

ANOKA COUNTY BOARD AGENDA

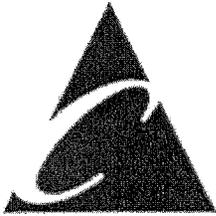
FOR THE OCTOBER 8, 2019, COUNTY BOARD MEETING

9:30 A.M.

County Board Room #705 - Government Center

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

| | |
|-------------|----------------|
| District #1 | Matt Look |
| District #2 | Julie Braastad |
| District #3 | Robyn West |
| District #4 | Mandy Meisner |
| District #5 | Mike Gamache |
| District #6 | |
| District #7 | Scott Schulte |
- Others:
4. Tax claims and abatements.
5. Consider accepting the regular claims paid over \$500 for the period ending September 30, 2019, and purchase-card claims paid for the period ending September 28, 2019. **See attached** action item worksheet.
6. Approval of minutes from the September 24, 2019, county board meeting.
7. Chair's remarks.
 - A. Consider, for informational purposes, the presentation of the Anoka County Veteran Services Annual Report.
8. Committee reports.
 - A. Management Committee report.
 - B. Transportation Committee report.
 - C. Internal Audit Committee report.
 - D. Parks Committee report.



ANOKA COUNTY BOARD

ACTION ITEM

October 8, 2019

FINANCE & CENTRAL SERVICES

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| ACTION REQUESTED | Motion for acceptance of the regular claims paid over \$500 for the period ending September 30, 2019, and purchase-card claims paid for the period ending September 28, 2019. |
| BACKGROUND | Resolution 2019-107 delegated the Finance & Central Services Division Manager the authority to pay all claims of the County. |
| SOLUTIONS | Pursuant to Resolution 2019-107 and Minn. Stat. §375.18, the list of all claims paid since the last regularly scheduled Board Meeting is now presented to the Board for informational purposes and acceptance. The Claims Register is on file with the Clerk of the Board. |
| RECOMMENDATIONS | Recommend approval. |

ANOKA COUNTY

MANAGEMENT COMMITTEE REPORT

FOR THE OCTOBER 8, 2019, COUNTY BOARD MEETING

The Management Committee meeting was held on September 24, 2019, at 8:45 a.m. in Master Conference Room #772 of the Anoka County Government Center, Anoka, Minnesota.

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

Others – Commissioners Scott Schulte and Mandy Meisner; Steph Beito-Ziemer, Interim Employee Relations Director; Rhonda Sivarajah, County Administrator; Marcy Crain, Chief Deputy County Attorney; John Lenarz, License & Passport Services Manager; Cory Kampf, Finance and Central Services Division Manager; Cindy Cesare, Human Services Division Manager; Dee Guthman, Deputy County Administrator; Andrew Dykstra, Facilities Management and Construction Director; Kevin Halweg, Chief Deputy; Peter Bodley, ABC Newspapers; Wes Volkenant, citizen; and Teresa Swoyer, Administrative 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. Refund/Fill - Human Services/Job Training Center - effective October 8, 2019 - not provided for in the budget - contingent on MN Department of Employment and Economic Development grant funding - vacancy effective March 31, 2018. PC#1992001463

1.0 FTE Senior Vocational Counselor - Grade C012, range \$23.28 to \$34.90 per hour.

See attached position action form.
 - B. Restructure/Fill - Sheriff's Office - effective October 8, 2019 - vacancy effective April 12, 2019. PC#2018003312

FROM: 1.0 FTE Administrative Services Assistant - Grade B009, range \$17.45 to \$26.57 per hour.

TO: 1.0 FTE Administrative Services Coordinator - Grade C013, range \$25.68 to \$42.61 per hour.

See attached position action form.

*Requires board approval.

Information Items

1. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, the Management Committee approved the consent items. **See attached** consent items.

2. The Management Committee recommended approving an amendment to Contract #C0000990, Commercial Lease Agreement with Foley Partners, LLC, to lease an additional 3,151 square feet of space for the Coon Rapids License Center at 455-99th Avenue in Coon Rapids at a decreased rate of \$19.00 per square foot for the entire area for 3 years, after which there would be an increase of \$0.25 per square foot annually and to extend the lease through December 31, 2027, with two, five-year extension options.

This matter was referred directly to the county board for action at their meeting of September 24, 2019.

ANOKA COUNTY

CONSENT ITEMS

FROM THE SEPTEMBER 24, 2019, MANAGEMENT COMMITTEE MEETING

1. Travel requests at the request and recommendation of the respective department heads in accordance with the Travel and Expense Policies:
 - A. Rhonda Sivarajah, County Administrator; Cindy Cesare, Human Services Division Manager; and any county commissioner to attend the 2019 Association of Minnesota Counties Annual Conference - St. Cloud, MN - 3 days, December 2019 - costs for each to include \$375 registration, \$447 lodging, \$58 mileage, \$111 per diem.
 - B. Patti Hetrick, Budget Director, and Yvonne Kirkeide, Accounting Manager - Finance and Central Services - to attend OpenGov Annual User Training event - San Francisco, CA - 3 days, October 2019 - costs for each to include \$500 lodging, \$190 per diem, \$400 air fare, \$156 ground transportation, \$41 mileage, and \$60 parking.
 - C. Kati Neher, Program Coordinator - Human Services/Job Training Center - to attend Senior Community Services Employment Program Project Directors and Coordinators Orientation - Silver Spring, MD - 4 days, November 2019 - costs, which are 100% funded by Senior Service America, Inc., to include \$1,028 lodging, \$220 meals, \$490 air fare, and \$18 ground transportation.
 - D. Stacey Hendren and Becky Walpole, Branch Managers - Library - to attend Public Library Association National 2020 Conference - Nashville, TN - 6 days, February 2020 - costs for each, which are 100% funded by MELSA training funds, to include \$305 registration, \$275 per diem, \$375 air fare, \$60 ground transportation, and \$80 parking. Total lodging cost is \$1,495 (sharing room).

POSITION ACTION FORM

Revised 06/21/19

| | | |
|---|---|--|
| Department Job Training Center | | |
| Position effective date 09/16/2019 | Management Committee meeting date 09/24/2019 | Board meeting date 10/08/2019 |

| | |
|-------------------------|---|
| Action requested | Requesting to fill this unbudgeted position PCN 1992001463 Senior Vocational Counselor. |
|-------------------------|---|

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| Background | The Job Training Center has received grant funding that requires JTC to assigned a Senior Vocational Counselor to the project. Grant funds will fund this contingent position. |
|-------------------|--|

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| Recommendations | To approve the filling of this contingent position. |
|------------------------|---|

| Funding source | Budget adjustment current year | Budget adjustment future years |
|-----------------------|---------------------------------------|---------------------------------------|
| Grant funded | \$22,500.00 | \$90,000.00 |

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| Funding description | MN DEED (Department of Employment and Economic Development) - Pathways to Prosperity award for the Integrated Re-entry and Occupational Cohorts |
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| | |
|---------------------------------------|-------------------------------------|
| Submitted by Nicole Swanson | Date submitted 09/16/2019 |
|---------------------------------------|-------------------------------------|

POSITION ACTION FORM

Revised 06/21/19

| | | |
|--|--|---|
| Department Sheriff's Office | | |
| Position effective date 09/28/2019 | Management Committee meeting date 09/24/2019 | Board meeting date 10/08/2019 |

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|---------------------|---|--------------------------------|
| Action requested | Restructure Vacant Administrative Services Assistant to Administrative Services Coordinator | |
| Background | <p>This was a new position in 2018, once the position was filled it became clear quite early that the expectations and requirements needed in the position were developing into a higher level position. We had planned to develop the position and the person out of necessity and have the position re-evaluated. Unfortunately, the employee was offered a position with the City of Blaine making substantially more money than we could offer at the current grade level. Since the position had been new we took time to evaluate exactly what we now knew was required taking into consideration succession planning, the needs of the Office and evaluating the appropriate placement of important job duties into this position. We submitted an updated position description questionnaire to Employee Relations and they determined the position was now appropriately graded at a Grade 13.</p> | |
| Recommendations | Restructure a vacant 1.0 FTE Grade 9 Administrative Services Assitant to a 1.0 FTE Grade 13 Administrative Services Coordinator | |
| Funding source | Budget adjustment current year | Budget adjustment future years |
| Current budget | \$0.00 | \$0.00 |
| Funding description | Sheriff's Office Budget | |

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|---------------------------------------|------------------------------|
| Submitted by James Stuart, Sheriff | Date submitted 09/11/2019 |
|---------------------------------------|------------------------------|

**TRANSPORTATION COMMITTEE REPORT
FOR THE OCTOBER 8, 2019
COUNTY BOARD MEETING**

The Transportation Committee meeting was held on Monday, September 30, 2019 at 9:00 a.m. in Conference Room 772 at the Anoka County Government Center in Anoka, MN.

Committee Members Present: Commissioners Schulte (Chair), West, Look, Braastad
Department Staff Present: Doug Fischer, Joe MacPherson, Amy Honer, Jill Kent
Others Present: Commissioner Mandy Meisner; Rhonda Sivarajah, County Administrator;
Christine Carney, Asst County Attorney; Melissa Barnes, MnDOT; Beth Engum, Kimley-Horn & Associates; Wes Volkenant, Andover Resident

ACTION ITEMS

Highway

1. The committee recommends approval of Resolution #2019-TR26, requesting a Speed Zone Study on CSAH 26 (Gopher Drive NE/229th Avenue NE) from CSAH 24 (237th Avenue NE) to East Bethel Boulevard NE, as requested by the City of East Bethel.
2. The committee recommends approval to enter Joint Powers Agreement (#C0006393) with the City of Coon Rapids for Anoka County Project SP 002-678-025, the reconstruction of CSAH 78 (Hanson Boulevard) between CSAH 11 (Northdale Boulevard) and CSAH 14 (Main Street).

INFORMATION ITEMS

Highway

3. The committee received and discussed the updated status of the MnDOT TH 47 Corridor Planning Study in the City of St. Francis.
4. The committee reviewed Transportation Division agreements executed since last meeting.
5. The committee reviewed Corridor Updates and Project Progress.
6. The committee received comments from Wes Volkenant, Andover Citizen, recognizing Doug Fischer's upcoming retirement, the Speed Zone Study on CSAH 26, and the TH 47 Corridor Planning Study.



ANOKA COUNTY BOARD ACTION ITEM

September 30, 2019

TRANSPORTATION DIVISION

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|-----------------------|---|
| ACTION REQUESTED | <i>Consider recommending for approval Resolution #2019-TR26, requesting a Speed Zone Study on CSAH 26 (Gopher Drive NE/229th Avenue NE) from CSAH 24 (237th Avenue NE) to East Bethel Boulevard NE, as requested by the City of East Bethel.</i> |
| BACKGROUND | <i>This section of CSAH 26 is a statutory 55 mph route and has never had an official MnDOT Speed Zone Study conducted on it. Residents in the area and officials at the City of East Bethel are concerned with safety impacts of vehicle speeds along this route. The City of East Bethel has subsequently requested the completion of a MnDOT Speed Zone Study on this section of CSAH 26.</i> |
| PREVIOUS ACTION TAKEN | <i>None</i> |
| COMMENTS | |
| RECOMMENDATIONS | <i>Approval of the Resolution.</i> |

RESOLUTION #2019-TR26

**REQUEST FOR SPEED ZONE STUDY ON
COUNTY STATE AID HIGHWAY 26 (GOPHER DRIVE NE/229TH AVENUE NE)
FROM CSAH 24 (237TH AVENUE NE) TO EAST BETHEL BOULEVARD NE
IN THE CITY OF EAST BETHEL**

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

WHEREAS, the recognition for the need to study legally-ordered speed zones 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, this area has experienced increased residential/commercial development and traffic volumes; and,

WHEREAS, officials in the City of East Bethel are concerned with the speed of vehicles traveling on this portion of County State Aid Highway (CSAH) No. 26 (Gopher Drive NE/229th Avenue NE); and,

WHEREAS, this portion of CSAH 26 has not had a speed zone study completed or requested on it and consequently has a 55mph statutory speed limit; and,

WHEREAS, officials within the City of East Bethel have requested that a speed zone study be conducted; and,

WHEREAS, the conducting of appropriate engineering studies and the establishment of safe and reasonable speed limits on segments of the county highway system is by statute the responsibility of the State Commissioner of Transportation:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby requests the State Commissioner of Transportation to conduct the necessary studies and prepare orders for safe and reasonable speed limits on:

CSAH 26 (Gopher Drive NE/229th Avenue NE) from CSAH 24 (237th Avenue NE) to East Bethel Boulevard NE, within the City of East Bethel.

BE IT FINALLY RESOLVED, that certified copies of this resolution be forwarded to the State Commissioner of Transportation and the City of East Bethel.



ANOKA COUNTY BOARD ACTION ITEM

September 30, 2019

TRANSPORTATION DIVISION

| | |
|-----------------------|--|
| ACTION REQUESTED | <i>Consider recommending approval to enter Joint Powers Agreement (#C0006393) with the City of Coon Rapids for Anoka County Project SP 002-678-025, the reconstruction of CSAH 78 (Hanson Boulevard) between CSAH 11 (Northdale Boulevard) and CSAH 14 (Main Street).</i> |
| BACKGROUND | <p><i>In 2016, the Anoka County Highway Department applied for and secured Surface Transportation Block Group Program (STBGP) funds through the Regional Solicitation for the reconstruction of Hanson Blvd between CSAH 11 (Northdale Blvd – north of TH 10) and CSAH 14 (Main Street). The reconstruction project includes the addition of turn lanes, raised concrete medians, pedestrian facilities, signal replacement at 121st Ave N.W., and other safety improvements.</i></p> <p><i>Construction is scheduled to begin in the spring of 2020 and be completed by the end of the year.</i></p> |
| PREVIOUS ACTION TAKEN | <p><i>9/12/17 – approved Contract #C0005923 Purchase of Service with HDR Consulting Group for design, environmental documentation completion, and engineering services.</i></p> <p><i>3/19/18 – authorization to negotiate JPA with city of Coon Rapids</i></p> <p><i>4/30/18 – resolution to acquire ROW</i></p> |
| COMMENTS | |
| RECOMMENDATIONS | <p><i>Approval.</i></p> <p><i>Document is on file and available for review at:</i></p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> County Highway Dept.<input type="checkbox"/> County Administration<input type="checkbox"/> _____ |

**ANOKA COUNTY
INTERNAL AUDIT COMMITTEE REPORT**

FOR THE OCTOBER 8, 2019 COUNTY BOARD MEETING

The Internal Audit Committee meeting was held on Monday, September 23, 2019, in Master Conference Room #772, Anoka County Government Center, Anoka, Minnesota.

Present: Commissioner Matt Look, Chair; Commissioner Scott Schulte; Robert Thistle, Citizen Member; Brian Page, Citizen Member

Absent: Rhonda Sivarajah, County Administrator

Others Present: Commissioner Mandy Meisner; Chuck Denninger, Internal Auditor; Cory Kampf, Finance & Central Services Division Manager; Brenda Pavelich-Beck, Accounting Director; John Lenarz, License Bureau Director; Dee Guthman, Deputy County Administrator; Commander Wayne Heath; Joshua Kent, Accounting Manager; Wes Volkenant, Citizen

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

The report of the June 24, 2019, committee meeting was approved as written.

Information Items

1. The committee approved the Summary Report of the Limited Audit of Cash Handling within the License Centers. A limited audit of License Center Services was conducted of cash handling, summarization and balancing procedures, and the daily preparation of deposits for transportation to the bank. The Internal Auditor obtained an understanding of the significant cash handling-related risks, worked with License Center management to identify existing key internal controls, and validated the controls operated as management designed and intended. Limited detail testing was performed by judgmentally selecting a number of daily cash deposit recaps for all License Centers. Analytical reviews of the receipts were made for all sites for the month of June and the deposits were agreed to the bank statements.

Procedures were adequate to ensure cash is accurately recorded, secured, and deposited on a timely basis. Internal Audit is not making any audit recommendations at this time.

2. The committee approved the Summary Report of the Limited Audit of Cash Handling within the Sheriff's Office. The Internal Auditor performed a limited review focusing on cash and check payments made to the Sheriff's Office to ensure payments received from citizens were accurately receipted, recorded, summarized, and deposited on a timely basis. Overall, internal controls were deemed to be functioning as management intended. In one department, a concentration of duties was identified. The Internal Auditor recommended management should give consideration to reassigning one of the key accounting duties within the Civil department. In addition, consideration should be given to automating the Permits receipting, recording, and summarization process. Management agreed and took immediate corrective action to address the concentration of duties concern.
3. The Internal Auditor presented a verbal report on the Bunker Beach Wave Pool.
4. The committee approved the Internal Auditor's November 2019 travel to be an instructor for the Institute of Internal Auditors (IIA). All travel costs will be paid by the IIA.
5. The next meeting of the Internal Audit Committee will be in December 2019.

The meeting was adjourned at 9:25 a.m.

PARKS COMMITTEE REPORT
FOR THE TUESDAY, OCTOBER 8, 2019
COUNTY BOARD MEETING

The Parks Committee meeting was held on Tuesday, October 1 at the Bunker Hills Activities Center.

Committee Members Present: Commissioner Matt Look; Commissioner Robyn West

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

Others Present: Christine Carney, Assistant County Attorney; Laurie Elvig, Accountant

Action Items:

1. The Committee recommends that the County Board award two contracts to Minnesota Wisconsin Playground for the design and installation of two playgrounds; \$165,000 for Rum River North County Park (Anoka County Contract #C0007512) and \$175,000 for Rum River Central Regional Park (Anoka County Contract #C0007513).
2. The Committee recommends that the County Board to authorize a Memorandum of Understanding (MOU) with the National Park Service for a display panel at Coon Rapids Dam Regional Park Visitor Center (Anoka County Contract #C0007511) and authorize Jeff Perry, Parks Director to execute said documents on the County's behalf.

Committee Action Items:

3. The Committee authorized staff to submit an Emerald Ash Borer in Community Forests grant application to the Minnesota Department of Natural Resources.

Informational Items:

4. The Committee discussed adjusting vehicle entry permit fees to recognize the service of all veterans.
5. The Committee recognized the outstanding, lifesaving effort of Sheila Sunderland, Park Services Ranger.
6. The Committee was informed of the status of the 2019 Chomonix Golf Course Operations (June 1 – August 31).
7. The Committee was informed of contracts executed by the Parks Department since the last 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 – CONTRACT AWARD – PLAYGROUND REPLACEMENT

Parks Committee

Committee Date: October 1, 2019

County Board Date: October 8, 2019

Action Requested

For the Committee to recommend to the County Board to award two contracts to Minnesota Wisconsin Playground for the design and installation of two playgrounds; one at Rum River North County Park (Anoka County Contract #C0007512) and Rum River Central Regional Park (Anoka County Contract #C0007513).

Previous Committee / County Board Action

July 2019 – Budget Informational Item (RRN)
June 2019 – Grant Authorization for RRC Playground
January 2019 – 10-year project forecast review
June 2018 – 5-year CIP review

Background / Analysis

The playgrounds at Rum River North County Park and Rum River Central Regional Park are both at the end of their life-cycle and need to be replaced. Parks staff worked with the Purchasing Department to issue a Request for Proposal for the playgrounds. Two vendors replied. Based on feedback from Park staff, the proposals from Minnesota Wisconsin Playground for both Rum River North County Park and Rum River Central Regional Park were determined to be the best fit for the County.

The cost for the playground at Rum River North County Park is \$165,000 and is funded 50% by a DNR Outdoor Recreation Grant and the remaining through the County.

The cost for the playground at Rum River Central Regional Park is \$175,000 and is fully funded through the Met Council's Regional Park Capital Improvement Program.

If awarded the contract, the playgrounds are anticipated to be installed in the summer of 2020.

Conclusion / Recommendation

For the Committee to recommend to the County Board to award two contracts to Minnesota Wisconsin Playground for the design and installation of two playgrounds; one at Rum River North County Park (Anoka County Contract #C0007512) and Rum River Central Regional Park (Anoka County Contract #C0007513).

Supporting Documents

Proposals
Layout and renderings

Lead Staff

Jake Thompson, Landscape Planner

COUNTY BOARD ACTION ITEM 2 – MEMORANDUM OF UNDERSTANDING – NATIONAL PARK SERVICE

Parks Committee

Committee Date: October 1, 2019

County Board Date: October 8, 2019

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| <p>Action Requested For the Committee to recommend to the County Board to authorize a Memorandum of Understanding (MOU) with the National Park Service for a display panel at Coon Rapids Dam Regional Park Visitor Center (Anoka County Contract #C0007511) and authorize Jeff Perry, Parks Director to execute said documents on the County's behalf.</p> |
| <p>Previous Committee / County Board Action N/A</p> |
| <p>Background / Analysis In the past, the Parks Department has partnered with the National Parks Service/Mississippi National River Recreation Area (NPS/MISS) to provide interpretive information throughout Coon Rapids Dam Regional Park and the Visitor Center. The proposed MOU is for the installation of a kiosk display at the Coon Rapids Dam Visitor Center. The MOU outlines responsibilities for each party until such time the program is ended. Park staff believe this partnership to be beneficial to both parties. There are no costs associated with the MOU.</p> |
| <p>Conclusion / Recommendation For the Committee to recommend to the County Board to authorize a Memorandum of Understanding (MOU) with the National Park Service for a display panel at Coon Rapids Dam Regional Park Visitor Center (Anoka County Contract #C0007511) and authorize Jeff Perry, Parks Director to execute said documents on the County's behalf.</p> |
| <p>Supporting Documents MOU</p> |
| <p>Lead Staff Karen Blaska, Park Planner</p> |

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

October 8, 2019

| Property Owner | PIN Number and Property Address | Payable Year | Commissioner District |
|---|---|--------------|-----------------------|
| Application For Disability Exemption | | | |
| <u>City of Blaine</u> | | | |
| Daniel Heathfield | R18 31 23 24 0047 | | |
| 11391 President Dr NE Blaine MN 55434- | 11391 President Dr NE Blaine MN 55434 | 2019 | 3rd West |
| Reason: Approved to go from 70% to 100%. Tax capacity lowered from 678 to 0. No change in value. Total tax reduced from \$827.48 to \$0.00. | | | |
| Application For Homestead | | | |
| <u>City of Coon Rapids</u> | | | |
| Stanislav Guly | R10 31 24 41 0062 | | |
| 14297 205th Ave NW Elk River MN 55330- | 12012 Ibis Cir NW Coon Rapids MN | 2019 | 5th Gamache |
| Reason: Failed to File. Tax capacity lowered from 1485 to 1246. No change in value. Total tax reduced from \$2861.73 to \$2627.63. | | | |
| Kenneth Solem | R16 31 24 22 0093 | | |
| 3103 116th Ave NW Coon Rapids MN 55433- | 3103 116th Ave NW Coon Rapids MN 55433 | 2017 | 7th Schulte |
| Reason: Clerical Error. Tax capacity lowered from 1907 to 1706. No change in value. Total tax reduced from \$2660.35 to \$2446.78. | | | |
| Kenneth Solem | R16 31 24 22 0093 | | |
| 3103 116th Ave NW Coon Rapids MN 55433- | 3103 116th Ave NW Coon Rapids MN 55433 | 2018 | 7th Schulte |
| Reason: Clerical Error. Tax capacity lowered from 2144 to 1965. No change in value. Total tax reduced from \$2974.87 to \$2791.41. | | | |
| Kenneth Solem | R16 31 24 22 0093 | | |
| 3103 116th Ave NW Coon Rapids MN 55433- | 3103 116th Ave NW Coon Rapids MN 55433 | 2019 | 7th Schulte |
| Reason: Clerical Error. Tax capacity lowered from 2314 to 2150. No change in value. Total tax reduced from \$3091.78 to \$2931.14. | | | |

| Property Owner | PIN Number and Property Address | Payable Year | Commissioner District |
|--------------------------------------|-------------------------------------|--------------|-----------------------|
| <u>City of Fridley</u> | | | |
| Sean Kaslow | R14 30 24 41 0047 | | |
| 788 63rd Ave NE Fridley MN 55432- | 788 63rd Ave NE Fridley MN 55432 | 2019 | 4th Meisner |

Reason: Failed to File. Tax capacity lowered from 2181 to 2005. No change in value. Total tax reduced from \$3809.05 to \$3570.38.

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|--|---|------|---------------|
| <u>City of Lino Lakes</u> | | | |
| Dawn Nalepka | R28 31 22 12 0068 | | |
| 6701 Black Duck Dr Lino Lakes MN 55014- | 6701 Black Duck Dr Lino Lakes MN 55014 | 2019 | 6th Vacant |

Reason: Failed to File. Tax capacity lowered from 2300 to 2135. No change in value. Total tax reduced from \$3379.53 to \$3185.53.

| | | | |
|---|--|------|-------------|
| <u>City of Ramsey</u> | | | |
| Diane O'Donnell | R14 32 25 32 0005 | | |
| 15933 Nowthen Blvd NW Ramsey MN 55303- | 15933 Nowthen Blvd NW Ramsey MN 55303 | 2019 | 1st Look |

Reason: Failed to File. Tax capacity lowered from 2423 to 2269. No change in value. Total tax reduced from \$2985.90 to \$2837.73.

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| Brenda Miller | R23 32 25 24 0179 | | |
| 15426 Sodium St NW Ramsey MN 55303- | 15426 Sodium St NW Ramsey MN 55303 | 2018 | 1st Look |

Reason: Clerical Error. Tax capacity lowered from 1434 to 1191. No change in value. Total tax reduced from \$1840.98 to \$1595.93.

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|--|---------------------------------------|------|-------------|
| Brenda Miller | R23 32 25 24 0179 | | |
| 15426 Sodium St NW Ramsey MN 55303- | 15426 Sodium St NW Ramsey MN 55303 | 2019 | 1st Look |

Reason: Clerical Error. Tax capacity lowered from 1576 to 1345. No change in value. Total tax reduced from \$1905.52 to \$1728.27.

Property Owner

**PIN Number and
Property Address**

Payable Year

**Commissioner
District**

Application For Value Reduction

City of Blaine

Stephen & Cindy Johnston

R34 31 23 21 0128

2959 91st Ave NE

2959 91st Ave NE

2019

3rd

Blaine MN 55449-

Blaine MN 55449

West

Reason: Clerical Error. Tax capacity lowered from 1169 to 296. Value lowered from 112,000 to 23,700. Total tax reduced from \$1474.59 to \$373.41.

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

September 24, 2019

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

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

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

* * * * *

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 Meisner made motion accepting the regular claims paid over \$500 for the period ending September 17, 2019, and purchase-card claims paid for the period ending September 18, 2019. Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Braastad made motion approving the minutes from the September 10, 2019, Anoka County board meeting. Commissioner Gamache seconded the motion. Motion carried unanimously.

* * * * *

Alexandra House Executive Director Connie Moore and The Dwelling Place Executive Director Linda Wiza presented information relating to domestic violence. The Alexandra House HopeFest will be held on Saturday, September 28, 2019, at the Lino Lakes YMCA. The Dwelling Place 21st Anniversary Gala will be held Saturday, October 5, 2019, at the Earle Brown Heritage Center. The commissioners thanked the organizations for their years of service against domestic and sexual violence in Anoka County.

* *

Commissioners Schulte, Meisner, Gamache, Look, Braastad, and West offered the following resolution and moved its adoption:

RESOLUTION #2019-112

**RESOLUTION PROCLAIMING OCTOBER 2019 AS
DOMESTIC VIOLENCE AWARENESS MONTH**

WHEREAS, the community problem of domestic violence has become a critical public health and welfare concern in Anoka County; and,

WHEREAS, domestic violence is a crime, the commission of which will not be tolerated in Anoka County and perpetrators of said crime are subject to prosecution and conviction in accordance with the law; and,

WHEREAS, thousands of women, men, and children have and will continue to access assistance from Alexandra House, Inc., and The Dwelling Place, domestic violence service providers; and,

WHEREAS, domestic violence will be eliminated through community partnerships of concerned individuals and organizations working together to prevent abuse while at the same time effecting social and legal change; and,

WHEREAS, October is National Domestic Violence Awareness Month; and,

WHEREAS, during National Domestic Violence Awareness Month, Anoka County organizations will inform area residents about domestic violence, its prevalence, consequences, and what we, as a concerned community, can do to eliminate its existence:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners proclaims October 2019 to be Domestic Violence Awareness Month in Anoka County.

Motion carried unanimously. Resolution declared adopted.

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Library Director Maggie Snow presented the Library Annual Report.

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Commissioners Schulte, Meisner, Gamache, Look, Braastad, and West offered the following resolution and moved its adoption:

RESOLUTION #2019-113

**RESOLUTION IN SUPPORT OF PARTNERSHIP WITH THE
U.S. CENSUS BUREAU AND THE STATE OF MINNESOTA
FOR THE 2020 CENSUS**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and,

WHEREAS, Anoka County is committed to ensuring every resident is counted; and,

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and,

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and,

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and,

WHEREAS, the information collected by the census is confidential and protected by law; and,

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens:

NOW, THEREFORE, BE IT RESOLVED that Anoka County is committed to partnering with the U.S. Census Bureau and the State of Minnesota and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all county residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
3. Provide census advocates to speak to county and community organizations.

4. Support census takers as they help our county complete an accurate count.
5. Strive to achieve a complete and accurate count of all persons within our borders.

Motion carried unanimously. Resolution declared adopted.

* * * * *

Commissioner West presented the Management Committee report from the meeting of September 10, 2019.

1. Commissioner Gamache made motion approving the following personnel transaction:
 - A. New Position - Administration/Information Technology - effective September 30, 2019.
PC#2019003345

1.0 FTE Senior Network Engineer - Grade D114, range \$31.38 to \$48.07 per hour.

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

* * * * *

The following items came forward on an additional agenda:

1. Commissioner Gamache made motion approving amendment to Contract #C0000990, Commercial Lease Agreement with Foley Partners, LLC, to lease an additional 3,151 square feet of space for the Coon Rapids License Center at 455-99th Avenue in Coon Rapids at a decreased rate of \$19.00 per square foot for the entire area for three years, after which there would be an increase of \$0.25 per square foot annually and to extend the lease through December 31, 2027, with two, five-year extension options, subject to review by the county attorney as to form and legality. (Contract is on file in the License Center Office.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried unanimously.

* *
2. Commissioner Schulte made motion approving Contract #C0007502, the proposed Retiree Medicare Supplemental Insurance renewal package, Plan N, with Blue Cross Blue Shield for Plan Year 2020, as recommended by the responsible Commissioner for Insurance, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance and Central Services Department.) Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Schulte presented the Transportation Committee report from the meeting of September 16, 2019.

Highway

1. Commissioner West made motion approving Contract #C0007470, a Purchase of Service Agreement between Anoka County and TKDA for construction administration services associated with Project SAP 002-596-024, the reconstruction of Hornsby Street from 350 feet south of TH 97 to 1,500 feet north of TH 97, and from 1,100 feet east of I-35 to 2,600 feet east of I-35, 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.
2. Commissioner Look made motion rejecting all bids received in response to the county's invitation to bid on the sale of improved real estate located at 8175 Riverdale Drive Northwest, Ramsey, Minnesota, PIN 29-32-25-14-0016, and granting authority to the county engineer to engage a commercial broker to list and market the property for sale. Commissioner Gamache seconded the motion. Motion carried unanimously.

* * * * *

Commissioner Braastad presented the Human Services Committee report from the meeting of September 17, 2019, which also acts as the Local Social Services Agency and Health Board.

CONSENT

- 1. Commissioner Meisner made motion approving the following, subject to review by the county attorney as to form and legality:

A. Public Health and Environmental Services

- (1) Entering into Contract #C0005968 (renewal) with the Minnesota Department of Health for Child and Teen Checkups funding in the amount of \$1,025,205 from January 1, 2020, through December 31, 2020, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.)

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

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SOCIAL SERVICES

- 2. Commissioner Look made motion reimbursing a foster care provider \$5,316.57 for property damage caused by a client while in placement. Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

JOB TRAINING CENTER

- 3. Commissioner Meisner made motion accepting Pathways to Prosperity funding from the Minnesota Department of Employment and Economic Development (DEED) in an amount of \$375,000 for Career Connections/Integrated Reentry Occupation Cohorts (IROC) from October 1, 2019, through June 30, 2022. Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

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

RESOLUTION #2019-114

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 August 2019: Medical Assistance and General Assistance medical payments in the amount of \$295,511.32 set forth in the Monthly Economic Assistance Actions and Payments Authorization document on file in Human Services Administration.

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

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

RESOLUTION #2019-115

ACCEPTING GIFTS FOR HUMAN SERVICES PROGRAMS

WHEREAS, Anoka County Social Services has received \$5,700 in cash donations from the following thirteen organizations for our Camperships program:

| | |
|--|---------|
| Spitzley Enterprises, Inc., dba Central Spirits Liquor Store.... | \$1,250 |
| Spitzley Enterprises, Inc., dba Ole Piper Inn..... | \$1,250 |
| Coon Rapids Lions | \$500 |
| Coon Rapids American Legion Post #334 | \$250 |
| Coon Rapids Veterans of Foreign Wars Post #9625 | \$500 |
| Fridley Lions - Dan Wiborg Needs Committee | \$500 |
| Teknapack, Inc. | \$200 |
| Waste Connections (ACE) | \$250 |
| Anoka American Legion Auxiliary | |
| Edward B. Cutter Post #102 | \$150 |
| Coon Rapids Super Senior Club, Inc..... | \$250 |
| Midwest Best Water Sales, Inc..... | \$250 |
| First National Bank of Elk River..... | \$250 |

Graphic Fishing Services, Inc. \$100 and,

WHEREAS, Anoka County Social Services has used the cash donations to offset camp participation cost for 45 individuals:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners, pursuant to Minn. Stat. § 465.03, does hereby formally accept the donations of \$5,700 from thirteen organizations.

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

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

* * * * *

Commissioner Gamache presented the Information Technology Committee report from the meeting of September 16, 2019.

1. Commissioner Gamache made motion approving a second amendment to Contract #C0001338 with Zayo for the Bandwidth Master Service Agreement, subject to review by the county attorney as to form and legality. (Contract is on file in the Information Technology Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.
2. Commissioner Gamache made motion to amend Contract #C0001121 with SHI for the purchase of additional Microsoft licensing in the amount of \$171,170.54, subject to review by the county attorney as to form and legality. (Contract is on file in the Information Technology Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

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

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

RESOLUTION #2019-116

**RESOLUTION ACCEPTING FUNDS FROM THE
STATE OF MINNESOTA DEPARTMENT OF VETERANS AFFAIRS
FOR THE COUNTY VETERAN SERVICES OFFICE (CVSO)
ENHANCEMENT GRANT PROGRAM
(CONTRACT #C0007494)**

WHEREAS, the Minnesota Department of Veterans Affairs CVSO Operational Enhancement Grant Decision committee has appropriated \$22,500 for FY20 to be awarded to the Anoka County Veteran Services Office; and,

WHEREAS, Anoka County has met all requirements of the grant application and has been awarded \$22,500. The grant is to be used to enhance the operations of the CVSO under Minn. Stat. § 197.608, subd. 4(a), for a period from July 1, 2019, to June 30, 2020; and,

WHEREAS, in order to accept the grant funds, the county must agree to conditions of the grant:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners that the county enters into Grant Contract #C0007494 with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following program: County Veteran Services Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2015 Chapter 77, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Anoka County Board of Commissioners that John Kriesel, director of Anoka County Veteran Services Office, be authorized to execute the attached grant contract for the above-mentioned program on behalf of the county.

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

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

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Commissioner Gamache presented the Property Records and Taxation Committee report from the meeting of September 16, 2019.

1. Commissioner Gamache offered the following resolutions related to tax-forfeited property:

RESOLUTION #2019-117

**2019 TAX-FORFEIT CLASSIFICATION OF NON-CONSERVATION
PROPERTY FOR LAND SALE PURPOSES**

WHEREAS, the real property described in the attached 2019 Tax-Forfeit Classification List, has forfeited to the state of Minnesota for the failure to pay ad valorem real estate taxes pursuant to provisions Minnesota Statutes, Chapter 279, Chapter 280 and Chapter 281; and,

WHEREAS, Anoka County Board of Commissioners, Anoka County, Minnesota (“County Board”), has determined that it is advisable to sell the real property described in 2019 Tax-Forfeit Classification List; and,

WHEREAS, pursuant to the provisions of Minnesota Statute, Section 282.01, subdivision 1, the County Board is required to classify all tax-forfeited property as conservation or non-conservation; and,

WHEREAS, the County Board has considered the present use of adjacent lands found in 2019 Tax-Forfeit Classification List, the productivity of the soil, the character of forest or other growth, the accessibility of the lands listed to establish roads, schools, and other public services, and their peculiar suitability or desirability for particular uses; and,

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 282.01, subdivision 1 (h), if the tax-forfeit property is located within the boundaries of an organized town or incorporated municipality, a classification, reclassification and sale must first be approved by the town board of the town or governing body of the municipality in which the lands are located; and,

WHEREAS, the town board of the town or the governing body of the municipality is considered to have approved the classification or reclassification and sale if the County Board is not notified of the disapproval of the classification or reclassification and sale within 60 days of the date the request for approval was transmitted to the town board of the town or governing body of the municipality; and,

WHEREAS, if the town board or a governing body of a municipality or a park and recreation board in a city of the first-class desires to acquire any parcel lying in the town or municipality, it may file a written request with the county auditor pursuant to the provisions of Minnesota Statutes, Section 282.01, subdivision 1a; and,

WHEREAS, upon written request to the county auditor from a state agency or governmental subdivision of the state, a parcel of unsold tax-forfeited land must be withheld from sale or lease to others for a maximum of six months (“withholding period”); and,

WHEREAS, if the request is from a governmental subdivision of the state, the governmental subdivision must pay the maintenance cost incurred by the county during the period the parcel is withheld; and,

WHEREAS, if a town board, governing body of the municipality or a governmental subdivision wishes to purchase a parcel of tax-forfeit property it shall do so during the withholding period; and,

WHEREAS, if the town board, governing body of the municipality or a governmental subdivision fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period:

NOW, THEREFORE, BE IT RESOLVED that each parcel shown on the 2019 Tax-Forfeit Classification List is hereby classified as non-conservation and approved for sale, subject to review by the town boards and governing bodies of municipalities in Anoka County under Minnesota Statutes, Section 282.01.

BE IT FURTHER RESOLVED that the Anoka County land commissioner shall forward a copy of this resolution to the town board of any organized township and to the governing body of an incorporated municipality in Anoka County for their review.

BE IT FURTHER RESOLVED that if the town board or governing body of a municipality fails to notify the County Board of the disapproval of a classification and sale of any of the lands described herein within 60 days of the date the request herein is transmitted to the town board or governing body of a municipality, it will be deemed to have approved the classification and sale.

BE IT FURTHER RESOLVED that if the town board or governing body desires to acquire any parcel lying in the town or municipality under Section 282.01, it shall, within 60 days of the request for classification and sale, file a written application with the County Board to withhold the parcel from public sale for six months.

BE IT FURTHER RESOLVED that if a governmental subdivision files a written application with the County Board to withhold a parcel from public sale for six months, the governmental subdivision shall pay maintenance costs incurred by the county during the six-month period while the property is withheld from public sale, provided the property is not offered for public sale after the six-month period.

BE IT FURTHER RESOLVED that if the town board or governing body of the municipality fails to submit an application and a resolution of the board or governing body to acquire the property within the withholding period, the county may offer the property for sale upon the expiration of the withholding period.

(Exhibit is on file in the County Administration Office.)

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RESOLUTION #2019-118

**REQUESTING DEPARTMENT OF NATURAL RESOURCES
TO APPROVE FOR SALE 2019 TAX-FORFEIT CLASSIFICATION LIST**

WHEREAS, the County Board of Commissioners of the County of Anoka, State of Minnesota (“County Board of Commissioners”) desires to offer for sale the real property described in the attached 2019 Tax-Forfeit Classification List that have forfeited to the State of Minnesota for non-payment of taxes, and,

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes § 282.01:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby certifies that all parcels of land on the attached 2019 Classification List have been viewed and comply with the provisions of Minnesota Statutes, Sections 85.012, 92.461, 282.01 subd. 8 and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources for the sale of the lands which require their approval.

(Exhibit is on file in the County Administration Office.)

Motion carried unanimously. Resolutions declared adopted.

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

RESOLUTION #2019-119

**AUTHORIZING A PRIVATE SALE OF CERTAIN NON-BUILDABLE
TAX-FORFEITED LAND PURSUANT TO MINNESOTA STATUTES
SECTION 282.01, SUBDIVISION 7A, ALTERNATE SALES PROCEDURE;
AND SETTING THE TERMS OF SALE**

WHEREAS, pursuant to Minnesota Statutes Chapters 279, 280 and 281, the property described in Exhibit A, which is attached hereto and incorporated by reference, has forfeited to the State of Minnesota for failure to pay ad valorem real estate taxes; and,

WHEREAS, the Anoka County Board of Commissioners has determined that it is advisable to sell said lands and has set appraised prices for said lands as set forth in Exhibit A; and,

WHEREAS, the Anoka County Board of Commissioners has previously classified the lands described in Exhibit A as non-conservation and approved them for sale under Minnesota Statutes Chapter 282; and,

WHEREAS, pursuant to Minnesota Statutes Section 282.01, the classification and sale of any tax-forfeited land lying within the bounds of any organized town or incorporated municipality has been approved by the town board of such town or governing body of such municipality, insofar as the lands located therein are concerned; and,

WHEREAS, the lands in Exhibit A being authorized for sale cannot be improved because of noncompliance with local ordinances regarding the area, shape, frontage or access; and,

WHEREAS, the division manager of Property Records and Taxation has determined that a non-public sale of the lands listed in Exhibit A will encourage the approval of the sale of the lands by the city or town and promote their return to the tax rolls; and,

WHEREAS, the division manager of Property Records and Taxation may restrict the sale to owners of lands adjoining the lands to be sold, and shall conduct the sale by sealed bid or other means of sale, as provided for in Minnesota Statute Section 282.01, subd. 7a:

NOW, THEREFORE, BE IT RESOLVED that the lands listed in Exhibit A are approved for sale by sealed bid; that the lands shall be sold only to owners of property adjoining the lands to be sold; that the owners of property adjoining the lands to be sold shall be given 30 days written notice of the sale by the division manager of Property Records and Taxation as provided for in Minnesota Statutes Section 282.01, subd. 7a; that the lands shall be sold to the highest bidder for no less than the appraised price set forth in Exhibit A; and any remaining parcels not sold hereby shall be sold to any owner of property adjoining the lands to be sold offering to pay the appraised value thereof.

BE IT FURTHER RESOLVED that the sale shall be made subject to the condition that after the sale, the division manager of Property Records and Taxation shall combine each parcel acquired with purchaser's adjoining property in the Property Records and Taxation Division's official tax records.

BE IT FURTHER RESOLVED that the sale shall be made for payment in full or upon the following terms: That sale amounts of \$500 or less shall be paid in cash at the time of the sale and all other sales amounts may be paid in cash or paid on an installment basis provided that at the time of sale a down payment of \$500 shall be paid on sale amounts over \$500 but not over \$2,000, and a down payment of one-fourth of the sales price shall be paid on sales amounts in excess of \$2,000; that the unpaid balance shall be paid in annual installments over a three-year period prior to December 31st of each year and shall accrue interest at the rate prescribed by Minnesota Statutes Section 279.03, subd. 1a, and is subject to change each year; that no principal installment payment shall be less than the amount of the original down payment unless it is a final payment on the contract and each installment payment shall include the amount of accrued interest to date. At the time of sale of a parcel of tax-forfeited land the division manager of Property Records and Taxation shall collect in full an amount equal to 3% of the total sales price of the parcel, said sum to be deposited with the State Treasurer in the real estate assurance account pursuant to Minnesota Statutes Section 284.28, subd. 8. The state deed tax and the cost of obtaining and recording the state deed will be added to the final installment. Each sealed bid shall be accompanied by a check made payable to Anoka County in the minimum amount of the down payment set forth above. That all property is sold "AS IS" and remains subject: to any existing leases; to easements obtained by governmental subdivisions or agencies thereof for any public purposes; to restrictions appearing of record; to all existing laws and ordinances;

and to the condition that the total appraised value does not represent a basis for future taxes; and that amounts of special assessments canceled because of forfeiture may be subject to reassessment.

BE IT FURTHER RESOLVED that in accordance with Minnesota Statutes Section 282.01, subd. 7, that any person who could have repurchased a parcel of property under Minnesota Statutes Sections 282.012 or 282.241, shall not be allowed to purchase that same parcel of property at the sale for a purchase price less than the sum of all delinquent taxes and assessments computed under Minnesota Statutes Section 282.251, together with penalties, interest, and costs accrued or would have accrued if the parcel had not forfeited to the State.

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to the division manager of Property Records and Taxation, county land commissioner, and all affected municipalities and town boards.

BE IT FINALLY RESOLVED that the Anoka County Board of Commissioners reserves its right to withdraw from sale any or all parcels listed in Exhibit A.

(Exhibit is on file in the County Administration Office.)

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

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

RESOLUTION #2019-120

**AUTHORIZATION FOR CHARGING OF COSTS OF TAX-FORFEITED
LAND SALE TO PROCEEDS FROM SAID SALE AND AUTHORIZATION
OF 20% OF THE PROCEEDS FROM THE 2019 PRIVATE LAND SALE
TO PARK FUND**

WHEREAS, in Resolution #2019-119 the Anoka County Board of Commissioners has authorized the sale of certain tax-forfeited property by the division manager of Property Records and Taxation; and,

WHEREAS, Minnesota Statutes Section 282.09 provides that the division manager of Property Records and Taxation shall place all monies received from a tax-forfeit land sale in a fund to be known as the forfeited tax sale fund, and all disbursements and costs of such sale shall be charged against said fund when provided for by the county board of commissioners; and,

WHEREAS, it is the desire of the Anoka County Board of Commissioners to avail itself of the authority contained in Minnesota Statutes Section 282.08 (4) (ii) wherein the county board may set aside 20% of the balance of land sale receipts for park purposes:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners that in accordance with Minnesota Statutes Section 282.09, the division manager of Property Records and Taxation is hereby authorized to charge all appropriate expenses of the tax-forfeit private land sale to the forfeited tax sale fund and credited to the division manager of Property Records and Taxation's General Account.

BE IT FURTHER RESOLVED that the division manager of Property Records and Taxation shall, after distributing the appropriate amount of the private land sale receipts, pursuant to Minnesota Statutes Section 282.08, if applicable, set aside 20% of the balance of said receipts for use by the county in the maintenance and acquisition of county parks, all pursuant to Minnesota Statutes Section 282.08 (4) (ii) and statutes cited therein.

BE IT FINALLY RESOLVED that copies of this resolution be forwarded to the division manager of Property Records and Taxation, county land commissioner and all affected municipalities and town boards.

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

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

RESOLUTION #2019-121

**AUTHORIZING A PUBLIC SALE OF TAX-FORFEITED LAND
PURSUANT TO MINNESOTA STATUTES SECTIONS 282 AND 383E.16;
AND SETTING THE TERMS OF THE SALE**

WHEREAS, pursuant to Minnesota Statutes Chapters 279, 280 and 281, the property described in Exhibit A, has forfeited to the State of Minnesota for failure to pay ad valorem real estate taxes; and,

WHEREAS, the Anoka County Board of Commissioners has classified the parcels described in Exhibit A as non-conservation, and approved them for sale subject to review by the town boards and governing bodies of municipalities in Anoka County under Minnesota Statutes Chapter 282; and,

WHEREAS, the classification and sale of any tax-forfeited lands described in Exhibit A lying within the bounds of any organized town or incorporated municipality have been approved for sale by the town board of such town or governing body of such municipality, insofar as the lands located therein are concerned; and,

WHEREAS, the parcels which were approved for sale by Resolution #2017-76 dated June 13, 2017, which have not been sold, should be withdrawn from sale; and,

WHEREAS, in accordance with Minnesota Statutes Section 282.01, subd. 3, the Anoka County Board of Commissioners has appraised the lands and set the appraised values shown in Exhibit A; and,

WHEREAS, in accordance with Minnesota Statutes Section 282.01, subd. 7, any person who could have repurchased a parcel of property under Minnesota Statutes Section 282.012 or Minnesota Statutes Section 282.241 shall not be allowed to purchase that same parcel of property at the sale for a purchase price less than the sum of all delinquent taxes and assessments computed under Minnesota Statutes Section 282.251, together with penalties, interest, and costs accrued or would have accrued if the parcel had not forfeited to the State; and,

WHEREAS, pursuant to Minnesota Statutes Section 282.02, the Anoka County Board of Commissioners shall provide the division manager of Property Records and Taxation with a list of parcels of lands to be offered for sale, which shall contain a description of the parcels of land and the appraised value thereof; and,

WHEREAS, in accordance with Minnesota Statutes Section 383E.16, Anoka County may conduct a sealed bid sale as an alternate method of disposing of tax-forfeited land:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby submits a list of tax-forfeit parcels, known as Exhibit A, to the division manager of Property Records and Taxation who is hereby directed to offer each parcel at public sale to the highest bidder, but not for less than the appraised value.

BE IT FURTHER RESOLVED that the division manager of Property Records and Taxation shall publish the legal descriptions of the parcels and their appraised values in accordance with Minnesota Statutes Section 282.02.

BE IT FURTHER RESOLVED that the sale shall be made for payment in full or upon the following terms: That sale amounts of \$500 or less shall be paid in cash at the time of the sale and all other sale amounts may be paid in cash or paid on an installment basis according to the terms provided herein. On sale amounts over \$500 but not over \$2,000, a down payment of \$500 shall be paid at the time of the sale, and the unpaid balance shall be paid in three equal annual installments. For sale amounts more than \$2,000, but not over \$40,000, a down payment of one-fourth of the sale price shall be paid at the time of sale, and the unpaid balance shall be paid in three equal annual installments. On sale amounts more than \$40,000, a down payment of one-fifth of the sale price shall be paid at the time of sale, and the unpaid balance shall be paid in four equal annual installments. For all sales, the annual installments of the unpaid balance shall be paid prior to December 31st of each year. The unpaid balance on all sales shall accrue interest at the rate prescribed by Minnesota Statutes Section 279.03, subd. 1a, and is subject to change each year; that no principle installment payment shall be less than the amount of the original down payment unless it is a final payment on the contract. Each installment payment shall include the amount of accrued interest to date. At the time of sale of a parcel of tax-forfeited land, the division manager of Property Records and Taxation shall collect in full an amount equal to 3% of the total sale price of the land, said sum to be deposited with the State Treasurer in the real estate assurance account pursuant to Minnesota Statutes Section 284.28, subd. 8. The state deed tax and the cost of obtaining and recording the state deed will be added to the final installment. Each sealed bid shall be accompanied by a check made payable to Anoka County in the minimum amount of the down payment set forth above. That all property is sold "AS IS" and remains subject: to any existing leases;

to easements obtained by governmental subdivision or agencies thereof for any public purposes; to restrictions appearing of record; to all existing laws and ordinances; and to the condition that the total appraised value does not represent a basis for future taxes; and that amounts of special assessments canceled because of forfeiture may be subject to reassessment.

BE IT FURTHER RESOLVED that in accordance with Minnesota Statutes Section 282.01, subd. 7, that any person who could have repurchased a parcel of property under Minnesota Statutes Sections 282.012 or 282.241, shall not be allowed to purchase that same parcel of property at the sale for a purchase price less than the sum of all delinquent taxes and assessments computed under Minnesota Statutes Section 282.251, together with penalties, interest, and costs accrued or would have accrued if the parcel had not forfeited to the State.

BE IT FURTHER RESOLVED that the sale authorized by this resolution shall be conducted as a sealed bid sale as provided for in Minnesota Statutes Section 383E.16, which bids shall be received by the Anoka County Division of Property Records and Taxation until 4:30 p.m. on November 1, 2019, which bids will then be publicly opened on November 4, 2019, at 1:30 p.m. in Room 238 at the Anoka County Government Center.

BE IT FINALLY RESOLVED that the Anoka County Board of Commissioners reserves its right, under Minnesota Statutes Section 282.01, subd. 7, to withdraw from sale any or all parcels listed in Exhibit A.

(Exhibit is on file in the County Administration Office.)

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

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

RESOLUTION #2019-122

**AUTHORIZATION FOR CHARGING OF COSTS OF TAX-FORFEITED
LAND SALE TO PROCEEDS FROM SAID SALE AND AUTHORIZATION
OF 20% OF THE PROCEEDS FROM THE 2019 PUBLIC LAND SALE
TO PARK FUND**

WHEREAS, in Resolution #2019-121 the Anoka County Board of Commissioners has authorized the sale of certain tax-forfeited property by the division manager of Property Records and Taxation; and,

WHEREAS, Minnesota Statutes Section 282.09 provides that the division manager of Property Records and Taxation shall place all monies received from a tax-forfeit land sale in a fund to be known as the forfeited tax sale fund, and all disbursements and costs of such sale shall be charged against said fund when provided for by the county board of commissioners; and,

WHEREAS, it is the desire of the Anoka County Board of Commissioners to avail itself of the authority contained in Minnesota Statutes Section 282.08 (4) (ii) wherein the county board may set aside 20% of the balance of land sale receipts for park purposes:

NOW, THEREFORE, BE IT RESOLVED by the Anoka County Board of Commissioners that in accordance with Minnesota Statutes Section 282.09, the division manager of Property Records and Taxation is hereby authorized to charge all appropriate expenses of the tax-forfeit public land sale to the forfeited tax sale fund and credited to the division manager of Property Records and Taxation's General Account.

BE IT FURTHER RESOLVED that the division manager of Property Records and Taxation shall, after distributing the appropriate amount of the public land sale receipts, pursuant to Minnesota Statutes Section 282.08, if applicable, set aside 20% of the balance of said receipts for use by the county in the maintenance and acquisition of county parks, all pursuant to Minnesota Statutes Section 282.08 (4) (ii) and statutes cited therein.

BE IT FINALLY RESOLVED that copies of this resolution be forwarded to the division manager of Property Records and Taxation, county land commissioner and all affected municipalities and town boards.

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

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Commissioner Braastad presented the Public Safety Committee report from the meeting of September 17, 2019.

Sheriff

1. Commissioner Braastad made motion approving and executing the 2020 Law Enforcement Contracts, for a term of January 1, 2020, through December 31, 2020, with the following municipalities, subject to review by the county attorney as to form and legality: (Contracts are on file in the Sheriff's Office):
 - A. Contract #C0007401 with the City of Andover
The city agrees to pay the county \$3,245,518. Contract services include but are not limited to:
80 hours per day of patrol services;
Additional law enforcement services and emergency assistance;
6 hours per day of service by a Community Service Officer;
For park security, and an additional 20 hours per week from April through September;
80 hours per week of Patrol and Crime Investigator coverage;
2 full-time Deputy Sheriffs to be assigned as School Liaison Officers; and
50% of Crime Watch Program's coordinator cost.
 - B. Contract #C0007416 with the City of Bethel
The city agrees to pay the county \$45,815. Contract services include but are not limited to:
612 hours of annual patrol service; and
24-hour call and general services.
 - C. Contract #C0007409 with the City of Columbus
The city agrees to pay the county \$399,221. Contract services include but are not limited to:
12 hours per day of patrol service;
5 hours per week of Community Service Officer Coverage; and
24-hour call and general services.
 - D. Contract #C0007417 with the City of East Bethel
The city agrees to pay the county \$1,191,569. Contract services include but are not limited to:
36 hours per day of patrol services;
20 hours per week of Community Service Officer Coverage; and
24-hour call and general services.
 - E. Contract #C0007396 with the City of Ham Lake
The city agrees to pay the county \$1,143,626. Contract services include but are not limited to:
36 hours per day of patrol service; and
24-hour call and general services.

Commissioner Gamache seconded the motion. Upon roll call vote, Commissioners Braastad, West, Schulte, Meisner, and Gamache voted "yes." Commissioner Look voted "no." Motion carried.

2. Commissioner Braastad made motion approving and executing Contract #C0007472, the 2019 Off-Highway Vehicle Safety Grant Contract between the State of Minnesota, Commissioner of Natural Resources, and the Anoka County Sheriff's Office, subject to review by the county attorney as to form and legality. The total obligation of the State of Minnesota will not exceed \$21,252 with an effective date of July 1, 2019, through June 30, 2021. (Contract is on file in the Sheriff's Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

At 10:41 a.m., Chair Schulte asked County Attorney Tony Palumbo to conduct a public hearing to obtain comment concerning business subsidy policy modifications that may be adopted pursuant to Minnesota Statutes, Section 116J.994. Tony Palumbo called the public hearing to order.

Notice of publication was made a part of the record indicating time and place for the public hearing pursuant to statute.

Community and Government Relations Director Karen Skepper explained the changes to the business subsidy policy and stated that no written comments had been received prior to the hearing.

Inquiry was made of the people present as to whether there were any comments or questions from the public. There was no public testimony.

The public hearing was adjourned.

* *

Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2019-123

**RESOLUTION ADOPTING THE
ANOKA COUNTY BUSINESS SUBSIDY POLICY**

WHEREAS, Minn. Stats. §§ 16J.993–116J.995, the Business Subsidy Act, requires Anoka County to adopt a business subsidy policy prior to granting a business subsidy as defined by the Act; and,

WHEREAS, the Anoka County Board of Commissioners recognizes that many complex factors influence the economic climate of the area, and the board has and will continue to support diverse efforts to: foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force; and,

WHEREAS, the Anoka County Board of Commissioners recognizes that most economic development opportunities are created at the municipal level and, therefore, the county will consider granting business subsidies only when the county’s involvement will further a demonstrated public purpose; and,

WHEREAS, the Anoka County Board of Commissioners held a public hearing on September 24, 2019, to solicit public comment on the proposed business subsidy policy:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby adopts the Anoka County Business Subsidy Policy.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners designates the Intergovernmental Committee as the body responsible for reviewing and recommending action upon business subsidy requests.

BE IT FURTHER RESOLVED that the Community and Government Relations Department shall receive all business subsidy requests on behalf of the Intergovernmental Committee.

BE IT FURTHER RESOLVED that all applicants will be responsible for legal, financial, consultant, and other costs associated with the application and ongoing administration of the business subsidy request.

BE IT FINALLY RESOLVED that a procedure will be in place to provide guidance for county board decisions related to business subsidy request.

(Policy is on file in the County Administration Office.)

Motion carried unanimously. Resolution declared adopted.

* * * * *

Commissioner Schulte made motion approving Contract #C0007496, renewal of the proposed health care insurance package from Blue Cross Blue Shield for 30 hours or more per week benefit-eligible employees of non-union and union employees for a one-year period starting January 1, 2020, with an overall premium increase of 9.9%, as recommended by the responsible Commissioner for Insurance, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance and Central Services Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Braastad made motion approving Contract #C0007497, the proposed life, accidental death and dismemberment insurances from Unum for 30 hours or more per week benefit-eligible employees, with a two-year rate guarantee, as recommended by the responsible Commissioner for Insurance, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance and Central Services Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Look made motion approving Contract #C0007498, the proposed long-term disability and voluntary short-term disability insurance from National Insurance Services for 30 hours or more per week benefit-eligible employees of non-union and union employees, with a two-year rate guarantee for 2020 and 2021, as recommended by the responsible Commissioner for Insurance, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance and Central Services Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner West made motion approving Contract #C0007499, the proposed voluntary vision materials only insurance from Blue Cross Blue Shield for 30 hours or more per week benefit-eligible employees of non-union and union employees with a two-year rate guarantee for the period ending December 31, 2021, as recommended by the responsible Commissioner for Insurance, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance and Central Services Department.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * *

Commissioner Look made motion rejecting the single bid from Mechanical Repairs to repair/replace the mechanical units that were damaged as a result of the June 11, 2017, hail storm, as recommended by the responsible Commissioner for Insurance. Commissioner Meisner seconded the motion. Motion carried unanimously.

* * * * *

Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2019-124
RESOLUTION ADOPTING A
PROPOSED PROPERTY TAX LEVY
FOR PROGRAM YEAR 2020

WHEREAS, the county board has received numerous budget requests from the various county departments and has, over the course of the past six months, reviewed these requests to meet its responsibilities prescribed under Minnesota statutes for the program year 2020; and,

WHEREAS, the Budget and the Administration Office of Anoka County have recommended a tax levy to the county board as follows; and,

WHEREAS, these recommendations have been duly considered by the Anoka County Board of Commissioners in establishing a proposed tax levy for program year 2020 to be certified to the Anoka County Division Manager of Property Records and Taxation on or before September 30, 2019:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners does establish a proposed certified property tax levy for program year 2020 in the amount of \$143,292,759.

BE IT FURTHER RESOLVED by the Anoka County Board of Commissioners that the budget, as prepared by the respective departments and reviewed by the Budget and the Administration Office of Anoka County, and the county board of commissioners represent the basis for this proposed levy. Individual department budgets are subject to final approval by the county board and shall be authorized by separate action prior to December 30, 2019, following a public meeting on the proposed budget and levy.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Anoka County Division Manager of Property Records and Taxation on or before September 30, 2019.

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

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Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2019-125
RESOLUTION ADOPTING A
PROPOSED PUBLIC SAFETY TAX LEVY

FOR PROGRAM YEAR 2020

WHEREAS, the Anoka County Board has authority under Minnesota Statute 383E.21, subdivision 1, to levy property taxes for public safety improvements and equipment, to finance the cost of designing, constructing and acquiring countywide projects, benefitting both Anoka County and the municipalities located within Anoka County; and,

WHEREAS, the Budget and the Administration Office of Anoka County have recommended a tax levy to the county board as follows; and,

WHEREAS, these recommendations have been duly considered by the Anoka County Board of Commissioners in establishing a proposed tax levy for program year 2020 to be certified to the Anoka County division manager of Property Records and Taxation on or before September 30, 2019:

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners does establish a proposed Public Safety property tax levy for program year 2020 in the amount of \$1,750,000.

BE IT FURTHER RESOLVED by the Anoka County Board of Commissioners that the Budget and the Administration Office of Anoka County, and the county board of commissioners, reviewed this proposed levy. This levy is subject to final approval by the county board and shall be authorized by separate action prior to December 30, 2019, following a public meeting on the proposed budget and levy.

BE IT FINALLY RESOLVED that a certified copy of this resolution is forwarded to the Anoka County division manager of Property Records and Taxation on or before September 30, 2019.

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

* * * * *

Chair Schulte stated that the Anoka County Board of Commissioners will hold a public meeting on December 5, 2019, at 6:00 p.m. at which the budget and levy for 2020 will be considered, and at which the public will have the opportunity to speak on the 2020 proposed budget.

* * * * *

Committee appointments:

1. Commissioner Look made motion appointing Richard Orpen to the Library Board, representing District #1, for the remainder of the term ending December 31, 2020, as recommended by Commissioner Look. Commissioner Meisner seconded the motion. Motion carried unanimously.

* * * * *

Commissioner Meisner stated that a special primary election will be held for the Anoka County District 6 commissioner seat on November 5, 2019, with the special general election to be held on February 11, 2020. Additional information is available on the Anoka County Elections web site.

* * * * *

The county board meeting was adjourned at 11:22 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.