

*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

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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.

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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.

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

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

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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 (237<sup>th</sup> 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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The county board meeting was adjourned at 10:45 a.m.

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

ATTEST:

By: \_\_\_\_\_  
Rhonda Sivarajah  
County Administrator

By: \_\_\_\_\_  
Scott Schulte, its Chair

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