through Children and Family Services, Public Health and other community-wide programs designed to meet the needs of children and their families; and,

WHEREAS, Anoka County Human Services plays a major role in protecting children and preventing child abuse and neglect; and,

WHEREAS, in 2019, Anoka County Children and Family Services served 400 families with early intervention services; and,

WHEREAS, Anoka County unites their efforts with the Anoka County Child Abuse Prevention Council and its members: Alexandra House, Anoka County Community Action Program, Head Start, Connexus Energy, Safe Kids, Zero Abuse Project and Social Services employees, and other community agencies in promoting prevention of child abuse and neglect:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners proclaims the month of April 2020 as Child Abuse Prevention Month in Anoka County, and strongly urges all citizens, community agencies, faith and educational communities, medical and civic representatives to join us in using this month to increase participation in efforts to prevent child abuse and neglect, thereby strengthening the communities in which we live.

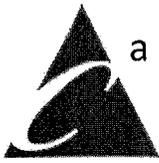
**ANOKA COUNTY**  
**INTERGOVERNMENTAL AND COMMUNITY RELATIONS COMMITTEE**  
**CHAIR REPORT**

FOR THE MARCH 24, 2020 COUNTY BOARD MEETING

**\*Action Items**

- \*1. The chair recommends the county board approve an agreement with Dr. Wallace (Contract #C0007770) for forensic odontology services. **See attached** worksheet.
- \*2. The chair recommends the county board approve Contract #C0007774 with the University of Minnesota for education internships at the Medical Examiner's office. There are no fees associated with this contract. **See attached** worksheet.
- \*3. The chair recommends the county board approve Contract #C0007800 with the Minnesota Department of Health as part of a study to gather and report information on suspected opioid deaths. Estimated annual revenue is \$25–35,000, with a term through August 2022. **See attached** worksheet.
- \*4. The chair recommends the county board approve Contract #C0007729 with the Minnesota Lions Eye Bank for a two-year agreement and annual renewals up to seven years. Minnesota Lions Eye Bank to pay approximately \$7–8,000 per year for the use of our facility. **See attached** worksheet.
- \*5. The chair recommends the county board approve Contract #C0007781 with Life Source, and Contract #C0007782 with American Donor Services for donor harvesting for a two-year agreement and annual renewals up to seven years. The agencies pay a fee to use our facility, with an estimated annual revenue of \$30,000. **See attached** worksheet.
- \*6. The chair recommends the county board consider a letter to the St. Paul Port Authority regarding the PACE loan for Westgate Apartments, subject to the financing and closing of the project. **See attached** draft letter and letter from the St. Paul Port Authority.

\*Requires Board Approval.



Anoka County Action Item  
Intergovernmental Committee  
Medical Examiner Office

ACTION REQUESTED	<p>Approve an agreement with Julie Wallace for forensic odontology services. Dr Wallace is a practicing dentist in Elk River.</p> <p>Approve an agreement with the University of Minnesota for a program of education and training for students</p>
Background	<p>Periodically we need an odontologist to help with identification needs of a deceased and Dr Wallace is available to do that.</p> <p>The University will work with the pathologist to select students to do internships at our office. They will have educational goals and objectives while here.</p>
Estimated revenue	<p>The amount spent on odontology services annually is very minimal.</p> <p>The U of M agreement does not have fees associated with it.</p>
Contract Numbers	<p>The contract # for Dr Wallace agreement is C00007770</p> <p>The contract # the U of M agreement is C0007774</p>
Other	<p>Dr Wallace is close to our office and having her available to help with dental needs will also help provide prompt turnaround when her services are needed.</p> <p>The U of M agreement provides internship opportunities for students who want to become familiar with forensic pathology and a functioning medical examiner office.</p>



Anoka County Action Item  
Intergovernmental Committee  
Medical Examiner Office

ACTION REQUESTED	Consider approving a contract with the Minnesota Department of Health as part of a large study involving several medical examiner offices to gather and report information on suspected opioid-involved overdose deaths.
Background	The Department of Health has received a grant to study suspected opioid deaths in Minnesota to look for patterns or areas of concern.
Estimated revenue	We will be reimbursed for time spent gathering the data for submission as well as charges for any additional tests that we may need run as part of the study. Estimated revenue is \$25-35,000 per year.
Contract Numbers	The contract number for this is: C0007800
Other	The term of this agreement will run until August of 2022, or until all obligations have been fulfilled to the satisfaction of the state.



Anoka County Action Item  
Intergovernmental Committee

ACTION REQUESTED	Consider approving an agreement with Minnesota Lions Eye Bank. We have had an agreement with them in past which lapsed and is now being redone.
Background/description	Lions eye bank will come to our facility 24/7 to procure eye tissue from donors that may be preserved and used for transplantation. This will be a two year agreement with annual renewals up to 7 years.
Amount of contract	Lions eye bank pays a fee per removal for use of our facility which is approximately \$ 7-8,000 annually.
County Contract Number	The contract number for the Eye Bank agreement is C0007729.
Other	The eye bank is an affiliate of the University of Minnesota, through the Lions Gift of Sight program of the Medical Schools Department of Ophthalmology and Visual Neurosciences.



Anoka County Action Item  
Intergovernmental Committee

ACTION REQUESTED	<p>Approve an agreement with Life Source for donor harvesting .</p> <p>Approve an agreement with American Donor Services for donor harvesting.</p>
Background/description	<p>Life Source and American Donor Services are agencies that provide donor recovery work. Both work directly with families and our office to arrange the donation following a death.</p>
Amount of contract	<p>These agencies pay a fee to use our rooms while performing a recovery. The estimated annual revenue from this work is \$30,000.</p>
County Contract Number	<p>The contract number for the Life Source agreement is C0007781.</p> <p>The contract number for American Donor Services is: C0007782.</p>
Other	<p>Life Source is a large donor procurement agency that also works with hospitals for donations. American Donor Services work primarily with Medical Examiner Offices..</p>



**Anoka County**  
COUNTY ADMINISTRATION  
Community & Governmental Relations

**KAREN SKEPPER**  
Director of Community and Government Relations  
Phone: 763.324.4603  
E-mail: [Karen.Skepper@co.anoka.mn.us](mailto:Karen.Skepper@co.anoka.mn.us)

March 24, 2020

Peter Klein  
Vice President, Finance  
380 St. Peter Street, Suite 850  
St. Paul, MN 55102

Dear Mr. Klein,

Anoka County has received your request to place special assessments on the following parcel for purposes of the PACE program:

<u>Potential Property Owner</u>	<u>Parcel Number</u>	<u>Assessment Amount</u>
Westgate of Anoka, LLC	01-31-25-31-0054	\$1,100,000.00

Anoka County will place the requested special assessment on the above parcel for property once closing occurs.

Please provide a copy of closing documents and Anoka County will promptly place the PACE assessment on this property.

If you have any questions, please feel free to contact me.

Sincerely,

Karen Skepper  
Director of Community and Government Relations

KS/tp



Respectful, Innovative, Fiscally Responsible  
2100 Third Avenue, Suite 700 ▲ Anoka, MN 55303 ▲ [www.anokacounty.us](http://www.anokacounty.us)  
Office: 763-324-4650 ▲ Fax: 763-324-4610

Affirmative Action / Equal Opportunity Employer



**Saint Paul**  
PORT AUTHORITY

February 14, 2020

Jacqueline Hajder  
Anoka County  
2100 3<sup>rd</sup> Avenue, Suite 700  
Anoka, MN 55303

Dear Jacqueline:

The Saint Paul Port Authority is requesting the Anoka County Board place a Property Assessed Clean Energy (PACE) special assessment on the following parcel as requested by the property owner:

<u>Property Owner</u>	<u>Parcel Number</u>	<u>Assessment Amount</u>
Westgate of Anoka, LLC	01-31-25-31-0054	\$1,100,000.00

As the administrator of PACE for Anoka County, the Port Authority has reviewed this assessment and it has determined that the project conforms with the Minnesota PACE statutes. Interest will start to accrue on January 1, 2021 and the term of the assessment will be 19 years. An amortization schedule is attached as well as the PACE application requesting this assessment from the property owner.

Thank you for all of the assistance and effort the County has expended to make PACE available for energy efficiency and renewable energy projects in your county.

Sincerely,

Peter Klein  
Vice President of Finance

PMK:djk



PARKS COMMITTEE REPORT  
FOR THE TUESDAY, MARCH 24, 2020  
COUNTY BOARD MEETING

The Parks Committee meeting was held on Tuesday, March 10 at the Anoka County Government Center.

Committee Members Present: Commissioner Mike Gamache (Chair); Commissioner Jeff Reinert;  
Commissioner Robyn West

Department Staff Present: Jeff Perry, Parks Director; Andy Soltvedt, Operations & Visitor Services  
Manager; Karen Blaska, Park Planner; Cory Hinz, Recreation Services  
Manager

Others Present: Commissioner Mandy Meisner; Bryan Frantz, Civil Division Chief Attorney;  
Laurie Elvig, Accountant; Candace Handapangoda, Employee Relations  
Consultant; Wes Volkenant, Resident

**Action Items:**

1. The Committee recommends that the County Board approve a Purchase of Service Agreement with the Conservation Corps Minnesota to assist with natural resources restoration and park maintenance related projects not to exceed \$158,000 (Anoka County Contract #C0007769).
2. The Committee recommends that the County Board award the following Wave Pool Replacement construction contracts:  
\$2,156,500 to Ebert Inc. (Anoka County Contract #C0007811)  
\$3,103,400 to Global Specialty Contractors (Anoka County Contract #C0007812)  
\$188,700 to Septic Check (Anoka County Contract #C0007813)
3. The Committee recommends that the County Board award a contract for the Bunker Beach Parking Lot Reconstruction Project to Northwest Asphalt of Shakopee, MN, in the amount of \$389,037.89 (Anoka County #C0007192).
4. The Committee recommends that the County Board award a contract for the Rice Creek Maintenance Facility Sanitary Sewer Construction Project to Septic Check for a total contract amount of \$138,154.03 (Anoka County Contract #C0007799).
5. The Committee recommends that the County Board adopt Resolution #2020-PRK05 accepting a donation of a barred owl and \$200 from the Warner Nature Center.
6. The Committee recommends that the County Board authorize a grant agreement for \$185,000 from the Conservation Partners Legacy Grant Program for cedar tree revetment erosion control along the Rum River (Anoka County Contract #C0007730).

**Committee Action Items:**

7. The Committee directed staff to proceed with negotiating a request from the City of Minneapolis Waterworks to purchase three county owned parcels adjacent to the Mississippi River Regional Trail in the City of Fridley.

8. The Committee directed staff to present a request from Circle Pines to submit a \$1M bonding request for the completion of Rice Creek North Regional Trail within the City of Circle Pines to the Intergovernmental Relations Committee for further review.
9. The Committee directed staff to provide a Letter of Support for the City of Coon Rapids Regional Solicitation Application for the Pedestrian Bridge proposed over Coon Rapids Boulevard, which will be part of the Coon Creek Regional Trail.

**Informational Items:**

10. The Committee was updated on the projects for the improvements to the Coon Rapids Dam Visitor Center windows and roof and the renovation of the restroom building at Manomin Park.
11. The Committee was informed of the contracts executed since the last Parks Committee meeting.
12. The Committee received the monthly Parks Department updates.
13. Public comments were shared by Wes Volkenant, county resident, regarding items discussed during the meeting.

# COUNTY BOARD ACTION ITEM 1 – CONSERVATION CORPS MINNESOTA PURCHASE OF SERVICE AGREEMENT

## Parks Committee

Committee Date: March 10, 2020

County Board Date: March 24, 2020

### Action Requested

To consider recommending to the County Board the approval of a Purchase of Service Agreement with the Conservation Corps Minnesota to assist with natural resources restoration and park maintenance related projects in the Anoka County Park System (Anoka County Contract #C0007769).

### Previous Committee / County Board Action

2012 – 2019: Authorized Annual Purchase of Service Agreements

### Background / Analysis

The Conservation Corps Minnesota program provides hands-on environmental stewardship and service-learning opportunities for young adults while accomplishing natural resource management and park related work. Their goals are to help young people from diverse backgrounds become: more connected to the environment, engaged in conservation, involved in the community, and prepared for future employment in parks and conservation.

Over the past seven years, the County has entered into an annual contract with Conservation Corps Minnesota. The crew has proven extremely successful in accomplishing a high volume of park maintenance and natural resources related projects. The crew is typically a five-person young adult work team plus a supervisor.

Recently, Anoka County entered into a Metropolitan Regional Parks Legacy Fund Grant Agreement that will provide 100% funding in 2020 to hire the Conservation Corps Minnesota.

The term of the attached Purchase of Service Agreement is March 2020 through December 2020. The total contract will not exceed \$158,000.

### Conclusion / Recommendation

To consider recommending to the County Board the approval of the Purchase of Service Agreement with the Conservation Corps Minnesota to assist with natural resources restoration and park maintenance related projects (Anoka County Contract #C0007769) not to exceed \$158,000.

### Supporting Documents

Draft Purchase of Service Agreement  
Exhibit A – Scope of Services

### Lead Staff

Andy Soltvedt, Operations and Visitor Services Manager

**COUNTY BOARD ACTION ITEM 2 – CONTRACT AWARDS – BUNKER BEACH WAVE POOL REPLACEMENT PROJECT**

**Parks Committee**

**Committee Date: March 10, 2020**

**County Board Date: March 24, 2020**

**Action Requested**

For the Committee to recommend to the County Board to Award three contracts totaling \$5,448,600 for the construction phase of the Bunker Beach Replacement Project.

**Previous Committee / County Board Action**

February 2018: Bunker Beach Renovation Project

August 2018: Bunker Beach Tour

April 2019: Bunker Beach Water Park Feasibility Analysis Update

May 2019: Bunker Beach Water Park Feasibility Analysis Update

July 2019: Bunker Beach Water Park Feasibility Analysis Update

September 2019: Award of Contract – Bunker Beach Water Park Professional Services

November 2019: Approval of Schematic Design and authorization to Proceed with Design Development / Bid Documents

December 2019: Authorization to Bid – Bunker Beach Wave Pool Replacement Project

**Background / Analysis**

Bids for the Bunker Beach Wave Pool Replacement Project were solicited in January and February 2020. The bid opening was held on February 14 and five vendors submitted bids for the project. The lowest responsible bidder for Category 1: Buildings Construction was Ebert Inc, from Corcoran, MN with a total base bid of \$2,123,000. The responsible bidder for Category 2: Wave Pool Construction was Global Specialty Contractors, from Eagan, MN with a total base bid of \$2,967,700. The lowest responsible bidder for Category 3: Septic Installation was Septic Check, from Milaca, MN with a base bid of \$188,700. The total base bid amount is \$5,279,400.

The Parks Department also recommends the following identified project alternates bids:

- Category 1 / Alternate 6: Concession Building Ventilation in the amount of \$33,500 to Ebert Inc.
- Category 2 / Alternate 2: Lazy River Chemical Tanks in the amount of \$10,000 to Global Specialty Contractors.
- Category 2 / Alternate 3: Lazy River Pool Plaster Finish and Tile Replacement in the amount of \$67,700 to Global Specialty Contractors.
- Category 2 / Alternate 5: Replacement of Adventure Pool and Twisted Towers Pool Heating in the amount of \$58,000 to Global Specialty Contractors.

The total recommended alternates bid amount is \$169,200.

The Finance and Parks Department recommends awarding the Category 1: Buildings Construction and Alternate 6 Concession Building Ventilation in a total contract amount of \$2,156,500 to Ebert Inc. Category 2: Wave Pool Construction and Alternates 2, 3, and 5 in the amount of \$3,103,400 to Global Specialty Contractors. Category 3: Septic Installation in the amount of \$188,700 to Septic Check. The recommended Wave Pool Replacement construction total is \$5,448,600.

Total funding for this project is \$6,533,824 provided through the Metropolitan Council Trails and Legacy Grant and the Anoka County Capital Investment Budget. Construction will start September 8, 2020.

**Conclusion / Recommendation**

For the Committee to recommend to the County Board to award the following Wave Pool Replacement construction contracts to:

- C0007811 in the amount of \$2,156,500 to Ebert Inc.
- C0007812 in the amount of \$3,103,400 to Global Specialty Contractors.

- C0007813 in the amount of \$188,700 to Septic Check.

**Supporting Documents**

Quote Tabulation Sheet

**Lead Staff**

Jeff Perry, Parks Director

Cory Hinz, Recreation Services Manager

## COUNTY BOARD ACTION ITEM 3 – BID AWARD – BUNKER BEACH PARKING LOT RECONSTRUCTION

### Parks Committee

Committee Date: March 10, 2020

County Board Date: March 24, 2020

#### Action Requested

For the Committee to recommend to the County Board to award a contract for the Bunker Beach Parking Lot Reconstruction Project to Northwest Asphalt of Shakopee, MN, in the amount of \$389,037.99.

#### Previous Committee / County Board Action

July 2019 – Action to Reject Bids for project for being over-budget  
May 2019 – Authorization to Bid  
January 2019 – 10-year project forecast

#### Background / Analysis

The Bunker Beach parking lot reconstruction includes improvements to the entrance and exist drives, repaving the existing parking lot, adding 39 parking spaces, and expanding infiltration basins to address storm water management.

The project was bid in 2019, but bids were rejected for being too high. Staff reworked the project to reduce the scope slightly and the County reissued a Request for Bids in January 2020.

Bids were opened on February 19 at 3pm. There were 7 bids received, with the lowest, most responsible bidder being Northwest Asphalt with a base bid amount of \$389,037.89, with no alternates. The construction estimate was \$500,000.

The project is being funded through a Metropolitan Council's Parks and Trails Legacy Grant.

Construction is anticipated to occur in September 2020.

#### Conclusion / Recommendation

For the Committee to recommend to the County Board to award a contract (Anoka County #C0007192) for the Bunker Beach Parking Lot Reconstruction Project to Northwest Asphalt of Shakopee, MN, in the amount of \$389,037.99.

#### Supporting Documents

Bid Tabulation

#### Lead Staff

Danielle Sanborn, Landscape Architect

**COUNTY BOARD ACTION ITEM 4 – CONTRACT AWARD – RICE CREEK MAINTENANCE FACILITY SANITARY SEWER CONSTRUCTION**

**Parks Committee**

**Committee Date: March 10, 2020**

**County Board Date: March 24, 2020**

**Action Requested**

For the Committee to recommend to the County Board to award a contract for the Rice Creek Maintenance Facility Sanitary Sewer Construction Project to Septic Check from Milaca, MN, for a total contract amount of \$138,154.03.

**Previous Committee / County Board Action**

October 2019 – Bid award for building construction  
June 2019 – Project Update  
May 2019 – Building Concept Plan Informational Item  
February 2019 – Architectural Services Contract Authorization

**Background / Analysis**

Ebert Construction is anticipated to complete the building portion of the project Spring of 2020. The final piece of the project will be the installation of a sanitary sewer connection between the new building and the existing sanitary sewer service. A Request for Quote was issued, and 4 quotes were received. Parks Staff is requesting the County award a contract to Septic Check for the construction of the project. While Septic Check was not the lowest responsible quoter, Park Staff believe they will provide the best service and value for the County.

**Conclusion / Recommendation**

For the Committee to recommend to the County Board to award a contract for the Rice Creek Maintenance Facility Sanitary Sewer Construction Project to Septic Check from Milaca, MN, for a total contract amount of \$138,154.03.

**Supporting Documents**

Bid Tabulation

**Lead Staff**

Jake Thompson, Landscape Planner

**COUNTY BOARD ACTION ITEM 5 – RESOLUTION ACCEPTING GIFT FROM WARNER NATURE CENTER FOR BARRED OWL AND \$200 DONATION TO SUPPORT THE OWL**

**Parks Committee**

**Committee Date: March 10, 2020**

**County Board Date: March 24, 2020**

<p><b>Action Requested</b> To consider recommending to the County Board the adoption of Resolution #2020-PRK05 accepting a donation of an owl and \$200 from the Warner Nature Center.</p>
<p><b>Previous Committee / County Board Action</b> N/A</p>
<p><b>Background / Analysis</b> The Warner Nature Center closed at the end of 2019. Their captive animals were given to qualified and interested nature centers around the state. Wargo Nature Center was the recipient of their Barred owl. Warner Nature Center is distributing the remaining funds in their animal care fund to the nature centers that received animals. This \$200 donation will go towards care of the barred owl as well as the other captive animals at Wargo Nature Center (two snakes, turtle, frog and toad).  The barred owl will be used for various education programs, special events, and will serve as a unique attraction to visitors at Wargo Nature Center.</p>
<p><b>Conclusion / Recommendation</b> Consider authorizing Resolution #2020-PRK05</p>
<p><b>Supporting Documents</b> Resolution #2020-PRK05</p>
<p><b>Lead Staff</b> Lisa Gilliland Cory Hinz, Recreation Services Manager</p>

# **BOARD OF COUNTY COMMISSIONERS**

**Anoka County, Minnesota**

**DATE: MARCH 24, 2020**

**RESOLUTION #2020-PRK05**

---

## **RESOLUTION ACCEPTING DONATION OF A BARRED OWL AND \$200 FOR CAPTIVE CARE**

WHEREAS, the Warner Nature Center donated \$200; and

WHEREAS, Minn. Stat 465.03 requires the county to accept gifts by resolution expressed in terms prescribed by the donor.

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby accepts the gift of money from the Warner Nature Center

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby wishes to extend its grateful appreciation to Warner Nature Center for their generous and valued donation to the Parks Department.

**COUNTY BOARD ACTION ITEM 6 – AUTHORIZATION OF GRANT AGREEMENT – CONSERVATION PARTNERS  
LEGACY GRANT – RUM RIVER REVETMENT PROJECT**

**Parks Committee**

**Committee Date: March 10, 2020**

**County Board Date: March 24, 2020**

<p><b>Action Requested</b> For the Committee to recommend to the County Board to authorize a grant agreement for \$185,000 from the Conservation Partners Legacy Grant Program (Anoka County Contract #C0007730) for cedar revetment erosion control along the Rum River.</p>
<p><b>Previous Committee / County Board Action</b> 2018 – Authorization to Submit Funding Request</p>
<p><b>Background / Analysis</b> In December 2018, the Parks Department submitted a funding request to the Minnesota Legacy Fund for a Rum River Conservation Initiative in Anoka County. Minnesota’s Legacy Fund is charged with making annual recommendations to the Minnesota Legislature for appropriations from the Outdoor Heritage Fund (OHF). Part of the OHF is the Conservation Partners Legacy (CPL) Grant Program which funds conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota. The CPL Program has been recommended by the L-SOHC to (and approved by) the MN Legislature annually since 2009.</p> <p>The Parks Department has submitted a funding request as a portion of a large-scale conservation project along the Rum River in Anoka County that includes riverbank stabilization projects on the Rum River, water quality enhancements, and fish and wildlife habitat improvements. The CPL grant will provide streambank stabilization in eroding areas along the Rum River using cedar revetments. Eastern Red Cedar trees are anchored into the streambank extending along the slope. The cedar trees provide a dense armor, reduce erosion and provide near shore habitat. Live willow stakes and other vegetation is inter-planted to further protect and enhance the streambank.</p>
<p><b>Conclusion / Recommendation</b> For the Committee to recommend to the County Board to authorize a grant agreement for \$185,000 from the Conservation Partners Legacy Grant Program (Anoka County Contract #C0007730).</p>
<p><b>Supporting Documents</b> Conservation Partners Legacy Grant Contract Project Work Plan</p>
<p><b>Lead Staff</b> Andy Soltvedt, Operations &amp; Visitor Services Manager</p>

**ANOKA COUNTY**  
**PROPERTY RECORDS AND TAXATION COMMITTEE REPORT**

**FOR THE MARCH 24, 2020 COUNTY BOARD MEETING**

The Property Records and Taxation Committee meeting was held on March 16, 2020 at 1:00 p.m. in Conference Room #772 of the Anoka County Government Center, Anoka, Minnesota.

**Committee Members Present:** Commissioner Mandy Meisner (Chair), Commissioner Mike Gamache, Commissioner Jeff Reinhert

**Others Present** – Jonell Sawyer, Division Manager of Property Records and Taxation, Pam LeBlanc, Director of Property Records and Taxation, Kristie Olson, Administrative Services Manager, Alex Guggenberger, County Assessor, Paul Linnell, Elections Manager, and Jason Stover, Assistant County Attorney

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

**ACTION ITEMS\*:**

1. The committee recommends the county board adopt Resolution #2020-PRT1, Authorizing the Reconveyance of Tax-Forfeit Property to the State of Minnesota – PIN 08-32-25-32-0029, city of Ramsey

\*Requires board approval

**INFORMATIONAL ITEMS:**

2. The committee was updated on the Elections Department activities.
3. The committee was updated on the PRT Tyler Migration Project (C0005578, Tyler Technologies, Inc.)

**ADDITIONAL ITEMS:**

4. There were no public comments at this meeting.
5. The next scheduled meeting will be on Monday, April 20, 2020 at 1:00 p.m. in Master Conference Room #772.

**CONSENT ITEMS:**

6. The Real Estate Commissioner and Chair have reviewed and sent for approval various tax claims and abatements that will be considered by the County Board on March 24, 2020 as recommended by the Real Estate Commissioner.

The meeting was adjourned at 1:37 p.m.

**RESOLUTION #2020-PRT1**

**AUTHORIZING THE RECONVEYANCE  
OF TAX-FORFEIT PROPERTY TO THE STATE OF MINNESOTA  
PURSUANT TO MINN. STAT. § 282.01, SUBD. 1d.  
IN THE CITY OF RAMSEY (PIN 08-32-25-32-0029)**

WHEREAS, the County of Anoka, a political subdivision of the State of Minnesota (“County”) acquired the property described in the attached Exhibit A, from the State of Minnesota pursuant to Minnesota Statutes, Section 282.01, Subdivision 1, by a Conveyance of Forfeited Lands deed dated June 28, 1991 which was filed in the office of the Anoka County Recorder as Document No. 175429 (“Subject Property”); and

WHEREAS, the deed conveying the property specifically provided that the conveyance was subject to the condition that the Subject Property shall be used exclusively for a fire station or recycling center; and

WHEREAS, Minnesota Statutes, Section 282.01, Subd. 1d requires that the Subject Property be used for a fire station or recycling center within a certain amount of time or it must be conveyed back to the State of Minnesota; and

WHEREAS, the Subject Property was never used for a fire station or recycling center and the City has determined that the Property will not be used for a fire station, recycling center, park, trail, storm water or right of way.

NOW, THEREFORE, BE IT RESOLVED, that the Anoka County Board of Commissioners hereby authorizes and directs the Anoka County Board Chair and the County Administrator to execute the necessary documents to convey the Subject Property to the State of Minnesota.

**EXHIBIT A**

**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

**LOT 1 BLOCK 1 AUTUMN HEIGHTS 2ND ADDITION**

**PIN 08-32-25-32-0029**

**ANOKA COUNTY  
PUBLIC SAFETY COMMITTEE CHAIR REPORT  
FOR THE  
MARCH 24, 2020, COUNTY BOARD MEETING**

Chair Julie Braastad requests to bring the following forward for consideration by the county board:

**\*Action Item**

***Sheriff***

- \*1. The chair recommends adoption of Resolution #2020-PS03, County Board Authorization of Signatory for 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement, and approval and execution of Contract #C0007826 with a maximum reimbursement of \$9,833 and a term of March 2, 2020, through August 14, 2020. *See attached* resolution.
- \*2. The chair recommends adoption of Resolution #2020-PS04, County Board Authorization of Signatory for 2020 State of Minnesota Federal Boating Safety Patrol Supplemental Grant Agreement, and approval and execution of agreement #C0007827 with a maximum reimbursement of \$12,000 and a term of May 9, 2020 through September 7, 2020. *See attached* resolution.
- \*3. The chair recommends approval and execution of Contract #C0007831, Purchase of Service Agreement with Quality Radiologic Consultants with a maximum payment of \$5,000 to comply with Minnesota Department of Health regulations regarding the installation of a Full Body Scanner within the jail. **See attached** PSC Worksheet.
- \*4. The chair recommends authorization for the Sheriff's Office and Community Corrections Department to jointly issue a Request for Proposal to provide nursing services for the county correctional facilities. **See attached** Memo.

**The next Public Safety Committee meeting is scheduled for Tuesday, April 21, 2020, at 10:30 a.m. at the Anoka County Government Center, Master Conference Room #772, 2100 3rd Avenue, Anoka, MN.**

**RESOLUTION #2020-PS03**

**COUNTY BOARD AUTHORIZATION OF SIGNATORY FOR  
2019 STATE OF MINNESOTA FEDERAL BOATING SAFETY  
SUPPLEMENTAL EQUIPMENT GRANT AGREEMENT  
(CONTRACT # C0007826)**

WHEREAS, under the provisions of Minn. Stat. Sec. 86B (1990), the sheriff of each county is required to carry out the provisions of Minn. Stat. Sec. 86B.105 of the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules", promulgated by the Commissioner of Natural Resources, including patrol, enforcement, search and rescue, water craft inspection, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties;" and,

WHEREAS, in connection with the Sheriff's Duties, Minn. Stat. Sec.86B.701, subdivisions 2 and 3, provide that the county submit to the Commissioner of Natural Resources a budget to carry out the Sheriff's Duties; and,

WHEREAS, Minn. Stat. Sec. 86B.701, subdivision 3, and Minn. Rules provide for the allocation of funds by the commissioner to the county based on certain criteria and conclusions to assist the funding of the Sheriff's Duties; and,

WHEREAS, the county is eligible to receive up to \$9,833 in reimbursement for counties to offset costs of specific items for recreational boating safety:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the sheriff, its chair, and the county administrator to sign the 2019 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement (Contract # C0007826).

BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Minnesota Department of Natural Resources.

**RESOLUTION #2020-PS04**

**COUNTY BOARD AUTHORIZATION OF SIGNATORY FOR  
2020 STATE OF MINNESOTA FEDERAL BOATING SAFETY PATROL  
SUPPLEMENTAL GRANT AGREEMENT  
(CONTRACT # C0007827)**

WHEREAS, under the provisions of Minn. Stat. Sec. 86B (1990), the sheriff of each county is required to carry out the provisions of Minn. Stat. Sec. 86B.105 of the Boat and Water Safety Rules, hereinafter referred to as the "Minn. Rules", promulgated by the Commissioner of Natural Resources, including patrol, enforcement, search and rescue, water craft inspection, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties;" and,

WHEREAS, in connection with the Sheriff's Duties, Minn. Stat. Sec.86B.701, subdivisions 2 and 3, provide that the county submit to the Commissioner of Natural Resources a budget to carry out the Sheriff's Duties; and,

WHEREAS, Minn. Stat. Sec. 86B.701, subdivision 3, and Minn. Rules provide for the allocation of funds by the commissioner to the county based on certain criteria and conclusions to assist the funding of the Sheriff's Duties; and,

WHEREAS, the county is eligible to receive up to \$12,000 in reimbursement for additional boating safety patrol hours during high-use periods beginning May 8, 2020, and extending through September 7, 2020, to offset any increased overtime patrol costs:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the sheriff, its chair, and the county administrator to sign the 2020 State of Minnesota Federal Boating Safety Patrol Supplemental Grant Agreement (Anoka County Contract # C0007827).

BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Minnesota Department of Natural Resources.



## ANOKA COUNTY BOARD ACTION ITEM

March 24, 2020

Anoka County Sheriff's Office

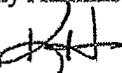
ACTION REQUESTED	Approve the Purchase of Service Agreement with Quality Radiologic Consultants.
BACKGROUND	The jail will be installing a Full Body Scanner that will screen inmates for contraband. The body scanner will enhance the safety and security of inmates and employees within the Sheriff's Office. In order to comply with Minnesota Department of Health regulations, Quality Radiologic Consultants will assist with the variance, jail policies and procedures, and installation of the body scanner.
Contract Number Amount of Contract	C0007831 Hourly rate for services is \$150 with an estimated cap of \$5,000.
CONCLUSION	
RECOMMENDATIONS	Approve the Purchase of Service Agreement with Quality Radiologic Consultants.



# Office of the Sheriff

ANOKA COUNTY

SHERIFF JAMES STUART

**TO:** Dee Guthman, Deputy County Administrator  
**FROM:** Chief Deputy Kevin Halweg   
**DATE:** March 18, 2020  
**SUBJECT:** Correctional Health RFP

---

In 1999, Anoka County Public Health started providing nursing services in the Jail and county correctional facilities. Developments in Correctional Health and the nursing industry overall have placed extra stress and expenses on service delivery. In the past 6 months, Public Health hired 8 casual nurses who were oriented, trained and started. Those same 8 nurses no longer work for Anoka County as they were able to find other full-time jobs. Shifts at the jail are not all being filled and there have been occasions where Detention Deputies have again had to pass medications. *(As you know, this is counter to national best practices and creates liability for the county).* Additionally, the Correctional Health Nurse Manager is retiring on March 27, 2020 and the other medical doctor and nurse practitioner may be retiring within the next year.

Given the limited availability of current health staff, and acute medical issues of many Jail inmates, the Sheriff's Office issued an RFI to determine approximate expense of contracting for correctional health services from an outside provider. Since then, Human Services has expressed that they do not believe they will be able to continue providing these services and will need to vacate the current contract with the Sheriff's Office, and are in the process of preparing the six-month notice as required by the contract. While the Sheriff's Office has been very satisfied having county staff fulfill medical services in the Jail, we understand their reasons behind this move, and our necessity in contracting with an outside medical services providing. Of note, the great majority of metro and statewide counties use contracted outside medical services providers for their nursing needs in their jails.

Additionally, Anoka County Community Corrections oversees two facilities in Anoka County, the workhouse and juvenile center, which also uses Public Health Correctional Health services, and has also been experiencing shortcomings in nurse coverage. The Sheriff's Office, Community Corrections and Human Services have met on a couple occasions and are working together in the planning and RFP development process. The rapid resolve for this issue is critical for inmate health care and liability management, especially considering that we may have just a six month window to make the significant operational change to a contracted outside medical service provider.

In order to ensure continuity of services for those inmates who may transfer between the Jail and Workhouse, it is imperative to issue a timely joint RFP with the Sheriff's Office and Community Corrections. It would be beneficial and may increase the purchase power of having all three facilities in the same RFP.

**Cc:** Commissioner Julie Braastad, Public Safety Committee Chair  
Rhonda Sivarajah, County Administrator  
Sheriff James Stuart



# Anoka County Committee Appointments Application

Name: Bryan R. Lindberg Date: February 12, 2020

Address: \_\_\_\_\_  
| \_\_\_\_\_  
| \_\_\_\_\_  
| \_\_\_\_\_  
| \_\_\_\_\_  
| \_\_\_\_\_

E-mail: \_\_\_\_\_

Position applying for: County Attorney Representative, Community Corrections Advisory Board

Your county commissioner: Matt Look

Personal background: Bryan Lindberg has been employed as an Assistant County Attorney for the past 34 years. He is a valuable collaborative resource for the Corrections Department on many issues and transitions.

Experience relating to position: Bryan has participated on the Corrections Advisory Board since 2007. He is a go-to person for the Corrections Department and is active with related professional associations.

Why are you interested in this position? County Attorney representation is critical to our operation. Bryan's inclusion on the Advisory Board is appropriate due to his position and ongoing support for Community Corrections. Bryan indicated that he would like to continue his appointment to the committee.

Please return the completed Committee Appointments Application form to Brenda Vetter:

By email: [brenda.vetter@co.anoka.mn.us](mailto:brenda.vetter@co.anoka.mn.us)

By U.S. Mail: Anoka County Administration  
Government Center  
2100 3<sup>rd</sup> Avenue, Ste. #700  
Anoka, MN 55303-5024

For more information, contact Brenda Vetter at **763-324-4711**.



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM

Community Corrections		February 18, 2020
Corrections Advisory Board Reappointment		CONSENT
<b>Action Requested</b>	Approval to reappoint Bryan Lindberg to the Community Corrections Advisory Board.	
<b>Background</b>	On June 10, 1975, the Anoka County Board of Commissioners under M.S. §401, 1973, established the Anoka County Community Corrections Advisory Board to identify the correctional needs, establish priorities among identified needs, and recommend programs and facilities to meet the correctional needs in Anoka County.	
<b>Prior Action</b>	Previous appointment and re-appointment recommendations.	
<b>Recommendation</b>	Staff recommend one reappointment to the Community Corrections Advisory Board to be considered for a two-year term:  Bryan Lindberg, representing County Attorney Term expiration: February 2022	
<b>Submitted By</b>	Dylan Warkentin, Director, Community Corrections	
<b>Approved By</b>	Dylan Warkentin, Director, Community Corrections	



# Anoka County Committee Appointments Application

Name: Tonya Barber Date: 01/16/2020

Address: \_\_\_\_\_

Phone: \_ \_\_\_\_\_

E-mail: \_ \_\_\_\_\_

Business \_\_\_\_\_

Business \_\_\_\_\_

Phone: \_ \_\_\_\_\_

E-mail: \_\_\_\_\_

Board/Commission applying for: Member Workforct Development Board

Your county commissioner: Mandy Melsner

### Personal background:

I have lead programs for community Improvement in GA and currently responsible for our community recruiting and development initiatives for Allina Health. My team sits on the following nursing boards: Anoka Ramsey, Bethel under grad and grad, Century, Concordia St. Paul, CVTCC, Gustavus, Herzling, Metro State, ST. Kates under grad and grad, St. Olaf and St. Mary's. I also lead the team that sits on the following boards for clinic students/student rotations: St. Kate's Henrietta Schmoll School of Health Sciences, MANE and St Paul College CST. I have been a talent acquisition leader at Allina Health for over 2 years. I have over 20 years of human resources including 15 years in health care. I currently oversee 2 teams, one is focused on administrative coordination for hiring new employees and the other is strategy sourcing for the organization including 10 hospital locations and 90 clinics. I have lived in Brooklyn Park for 9 years with my husband. I have 2 sons, one works at our Allina Abbott Northwestern campus and my other son graduated from Totino Grace High School and attends St. Johns University. I previously lived in Georgia for 9 years before moving back to Minnesota.

### Experience relating to position:

I have not been a county board member in the past but I'm currently responsible for content and presentation to multiple boards that our organization partners with. For examples I have employees on my team that are on boards for schools that we partner with for student rotations, we provide learning trends and work requirements and knowledge for new students. In the past have been on boards for organizations in the field i.e. MN Recruiter Network, My work history Includes:

Current position - Manager, Strategic Sourcing and Support

Allina Health

10/2017 -present

- Lead multiple talent acquisitions teams including sourcing, campus recruiting, academics partners and diversity recruiting Initiatives.
- Provide expertise in market insights, talent landscape, workforce trends, and talent solutions in partnering with business partners, functional leaders, and HR leaders to strengthen talent benches and accelerate readiness of successors and other talent for critical and key roles
- Ensure the effective execution of professional employee development strategies and programs that address workforce capabilities and competencies, are aligned to the diverse needs of the enterprise, embrace digital and other new technologies, and result in increased levels of performance and engagement
- Ensure the continuous benchmarking of healthcare talent management approaches and drive the integration of best practices to ensure that Allina is a top company for leadership and talent
- Champion Allina's culture and enterprise values throughout talent management programs and processes - and through own leadership behavior; lead, develop, inspire, and coach a team of 34 HR professionals and effectively contribute as a key member leadership team
- Oversee the development of TA marketing plans and source of hire including social media, employee referral, job boards, diversity outreach, schools, and professional groups

#### Talent Acquisition Manager, Allied and Administrative Recruitment

- Lead changes on recruitment teams for the purpose of achieving full life-cycle recruitment including front line and corporate team members
- Interface with functional partners, clients and unit Business Leaders to support process implementation and improvements in applicant screening, assessments, interviewing, on boarding and new employee orientation
- Lead employment program initiatives from a recruitment perspective including internal movement
- Interact with other members of the HR organization including Generalist, Comp & Ben, HR Ops and HR Analytics for the purpose of shared targets

#### Sr. Talent Acquisition Manager, Clinical Services

11/2007 – 10/2017

#### UnitedHealth Group

- Manage exempt level recruiting team including setting performance objectives, monitoring service level expectations, and maintaining cost effective delivery of service
- Work with the functional Director of Recruitment to develop quarterly forecasted functional plans, including opportunistic/top grading hiring initiatives
- Work on a daily basis managing recruiter workload
- Work closely with Functional Recruiting Director on setting priorities and team expectations

- Provide leadership through coaching, training, advice and counsel to exempt recruiters and line leadership team on day-to-day issues relating to the execution of their respective recruiting workload and needs

#### Sr. Talent Advisor, Clinical

- Strategic talent acquisition partner at the Director level for multiple global divisions
- Support over 40 Directors and Managers enterprise wide with the responsibility for partnering on hiring, training and salary administration
- Work with leadership team to define hiring requirements and sourcing strategies for both internal and external candidates
- Subject matter expert on Hirevue video interviewing implementation and processes
- Championship for diversity and inclusion including leading corporate initiatives for National Black MBA conference and local diverse nursing and sales chapters
- Responsible for comprehensive strategy for enterprise wide projects, consulting with cross-functional teams for execution and
- Participate as a member of the human capital and client groups leadership teams making positive impact on decision making and providing insight on hiring strategies
- Manage full-life-cycle recruitment workload in addition to other duties assigned

#### Sr. Executive Sourcing Strategist

- Develop and build pipeline of qualified candidates using cost effective recruiting strategies
- Collaborate on sourcing plans, candidate assessment and selection process with multiple stakeholders
- Work with managers and other resources to gain an understanding of hiring needs

#### IT Recruiter, Executive and Senior Level

- Consult with hiring managers companywide to fill position in timely matter
- Seek out and find top talent using a variety of channels
- Interview, present and disposition candidates for open positions
- Create/update job descriptions and request job postings optimization
- Review compensation parameters and strategies with hiring manager

#### Talent Acquisition Consultant – Contractor

06/2007 – 11/2007

#### Worldspan / Talent Connection – Atlanta, GA

- Contracted for the integration of recruiting processes and system implementations for global company merger with Travelport
- Provided reporting and analytical data for critical hiring needs during merger and acquisition

- Implemented high volume full cycle recruiting plan for sourcing, qualifying, negotiating offers & closing candidates
- Implemented Taleo applicant tracking system to allow automated recruiting process
- Decreased time to fill and agency cost with new ATS and streamlining recruiting for all levels and positions
- Maintained a steady pipeline of active candidates within core competencies and created strategy for hard to fill positions

Sr. Human Resources Generalist

09/2005 – 06/2007

SAIC Science Applications International Corporation – Atlanta, GA

- Resource for employees on all human resources issues and concerns at local office.
- Full life cycle recruiting for technical and non-technical positions including: Sr Executives, Program Managers, Project Leads, .Net Developers, C# Programmers, Network Engineers, Business Analyst, Scientists & Epidemiologists.
- Identified, reviewed and analyzed CDC policy, division procedures and executive directives in conjunction with internal business processes to insure compliance as government contractor.
- Participate in interviews with hiring team, complete reference checks; develop competitive job offers and track candidates in applicant tracking system.
- Established a high level of credibility with hiring managers and project leaders by demonstrating quality candidate placement and competitive salary negotiation.
- Partner with Senior Management in working on proposals and staffing projects for more than 20 locations nationwide.
- Maintain OFCCP and AAP compliant staffing procedures.
- Mentor and train new staff members.
- Supervision of administrative staff and contractors.
- Successfully manage recruit and human resources policy within government contract guidelines.

**Why are you interested in this position?**

I'm very interested in this position as my team partners on a regular basis with Anoka County Job Training Center. Allina has a growing presence in Anoka county including our new Customer Experience Center where we are looking to increase our employees to 500. The number of available candidates in MN is decreasing and we would like to partner with the Anoka County to find the best ways to address gaps in skilled labor as well as finding about trends in the community. My team is also responsible for hiring diversity and being inclusive in the communities we service, I would be interested in being part of helping to understand current culture changes and how this may effect our labor market.

Please return the completed Committee Appointments Application form to Nicole Swanson:

By email: [nicole.swanson@co.anoka.mn.us](mailto:nicole.swanson@co.anoka.mn.us)

By U.S. Mail: Anoka County  
Job Training Center  
1201 89<sup>th</sup> Avenue NE Ste 235  
Blaine, MN 55434  
Fax: 763-324-2292

For more information, contact Brenda Vetter at **763-324-2313**.



ANOKA COUNTY HUMAN SERVICES COMMITTEE  
COUNTY BOARD AGENDA ITEM

Job Training Center		March 17, 2020
Workforce Development Board Appointment		ACTION
Action Requested	Permission to appoint Tonya Barber, Manager, Strategic Sourcing and Support, Allina Health Care to the Anoka County Workforce Development Board to represent the private sector as a business representative in Health Care Services under the Workforce Innovations and Opportunity Act.	
Background	<p>The Workforce Development Board provides policy guidance and oversight for workforce development services delivered through the Anoka County Job Training Center and the CareerForce in Blaine in partnership with the Anoka County Board of Commissioners.</p> <p>Board vacancies need to be filled to maintain the required Board membership as defined in the Workforce Innovations and Opportunity Act (WIOA) which include a majority representation of Business Representatives, membership from Union and Community Based and Education Representatives, Adult Basic Education and Higher Education Representatives, Government, Economic Development Representatives and Local Elected Officials.</p> <p>WIOA program years run from July through June of the following year and Board terms reflect this end date sequence. The vacancy Tonya Barber fills was vacated from a previous representative from Allina.</p>	
Prior Action	N/A	
Recommendation	Staff recommend that Tonya Barber be appointed to the Anoka County Workforce Development Board for a two-year term effective once approved by the Anoka County Board – term expiration will be June 30, 2021. Application paperwork attached.	
Submitted By	Nicole Swanson, Director	
Approved By	Nicole Swanson, Director	

*In the event a discrepancy occurs in the description, catalog, etc of the applications, the information contained on the application is to be considered.*

## LIST OF ABATEMENT APPLICATIONS TO BE PRESENTED

**March 24, 2020**

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
<b>Application For Over \$10,000</b>			
<u>City of Blaine</u>			
<b>Shmarock Land Partnership LLC</b>	<b>R27 31 23 11 0011</b>		
3280 99th Ct NE	3280 99th Ct NE	2018	3rd
Blaine MN 55449-	Blaine MN 55449		West
Reason: Disaster abatement over \$10,000. Tax capacity lowered from 48,930 to 33,728. Value lowered from \$2,484,000 to \$1,723,900. Total tax reduced from \$88,893.16 to \$60,608.58.			
<b>Shamrock Land Partnership LLC</b>	<b>R27 31 23 11 0011</b>		
3280 99th Ct NE	3280 99th Ct NE	2019	3rd
Blaine MN 55449-	Blaine MN 55449		West
Reason: Disaster abatement over \$10,000. Tax capacity lowered from 52,554 to 29,868. Value lowered from \$2,665,200 to \$1,530,900. Total tax reduced from \$93,047.73 to \$52,343.32.			
<b>Application For Penalty</b>			
<u>City of Anoka</u>			
<b>Eric Fisk on behalf of Edina Realty Titl</b>	<b>R12 31 25 11 0057</b>		
7767 Elm Creek Blvd Ste 700	1805 2nd Ave	2019	7th
Maple Grove MN 55435-	Anoka MN 55303		Schulte
Reason: Circumstances beyond the control of the taxpayer. Abate penalty in the amount of \$203.51.			

# ANOKA COUNTY BOARD MEETING

## MINUTES

Government Center  
Anoka, Minnesota

March 10, 2020

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 #3	Robyn West
	District #4	Mandy Meisner
	District #5	Mike Gamache
	District #6	Jeff Reinert
	District #7	Scott Schulte

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

\* \* \* \* \*

Commissioner Braastad made motion accepting the regular claims paid over \$500 for the period ending February 28, 2020, and purchase-card claims paid for the period ending February 28, 2020. (Claims are on file in the County Administration Office.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

\* \* \* \* \*

Commissioner Look made motion approving the minutes from the February 25, 2020, Anoka County board meeting. Commissioner Meisner seconded the motion. Motion carried unanimously.

\* \* \* \* \*

Emergency Management Director Terry Stoltzman was recognized for receiving an Outstanding Community Partnership Award from the Minnesota Department of Public Safety - Division of Homeland Security and Emergency Management for initiatives that enhance the field of emergency management.

\* \* \* \* \*

Emergency Management Director Terry Stoltzman and Disease Prevention and Control Public Health Nurse Susan Perkins presented information related to the recent coronavirus outbreak, Anoka County's efforts in preparedness, and a review of recommendations for personal protection. Additional information is available on the Anoka County Public Health and Environmental Services website.

\* \* \* \* \*

Finance and Central Services staff were recognized for receiving a Certificate of Achievement in Financial Reporting 2019 from the Government Finance Officers Association (GFOA) for the county's comprehensive annual financial report.

\* \* \* \* \*

Chair Schulte recognized Linwood Township Supervisor Ed Kramer who was in attendance.

\* \* \* \* \*

Commissioner West presented the Management Committee report from the meeting of February 25, 2020. All items were of an informational nature and required no board action. (Report is on file in the County Administration Office.)

\* \* \* \* \*

Commissioner Braastad presented the Intergovernmental and Community Relations Committee Chair report.

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

**RESOLUTION #2020-29**

**RESOLUTION ACCEPTING DEDICATED GIFT  
FOR ANOKA COUNTY VETERAN SERVICES**

WHEREAS, various organizations in and around the County of Anoka have provided donations to the Anoka County Veteran Services; and,

WHEREAS, the following organizations have donated the specified sum to the Anoka County Veteran Services as follows:

Ham Lake Lanes	\$295.00
Hidden Haven Country Club	\$50.00
Smokey's Pub and Grill	\$50.00
E.J.'s Inc.	\$50.00

WHEREAS, Minnesota Statute § 465.03 requires a county to accept the gift by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the funds 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 Ham Lake Lanes, Hidden Haven Country Club, Smokey's Pub and Grill, and E.J.'s Inc.

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

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

**RESOLUTION #2020-30**

**RESOLUTION IN SUPPORT OF LEGISLATION TO PROTECT VIABILITY  
OF VOLUNTEER DRIVER PROGRAMS IN MINNESOTA**

WHEREAS, volunteer drivers in Minnesota provided more than 168,000 rides of older adults and other non-drivers, giving them access to healthcare and other essential community services; and,

WHEREAS, organizations with volunteer driver programs in Minnesota served over 77,474 people in 2018 covering more than 9.5 million miles; and,

WHEREAS, Anoka County's volunteer driver program MedLink served 6,967 people in 2019 covering 137,260 miles; and,

WHEREAS, organizations that provide rides or transport for meals and other services have faced increasing barriers to recruiting and retaining volunteers which include:

- Some auto insurance carriers are increasing their insurance rates on volunteer drivers treating them like a for-hire transportation service
- Volunteers must pay federal and state income tax on mileage reimbursement received over the IRS set rate of 14 cents per mile when the reimbursement exceeds \$600 a year; and,

WHEREAS, HF2377 and SF2324 will provide the following changes to address the barriers individual drivers and organizations face:

- Clearly define a volunteer driver in law as not "for-hire"
- Protect volunteer drivers from increased insurance rates
- Create a state income tax subtraction for volunteer drivers to reduce their tax liability in Minnesota

- Cap the liability of nonprofit organizations that offer volunteer driver services at \$1.5 million:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners join with others in the Volunteer Driver Coalition in support of HF2377 and SF2324.

Motion carried unanimously. Resolution declared adopted.

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

**RESOLUTION #2020-31**

**ANOKA COUNTY OPPOSITION TO LEGISLATION THAT ESTABLISHES WATERSHED DISTRICT SPENDING REQUIREMENTS BY POLITICAL REGIONS OR BOUNDARIES**

WHEREAS, many watershed districts use district-wide taxes to fund programs and projects; and,

WHEREAS, many watershed districts fund the highest priority regional solutions based on science, hydrology, and critical input from partners; and,

WHEREAS, the Watershed Act demonstrates the legislature’s determination that water resources are best managed on a watershed basis and not at the city or county levels; and,

WHEREAS, the Watershed Act, the Watershed Act Metropolitan Surface Water Management Act, and other watershed management laws established watershed districts to reduce the political nature of water and ensure fair and equitable management of the resource; and,

WHEREAS, the State’s One Watershed One Plan policies demonstrate a continued need for watershed-based solutions; and,

WHEREAS, HF2314 and SF 2372 were introduced during the 2019 legislative session to set spending requirements on the Rice Creek Watershed District based on a county boundary; and,

WHEREAS, any legislation that restricts watershed district spending by county or political boundaries interferes with a district’s fundamental responsibility to implement critical flood control and water quality projects; and,

WHEREAS, any legislation that restricts watershed district spending by county or political boundaries jeopardizes the ability to do regional projects; and,

WHEREAS, no action was taken on HF 2314 and SF 2372, however this legislation could be considered during 2020 or legislation could be introduced that would have similar effects in other regions across the state:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners opposes legislation that establishes spending requirements or restricts watershed district spending by political regions or boundaries.

Motion carried unanimously. Resolution declared adopted.

\*\*\*\*\*

The county board meeting was adjourned at 10:01 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.*

**ANOKA COUNTY BOARD OF COMMISSIONERS**

**EMERGENCY MEETING**

**MINUTES**

Government Center  
Anoka, Minnesota

March 17, 2020

Chair Schulte called the emergency meeting of the Anoka County Board of Commissioners to order at 12:30 p.m.

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

Others Present: Rhonda Sivarajah, County Administrator; Bryan Frantz, Civil Division Chief Attorney; and staff

\*\*\*\*\*

Commissioner West made motion to ratify and consent to the 72-hour Local State of Emergency declared by County Board Chair Scott Schulte on March 16, 2020, and to continue the Local State of Emergency for a period of up to 30 days. The declaration is due to the ongoing and expected response to and recovery from the COVID-19 Pandemic. Prior to the end of the 30-day period, the Anoka County Board of Commissioners will re-evaluate the situation to determine the need to extend this declaration. Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously. (72-Hour and 30-Day Declarations are on file in County Administration.)

\*\*\*\*\*

Emergency Management Director Terry Stoltzman, Community Health and Environmental Services Director Jonelle Hubbard, and Information Technology Director Susan Vreeland presented information relating to the respective departments.

\*\*\*\*\*

The county board meeting was adjourned at 1:32 p.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.*