

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

July 13, 2021

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

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

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

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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 Look seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner West made motion accepting the regular claims paid over \$500 for the period ending June 18, 2021, and purchase-card claims paid for the period ending June 18, 2021. (Claims are on file in the County Administration Office.) Commissioner Look seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look made motion approving the minutes from the June 22, 2021, Anoka County board meeting. Commissioner Meisner seconded the motion. Motion carried unanimously.

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Anoka County Fair Board President Mike Ahlers presented information on the Anoka County Fair being held Tuesday, July 20, thru Sunday, July 25, 2021. Anoka County Fair Board Vice President Malcom Beck was also in attendance.

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Commissioner West presented the Management Committee report from the meeting of June 22, 2021. All items were of an informational nature and required no board action.

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The following items came forward on an additional agenda, as recommended by the Management Committee.

1. Commissioner Braastad made motion approving the following personnel transaction:
 - A. New position - Administration/Emergency Communications - effective July 13, 2021.
PC#2021003392
- 1.0 FTE CAD and Technical Coordinator - Grade C013, range \$26.45 to \$44.08 per hour.

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

2. Commissioner Reinert made motion approving the following personnel transaction:
- A. **New** position - Administration/Medical Examiner's Office - effective July 13, 2021.
PC#2021003390

1.0 FTE Office Investigator - Grade B011, range \$21.72 to \$32.72 per hour.

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

3. Commissioner Meisner made motion approving the following personnel transaction:
- A. **New/Restructure** - Administration/Facilities Management and Construction - effective July 13, 2021. PC#2013003008 (Incumbent is David Yocum.)

FROM: .5 FTE Library Delivery Driver - Grade A007, range \$15.41 to \$23.72 per hour.

TO: 1.0 FTE Library Delivery Driver - Grade A007, range \$15.41 to \$23.72 per hour.

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

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

RESOLUTION #2021-84

**RESOLUTION OF AFFIRMATIVE ACTION IN EMPLOYMENT AND
EQUAL OPPORTUNITY POLICY STATEMENT**

WHEREAS, The Anoka County Board of Commissioners acknowledges that equal opportunity employment for all persons is a fundamental human value; and,

WHEREAS, Anoka County does promote and encourage full realization of human rights within county employment; and,

WHEREAS, the State of Minnesota declares that artificial barriers to employment, pursuant to Minnesota Statute §363A.08 are unfair discriminatory practices; and,

WHEREAS, the Minnesota Human Rights Act, Minnesota Statutes §363A.36 subd. 1 encourages counties that receive state money to prepare and implement an affirmative action plan for the employment of protected class individuals; and,

WHEREAS, Anoka County abides by all state, federal and local laws pertaining to affirmative action; and,

WHEREAS, Anoka County intends to reinforce federal merit standard principles and concepts by assuring that all segments of society have an opportunity to enter public service based on open competition and advance according to individual ability:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby reaffirm and declare, to the extent that such declaration is reasonable and realistic and is not in conflict with applicable laws of state or federal authorities, the following policies of Affirmative Action and Equal Opportunity Employment:

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Anoka County is committed to the principles of equal employment opportunity. It is the policy of Anoka County to recruit, hire, train and promote persons in all job titles, without discriminating on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age, except where such status is a bona-fide occupational qualification. It is Anoka County's policy to make employment decisions in a manner which will further the principles of equal employment opportunity and to ensure that promotional decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for employment and promotional opportunities. It is Anoka County's policy to ensure that personnel actions such as transfers, layoffs, return from layoff, county-sponsored training, education, tuition assistance, and social and recreational programs will be administered without discriminating

on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age.

To implement this EEO Policy, Anoka County requires that every person making application for, currently employed by, or applying for future vacancies for employment with Anoka County will be considered based on individual ability and merit, without discrimination or favor. In furtherance of this policy, Anoka County has established an Affirmative Action Policy and the Employee Relations Department has established Affirmative Action Procedures to implement the Policy. The Policy and Procedures are consistent and fundamental to the maintenance of effective equal opportunity and shall be implemented as an integral part of the county personnel system. Copies of the Policy and Procedures may be obtained in the Employee Relations Department. The Employee Relations Department will provide leadership for learning initiatives and events for Anoka County managers and employees to foster increased education, professional development, engagement, and inclusion.

Anoka County encourages employees to become involved in programs that will increase efforts to recruit qualified minorities, women, and disabled persons for employment. In the interest of advancing the goal of open competition and equal opportunity in employment, Anoka County undertakes the responsibility for incorporating non-discrimination and affirmative action provisions in its contracts.

Anoka County has appointed an Employee Engagement and Inclusion Committee and has delegated the authority to the Employee Relations Department to lead the Employee Engagement and Inclusion Committee.

If any employee or applicant for employment believes they have been discriminated against, the employee or applicant may contact: The Employee Relations Director, 2100 Third Avenue, Anoka, MN 55303-5030 or by telephone: 763-324-4300. Employees and applicants for employment are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Minnesota Human Rights Act.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioner adopts the 2021 Affirmative Action Policy which is on file and available for review in the Office of the Employee Relations Director.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners delegates to the Employee Relations Director the responsibilities to implement and manage the Anoka County Affirmative Action Policy and to create, maintain and update the Affirmative Action Procedures which shall include monitoring all EEO activities and reporting on the effectiveness of the Affirmative Action Policy and Procedures as required by federal, state and local agencies. The Anoka County Administrator will receive and review reports on the progress of the program.

BE IT FURTHER RESOLVED that this resolution supersedes all previous resolutions of Affirmative Action in employment.

Motion carried unanimously. Resolution declared adopted.

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

RESOLUTION #2021-85

**RESOLUTION ESTABLISHING THE
EMPLOYEE ENGAGEMENT AND INCLUSION COMMITTEE
AND DISSOLVING THE FOCUS COMMUNICATIONS PROGRAM**

WHEREAS, The Anoka County Board of Commissioners acknowledges the importance and legal requirements of ensuring equal opportunity employment for all persons and recognizes the importance and benefit of diversity in the Anoka County Workforce; and,

WHEREAS, Anoka County promotes and encourages full realization of human rights within all county employment and has adopted an Affirmative Action Policy; and,

WHEREAS, Anoka County believes in cooperation and good communications between employees, management and the county board and previously established the Focus Communications Program through Resolution 82-31; and,

WHEREAS, the duties of the Focus Communications Program were to allow employees, management and the county board to directly and openly communicate concerns and suggestions about a specific department or the county overall, to one another in an ongoing basis to improve staff morale and county operations, and to promote mutual understanding and respect; to assist in resolving any problems which were not eliminated through other communication channels, and to encourage suggestions to improve the work environment and county operations; and,

WHEREAS, Anoka County established a Cultural Committee to assist the county in reviewing and assessing compliance with the Affirmative Action Plan and Policies as adopted, review minimum job qualifications with Employee Relations, participate in job fairs and career workshops and assume additional responsibility in implementing the County Affirmative Action Policy as requested; and,

WHEREAS, in 2020, Anoka County renamed the Cultural Committee as the Diversity and Inclusion Committee; and,

WHEREAS, several functions of the Diversity and Inclusion Committee overlap with functions of the Focus Communications Program and both entities address the common goal of promoting respect, diversity, inclusion, employee engagement, and employee morale; and,

WHEREAS, Anoka County is committed to ensuring that all employees feel welcome, respected, and included in Anoka County and recognizes that recruitment and retention of employees consistent with the County's Affirmative Action in Employment & Equal Opportunity Policy is an integral function of the Employee Relations Department:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby dissolve the Focus Communications Program and restructure the Diversity and Inclusion Committee establishing it as the Anoka County Employee Engagement and Inclusion Committee.

BE IT FURTHER RESOLVED that the direction of the Employee Engagement and Inclusion Committee shall be to recommend and implement programs and initiatives that promote such things as diversity, inclusion, affirmative action, employee engagement, giving, employee recognition, and learning.

BE IT FURTHER RESOLVED that the Anoka County Employee Engagement and Inclusion Committee, comprised of Anoka County exempt or non-exempt employees not classified as elected officials, shall assume some of the duties and functions previously performed by the Diversity and Inclusion Committee and Anoka County Focus Communications Program.

BE IT FURTHER RESOLVED that the Anoka county Employee Engagement and Inclusion Committee shall perform expanded duties and functions, as assigned, aimed at promoting diversity in hiring and retention, and promoting respect, inclusion, employee engagement, and employee morale within the workplace.

BE IT FURTHER RESOLVED that the Anoka County Employee Relations Department shall oversee the implementation of the Anoka County Employee Engagement and Inclusion Committee and shall ensure that the committee members constitute a fair representation of the various departments of Anoka County.

BE IT FURTHER RESOLVED that the Anoka County Employee Relations Department shall work with Anoka County Administration to establish guidelines for the Employee Engagement and Inclusion Committee which shall include the makeup of the committee, appointment of members, staffing, and general duties of the Committee. The guidelines shall be available to all employees.

BE IT FURTHER RESOLVED that this resolution supersedes all previous resolutions relating to the Cultural Committee, the Diversity and Inclusion Committee and the Focus Communications Program.

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Commissioner Meisner made motion amending the resolution by adding the following language:

“That the Diversity and Inclusion be a sub-committee within the Employee and Engagement Committee.”

Commissioner Gamache seconded the motion. Commissioners Meisner and Gamache voted “yes.” Commissioners Look, Braastad, West, Reinert, and Schulte voted “no.” Motion failed.

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Upon vote on the original resolution as stated, Commissioners Look, Braastad, West, Gamache, Reinert, and Schulte voted “yes.” Commissioner Meisner voted “no.” Motion carried. Resolution declared adopted.

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The following committee report came forward on an additional agenda:

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

1. Commissioner West made motion approving Contract #C0008656, an agreement with the Trempealeau County Coroner’s Office located in Whitehall, Wisconsin for autopsy services for a one-year term with automatic renewals for 2, two-year terms, subject to review by the county attorney as to form and legality. (Contract is on file in the Medical Examiner’s Office.) Commissioner Reinert seconded the motion. Upon roll call vote, motion carried unanimously.
2. Commissioner Braastad made motion approving Contract #C0008655, an agreement with the Jackson County Coroner’s Office located in Black River Falls, Wisconsin for autopsy services for a one-year term with automatic renewals for 2, two-year terms, subject to review by the county attorney as to form and legality. (Contract is on file in the Medical Examiner’s Office.) Commissioner Look seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Schulte presented the Transportation Committee chair report.

Transit

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

RESOLUTION #2021-86
AMENDING RESOLUTION #2021-43, IN SUPPORT OF
APPLICATION FOR A SECTION 5310 TRANSIT COORDINATION
ASSISTANCE PROJECT (TCAP) GRANT

WHEREAS, the Fixing Americas Surface Transportation (FAST) Act provides federal funding to the Federal Transit Administration’s Section 5310 program; and,

WHEREAS, the Metropolitan Council is the designated recipient of 5310 funds in the Twin Cities metropolitan area; and,

WHEREAS, the Minnesota Department of Transportation (MnDOT) partners with the council to award funds for metro-based projects; and,

WHEREAS, within the Section 5310 program funds can be provided for Transit Coordination Assistance Projects (TCAP) intended to develop Mobility Management or Marketing and Education programs coordinated at a county-wide scale; and,

WHEREAS, this coordination can lead to travel training and mobility management of existing services to promote an understanding of availability and greater effectiveness of the services; and,

WHEREAS, Anoka County authorizes the county administrator to sign contracts:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize and direct county staff to prepare a grant application to secure Section 5310 Transit Coordination Assistance Project (TCAP) Grant through the MnDOT Office of Transit.

BE IT FURTHER RESOLVED that Anoka County agrees to provide a local share of 20 percent of the total capital costs.

BE IT FINALLY RESOLVED that county staff are authorized to accept such grant funds, if awarded, with authority delegated to the county administrator to sign contracts and take any further actions as may be required for the application and receipt of grant funds.

Motion carried unanimously. Resolution declared adopted.

Survey

2. Commissioner Reinert made motion approving the Final Plat of LINCOLN ESTATES, located in Section 33, Township 34, Range 22, Linwood Township. The plat meets all township recommendations and ordinances and was approved in its Final Plat form by the Township of Linwood on May 25, 2021; and all recommendations and applicable Anoka County ordinances in effect have been met. Chris & Carolyn Trost are the Owners and Developers. Commissioner Braastad seconded the motion. Motion carried unanimously.

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Commissioner Gamache presented the Information Technology Committee from the meeting of June 21, 2021.

1. Commissioner Gamache made motion approving Contract #C0008578, master contract with Marco Technologies, LLC, 73003 Lake Street, Suite 100, St Louis Park, MN 55426 for technical professional services, 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 approving Contract #C0008579, master contract with CDW Government, LLC, 200 North Milwaukee Ave, Vernon Hills, IL 60061, for technical professional services, subject to review by the county attorney as to form and legality. (Contract is on file in the Information Technology Department.) Commissioner Reinert seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look presented the Internal Audit Committee report from the meeting of June 23, 2021. All items were of an informational nature and required no board action.

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Commissioner Gamache presented the Parks Committee report from the meeting of July 6, 2021. All items were of an informational nature and required no board action.

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Commissioner Meisner presented the Property Records and Taxation Committee from the meeting of June 21, 2021.

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

RESOLUTION #2021-87

**AUTHORIZING SALE OF NON-CONSERVATION
TAX-FORFEIT PROPERTY FOR PUBLIC PURPOSE
IN THE CITY OF ANDOVER (PIN 29-32-24-42-0006)**

WHEREAS, Minnesota Statutes, Section 282.01, Subd. 1a, provides that non-conservation tax-forfeited land may be sold by the county board for their market value as determined by the county board, to an organized or incorporated governmental subdivision of the state for any public purpose for which the subdivision is authorized to acquire property; and,

WHEREAS, property identified for tax purposes by the Anoka County Division of Property Records and Taxation as PIN 29-32-24-42-0006 which is legally described in Exhibit A, has forfeited to the State of Minnesota, in trust for the taxing districts for the failure to pay ad valorem real estate taxes; and,

WHEREAS, the Anoka County Board of Commissioners has by Resolution #2020-139 classified the forfeit property as non-conservation; and,

WHEREAS, the market value of the forfeit property is \$11,800; and,

WHEREAS, the City of Andover (“City”) has requested that Anoka County Board sell the forfeit property to the City to facilitate development; and,

WHEREAS, the City is authorized to acquire property to facilitate development:

