

The Anoka County Board of Commissioners will hold their regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the board will be present. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the board chair that public attendance is not feasible due to the health pandemic, members of the public will not be allowed to attend this meeting in person. Public members may monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4703 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

ANOKA COUNTY BOARD AGENDA

FOR THE JULY 14, 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 and purchase-card claims paid for the period ending June 19, 2020. **See attached** action item worksheet.
6. Approval of minutes from the June 23, 2020, county board meeting.
7. Chair's remarks.
8. Committee reports.
 - A. Management Committee report.
 - B. Transportation Committee Chair report.
 - C. Information Technology Committee report.
 - D. Internal Audit Committee report.
 - E. Parks Committee report.
 - F. Property Records and Taxation Chair report.

9. Consider approving Contract #C0008047, renewal of commercial automobile insurance with Euclid Public Sector/Hudson Insurance Company through Arthur J. Gallagher Risk Management Services, 3600 American Boulevard West, Suite 500, Bloomington, MN 55431, for a policy term of July 1, 2020, to July 1, 2021, for a premium of \$256,833. **See attached** action item worksheet.

Coronavirus Aid, Relief and Economic Security Act (CARES) Items:

10. Consider approving the Anoka County Business Relief Grant Program Criteria. **See attached** program criteria.
11. Consider approving delegating authority to Commissioners Schulte and Braastad to enter into and sign an agreement with a qualified vendor for purposes of administration of the oversight of the Business Relief Grant Program to be established by the Anoka County Board of Commissioners pursuant to the CARES Act Funding, subject to final approval as to form and execution by the Anoka County Attorney's Office.



ANOKA COUNTY BOARD

ACTION ITEM

July 14, 2020

FINANCE & CENTRAL SERVICES

ACTION REQUESTED	Motion for acceptance of the regular claims paid over \$500 for the period ending 06/19/2020 and purchase-card claims paid for the period ending 06/19/2020.
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.

The Management Committee held their regularly scheduled meeting in Room #705 of the Anoka County Government Center. All members of the committee were present. However, due to the Governor's Emergency Executive Orders, and a determination by the county board chair that public attendance was not feasible due to the health pandemic, members of the public were not allowed to attend this meeting in person. Public members monitored this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4703 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner was done pursuant to Minn. Stat. 13D.021.

ANOKA COUNTY

MANAGEMENT COMMITTEE REPORT

FOR THE JULY 14, 2020, COUNTY BOARD MEETING

The Management Committee meeting was held on June 23, 2020, at 8:45 a.m. in the County Board Room #705 of the Anoka County Government Center, Anoka, Minnesota.

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

Others – Commissioner Mandy Meisner; Rhonda Sivarajah, County Administrator; Marcy Crain, Chief Deputy County Attorney; Lisa Wagner, Employee Relations Consultant; Susan Vreeland, Information Technology Director; Patricia Hetrick, Interim Library Director; Cory Kampf, Finance and Central Services Division Manager; John Lenarz, License & Passport Services Manager; Dee Guthman, Deputy County Administrator; Toni Lahr, License & Passport Services Administrative Manager; and Teresa Swoyer, County Board Coordinator

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

***Action Items**

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

A. Restructure/fill - Administration/Information Technology - effective July 14, 2020:

FROM: 1.0 FTE Help Desk Specialist (vacant) - Grade B110, range \$20.80 to \$31.64 per hour - PC#1999001955

and

1.0 FTE Document Imaging Specialist (vacant) - Grade B009, range \$17.45 to \$26.57 per hour - PC#1992000381

TO: Two 1.0 FTE Senior System Project Leaders - Grade D114, range \$31.38 to \$48.07 per hour - PC#s 1999001955 and 1992000381

See attached position action worksheet.

2. The Management Committee recommends adopting Resolution #2020-M2, Resolution Accepting A Donation from The Friends of Anoka County Library. **See attached** resolution.

*Requires board approval.

Information Items

3. 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.
4. The Management Committee considered, for informational purposes only, Contract #C0008005, Employment Agreement with Pam J. LeBlanc, and resolution appointing Pam as the Anoka County Property Records and Taxation Division Manager effective June 27, 2020.
5. The Management Committee considered, for informational purposes, presentations relating to the proposed 2021 budgets for the following areas:
 - A. Administration
 - B. License & Passport Services
 - C. Library
 - D. Court Appointed Attorneys
 - E. Management Appropriations
 - F. Communications
6. Public Comment: The following email was submitted by Wes Volkenant: Thank you to Lisa Wagner of the ER Department and Deputy Administrator Dee Guthman for quickly responding to my Public Data Request last week. However, instead of spending just \$5-10 for copies of some reports on the County personnel diversity, I've been presented an estimate of \$240-\$300 for the 8-10 hours it will take to have reports created for my request. I have to ponder spending such a sum for reports the County should already have available. The County has the racial identity for all of its employees, as completed on their hiring forms. I have asked for aggregate data - the racial breakdown of all County staff by percentage, the racial breakdown of all County Administrators by percentage, the racial breakdown of all County managers by percentage, and finally, the racial breakdown of all County supervisors by percentage. Frankly, I'm surprised that the County did not already have this information prepared, as in these times of heightened racial tensions in the metropolitan area, I would think a large employer like Anoka County would want to know how diverse its workforce is, and in what areas it might need to look for improvements. We might learn that Commissioner Look's assertion about the lack of systemic racism in the County is not correct, as employers with overwhelming Caucasian leadership and over 1/8 of its clientele not Caucasian, is probably suffering from systemic racism.

The email has been referred to the County Attorney's Office.

POSITION ACTION APPLICATION REQUEST

Department

Information Technology

Action requested

Restructure two vacant positions:
 - Help Desk Specialist (1.0 FTE), grade B110, PCN 1999001955
 - Document Imaging Specialist (1.0 FTE) grade B009, PCN 1992000381;
 Into two Senior System Project Leaders (SSPL), Grade D114 (1.0 FTE).

Background

This Senior System Project Leader (SSPL) is a new position and has been reviewed and evaluated by the Employee Relations Classification Committee. With technology playing an increasingly critical role in each of our business units and with the continual acquisition of enterprise technologies that promise better productivity, Information Technology sees a need to restructure existing positions to help meet the demands of our customers. This position will help lead and execute County initiatives that ensure large and mission critical technology investments are successful. The Senior System Project Leaders will also mentor and coach to ensure consistent execution of technology initiatives across the technology implementation staff.

As part of our talent management strategy, we consistently strive to build upon and develop in house talent to develop the skills needed to implement and support our growing technology stack. This position will provide existing staff hands-on experience to gain key leadership skill sets for career growth and development. In addition, with the ever-changing economic conditions, this position directly impacts the manner on how IT continues to manage and provide services consistently for our customers and constituents. This also drives our need to strategically restructure our talent model to ensure we are equipped to meet the upcoming demands.

Recommendations

Restructure the vacant PCNs (Document Imaging Specialist and the Help Desk Specialist), into two grade D114 (1.0 FTE) Senior Project Leads, allowing for promotional opportunities to be posted. If IT promotions resulted in other IT openings, one PCN may be returned to Document Imaging as a B110 (1.0 FTE) and the other may be utilized as a Grade C013 System Project Leader (1.0 FTE).

Funding source

Budget adjustment current year

Budget adjustment future years

Current budget

\$0.00

\$0.00

Funding description

IT Operating Budget - Absorbing increase expense in current budget footprint. Increase of \$38,000 will be absorbed in current target through other personnel shifts.

Who to contact with questions

Susan Vreeland, Dan Lekatz, Jitt Benton

Submitted by

Susan Vreeland

Date submitted

04/16/2020

Revised 03/12/2020

Submit by Email

HR USE ONLY

RESOLUTION #2020-M2

**RESOLUTION ACCEPTING A DONATION
FROM THE FRIENDS OF ANOKA COUNTY LIBRARY**

WHEREAS, the Friends of Anoka County Library has donated a gift of \$10,000 to the Anoka County Library; and,

WHEREAS, the donation will be used to support library programs including summer reading, book club in a bag, learning spaces, and other hands-on literacy programs for the Anoka County Library; 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 \$10,000 from the Friends of Anoka County Library to the Anoka County Library.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby wishes to extend its grateful appreciation to the Friends of Anoka County Library for their generous and valued donation towards programs that bring ideas, information, and inspiration to Anoka County residents.

ANOKA COUNTY

CONSENT ITEMS

FROM THE JUNE 23, 2020, MANAGEMENT COMMITTEE MEETING

1. Reclassifications as recommended by the Employee Relations director. **See attached** dated June 23, 2020.

**Employee Relations Department
Recommendations for Reclassification**

Incumbent	Present Title	Proposed Title	Present Grade Level	Approved Grade Level	Department	Effective Date
Val Sprynczynatyk	Communications PSAP Manager	Emergency Communications Director	16	17	Emergency Communications	07/04/2020

ANOKA COUNTY TRANSPORTATION COMMITTEE CHAIR REPORT

Commissioners Schulte (Chair), Braastad, Look and West

Tuesday, July 14, 2020 - 9:30 A.M.
Anoka County Government Center, County Board Room #705

ACTION ITEMS

Highway

- *1. Consider recommending approval to enter into Agreement #C0008034 with Great River Energy and Connexus Energy for utility relocation on Project SP 002-611-036, the reconstruction of CSAH 11 (Foley Boulevard) between CSAH 1 (East River Road) and CR 3 (Coon Rapids Boulevard) in the City of Coon Rapids; and authorizing the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.
- *2. Consider authorizing the County Engineer to advertise for bids for Project SAP 002-612-016, the reconstruction of existing pedestrian access ramps to meet current Americans with Disabilities Act (ADA) standards along CSAH 12 (109th Avenue) between CSAH 51 (University Avenue) and TH 65 in the City of Blaine.



ANOKA COUNTY BOARD ACTION ITEM

July 14, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<p><i>Consider recommending approval to enter into Agreement #C0008034 with Great River Energy and Connexus Energy for utility relocation on Project SP 002-611-036, the reconstruction of CSAH 11 (Foley Boulevard) between CSAH 1 (East River Road) and CR 3 (Coon Rapids Boulevard) in the City of Coon Rapids; and authorizing the County Administrator to execute said agreement, subject to review by the County Attorney as to form and legality.</i></p>
BACKGROUND	<p><i>The proposed CSAH 11 (Foley Blvd) reconstruction project includes the construction of a bridge over the existing BNSF railroad corridor, which will improve safety for the traveling public and enhance traffic mobility and reliability. To allow for potential future TH 610/CSAH 1 (East River Rd) interchange improvements, and reduce the overall project costs, the existing section of Foley Blvd located west of the BNSF railroad will be realigned to the north.</i></p> <p><i>To facilitate said realignment, a portion of Connexus Energy's and Great River Energy's facilities will need to be relocated. Since the existing facilities are located within a private easement owned by the utility companies, the County is responsible to participate in the costs to relocate the impacted facilities.</i></p> <p><i>The estimated cost to relocate the facilities is \$214,965. Anoka County Transportation Division staff have reviewed the proposed agreement and estimated costs and recommend approval.</i></p> <p><i>The project is scheduled to begin construction in the spring of 2021 and be completed in the fall of 2022.</i></p>
PREVIOUS ACTION TAKEN	<p><i>05/06/2013 - TIGER Grant submittal discussion</i></p> <p><i>11/17/2014 – Approval of Resolution #2014-TR43, authorization to apply for federal funding through the 2014 Met Council Regional Solicitation</i></p> <p><i>07/01/2016 – Approval of Resolution #2016-TR14, authorization to apply for federal funding through the 2016 Met Council Regional Solicitation</i></p> <p><i>10/01/2018 - Approval to enter into Agreement #C0006857 with TKDA for consultant design services</i></p> <p><i>11/19/2018* - Discuss TH 610 Entrance and Exit Ramp options at CR 3 and CSAH 1</i></p> <p><i>04/23/2019** - Approval of Resolution #2019-TR12 authorizing the preparation of a highway ROW plat</i></p> <p><i>04/23/2019** - Approval of Resolution #2019-TR13 authorizing the acquisition of ROW</i></p> <p><i>02/02/2020 – Authorize the County Engineer to negotiate Joint Powers Agreement with the City of Coon Rapids.</i></p> <p><i>* Informational Item Only</i></p> <p><i>**Chair Report</i></p>
COMMENTS	
RECOMMENDATIONS	<p><i>Approval.</i></p>

ANOKA COUNTY CONTRACT #C0008034



12300 Elm Creek Boulevard
Maple Grove, Minnesota 55369-4718
763-445-5000
greatriverenergy.com

RELOCATION AGREEMENT

The County of Anoka ("County"), a political subdivision of the State of Minnesota, CONNEXUS ENERGY, and GREAT RIVER ENERGY, agree to the following facts, terms and conditions regarding the described project:

The County prepared plans and specifications to issue a contract for the construction of a road project being identified as SAP 002-611-036, located along CSAH 11 in the County of Anoka from East River Road to Coon Rapids Boulevard ("the project"); and

1. Certain transmission line facilities (CR) owned and operated by GREAT RIVER ENERGY, and associated under-build facilities owned by CONNEXUS ENERGY, a Member Owner of GREAT RIVER ENERGY ("the facilities"), are currently located in part on private property and within the limits of the project where GREAT RIVER ENERGY has property rights; and
2. The County, GREAT RIVER ENERGY and CONNEXUS ENERGY have determined that the facilities owned and operated by GREAT RIVER ENERGY and CONNEXUS ENERGY need to be relocated. GREAT RIVER ENERGY has requested reimbursement of the actual cost it incurs in relocating GREAT RIVER ENERGY and CONNEXUS ENERGY'S facilities and the County agrees to reimburse GREAT RIVER ENERGY for all associated costs of both companies.

NOW, THEREFORE, IT IS AGREED:

ARTICLE 1 - APPLICABLE LAWS, POLICIES AND PROCEDURES

THIS AGREEMENT is made in accordance with applicable federal, state and local laws and ordinances and any other applicable laws or regulations, including any supplements or amendments thereto, and are made a part hereof by reference with the same force and effect as though fully set forth herein.

ARTICLE 2 - PLANS

RELOCATION PLANS will be provided by GREAT RIVER ENERGY and CONNEXUS ENERGY to the County as soon as they are 100% complete, indicating the facilities involved and the location of new facilities, as related to the project.

ANOKA COUNTY CONTRACT #C0008034

Anoka County
 SAP 002-611-036
 GRE Project No. 208033

ARTICLE 3 – ESTIMATE

ACTUAL COST BASIS, the estimated cost of the reimbursable work that will be performed by GREAT RIVER ENERGY and CONNEXUS ENERGY, is \$214,965. This estimate of cost requires the County to pay an advance payment deposit of 100% of the estimated cost to GREAT RIVER ENERGY and is required prior to any construction work starting. The breakdown of estimated cost for the work to be completed and to be paid is as follows:

Labor	\$ 93,338
Material	\$ 92,377
Land	\$ 2,000
TP&C	\$ 550
Vehicle & Other	\$ 300
<u>Heavy Equipment</u>	<u>\$ 26,400</u>
ESTIMATE TOTAL	\$214,965

TOTAL DUE WITH AGREEMENT \$214,965

ARTICLE 4 – RELOCATION

All work to relocate the facilities will be coordinated to accommodate the contractor's base work operations within reason, which GREAT RIVER ENERGY, CONNEXUS ENERGY and the County have reviewed and agreed to:

- **PERMITS.** The scope of GREAT RIVER ENERGY and CONNEXUS ENERGY'S relocation project may require GREAT RIVER ENERGY and CONNEXUS ENERGY to acquire permits from the County, MnDOT, Corp of Engineers and/or Minnesota DNR. GREAT RIVER ENERGY and CONNEXUS ENERGY will provide one copy of any permit application that is required for the project, including copies of the "proposed" sketches associated with each permit application associated with this project before GREAT RIVER ENERGY and CONNEXUS ENERGY begins relocating its facilities.
- **ABANDONED FACILITIES.** GREAT RIVER ENERGY and CONNEXUS ENERGY will remove those existing facilities and materials which need to be removed because of project requirements and there shall be no "abandoned facilities".

ANOKA COUNTY CONTRACT #C0008034

Anoka County
SAP 002-611-036
GRE Project No. 208033

ARTICLE 5 - TIME SCHEDULING

STARTING DATE. GREAT RIVER ENERGY and CONNEXUS ENERGY will relocate in the fall of 2020 and construction by the County is to begin in the spring of 2021. If GREAT RIVER ENERGY and CONNEXUS ENERGY'S relocation is not complete by the end of the winter of 2021, GREAT RIVER ENERGY and CONNEXUS ENERGY will coordinate with the County Engineer. All work to relocate the facilities will coordinate with the contractor's base work operations, which GREAT RIVER ENERGY, CONNEXUS ENERGY and the County have reviewed and agreed to.

COORDINATION. In the event that GREAT RIVER ENERGY and CONNEXUS ENERGY'S construction is not complete by the end of winter of 2021, GREAT RIVER ENERGY and CONNEXUS ENERGY will coordinate all relocation work with the County Engineer and the contractor's operations manager regarding this project, if needed. GREAT RIVER ENERGY and CONNEXUS ENERGY will relocate its transmission and distribution lines in coordination with the County's construction, line strikes or unforeseen delays in delivery of necessary materials, or other unforeseen contingencies, or because of GREAT RIVER ENERGY or CONNEXUS ENERGY'S need to transfer electrical energy without interruption.

If the County requires GREAT RIVER ENERGY and CONNEXUS ENERGY to relocate or adjust its electric transmission line for any reason in the future, the County will reimburse GREAT RIVER ENERGY and CONNEXUS ENERGY for its costs where the transmission and distribution lines are located within GREAT RIVER ENERGY's easements and inside road right of way per this relocation.

ARTICLE 6 - PAYMENT

ACTUAL COST BASIS. The County will pay the **actual costs** of such construction. Such actual costs shall include the wages (including fringe benefits) of all employees of GREAT RIVER ENERGY and CONNEXUS ENERGY devoting time toward design, engineering, construction, administration, or any other activity associated with said project; costs of any necessary right of way; overhead costs associated with surveying, construction and other operations in the field (including but not limited to charges for mileage, equipment rental or cost, etc.); and material cost for all items associated with said construction. The County agrees that said costs include overhead charges based on material and labor costs associated with said project.

Upon execution of the Relocation Agreement, the County will pay, in advance, \$214,965 to GREAT RIVER ENERGY, representing 100% of the estimated cost for relocating GREAT RIVER ENERGY and CONNEXUS ENERGY'S facilities. If there are any increases anticipated from the estimated costs paid, GREAT RIVER ENERGY and CONNEXUS ENERGY will notify the County in advance of conducting any additional work and shall amend this Agreement as needed.

ANOKA COUNTY CONTRACT #C0008034

Anoka County
SAP 002-611-036
GRE Project No. 208033

Upon completion of the relocation project, GREAT RIVER ENERGY will furnish the County with one original invoice supported by an itemized statement of costs for relocating said GREAT RIVER ENERGY and CONNEXUS ENERGY facilities. The County will pay GREAT RIVER ENERGY and CONNEXUS ENERGY any excess of the actual costs over the estimate prepared by GREAT RIVER ENERGY and CONNEXUS ENERGY, subject to the notification requirement above. Should the initial estimate deposit exceed the cost, any overpayment will be refunded to the County along with interest accrued from the day the deposit was received to the day the overpayment amount is refunded.

ARTICLE 7. – INDEMNIFICATION

GREAT RIVER ENERGY and CONNEXUS ENERGY agree it will defend, indemnify and hold harmless the County, its officers and employees against any and all liability, loss, cost and damages which the County, its officers or employees may hereinafter sustain, incur or be required to pay arising out of the negligent or willful acts or omissions of GREAT RIVER ENERGY and CONNEXUS ENERGY out of GREAT RIVER ENERGY and CONNEXUS ENERGY'S performance or failure to adequately perform its obligations pursuant to this contract.

Subject to exceptions and limitations provided by law, including but not limited to those contained in Minnesota Statutes, Chapter 466 the County agrees it will defend, indemnify and hold harmless GREAT RIVER ENERGY and CONNEXUS ENERGY, its officers and employees against any and all liability, loss, cost and damages which GREAT RIVER ENERGY and CONNEXUS ENREGY, its officers or employees may hereinafter sustain, incur or be required to pay arising out of the negligent or willful acts or omissions of the County or its contractor and out of the County or its contractor's performance or failure to adequately perform obligations pursuant to this contract.

ANOKA COUNTY CONTRACT #C0008034

IN WITNESS WHEREOF, GREAT RIVER ENERGY, CONNEXUS ENERGY and the County have caused these presents to be executed by its duly authorized officers.

GREAT RIVER ENERGY

COUNTY OF ANOKA

By: _____
Craig Poorker
Its: Manager, Land Rights
Date: _____

By: _____
Its: County Administrator
Date: _____

CONNEXUS ENERGY

By: _____
Its: _____
Date: _____

By: _____
Its: Transportation Division Manager
Date: _____

By: _____
Its: Assistant County Attorney
Date: _____



ANOKA COUNTY BOARD ACTION ITEM

July 14, 2020

TRANSPORTATION DIVISION

ACTION REQUESTED	<p><i>Consider authorizing the County Engineer to advertise for bids for Project SAP 002-612-016, the reconstruction of existing pedestrian access ramps to meet current Americans with Disabilities Act (ADA) standards along CSAH 12 (109th Avenue) between CSAH 51 (University Avenue) and TH 65 in the City of Blaine.</i></p>
BACKGROUND	<p><i>During the 2018 Regional Solicitation, Anoka County was awarded \$1,868,000 in federal funds to complete improvements at the TH 47/Bunker Lake Blvd intersection as well as \$1,436,296 in federal funds to complete the Viking Boulevard bridge widening project. To facilitate speedy delivery of project 002-716-020, Anoka County successfully requested a formal federal fund exchange through MnDOT and Met Council. Anoka County requested that the federal funds from all three projects be combined into one project, the Foley Boulevard Railroad Grade Separation project. After thorough review and consideration, the proposal was approved by the Met Council Technical Advisory Committees and Transportation Advisory Board (TAB), the Transportation Committee, and ultimately the Met Council.</i></p> <p><i>The Met Council conditions for the defederalization required the county to work with MnDOT and the Metropolitan Council to satisfy the vacated Disadvantaged Business Enterprise (DBE) requirements.</i></p> <p><i>To begin fulfilling this requirement, Anoka County, in partnership with MnDOT, has prepared plans and specifications to upgrade several of the pedestrian ramps located along 109th Avenue between University Avenue and TH 65. The next step includes working with MnDOT's staff in the Advancing Equity and State Aid offices to solicit bids from local small businesses/contractors who are looking for a chance to expand their knowledge base and grow.</i></p> <p><i>The ADA Small Business Enterprise pilot program, led by MnDOT, assists small contractors from the bidding process all the way through bond procurement, construction administration and project completion. The chosen contractor will not only perform the construction work, but will also develop an understanding of the public bidding process, learn how to read construction plans, prepare bids, and perform work in accordance with approved plans and specification requirements. This program gives small businesses the opportunity to perform work on government projects; it also helps develop and promote additional work force opportunities within our local communities.</i></p> <p><i>Depending upon constraints with COVID-19, construction may begin in September of this year at the intersections of 4th Street NE, 5th Street NE and 6th Street NE.</i></p>
PREVIOUS ACTION TAKEN	<p><i>11/18/2019 – Approval of Resolution #2019-TR28 – Met Council Transfer of Federal Funds from Projects 002-716-020 and 002-622-036 to Project 002-611-036 and acknowledgement of Met Council's defederalization conditions</i></p>
COMMENTS	<p><i>Anoka County staff will continue to work with MnDOT and State Aid staff to fulfill the DBE requirements of the Met Council over the next three construction seasons (2020 through 2022) by utilizing the ADA Small Business Enterprise program.</i></p>
RECOMMENDATIONS	<p><i>Approval.</i></p>

Awarded the
2019 Rosa Parks
Diversity Leadership Award
by WTS-MN

MnDOT and Anoka County ADA Small Business Opportunity Program

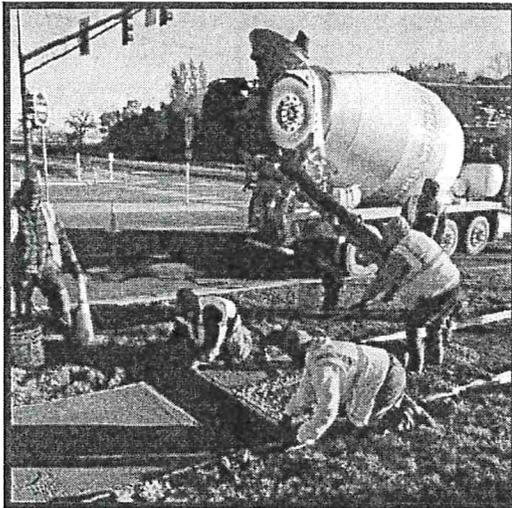
Developing Capacity | Increasing Access | Building Community

Counties, Cities and State Agencies around the Metro Area are seeking small businesses to construct and repair government-infrastructure such as concrete sidewalks & curb ramps

- Does your business have experience placing concrete driveways, patios, steps and sidewalks?
- Do you want to apply your concrete placement skills and construct concrete pedestrian facilities, in accordance with the Americans with Disabilities Act (ADA)?

Anoka County and Minnesota Department of Transportation have partnered and are looking for small businesses in Anoka County to perform small ADA contracts on the County Highway system.

Help us make our infrastructure accessible to all Minnesotans!



What Can You Expect From Us?

1. Email notices of upcoming MnDOT and County small contracts.
2. Quick and simple quoting and contract award process.
3. Learn how to install concrete walks and pedestrian ramps to meet ADA standards.
4. Project duration estimated to be about 1-2 weeks.
5. Lump sum payment within 30 days after work is completed.
6. Support and feedback to help your company and employees be successful and grow knowledge and experience.
7. Opportunities to quote other small MnDOT contracts.

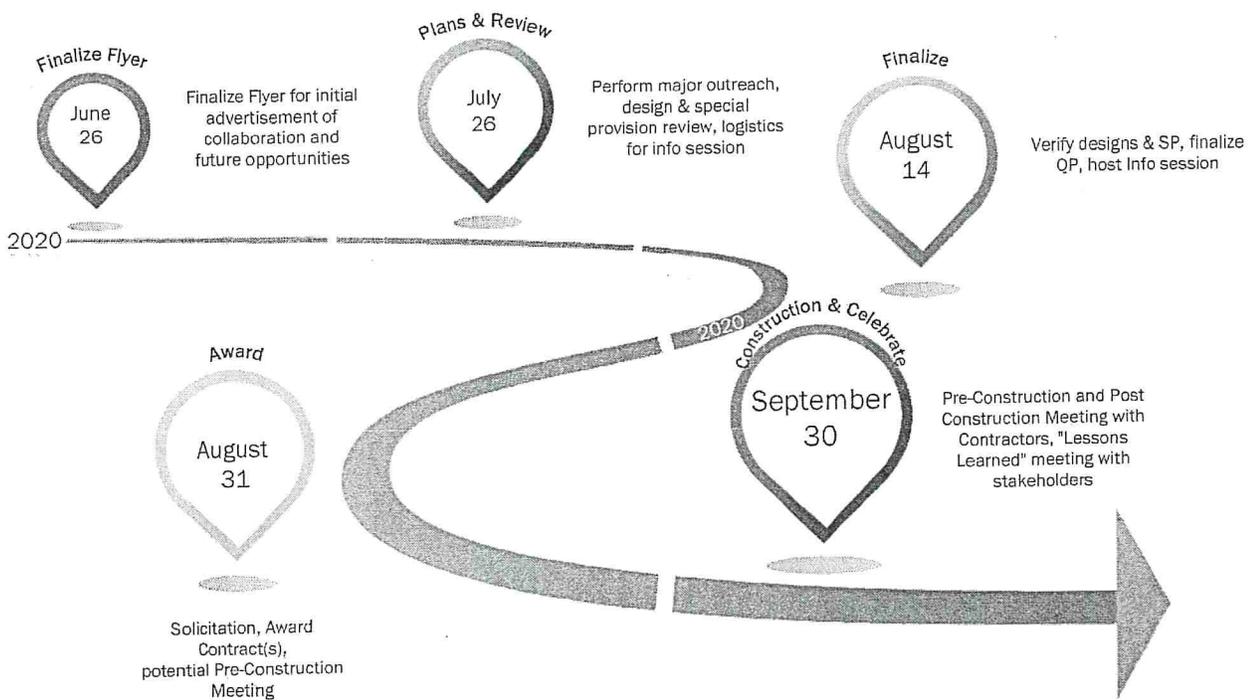


MnDOT has awarded 30 small ADA contracts since June 2018, with the average project cost being \$53,000 per intersection (pedestrian ramps and adjacent sidewalk areas).

Comments from Small Businesses:

- "It was a good experience and I would like to continue to work on these projects" *Create Construction*
- "Was good to be able to pay a livable wage" *Pride Cleanup*
- "MnDOT staff go the extra mile to make sure we succeed" *Iyawe & Associates*
- "It's clear MnDOT is wanting to work with small businesses" *MN Best*
- "Now I have the option to sub on different types of work" *Pride Cleanup*
- "The tight specifications were a challenge, but I grew to understand the necessity of each" *PES*

ANOKA COUNTY & MnDOT ADA SMALL BUSINESS COLLABORATION



The IT Committee held their regularly scheduled meeting in Room #705 at the Anoka County Government Center and via Webex. All members of the committee were present either in person or on Webex. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the county board chair that public attendance is not feasible due to the health pandemic, members of the public were not allowed to attend this meeting in person. Public members were able to monitor this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner is done pursuant to Minn. Stat. 13D.021.

**ANOKA COUNTY
INFORMATION TECHNOLOGY COMMITTEE REPORT
FOR THE TUESDAY, JULY 14, 2020 COUNTY BOARD MEETING**

The Information Technology Committee meeting was held on Monday, June 22, 2020 at 8:15 a.m. via Webex from County Board Room 705 at Anoka County Government Center in Anoka, Minnesota.

Committee Members Present: Commissioner Mike Gamache, Chair
 Commissioner Scott Schulte
 Commissioner Mandy Meisner

Others Present: Rhonda Sivarajah, Susan Vreeland, Dan Lekatz,
 Kathryn Timm, Andrew Dykstra, Cory Kampf,
 Erik Thorson

Others Present via Webex: Craig Nekola

***Action Item:**

- *1. The Information Technology Committee recommends the County Board approve a purchase under contract #C0001338-2010-0239 with Zayo Bandwidth, LLC, 400 Centennial Pkwy, Suite 200, Louisville, CO 80027 in the amount of \$592,123.31 with a change order of \$59,212.00 to facilitate the refresh of the network hardware on the Connect Anoka County fiber network - **see attached Action Item** – from Susan Vreeland.
- *2. The Information Technology Committee recommends the County Board approve contract #C0007303 with Stanley Convergent Security Solutions, Inc., 14670 Cumberland Road, Noblesville, IN, 46060 in the amount of \$579,474.00 with a change order of \$57,947.40 for a total amount not to exceed \$637,421.40. The initial term is for 39 months with an option to renew for an additional 24 months – **see attached Action Item** – from Susan Vreeland.

Informational Items:

3. The Information Technology Committee considered, for informational purposes, restructuring of vacant positions.
4. The Information Technology Committee considered, for informational purposes, a review of the proposed 2021 Information Technology Operating Budget.

*Requires Board Action



ANOKA COUNTY IT COMMITTEE ACTION ITEM

JUNE 22, 2020

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Director of Information Technology is requesting that the IT Committee consider recommending that the County Board approve a purchase under contract C0001338-2010-0239, with Zayo Bandwidth, LLC, 400 Centennial Pkwy, Suite 200, Louisville, CO 80027 in the amount of \$592,123.31 with a change order of \$59,212.00 to facilitate the refresh of the network hardware on the Connect Anoka County fiber network.
BACKGROUND	In 2010 Anoka County, along with a private partner Zayo, received an NTIA grant of approximately \$19.12 million dollars to construct Connect Anoka County, a 284-mile fiber ring that provides connectivity services to the County, cities, schools and public safety entities. At that time, the County entered into a Master Service Agreement with Zayo for the Connect Anoka County project to provide service to the initial 145 sites. In April 2015, the County and Zayo agreed to extend the warranty of the network equipment to August 17, 2020.
SOLUTIONS	In 2019 County IT staff worked closely with Zayo and Connect Anoka County partners to determine a new design for the network and reaffirming partner commitments for their participation in the Connect Anoka County network. Zayo designed a new updated network architecture and published an RFP for network hardware to ensure they had competitive bids from multiple vendors. This process, along with the commoditization of technology equipment, resulted in significantly lower hardware costs than what was ordered back in 2010.
CONCLUSION	The aging network equipment responsible for running the Connect Anoka County will need to be replaced with more modern equipment that promises a more reliable and redundant network design improving access for the County and all partners on the Connect Anoka County network.
RECOMMENDATIONS	<p>The IT Committee consider recommending that the County Board approve a purchase under contract C0001338-2010-0239 with Zayo Bandwidth, LLC, 400 Centennial Pkwy, Suite 200, Louisville, CO 80027 in the amount of \$592,123.31 with a change order of \$59,212.00 to replace the aging network hardware on the Connect Anoka County fiber network.</p> <p>Thank you for your consideration. If you have any questions, please do not hesitate to contact Susan Vreeland.</p>



ANOKA COUNTY IT COMMITTEE ACTION ITEM

JUNE 22, 2020

INFORMATION TECHNOLOGY DEPARTMENT

ACTION REQUESTED	Susan Vreeland, Director of Information Technology is requesting that the IT Committee consider recommending that the County Board approve contract #C0007303 with Stanley Convergent Security Solutions, Inc., 14670 Cumberland Road, Noblesville, IN, 46060 in the amount of \$ 579,474.00 with a change order in the amount of \$57, 947.40 for a total amount not to exceed \$637,421.40.
BACKGROUND	The current contract with Stanley Convergent Security Solutions has been in place since 2015. The current contract covers labor only and expires July 31, 2020. Due to the criticality of this system, and as the equipment continues to age, we recognized the need for a more inclusive contract that will serve all the camera needs at the Anoka County Jail.
SOLUTIONS	<p>The proposed, new master contract for the Jail Video Management System will encompass all maintenance and replacement costs and includes a preventative program with weekly health monitoring. This contract will include one complete replacement of all 191 cameras during the contract term. A typical camera replacement averages \$1,500 each (for a total cost of approximately \$300,000). Additional materials and service for the environment include the following:</p> <ul style="list-style-type: none">• Touchscreen Control System: PC(s), Touchscreen monitors and microphones.• Network Video Recorders (NVRs) and monitors.• Door Control System:<ul style="list-style-type: none">○ Programmable logic controller equipment.○ Door control electrical components including door control equipment racks, relay boards, power supplies, and fuses.• Intercom System:<ul style="list-style-type: none">○ Intercom and paging system components including intercom headend, intercom field devices, and speakers.• Duress/Watchtower system including headend equipment and push buttons.• Utility control interface – lighting and receptacle contactors controlled by the security system.• Security management system computer.• Software – including PLC, intercom, and related software.
CONCLUSION	By consolidating the current funding and contract element(s) into one complete agreement, we will have a more robust support structure and the ability to ensure equipment is maintained and replaced in the most effective manner possible. Funding for the increase in contract (\$59,376 annually) will be provided by the Asset Preservation Fund.
RECOMMENDATIONS	<p>The IT Committee consider recommending that the County Board approve contract #C0007303 with Stanley Convergent Security Solutions, Inc., 14670 Cumberland Road, Noblesville, Indiana, 46060 in the amount of \$ 579,474.00 with a change order in the amount of \$57, 947.40 for a total amount not to exceed \$637,421.40. The initial term is for 39 months with an option to renew for an additional 24 months.</p> <p>Thank you for your consideration. If you have any questions, please do not hesitate to contact the IT Director, Susan Vreeland</p>

The Internal Audit Committee held their regularly scheduled meeting in Room #705 of the Anoka County Government Center. However, due to the Governor's Emergency Executive Order 20-48, and a determination by the county board chair that public attendance was not feasible due to the health pandemic, members of the public were not allowed to attend this meeting in person. Public members monitored this meeting through the internet at <https://www.anokacounty.us/1430/Watch-Board-Meetings-Online> or by calling 763-324-4704 24 hours in advance of the meeting time to arrange for telephonic access. Public monitoring in this manner was done pursuant to Minn. Stat. 13D.021.

ANOKA COUNTY INTERNAL AUDIT COMMITTEE REPORT

FOR THE JULY 14, 2020 COUNTY BOARD MEETING

The Internal Audit Committee meeting was held on Monday, June 29, 2020, in the County Board Room #705, Anoka County Government Center, Anoka, Minnesota.

Persons Present: **Committee Members** – Commissioner Matt Look, Chair; Commissioner Scott Schulte; Robert Thistle, Citizen Member

Via Webex Conference Call - Rhonda Sivarajah, County Administrator; Brian Page, Citizen Member

Others Present – Chuck Denninger, Internal Auditor; Randy Vogt, Office of the State Auditor; Juli Mader, Office of the State Auditor; Joe MacPherson, Transportation Division Manager; Cory Kampf, Finance & Central Services Division Manager; Brenda Pavelich-Beck, Accounting Director

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

The report of the December 16, 2019, committee meeting was approved as written. (Commissioner Schulte abstained).

Information Items

1. Randy Vogt and Juli Mader from the Office of the State Auditor (OSA) reviewed the 2019 Management and Compliance Report for Anoka County. The County received an unmodified opinion which is the highest rating obtainable for the annual financial audit. In one area, there was a lack of supporting documentation and inaccurate values entered into the inventory system for some lower value parts. The OSA recommended additional procedures to strengthen internal controls over maintenance inventory retained by the Highway Department. Management concurred. The final report with Management Responses will be issued shortly.
2. The Internal Auditor provided a verbal report on the status of some of the prior years' reported internal control concerns. In addition, he provided an overview of some of the key risks associated with the current remote working arrangements brought on by the COVID pandemic. Plans for a more robust detailed review of key disbursements to mitigate some of these risks were explained.
3. The committee approved the final 2020 Audit Plan. The Plan, as stipulated in the Internal Audit Charter Statement, was submitted to the county commissioners for comment prior to the committee's action.
4. The next meeting of the Internal Audit Committee will be in September 2020.

The meeting was adjourned at 9:20 a.m.

PARKS COMMITTEE REPORT
FOR THE TUESDAY, JULY 14, 2020
COUNTY BOARD MEETING

The Parks Committee meeting was held on Tuesday, July 7 at the Bunker Hills Activities 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

Others Present: Rhonda Sivarajah, County Administrator; Christine Carney, Assistant
County Attorney; Wes Volkenant, Resident

Action Items:

1. The Committee recommends that the County Board authorize a Metropolitan Council Operations and Maintenance Grant Agreement for the Regional Park System in Anoka County (Anoka County Contract #C0008016).
2. The Committee recommends that the County Board adopt Resolution 2020-PRK08 for the issuance of hunting permits for the 2020 Deer Management Program.
3. The Committee recommends that the County Board adopt Resolution #2020-PRK09 accepting a gift from Connexus Energy in the amount of \$6,000 to fund the Camp in a Box program as part of Virtual Summer Day Camps at the Wargo Nature Center.
4. The Committee recommends that the County Board authorize the Operations and Maintenance Agreement for Stormwater Facilities with the Coon Creek Watershed District.

Informational Items:

5. The Committee was updated on the status of the 2020 Chomonix Golf Course Operations for the period ending May 31, 2020
6. The Committee was provided an update for the Lake George Dam/Rum River Project and Wargo Nature Center Entrance Road Project.
7. The Committee was informed of the contracts executed since the last Parks Committee meeting.
8. The Committee received the monthly Parks Department updates.
9. Public comments were shared by Wes Volkenant, county resident, regarding items discussed during the meeting.

COUNTY BOARD ACTION ITEM 1 – METROPOLITAN COUNCIL GRANT AUTHORIZATION – OPERATIONS AND MAINTENANCE

Parks Committee

Committee Date: July 7, 2020

County Board Date: July 14, 2020

<p>Action Requested For the Committee to recommend to the County Board to authorize an Operations and Maintenance Grant from the Metropolitan Council (Anoka County Contract #C0008016).</p>
<p>Previous Committee / County Board Action N/A</p>
<p>Background / Analysis Since 1985, the Met Council has provided Operations & Maintenance (O&M) grant funds directly to Anoka County to supplement the costs for operating the Regional Parks System. The Met Council is now requiring a grant agreement be fully executed before issuance of allotted funds. The Met Council has issued a digital grant agreement for the County to sign. This is a new process that will reduce paper and require use of Adobe Sign for execution of the document (electronic signatures). It is anticipated that if this new process goes smoothly, that other grant agreements may use this method. The total amount of the annual grant is based on actual receipts from the State and varies from year to year. Last year's annual grant appropriation to Anoka County was approximately \$224,000.</p> <p>The O&M grant funds are distributed to the 10 Regional Park Implementing Agencies based on the following formula:</p> <ul style="list-style-type: none">40% visitation40% qualifying O&M expenses20% acreage <p>The grant term is 3 years with monthly grant installments throughout the term of the agreement. There is no grant match required from Anoka County. This O&M grant program provides great value and benefit in operating the Regional Parks in Anoka County</p>
<p>Conclusion / Recommendation For the County Board to authorize a Met Council Operations and Maintenance Grant Agreement for the Regional Park System in Anoka County (Anoka County Contract #C0008016).</p>
<p>Supporting Documents Grant Agreement</p>
<p>Lead Staff Karen Blaska, Park Planner</p>

COUNTY BOARD ACTION ITEM 2 – RESOLUTION FOR ISSUANCE OF PERMITS FOR THE 2020 DEER MANAGEMENT PROGRAM

Parks Committee

Committee Date: July 7, 2020

County Board Date: July 14, 2020

<p>Action Requested To consider recommending to the County Board the adoption of resolution 2020-PRK08 for the issuance of hunting permits for the 2020 Deer Management Program.</p>
<p>Previous Committee / County Board Action The Park Committee has previously enacted similar resolutions for more than 20 years.</p>
<p>Background / Analysis The goal and long-range management plan for white-tailed deer within Anoka County Park System includes closely monitoring deer population densities via winter aerial surveys and maintaining the deer population densities between 15-20 deer per square mile. In 2019, a total of 25 deer (8 male, 17 female) were removed during the managed deer hunts. Controlled archery deer hunts within the Anoka County Park System are determined annually based upon the analysis of the available survey data. The aerial survey conducted in the winter of 2020 determined deer density for Bunker Hills Regional Park at over 47 deer per square mile. For 2020, the Parks Department recommends conducting controlled archery deer hunts at Bunker Hills Regional Park during scheduled time periods in the months of October, November and December.</p>
<p>Conclusion / Recommendation To consider adopting resolution 2020-PRK08 for the issuance of hunting permits for the 2020 Deer Management Program.</p>
<p>Supporting Documents Hunt Zone Map Resolution</p>
<p>Lead Staff Andy Soltvedt, Operations & Visitor Services Manager</p>

BOARD OF COUNTY COMMISSIONERS

Anoka County, Minnesota

DATE: July 14, 2020

RESOLUTION #2020-PRK08

RELATING TO THE ISSUANCE OF PERMITS FOR ARCHERY DEER HUNTING IN DESIGNATED AREAS OF BUNKER HILLS REGIONAL PARK

WHEREAS, the Anoka County Board of Commissioners has determined that the number of deer in Bunker Hills Regional Park is in excess of a sustainable population; and,

WHEREAS, based on aerial survey indices and other deer management variables, Anoka County has determined the deer density to be greater than 47 deer per square mile in Bunker Hills Regional during the last survey; and,

WHEREAS, an excess deer population has a negative impact on the natural resources of the park, creates a danger to users of roads and highways surrounding and within the park; and,

WHEREAS, the management goal of Anoka County is to sustain a deer population density of 15 to 20 deer per square mile in Bunker Hills Regional Park; and,

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the Parks Department to issue up to 18 permits for archery deer hunting by state licensed hunters possessing a valid 2020 Anoka County Archery Deer Hunting Permit in designated areas of the parks (attached). The permits shall be effective from October 23, 2020 to and including December 6, 2020, with certain restrictions.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners does hereby request that the Parks Department conduct an analysis of the effect of the archery hunt on the deer population and that the analysis be conducted after the permit sunset date on December 6, 2020 and before the next 2021 deer hunting season for consideration by the Parks Committee of the County Board.

BE IT FINALLY RESOLVED that the cities of Andover, Coon Rapids, Blaine, and Ham Lake be notified of the passage of this resolution and be provided a copy of it.

COUNTY BOARD ACTION ITEM 3 – RESOLUTION ACCEPTING GIFT FROM CONNEXUS ENERGY

Parks Committee

Committee Date: July 7, 2020

County Board Date: July 14, 2020

Action Requested

To consider recommending to the County Board the adoption of Resolution #2020-PRK09 accepting a gift from Connexus Energy to fund the Camp in a Box program as part of virtual Summer Day Camps at the Wargo Nature Center.

Previous Committee / County Board Action

None.

Background / Analysis

Connexus Energy has donated \$6,000 for to support a Camp in a Box program as part of free Virtual Day Camp programming at Wargo Nature Center. The box would include items such as a day camp t-shirt, water bottle, supplies specific to the individual camp (magnifying lens, paracord, goggles) as well as basic camp supplies like crayons and paper. The generous donation will fund and provide boxes for 140 campers. In addition, the donation will fund video editing software as well as a video camera which will be used to provide virtual programming this summer and going forward.

Conclusion / Recommendation

Consider adopting Resolution #2020-PRK09 accepting a gift from Connexus Energy to fund the Camp in a Box program as part of Virtual Summer Day Camps at the Wargo Nature Center.

Supporting Documents

Resolution #2020-PRK09

Lead Staff

Cory Hinz, Recreation Services Manager

BOARD OF COUNTY COMMISSIONERS

Anoka County, Minnesota

DATE: July 14, 2020

RESOLUTION #2020-PRK09

RESOLUTION ACCEPTING A DONATION FROM CONNEXUS ENERGY

WHEREAS, Connexus Energy has donated a gift of \$6,000 to the Anoka County Parks Department; and

WHEREAS, the donation will be used to fund virtual day camp/camp in a box programming for youth in the Anoka County Park System; 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 \$6,000 from Connexus Energy to the Anoka County Parks Department.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby wishes to extend its grateful appreciation to Connexus Energy for their generous and valued donation towards natural and cultural history programming in Anoka County.

COUNTY BOARD ACTION ITEM 4 – STORMWATER OPERATIONS AND MAINTENANCE AGREEMENT – COON CREEK WATERSHED DISTRICT

Parks Committee

Committee Date: July 7, 2020

County Board Date: January 14, 2020

<p>Action Requested For the Parks Committee to recommend to the County Board to authorize a Stormwater Operations and Maintenance Agreement for the Wave Pool Replacement Project at Bunker Beach Water Park.</p>
<p>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 March 2020: Bid Award – Bunker Beach Wave Pool Construction Project</p>
<p>Background / Analysis An Operations and Maintenance Agreement for Storm Water Facilities is required to comply with the Coon Creek Watershed District’s permit for the Wave Pool Replacement Project at Bunker Beach Water Park. The Coon Creek Watershed District requires construction and maintenance of Stormwater Treatment Practices (STPs), which includes an infiltration basin. This agreement provides the Watershed District assurances that the County will maintain and inspect the infiltration basin on a regularly scheduled maintenance plan.</p>
<p>Conclusion / Recommendation Recommend to the County Board to authorize the Operations and Maintenance Agreement for Stormwater Facilities with the Coon Creek Watershed District.</p>
<p>Supporting Documents Operations and Maintenance Agreements for Stormwater Facilities Exhibit A – Stormwater Maintenance Plan</p>
<p>Lead Staff Cory Hinz, Recreation Services Manager</p>

ANOKA COUNTY
PROPERTY RECORDS AND TAXATION CHAIR REPORT
Commissioner Mandy Meisner
FOR THE JULY 14, 2020 COUNTY BOARD MEETING

***ACTION ITEMS:**

1. The chair recommends the county board adopt Resolution #2020-PRT3, Resolution Authorizing the Acceptance of Resources for CARES Act Elections Funds.
2. The chair recommends the county board adopt Resolution #2020-PRT4, Resolution Authorizing the Purchase of Central Count Voting Equipment.
3. The chair recommends the county board adopt Resolution #2020-PRT5, Resolution Authorizing Special Procedures for the Safe and Secure Conduct of the 2020 State Primary and General Elections.

See attached Action Items and Resolutions

*Requires board approval



ANOKA COUNTY PROPERTY RECORDS & TAXATION COMMITTEE

COUNTY BOARD ACTION ITEM

County Board Meeting Date: July 14, 2020

ITEM	Resolution No. 2020-PRT3 Authorizing the Acceptance of Resources for CARES Act Elections Funds.
ACTION REQUESTED	The Division Manager of Property Records & Taxation is requesting approval of Resolution No. 2020-PRT3 Authorizing the Acceptance of Resources for CARES Act Elections Funds.
BACKGROUND	<p>The Office of the Secretary of State (OSS) received funding through the 2020 CARES Act “to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle.” Minnesota Laws 2020, Chapter 77, authorized the use of these funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements.</p> <p>Block grants will be provided to the counties, with Anoka County receiving \$272,782.08. The grants require that counties work with their municipalities to determine a fair, equitable, and mutually agreeable distribution of funds. A state-led working group has prepared a default allocation method to be used if a mutual agreement cannot be reached. Under the default allocation, the municipalities would receive \$182,066.65 and the county would receive \$90,715.43.</p> <p>Elections staff is working with Finance to determine the best approach for allocating these funds in coordination with the larger pool of CARES Act funds available to the county and its municipalities. We will solicit input from City Clerks regarding their elections costs and determine an allocation that best fits the needs of Anoka County and its municipalities.</p> <p>As a next step, Elections will prepare the application for grant funding and a certification that funds will only be used for the purposes authorized in the federal CARES Act, as further restricted by Minnesota Laws 2020, Chapter 77. Grant applications must also include a county resolution authorizing the acceptance of resources. A draft resolution is attached here.</p>
RECOMMENDATIONS	The Division Manager of Property Records & Taxation recommends the County Board approve Resolution No. 2020-PRT3 Authorizing the Acceptance of Resources for CARES Act Elections Funds.
SUBMITTED BY	Pam LeBlanc, Division Manager of Property Records & Taxation Paul Linnell, Elections Manager

**RESOLUTION #2020-PRT3
AUTHORIZING THE ACCEPTANCE OF RESOURCES FOR
CARES ACT ELECTIONS FUNDS**

WHEREAS, The Office of the Minnesota Secretary of State is currently soliciting applications from counties for 2020 CARES Act funding to prevent, prepare for, and respond to coronavirus, domestically or internationally, for the 2020 Federal election cycle; and

WHEREAS, The Office of the Secretary of State has determined that Anoka County will receive a block grant allocation of \$272,782.08; and,

WHEREAS, Anoka County will work with the municipalities within the County to determine a fair, equitable, and mutually agreeable method for allocating the funds within the County and between municipalities by the September 8, 2020 deadline; and

WHEREAS, Jurisdictions must agree to provide a local match at least equal to 20 percent of the total cost of authorized activities;

NOW THEREFORE BE IT RESOLVED that the Anoka County Board of Commissioners hereby approves the submission of the 2020 CARES Act Elections Grant Application and Authorizes the Acceptance of Resources in accordance with the requirements of Minnesota Laws 2020, Chapter 77.



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Elections & Voter Registration

County Board Meeting Date: July 14, 2020

ITEM	Resolution No. 2020-PRT4 Authorizing the Purchase of Central Count Voting Equipment
ACTION REQUESTED	The Division Manager of Property Records & Taxation is requesting approval of Resolution No. 2020-PRT4 Authorizing the Purchase of Central Count Voting Equipment
BACKGROUND	<p>Anoka County uses the ES&S DS-850 scanner & tabulator to count absentee ballots cast by mail and cast in-person up to 7 days before the election. This equipment has performed well in past elections when it has scanned up to 20,000 absentee ballots per election. However, given the anticipated surge in absentee ballots, the capacity of this machine to count all absentee ballots for the November 3, 2020 general election will be stretched.</p> <p>In April, Anoka County Elections identified the purchase of a second central count machine as a priority to ensure a successful counting process in 2020. After inquiring about a possible purchase with ES&S, they indicated that they would not have any additional central count equipment available in time for the 2020 elections. This included both the DS-850, as well as the smaller capacity DS-450.</p> <p>Recently, ES&S informed Anoka County that they increased production capacity on the DS-450 and expect to have some additional units available in time for the November 3 general election. A second central count machine would allow us to run two counting machines at a time, substantially reducing the time needed to count ballots after they are opened by the absentee ballot board. It will also provide us with a critical secondary option if there is an issue with one of the central count machines. Our current alternative is to use precinct ballot counters that scan ballots at a substantially slower speed (maximum of 60 ballots per hour).</p> <p>The DS-450 is available for purchase on a contract with the Minnesota Counties Computer Cooperative (MCCC). Equipment costs total \$55,320, including installation and training. Ongoing annual maintenance and licensing fees total \$3,470. It is anticipated that funds made available through the CARES Act could be used towards the purchase of the equipment.</p>
RECOMMENDATIONS	The Division Manager of Property Records & Taxation recommends the County Board approve Resolution No. 2020-PRT4 Authorizing the Purchase of Central Count Voting Equipment
SUBMITTED BY	Paul Linnell, Elections Manager Pam LeBlanc, Division Manager, Property Records and Taxation

RESOLUTION #2020-PRT4
AUTHORIZING THE PURCHASE OF CENTRAL COUNT VOTING EQUIPMENT

WHEREAS, Minnesota Laws 2020, Chapter 77, authorizes the use of 2020 CARES Act funds within Minnesota, including allowing for distributing these funds to local governments for use consistent with the state and federal requirements; and

WHEREAS, Anoka County processes and counts all absentee ballots that are cast by mail in the county; and

WHEREAS, The COVID-19 pandemic will result in substantial increase in the number of absentee ballots sent by mail for the 2020 elections; and

WHEREAS, CARES Act funds can be used for the “facilitation, support, and preparation for increased absentee voting, including voter education materials, printing, and postage.”

NOW THEREFORE BE IT RESOLVED by the Anoka County Board of Commissioners that Anoka County purchase the ES&S DS-450 scanner & tabulator from the Minnesota Counties Computer Cooperative Agreement pricing included here.



ANOKA COUNTY PROPERTY RECORDS & TAXATION COMMITTEE

COUNTY BOARD ACTION ITEM

County Board Meeting Date: July 14, 2020

ITEM	Resolution No. 2020-PRT5 Authorizing Special Procedures for the Safe and Secure Conduct of the 2020 State Primary and General Elections
ACTION REQUESTED	The Division Manager of Property Records & Taxation is requesting approval of Resolution No. 2020-PRT5 Authorizing Special Procedures for the Safe and Secure Conduct of the 2020 State Primary and General Elections.
BACKGROUND	<p>Resolution Needed to Authorize Special Procedures for the 2020 Elections</p> <p>H.F. 3429 was passed in May authorizing changes to the 2020 state primary and general election in light of the COVID-19 pandemic. Some changes – including the extension for processing ballots beginning 14 days prior to Election Day (instead of 7) – were automatically enacted statewide. Others are optional and require board approval in order to be implemented. There are two proposed changes that are included in the attached resolution:</p> <ol style="list-style-type: none"><i>1. Authorizing the training and designation of employees of health care facilities to administer absentee voting to their residents</i> Normally health care facility voting is administered by teams of election judges. However, with health care facilities limiting access to outside guests, it is recommended that staff of those facilities be trained by Anoka County Elections to administer the process. We have reached out to the facilities in Anoka County and staff are receptive to the proposed plan.<i>2. Authorizing an additional day to count absentee ballots, if necessary</i> M.S. 203B.121 Subd. 5(c) requires that all absentee ballots be counted within 24 hours after the close of polls on Election Day. The provision in H.F. 3429 would provide an additional 24 hours to count ballots if there are still ballots left to be counted. For the primary election, we know that we will still be counting ballots on the 2nd day after Election Day due to the <i>LaRose</i> consent decree. For the general election, if there are no additional changes in law, we do not anticipate needing an additional day to count absentee ballots. However, it will be important to have this extension authorized should unexpected challenges arise that require additional time. <p>Attachments: Resolution Authorizing Special Procedures for the Safe and Secure Conduct of the 2020 State Primary and General Elections</p>
RECOMMENDATIONS	The Division Manager of Property Records & Taxation recommends the County Board approve Resolution No. 2020-PRT5 Authorizing Special Procedures for the Safe and Secure Conduct of the 2020 State Primary and General Elections.
SUBMITTED BY	Pam LeBlanc, Division Manager of Property Records & Taxation Paul Linnell, Elections Manager

**RESOLUTION #2020-PRT5
AUTHORIZING SPECIAL PROCEDURES FOR THE SAFE AND SECURE CONDUCT OF
THE 2020 STATE PRIMARY AND GENERAL ELECTIONS**

WHEREAS, Minnesota Session Laws 2020 Chapter 77 – H.F.No. 3429 Section 1 provides special procedures for the safe and secure conduct of the 2020 state primary and state general elections; and

WHEREAS, health care facilities are high risk locations for spreading COVID-19 and are limiting contact from outside guests; and

WHEREAS, large quantities of absentee ballots cast by mail are expected to be returned on Election Day, requiring significant time and resources to be opened and counted.

NOW THEREFORE BE IT RESOLVED, that Anoka County will provide the necessary training and materials for employees of designated health care facilities in Anoka County to administer absentee voting to the residents and patients of those facilities under Minnesota Statutes, section 203B.11.

BE IT ALSO RESOLVED, that Anoka County will extend the period during which absentee ballots are processed, if necessary, to include no more than two days following the date of the election. Should additional time be necessary, Anoka County will report to the secretary of state the number of absentee ballots remaining to be counted after the 24-hour period prescribed in Minnesota Statutes, section 203B.121, subdivision 5, paragraph (c).



ANOKA COUNTY BOARD ACTION ITEM

July 14, 2020

Risk Management

ACTION REQUESTED	<p>Consider renewing the Commercial Automobile Insurance Policy from Euclid Public Sector/Hudson Insurance Company through Arthur J. Gallagher Risk Management Services, 3600 American Blvd. W, Suite 500, Bloomington, MN 55431.</p> <p>The total premium for the Automobile Insurance policy for July 1, 2020 to July 1, 2021 is \$256,833. This is an increase in premium of \$43,100 from last year.</p>
BACKGROUND	<ul style="list-style-type: none">▪ Anoka County purchases a Commercial Automobile insurance policy for potential claims arising out of negligent acts and/or physical damage to the County's fleet.▪ In addition to the premium increase they are also increasing our physical damage deductible from \$2,000 to \$5,000. <p>The factors for the increase in premium and change in deductible includes:</p> <ul style="list-style-type: none">▪ At the time of the renewal process Anoka County has decreased the fleet from 303 units to 315 units. We are in the process of verifying the status of vehicle count as some of those 315 vehicles were scheduled to go to auction but due to the pandemic requirements, we have not sent them.▪ Anoka County has increased the value of the fleet by \$1,354,074 to a total exposure value of \$16,367,220.▪ Public entity auto insurance market is very limited, and they are reacting to nation-wide claims losses and the unpredictability of these times.▪ We are still paying less in premium than in 2014, 2015 and 2016▪ Risk will continue to look at options to positively impact premium, maintain coverage and/or consider self-insurance.
RECOMMENDATIONS	<p>Risk Management is recommending that the Anoka Count Board approve the following:</p> <p>Renew the Commercial Automobile Insurance for Anoka County for a policy term of July 1, 2020 to July 1, 2021, at a premium of \$256,833, from Euclid Public Sector/Hudson Insurance Company through Arthur J. Gallagher Risk Management Services, 3600 American Blvd. W, Suite 500, Bloomington, MN 55431. Contract Number C0008047</p>

Anoka County Business Relief Grant Program

Anoka County will offer a business relief grant program to support businesses impacted by COVID-19. Grants will be awarded in the amount of \$10,000. The application process will be a 10-day period with grants awarded on a lottery/random basis if there are more applications than funds available.

Eligibility Criteria:

- Must be a locally owned and operated with a physical establishment in Anoka County. If there is a parent company or a second location outside of Anoka County, the business physical location in Anoka County will be the eligible applicant given they meet the additional criteria. Eligible grant expenses must be for business location located within Anoka County
- Be majority owned by a permanent resident of Minnesota
- Be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue as of March 1, 2020. If there is an issue pending with the Minnesota Secretary of State, the businesses may still apply for the grant, but will need to demonstrate the issue has been resolved in order to be eligible.
- Be able to demonstrate financial hardship as a result of the COVID-19 outbreak.
- Must be licensed, in good standing, and current on property taxes prior to July 15, 2020
- Businesses with 50 or less employees
- Must have been operating for at least 12 months prior to March 1, 2020. Anoka County will not disqualify an applicant if there was an ownership change and the business remained in operation within 12 months prior to March 1, 2020.

Ineligible Businesses

- Businesses that already received a grant from the County CDBG-CV funds, City Cares Act Funds or the Minnesota Small Business Relief fund.
- Corporate chains, multi-state chains are ineligible
- Businesses in default conditions prior to February 29, 2020 are ineligible
- Businesses that primarily derive income from gambling or adult entertainment are ineligible
- Home-based businesses (except in-home childcare/daycares are allowed)
- Non-profits
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

Grant Amount:

Grants will be \$10,000 to cover eligible expenses (see list of eligible use of grant funds below). Recipient must submit list of expenditures during the application review process: if the business does not have \$10,000 in eligible items, they will receive a grant equal to their expenditures (whichever is lesser of the two)

Usage of grant funds

1. Lease or mortgage payments are eligible
2. Payroll is an eligible use of funds unless the business received Paycheck Protection Program (PPP) funds or unemployment insurance (UI) to assist with payroll since March 1, 2020.
3. Reopening costs or safety costs since March 1, 2020 are eligible (i.e. outdoor seating, plexiglass, cleaning products, re-staffing costs, etc.)
4. Operating utilities such as electric or gas are eligible use of grant funds. Government utilities or fees such as city water or liquor license are ineligible use of grant funds
5. Taxes of any kind are ineligible use of grant funds
6. Accounts payable (AP) are eligible use of grant funds if the AP is a COVID-19 related cost incurred since March 1, 2020 (see #3 in this list above for examples of COVID-19 related cost incurred)

Funds Allocated by County District

- Total amount of cares act funds allocated towards the Anoka County business relief grant program will be equally distributed amongst each of the seven (7) county commissioner districts.
- The online application will automatically separate which district the applicant is located in for vendor review and processing.
- At the end of the 10-day application period two of the following will happen with the funds allocated in each district:
 1. If there are more applicants in each district than there are funds available – all district recipients of grants will be chosen on a lottery basis
 2. If there are some districts with less applicants than there are funds available, remaining funds from that district will be distributed equally amongst other districts that have more applicants than they do funding available.

Administration

Allow businesses 10 days to submit an application. If there are more applicants than grant funds available, businesses will be chosen on a lottery basis. A lottery basis and 10-day application period, allows all applicants a fair chance to hear about the grant and get assistance with submitting their application if needed.

The Vendor's Role in Grant Administration

- The County will work with the vendor to create an electronic application
- During the application review process – applicants will need to verify information with the vendor. A checklist of additional information that will be required by the applicant during the review process will be given to them once they complete their application
- The vendor will narrow down applications based on program criteria and remove any duplicates
- The vendor will need to verify the following information with each business applicant
 - Loss in revenue of at least 10%
 - Review credit statements
 - Ensure the business was sustainable prior to COVID (i.e. expenses were not higher than revenue, etc.)
 - Statement of employee verification (i.e. 941 statement or other payroll statement)
 - Provide an itemized expense list on how the business relief grant will be used
- The vendor should prepare the grant agreement
- The vendor should disperse funds to business recipients after the grant agreements are in place and provide a report to the County showing businesses that were awarded grants and whether or not any funds are remaining to disperse to businesses
- Audit all grant recipients for proof of appropriate grant utilization (i.e. copy of rent paid, etc.)
- Vendor will be chosen based on ability to administer the County's business relief program in a timely fashion and for a competitive administration cost.
- At the time there are remaining funds in Anoka County's business relief program, and/or Anoka County decides to appropriate any additional funds to the program, Anoka County reserves the right to reconsider the criteria set forth for additional rounds of business relief grants.

Equity in the Grant Process

- Ensure minority, woman and veteran owned businesses hear about the program by contacting business organizations such as the Woman's Venture Network, African American Development Center, etc. to promote the business relief program to their network. Also promote the grants to the cities and chambers to share.
- Anoka County Regional Economic Development Department will provide technical assistance in the online application process when needed
- Offer the application in various languages (Hmong, Spanish, etc.) Anoka County will work with its community partners to identify which languages we will need to offer the application in.
- Distribute grant funds equally amongst each of the seven (7) county commissioner districts. Redistribute any remaining funds equally amongst other districts if needed.

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

July 14, 2020

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
Application For Classification			
<u>City of Andover</u>			
ACCAP-HUD Homes Tax Credit LP	R33 32 24 42 0016		
1201 89th Ave NE #345	2605 136th Ave NW	2020	5th
Blaine MN 55434-	Andover MN 55434		Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1292 to 1307. No change in value. Total tax reduced from \$1584.82 to \$1510.48.			
<u>City of Coon Rapids</u>			
ACCAP Thousenad Oaks LP	R11 31 24 12 0070		
1201 89th Ave NE #345	1006 123rd Lane NW	2020	5th
Blaine MN 55434-	Coon Rapids MN		Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP	R11 31 24 12 0071		
1201 89th Ave NE #345	1004 123rd Lane NW	2020	5th
Blaine MN 55434-	Coon Rapids MN		Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1302 to 1292. No change in value. Total tax reduced from \$1679.98 to \$1575.64.			
ACCAP Thousand Oaks LP	R11 31 24 12 0072		
1201 89th Ave NE #345	1002 123rd Lane NW	2020	5th
Blaine MN 55434-	Coon Rapids MN		Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP	R11 31 24 12 0073		
1201 89th Ave NE #345	1022 123rd Lane NW	2020	5th
Blaine MN 55434-	Coon Rapids MN		Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1300 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0074 1020 123rd Lane NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1302 to 1292. No change in value. Total tax reduced from \$1679.98 to \$1575.64.			
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0075 1018 123rd Lane NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0076 1010 124th Cir NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1300 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0077 1008 124th Cir NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1259 to 1292. No change in value. Total tax reduced from \$1679.98 to \$1575.64.			
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0078 1006 124th Cir NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0079 1026 124th Cir NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.			
ACCAP Thousand Oaks LP 1201 89th Ave NE # 345 Blaine MN 55434-	R11 31 24 12 0080 1024 124th Cir NW Coon Rapids MN	2020	5th Gamache
Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1302 to 1292. No change in value. Total tax reduced from \$1679.98 to \$1575.64.			

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
ACCAP Thousand Oaks LP 1201 89th Ave NE #345 Blaine MN 55434-	R11 31 24 12 0081 1022 124th Cir NW Coon Rapids MN	2020	5th Gamache

Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1344 to 1320. No change in value. Total tax reduced from \$1732.36 to \$1609.26.

ASI Anoka County Inc 2550 University Ave W St Paul MN 55114-	R12 31 24 12 0031 12330 Flintwood St NW Coon Rapids MN	2020	5th Gamache
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Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 2137 to 1462. No change in value. Total tax reduced from \$2763.72 to 1779.76 .

City of East Bethel

CBM Land Holdings Inc 22390 Grant St NW Elk River MN 55330-	R20 33 23 34 0001 19700 Highway 65 NE East Bethel MN	2020	2nd Braastad
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Reason: Special Ag Application. Tax capacity reduced from 3555 to 2096. Total tax reduced from \$3600.10 to \$828.38.

City of Fridley

ACCAP-HUD Homes Tax Credit 1201 89th Ave NE #345 Blaine MN 55434-	R15 30 24 44 0069 6130 Starlite Blvd NE Fridley MN	2020	4th Meisner
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Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1319 to 1329. No change in value. Total tax reduced from \$2129.30 to \$2060.46.

ACCAP-HUD Homes Tax Credit LP 1201 89th Ave NE Blaine MN 55434-	R26 30 24 22 0061 5133 Hughes Ave NE Fridley MN	2020	4th Meisner
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Reason: Conversion correction 4A/4D/4D2. Tax capacity reduced from 1244 to 1260. No change in value. Total tax reduced from \$1602.06 to \$1567.38.

City of Ramsey

Ramsey Park LLC 5050 Old Cedar Lake Rd St Louis Park MN 55416-	R34 32 25 14 0023 6545 Hwy 10 NW Ramsey MN	2020	1st Look
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Reason: Class change from 4c(5)i to 4(c)5iii. Tax reduced from \$25,186.68 to \$21,451.36.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
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Application For Disability Exemption

City of Andover

Paul & Angela Reese	R34 32 24 44 0047		
13431 Hummingbird St NW	13431 Hummingbird St NW	2020	5th
Andover MN 55304-	Andover MN 55304		Gamache

Reason: Disabled Veterans application filed for 100%. Tax capacity reduced from 2167 to 0. No change in value. Total tax reduced from \$2529.06 to \$24.02.

Township of Linwood

Rickie Bartlett	R26 34 22 31 0077		
8440 239th Lane NE	8440 239th Lane NE	2020	6th
Stacy MN 55079-	Linwood MN		Reinert

Reason: Conversion correction 1B class . Tax capacity reduced from 1156 to 881. Total tax reduced from \$1253.02 to \$968.87.

Rickie Bartlett	R26 34 22 31 0078		
8440 239th Lane NE	Unassigned	2020	6th
Stacy MN 55079-	Linwood MN		Reinert

Reason: Conversion correction 1B class . Total tax reduced from \$26.26 to \$21.89.

Application For Homestead

City of Blaine

Mary Quiring	R12 31 23 22 0021		
12331 Ghia St NE	12331 Ghia St NE	2020	6th
Blaine MN 55449-	Blaine MN 55449		Reinert

Reason: Filaed to file for Homestead. Tax capacity reduced from 3017 to 2607. Total tax reduced from \$3530.70 to \$3078.76.

City of Coon Rapids

Oleksandr Zahorovskvy	R02 31 24 24 0022		
1224 129th Ave NW	1224 129th Ave NW	2020	5th
Coon Rapids MN 55448-	Coon Rapids MN 55448		Gamache

Reason: Filaed to file for Homestead. Tax capacity reduced from 3361 to 3291. Total tax reduced from \$4060.24 to \$3993.22.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
<u>City of Fridley</u>			
Ryan Marshall	R13 30 24 23 0036		
6566 Brookview Dr NE Fridley MN 55432-	6566 Brookview Dr NE Fridley MN 55432	2020	4th Meisner

Reason: Filaed to file for Homestead. Tax capacity reduced from 1997 to 1804. Total tax reduced from \$3097.16 to \$2844.06.

Application For Special Assessment

<u>City of St. Francis</u>			
Neil Beqari	R33 34 24 32 0039		
1215 Edmund Ave St. Paul MN 55104-	23270 Kerry St. NW St. Francis MN 55070	2020	1st Look

Reason: Assessment was paid off on 04/08/2019 and was put on tax bill in error.

Application For Value Reduction

<u>City of Andover</u>			
Janie & Jessie Killian	R12 32 25 44 0009		
16518 Roanoke St NW Andover MN 55304-	16518 Roanoke St NW Andover MN 55304	2020	7th Schulte

Reason: Conversion correction. Tax capacity reduced from 2056 to 1956. Value reduced from \$223,600 to \$213,600. Total tax reduced from \$2359.58 to \$2274.00.

Grant Schmitt	R16 32 24 42 0001		
2748 161st Ave NW Andover MN 55304-	2748 161st Ave NW Andover MN 55304	2020	2nd Braastad

Reason: Conversion correction. Tax capacity reduced from 2526 to 2447. Value reduced from \$474,400 to \$466,500. Total tax reduced from \$2537.38 to \$2399.36.

Thomas Beckelman	R23 32 24 24 0002		
1296 Crosstown Blvd NW Andover MN 55304-	1296 Crosstown Blvd NW Andover MN 55304	2020	2nd Braastad

Reason: Conversion correction. Tax capacity reduced from 2533 to 2459. Value reduced from \$267,200 to \$259,800. Total tax reduced from \$3329.26 to \$3265.20.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
<u>City of Anoka</u>			
Thomas & Judy Boros	R06 31 24 33 0087		
2259 Green Ave	229 Van Buren St	2020	7th
Anoka MN 55303-	Anoka MN		Schulte

Reason: Conversion correction. Tax capacity reduced from 2549 to 2471. Value reduced from \$252,300 to \$247,100. Total tax reduced from \$2956.10 to \$2858.36.

Lawrence Lennard	R07 31 24 43 0043		
3205 138th Ave NW	840 E River Rd	2020	7th
Andover MN 55304-	Anoka MN		Schulte

Reason: Conversion correction. Tax capacity reduced from 1813 to 1695. Value reduced from \$181,300 to \$169,500. Total tax reduced from \$2103.60 to \$1968.28.

Thomas Juergens	R27 33 25 31 0002		
19175 Jasper St NW	19175 Jasper St NW	2020	1st
Anoka MN 55303-	Anoka MN 55303		Look

Reason: Conversion correction. Tax capacity reduced from 3228 to 3136. Value reduced from \$331,100 to \$321,900. Total tax reduced from \$3314.64 to \$3245.26.

<u>City of East Bethel</u>			
Scott Hoffman	R20 33 23 41 0002		
10076 213th Ave NW	1778 Klondike Dr NE	2020	2nd
Elk River MN 55330-	East Bethel MN 55330		Braastad

Reason: Conversion correction. Tax capacity reduced from 3293 to 3184. Value reduced from \$329,300 to \$318,400. Total tax reduced from \$3628.10 to \$3527.36.

Gerald & Julie Casper	R27 33 23 24 0015		
2949 Viking Blvd NE	2949 Viking Blvd NE	2020	2nd
Wyoming MN 55092-	East Bethel MN 55092		Braastad

Reason: Conversion correction. Tax capacity reduced from 3943 to 3830. Value reduced from \$393,000 to \$385,500. Total tax reduced from \$4378.62 to \$4240.62.

<u>City of Ham Lake</u>			
Copart of Connecticut In	R32 32 23 42 0005		
14185 Dallas Pkwy Ste 300	1526 Bunker Lake Blvd	2020	2nd
Dallas TX 75254-	Ham Lake MN		Braastad

Reason: Conversion correction. Tax capacity reduced from 32001 to 31714. Value reduced from \$1,651,900 to \$1,623,200. Total tax reduced from \$48,564.18 to \$48,272.90.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
Daniel Krtnick	R33 32 23 42 0003		
13507 Radisson Rd NE Ham Lake MN 55304-	13507 Radisson Rd NE Ham Lake MN 55304	2020	2nd Braastad

Reason: Conversion correction. Tax capacity reduced from 3564 to 3489. Value reduced from \$361,800 to \$354,300. Total tax reduced from \$3634.12 to \$3577.98.

City of Nowthen

Dennis & Susan Leistico	R09 33 25 32 0002		
21453 Nowthen Blvd NW Elk River MN 55330-	21611 Nowthen Blvd NW Nowthen MN	2020	1st Look

Reason: Conversion correction. Tax capacity reduced from 2251 to 2171. Value reduced from \$225,100 to \$217,100. Total tax reduced from \$2804.96 to \$2740.08.

Jerry Hoppe	R17 33 25 14 0002		
21030 Engen Blvd NW Nowthen MN 55330-	21030 Engen Blvd NW Nowthen MN 55330	2020	1st Look

Reason: Conversion correction. Tax capacity reduced from 3167 to 3047. Value reduced from \$325,700 to \$313,700. Total tax reduced from \$3960.24 to \$3862.94.

John Belford	R26 33 25 22 0007		
19570 Cleary Rd Anoka MN 55303-	19570 Cleary Rd Nowthen MN	2020	1st Look

Reason: Conversion correction. Tax capacity reduced from 1856 to 1722. Value reduced from \$418,500 to \$409,500. Total tax reduced from \$1430.24 to 1133.56.

Catherine Gibbs	R28 33 25 12 0003		
7460 Viking Blvd NW Nowthen MN 55303-	7460 Viking Blvd NW Nowthen MN 55303	2020	1st Look

Reason: Conversion correction. Tax capacity reduced from 3549 to 3376. Value reduced from \$400,900 to \$389,400. Total tax reduced from \$4068.80 to \$3839.92.

Cha & Xiong Vang	R29 33 25 14 0012		
19435 Burns Pkwy NW Nowthen MN 55303-	19435 Burns Pkwy NW Nowthen MN	2020	1st Look

Reason: Conversion correction. Tax capacity reduced from 3191 to 3085. Value reduced from \$327,800 to \$317,200. Total tax reduced from \$3995.48 to \$3909.56.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
<u>City of Oak Grove</u>			
Chad & Destinee Working	R04 33 24 12 0002		
22529 Zion Pkwy NW	22529 Zion Pkwy NW	2020	1st
Oak Grove MN 55005-	Oak Grove MN 55005		Look

Reason: Conversion correction. Tax capacity reduced from 3602 to 3511. Value reduced from \$365,400 to \$356,300. Total tax reduced from \$3224.62 to \$3158.52.

<u>City of Ramsey</u>			
Links at Northfork GC LLC	R18 32 25 13 0016		
10816 Chatham Ct N	Unassigned	2020	1st
Burnsville MN 55337-	Ramsey MN		Look

Reason: Conversion correction. Tax capacity reduced from 11 to 3. Value reduced from \$8500 to \$200. Total tax reduced from \$14.58 to \$3.88.

<u>City of St. Francis</u>			
Thomas Widhalm	R30 34 24 14 0002		
24105 St Francis Blvd NW	4025 241st Ave NW	2020	1st
St Francis MN 55070-	St. Francis MN 55070		Look

Reason: Conversion correction. Tax capacity reduced from 2457 to 2332. Value reduced from \$256,400 to \$248,100. Total tax reduced from \$2954.22 to \$2794.54.

Vesta Minnesota Properties LLC	R36 34 25 42 0001		
3825 85th Ave N	23209 Bridgestone Rd NW	2020	1st
Brooklyn Park MN 55443-	St. Francis MN		Look

Reason: Conversion correction. Tax capacity reduced from 3110 to 3026. Value reduced from \$311,000 to \$302,600. Total tax reduced from \$3592.30 to \$3506.84.

<u>Township of Linwood</u>			
Theresa Gannon	R11 33 22 32 0001		
21464 Old Windsor Rd	8336 217th Ave NE	2020	6th
Welch MN 55089-	Linwood MN		Reinert

Reason: Conversion correction. Tax capacity reduced from 1350 to 1285. Value reduced from \$156,600 to \$150,100. Total tax reduced from \$1246.26 to \$1193.84.

Daniel Antisdal	R25 34 22 21 0002		
9170 245th ave NE	9170 245th Ave NE	2020	6th
Stacy MN 55079-	Linwood MN		Reinert

Reason: Conversion correction. Tax capacity reduced from 4922 to 4801. Value reduced from \$484,400 to \$472,300. Total tax reduced from \$5145.72 to \$5018.82.

Property Owner	PIN Number and Property Address	Payable Year	Commissioner District
Reubin Linz 23609 Sunset Rd NE Bethel MN 55005-	R31 34 22 22 0002 23609 Sunset Rd NE Linwood MN 55005	2020	6th Reinert

Reason: Conversion correction. Tax capacity reduced from 3142 to 3053. Value reduced from \$322,000 to \$313,100. Total tax reduced from \$3287.66 to \$3215.84.

The Anoka County Board of Commissioners held a regularly scheduled board meeting in Room #705 of the Anoka County Government Center. All members of the board were present. However, due to the applicable Governor's Emergency Executive Orders, and a determination by the board chair that public attendance was not feasible due to the health pandemic, there were no members of the public in the board room where this meeting was held. Notice of this meeting included that monitoring of this meeting by the public could be done through streaming over the internet or by telephone. Public monitoring in this manner was done pursuant to Minn. Stat. § 13D.021.

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

June 23, 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; and staff

Commissioner Braastad made motion granting reductions of valuation and/or abatements of taxes, special assessments, costs, penalties and/or interest as requested and approved by the county assessor, county auditor and/or county treasurer. (A full text of persons receiving tax abatements is on file and available for public inspection in the County Administration Office.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Look made motion accepting the regular claims paid over \$500 for the period ending June 5, 2020, and purchase-card claims paid for the period ending June 5, 2020. (Claims are on file in the County Administration Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Meisner made motion approving the minutes from the June 9, 2020, Anoka County board meeting. Commissioner Braastad seconded the motion. Motion carried unanimously.

Property Records and Taxation Division Manager Jonell Sawyer was recognized upon her retirement from Anoka County after 36 years of service.

Commissioner Schulte presented the Transportation Committee report from the meeting of June 15, 2020.

Highway

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

RESOLUTION #2020-73

**REVISING REGULATED PARKING ON
CSAH 24 (237th AVENUE NE)
FROM JACKSON STREET NE TO
1,300 FEET EAST OF JACKSON STREET NE**

WHEREAS, the Anoka County Board of Commissioners is responsible for the planning, construction and maintenance of the county highway system; and,

WHEREAS, the recognition of the need to regulate parking on segments of the county highway system, in response to changes in traffic patterns, adjoining development and reconstruction of highways, is a responsibility of the county board of commissioners; and,

WHEREAS, residents in the area, along with the City of East Bethel, have requested the regulated parking on CSAH 24 (237th Avenue NE) be restricted along the north side of the roadway to ensure public safety:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners prohibits parking along CSAH 24 (237th Avenue NE) as follows:

From Jackson Street NE to 1,300 feet east of Jackson Street NE – north side of the roadway only.

BE IT FINALLY RESOLVED that the county engineer be authorized to install signs as deemed necessary for the proper enforcement, and that a certified copy of this resolution be forwarded to the City of East Bethel.

Motion carried unanimously. Resolution declared adopted.

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

RESOLUTION #2020-74

**RESOLUTION TO ADOPT OUTDOOR DINING POLICY, SPECIAL CONDITIONS
AND TO AUTHORIZE THE ANOKA COUNTY HIGHWAY DEPARTMENT
TO ISSUE OUTDOOR DINING PERMITS WITHIN PUBLIC RIGHTS-OF-WAY**

WHEREAS, the County of Anoka, through its Highway Department, is the road authority for county highways and public rights-of-way, including enforcement and permitting of certain uses within rights-of way as outlined in Minn. Stat. §160.27 et seq.; and,

WHEREAS, in response to the COVID-19 pandemic, the state issued directives restricting capacity for many non-essential businesses, including local restaurants and bars, in an effort to slow the spread of the COVID-19 virus; and,

WHEREAS, consistent with the Minnesota Department of Transportation's (MnDOT's) response to COVID-19 restrictions where restaurant owners are permitted to use MnDOT right-of way for outdoor dining purposes, Anoka County also identifies a benefit to its residents and the local community by adopting a temporary policy and procedure to expand outdoor dining opportunities for local restaurants by using public rights-of-way, and that such expansion can be safely implemented through the use of an Outdoor Dining Permit; and,

WHEREAS, the Anoka County Highway Department will work with the cities and local business owners to establish compliance with all specifications and requirements of the Outdoor Dining Permit, with a top priority to ensure public safety:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby adopts the Outdoor Dining Policy and Special Conditions and authorizes the Anoka County Highway Department to issue Outdoor Dining Permits, in agreement with local municipalities, allowing restaurants in Anoka County to expand their outdoor seating and food and beverage services within public highway rights-of-way.

Motion carried unanimously. Resolution declared adopted.

3. Commissioner Meisner made motion approving Contract #C0007657, Joint Powers Agreement with the City of Spring Lake Park for Project SP 002-608-012, the reconstruction of CSAH 8 (Osborne Road) between Trunk Highway 47 and Trunk Highway 65 in the cities of Fridley and Spring Lake Park, subject to review by the county attorney as to form and legality. (Contract is on file in the Transportation Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.
4. Commissioner Meisner made motion approving Contract #C0007658, Joint Powers Agreement with the City of Fridley for Project SP 002-608-012, the reconstruction of CSAH 8 (Osborne Road) between

Trunk Highway 47 and Trunk Highway 65 in the cities of Fridley and Spring Lake Park, subject to review by the county attorney as to form and legality. (Contract is on file in the Transportation Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

5. Commissioner West made motion approving Contract #C0007882, Joint Powers Agreement with the City of Blaine for Project CP 20-14-00, a multi-agency, joint effort project to place bituminous surfacing on several parking areas at the National Sports Center (NSC) in the city of Blaine, subject to review by the county attorney as to form and legality. (Contract is on file in the Transportation Department.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Look presented the Finance and Capital Improvements Committee report from the meeting of June 16, 2020.

1. Commissioner Look made motion increasing the imprest (change) funds for Corrections Department - Courthouse from \$50.00 to \$300.00 to better meet the needs of the department. Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.
2. Commissioners Meisner and Look offered the following resolution and moved its adoption:

RESOLUTION #2020-75

**RESOLUTION ADOPTING
PERFORMANCE MEASUREMENT PROGRAM**

WHEREAS, pursuant to the requirements of 2010 Minnesota Laws Chapter 389, Article 2, Sections 1 and 2 ("2010 Law"), the Minnesota State Legislature developed a Performance Measurement Program that is voluntary for counties and cities; and,

WHEREAS, pursuant to the 2010 Law, the Council on Local Results and Innovation submitted a recommended standard set of 'Model Performance Measures for Counties', a copy of which are on file in the office of the Anoka County Administrator; and,

WHEREAS, there are direct financial impacts for participation in this program; and,

WHEREAS, participation in the Performance Measurement Program will allow the county to be better prepared for enhanced or expanded performance measurement initiatives from the State of Minnesota; and,

WHEREAS, implementing an outcomes-based system of program evaluation is in the best interests of every Minnesota citizen and local governments that desire to maximize public resources and enhance the quality of life in their communities to the fullest extent possible:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners desires to participate in the Performance Measurement Program and hereby adopts the 'Model Performance Measures for Counties' which are on file in the office of the Anoka County Administrator.

(Model Performance Measures for Counties are on file in the County Administration Office.)

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

Commissioner Braastad presented the Human Services Committee report from the meeting of June 16, 2020, which also acts as the Local Social Services Agency and Health Board.

CONSENT

1. Commissioner Braastad made motion approving the following, subject to review by the county attorney as to form and legality. (Contracts are on file in the Human Services Department.):

Community Corrections

- A. Entering into Contract #C0007988, Joint Powers Agreement renewal with the Minnesota Department of Corrections Work Release Unit to house select inmates at the Anoka County Workhouse at a rate of \$57.50 per day per offender (0%) from July 1, 2020, through June 30, 2021.

Social Services

- B. Applying for and accepting additional CARES Act and Title III-E funding, Contract #C0007636, from the Metropolitan Area Agency on Aging (MAAA) for the Family Caregiver Connection Program in an amount of \$231,358 from January 1, 2020, through December 31, 2020.
- C. Entering into Contract #C0007296 (Amendment II) with The Salvation for Family Homeless Prevention and Assistance Program services in an amount of \$19,550 from July 1, 2019, through September 30, 2021.
- D. Entering into Contract #C0007957 (renewal) with Community and Family Services, LLC, for Family Group Decision Making facilitator services at \$6,110.69 per month (+2.8%) from July 1, 2020, through June 30, 2021. Contract maximum is \$73,328.27.
- E. Amending the disability transportation service rate to \$17 per trip during Peacetime Emergency Order waivers or until December 31, 2020, for the following Day/Employment Services providers:
- Achieve Services, Inc., Contract #C0007514
 - Opportunity Partners, Contract #C0007525
 - Opportunity Services, Contracts #C0007526 and #C0007527
 - Rise, Inc., Contracts #C0007530 and #C0007531

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

* * *

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

RESOLUTION #2020-76

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 May 2020: Medical Assistance and General Assistance medical payments in the amount of \$279,124.93 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.

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

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

RESOLUTION #2020-77

APPOINTING PRIVACY OFFICIALS PURSUANT TO HIPAA GUIDELINES

WHEREAS, the 1996 Health Insurance Portability and Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH), and corresponding regulations including the Privacy, Security, and Breach Notification Rules impose a variety of requirements on public and private entities that meet the definition as a covered entity; and,

WHEREAS, Anoka County is a hybrid covered entity as defined by such laws because its business activities include the performance of certain health-related functions that are considered covered functions, and Anoka County's Group Health Plan is a covered entity under the HIPAA regulations and must comply with HIPAA requirements; and,

WHEREAS, because Anoka County has certain covered functions identified as the Anoka County Covered Entities consisting of the Health Care Component and the Health Plan Component, the county is required to appoint a privacy official pursuant to 45 C.F.R. S 164.530; and,

WHEREAS, the covered functions in the county fall under two separate provisions: Health Care Provider and Health Plan; and,

WHEREAS, Anoka County's privacy official for the Health Care Component and the Health Plan Component as appointed in Resolution #2016-63 is no longer able to perform the duties as privacy official:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners reappoints Cindy Cesare as the Health Care Component Privacy Official and Steph Beito-Ziemer as the Health Plan Component Anoka County Privacy Official. The privacy officials are responsible for the development and implementation of policies and procedures for Anoka County.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners delegates authority to the Anoka County Privacy Officials to designate the contact person responsible for receiving complaints in those departments, units and programs designated as the Anoka County Covered Entities.

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

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

RESOLUTION #2020-78

**ACCEPTING MINNESOTA HOUSING FUNDING FOR THE
HOMEWORK STARTS WITH HOME PLANNING GRANT
(GRANT CONTRACT #C0007791)**

WHEREAS, the State of Minnesota has appropriated \$100,885 in Homework Starts with Home Planning funding to Minnesota Housing for grant terms of August 1, 2020, through July 31, 2021, and,

WHEREAS, Anoka County has met all requirements of the grant application and has been awarded \$40,000 by Minnesota Housing. The planning grant will assist organizations to establish partnerships and build the capacity necessary to apply for Homework Starts with Home Program grant funds in the future to assist families with children in Anoka County schools to maintain housing and avoid episodes of homelessness; and,

WHEREAS, in order to accept the grant funds, Anoka County must agree to conditions of the grant by the Board of Directors:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners approves entering into Grant Contract #C0007791 with Minnesota Housing to conduct the Homework Starts with Home Planning Grant. The grant funding will be utilized to work with community partners and program participants to prepare for future Homework Starts with Home Program funding.

BE IT FURTHER RESOLVED that the Anoka County Human Services Division Manager be authorized to execute the grant contract on behalf of Anoka County.

(Contract is on file in the Human Services Department.)

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

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Commissioner Meisner presented the Property Records and Taxation Committee report from the meeting of June 15, 2020. All items were of an informational nature and required no board action. (Report is on file in the County Administration Office.)

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Commissioner Braastad presented the Public Safety Committee report from the meeting of June 16, 2020.

Sheriff

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

RESOLUTION #2020-79

**COUNTY BOARD AUTHORIZATION OF SIGNATORY
FOR THE 2020 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY AGREEMENT
(CONTRACT #C0007975)**

WHEREAS, under the provisions of Minnesota Statutes §86B (1990), the Sheriff of each county is required to carry out the provisions of Minnesota Statutes §86B 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, watercraft inspection, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's duties"; and,

WHEREAS, in connection with the Sheriff's duties, Minnesota Statutes §86B.701, provides that the county submits to the Commissioner of Natural Resources a budget to carry out the Sheriff's duties; and,

WHEREAS, Minnesota Statutes §86B.701, and the 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. The state will pay the county the amount of \$24,893 for the term of January 1, 2020, through June 30, 2021, for boat and water safety activities:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes the chair of the Anoka County Board of Commissioners and the county administrator to sign the agreement for the 2020 Boat and Water Safety Agreement (Contract #C0007975).

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Commissioner of Natural Resources.

(Contract is on file in the Sheriff's Office.)

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

2. Commissioner West made motion approving Contract #C0007997, National Forensic Sciences Improvement 2020 Grant Agreement, in the amount of \$25,801 and a term of June 1, 2020, through December 31, 2020, subject to review by the county attorney as to form and legality. (Contract is on file in the Sheriff's Office.) Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

County Administration

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

RESOLUTION #2020-80

**ANOKA COUNTY SUPPORT OF NEW
MINNESOTA STATE EMERGENCY OPERATIONS CENTER**

WHEREAS, Minnesota residents have experienced fourteen presidential and forty state-declared disasters in the last decade; and,

WHEREAS, Minnesota residents depend on state and local agencies to come together in the State Emergency Operations Center ("SEOC") to support and coordinate the state's response to a disaster or emergency; and,

WHEREAS, there are significant concerns regarding the location, accessibility and capabilities of the current SEOC; and,

WHEREAS, Governor Walz has recommended \$29.545 million to acquire land, design, develop, construct and equip a new SEOC and Homeland Security and Emergency Management Office ("HSEM"); and,

WHEREAS, an opportunity exists to develop a facility in Anoka County that can house the SEOC, HSEM and a training center for state and local government personnel:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners joins with others to support the recommendation to relocate the SEOC and HSEM Office.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Minnesota Department of Public Safety.

Motion carried unanimously. Resolution declared adopted.

Commissioner West made motion approving Contract #C0008005, Employment Agreement Between Pam J. LeBlanc for Services as Division Manager of Property Records and Taxation, subject to review by the county attorney as to form and legality. (Contract is on file in the Employee Relations Department.) Commissioner Look seconded the motion. Upon roll call vote, Commissioners Look, Braastad, West, Gamache, Reinert, and Schulte voted "yes." Commissioner Meisner abstained. Motion carried.

Commissioner Look offered the following resolution and moved its adoption:

RESOLUTION #2020-81

**RELATING TO THE APPOINTMENT OF PAM J. LeBLANC
AS DIVISION MANAGER OF PROPERTY RECORDS AND TAXATION**

WHEREAS, the Anoka County Board of Commissioners (the "County Board") has the authority to organize various departments and divisions to promote efficiency in operations and to enhance service to the public pursuant to laws of Minnesota; and,

WHEREAS, the position of Division Manager of Property Records and Taxation will be vacant upon the departure of Jonell Sawyer on June 26, 2020; and,

WHEREAS, the County Board believes that appointment of the division manager of Property Records and Taxation will continue the efficiency of county government and the delivery of services to the public; and,

WHEREAS, Pam J. LeBlanc has the knowledge, expertise, and experience necessary to hold that position. Her experience includes 36 years in various parts of that division, including property tax, elections, license centers, property records, office administration management, and land commissioner. And for the last seven of those 36 years, she has served admirably and effectively as the Director of Property Records and Taxation:

NOW THEREFORE, BE IT RESOLVED that Pam J. LeBlanc is hereby appointed to serve as the Division Manager of Property Records and Taxation effective June 27, 2020.

BE IT FURTHER RESOLVED that the history of duties assigned to this position and its previous iterations can be found in Resolutions #89-72 (changing the positions of County Auditor, County Recorder, and County Treasurer from elected to appointed under the authority of Minn. Stat. §383E.03); #90-121 (creating the position of Division Manager of Property Records and Taxation and outlining its duties, including many previously assigned to the elected County Auditor and Treasurer); #93-56 (transferring duties of the Recorder and Registrar to this division manager); #93-67 (reorganizing the Division of Property Records and Taxation to include duties of the County Recorder and various other duties); #2012-38 (assigning responsibilities for Elections, Vital Statistics, and certain County Auditor duties to this division manager); #2012-128 (designating the sitting Division Manager of Property Records and Taxation as the local Registrar of Vital Statistics).

BE IT FURTHER RESOLVED that the County Board affirms that the job duties of the Division Manager of Property Records and Taxation is currently contained in the Position Description Questionnaire appended to and incorporated in Contract No. C0008005, the Employment Agreement defining the employment relationship of Pam J. LeBlanc and Anoka County for services as Division Manager of Property Records and Taxation.

BE IT FURTHER RESOLVED that the duties of Division Manager of Property Records and Taxation may be amended at any time in accordance with Paragraph V(A) of the Employment Agreement without affecting the validity of this resolution.

Commissioners Look, Braastad, West, Gamache, Reinert, and Schulte voted “yes.” Commissioner Meisner abstained. Motion carried. Resolution declared adopted.

Commissioner Braastad made motion approving an Anoka County Food Truck Special Use Permit with the addition of the following language:

Licensing of Food Truck

All temporary food stands, food trucks and food carts must be licensed in Anoka County. This permit does not act as an alternative to required licensing by the County Environmental Services Department. See Anoka County Environmental Services website for more information. <https://www.anokacounty.us/3851/Temporary-Food-Stand-Food-Trucks-Food-Ca>.

Commissioner Meisner seconded the motion.

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Commissioner Reinert made motion to add an amendment recommending a review of the process be completed at the end of the food truck season. Commissioner Gamache seconded the motion. Chair Schulte indicated he thought the motion was a friendly amendment and Commissioner Braastad did not object to the amendment.

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On the motion to approve the Anoka County Food Truck Special Use Permit, as amended, Commissioners Braastad, West, Meisner, Gamache, Reinert, and Schulte voted “yes.” Commissioner Look voted “no.” Motion carried.

Committee appointments:

1. Commissioner Meisner made motion reappointing Jon Erickson and Jill Brown to the Anoka County Community Action Program, representing the public sector, for terms expiring May 2023. Commissioner West seconded the motion. Motion carried unanimously.
2. Commissioner Look made motion reappointing Judge John Dehen, as a Judicial Representative, to the Community Corrections Advisory Board for a two-year term ending June 2022. Commissioner Gamache seconded the motion. Motion carried unanimously.

The county board meeting was adjourned at 10:45 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.