

ANOKA COUNTY
PROPERTY RECORDS AND TAXATION COMMITTEE AGENDA
and Meeting of the Anoka County Board of Commissioners**

Commissioner Scott Schulte (chair)
Commissioner Mike Gamache (vice chair)
Commissioner Matt Look

FOR THE MARCH 21, 2023, MEETING
9:00 a.m.

Conference Room #772-Anoka County Government Center

1. Public Comment: Public comments are welcome at this time. In consideration of others wishing to speak, please limit comments to 2 minutes. Questions directed to the committee will not be answered immediately; however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by county staff.

ACTION ITEMS*:

2. Review and approve the 2023 Property Records and Taxation Committee meeting schedule:

Tuesday, January 17 at 11am	Tuesday, July 18
February – No Meeting	Tuesday, August 15
Tuesday, March 21	Tuesday, September 19
Tuesday, April 18	Tuesday, October 17
Tuesday, May 16	Tuesday, November 21
Tuesday, June 20	Tuesday, December 12

All meetings will take place in Master Conference Room #772 at 9:00 a.m. unless noted.

3. Consider recommending the county board approve the following Joint Powers Agreements for Election Services with Anoka County.
 - a. C0009855 Anoka Hennepin ISD #11
 - b. C0009856 Columbia Heights ISD #13
 - c. C0009857 Fridley ISD #14
 - d. C0009858 Spring Lake Park ISD #16

*Requires board approval

INFORMATIONAL ITEMS:

4. Renewal of contract with NearMap US, Inc for Aerial Imagery.
5. Information and an update relating to the 2023 Property Tax Statements and 2024 Valuation Notices.

ADDITIONAL ITEMS:

6. The next scheduled meeting will be on Tuesday, April 18, 2023 at 9:00 a.m. in room 772 at the Government Center.

7. Adjourn

*** Actions taken by this Committee do not bind the County Board. In addition to the County Commissioners appointed to this committee, additional County Commissioners may attend. Non-committee Commissioners may choose to participate in the discussions and/or ask questions but they will **not** vote on any item, nor will they agree to take a specific action on business conducted by the committee. If their attendance and limited participation in the committee meeting is considered a meeting of the County Board, this shall serve as notice of a County Board meeting. This shall also serve as notice of a County Board Meeting for any committee comprised of four or more members of the board.*



ANOKA COUNTY PROPERTY RECORDS & TAXATION COMMITTEE

COUNTY BOARD ACTION ITEM

PRT Committee Meeting Date: March 21, 2023

County Board Meeting Date: March 28, 2023

ITEM	2023 School District Election Administration Agreements – Anoka-Hennepin (ISD 11), Columbia Heights (ISD 13), Fridley Schools (ISD 14) and Spring Lake Park Schools (ISD 16)
ACTION REQUESTED	Approve Joint Powers Agreements for Election Services to be Provided by Anoka County for School Districts 11, 13, 14 and 16
BACKGROUND	<p>Attached are three joint powers agreements for election services to be provided by Anoka County for four school districts holding elections in 2023: ISDs 11, 13, 14 and 16. Anoka County provides election services by contract for school districts in the county that schedule odd-year or special elections. This model of service delivery relieves school districts of the responsibility to dedicate and train professional staff to perform duties that happen every two years, and the revenue received by the county supplements the Elections budget, allowing for retention of trained professional election staff from year to year.</p> <p>General elections for all districts will take place on November 7, 2023 with ISD #13 potentially having a primary election on August 8, 2023 if enough candidates file. For each contract, a base service cost to be paid by the districts to the county has been established and is listed below. The base cost for ISD 11 is higher due to its size while the other districts are \$2,000 per polling place. In addition to the base cost, each district receives an itemized billing of approved expenses (postage, printing, legal publication, precinct election worker salaries) post-election.</p> <p>The first agreement pertains to districts 13 and 16 as the terms are identical. The second agreement is the same as the first with the exception of ISD 14 signing for a four-year term. The third agreement is for ISD 11 and is essentially the same as well, but the term covers a four-year period and addresses use of district print shop resources for elections within Anoka County.</p> <p>Jurisdiction: Anoka Hennepin ISD #11 Contract #: C0009855 Term: April 1, 2023 through December 31, 2026 Amount: \$55,000</p> <p>Jurisdiction: Columbia Heights ISD #13 Contract #: C0009856 Term: April 1, 2023 through December 31, 2023 Amount: \$4000</p> <p>Jurisdiction: Fridley ISD #14 Contract #: C0009857 Term: April 1, 2023 through December 31, 2026 Amount: \$2000</p> <p>Jurisdiction: Spring Lake Park ISD #16 Contract #: C0009858 Term: April 1, 2023 through December 31, 2023 Amount: \$4000</p>
RECOMMENDATIONS	Approve the contracts
SUBMITTED BY	Tom Hunt, Elections Manager, Anoka County Elections & Voter Registration Pamela J. LeBlanc, Chief Officer, Anoka County Property Records & Taxation

Anoka County Contract No. _____
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND INDEPENDENT SCHOOL DISTRICT _____
FOR ELECTION SERVICES

This is a Joint Powers Agreement between the County of Anoka ("County") and Independent School District _____ ("School District") entered into pursuant to Minn. State. 471.59, for the provision of election services by Anoka County on behalf of the School District.

I. DURATION OF CONTRACT

This contract will be in effect for the period beginning on April 1, 2023 and ending on December 31, 2023 and will apply to any and all school district elections held during the duration of the contract.

II. CONTRACT RENEWAL AND TERMINATION

This contract may be renewed by written consent of the County and School District. This contract may be terminated with 30 days written notice by either party.

III. COUNTY RESPONSIBILITIES

Except as otherwise provided in this contract, the County will perform the statutory duties of School District Clerk, as related to the conduct of elections by performing the following service:

- A. Provide for retention of election records as required by statute;
- B. Recruit, train, and supervise staff to carry out the duties specified in this contract;
- C. Provide election-related information on the County web site;
- D. Administer campaign financial reporting activities;
- E. Perform duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- F. Perform post-election activities including preparation of notice of election, acceptance of office and oath of office; administer the oaths of office at a meeting of the school district board;
- G. Arrange for lease of voting equipment from other governmental units to be used at school district elections as necessary; negotiate lease agreements on behalf of the school district and forward to the school district for execution; ensure invoices are directed to the school district;
- H. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Anoka County precincts;
- I. Procure and administer agreements for programming, layout and printing of ballots for School District; ensure invoices are directed to the school district;
- J. Provide election forms, supplies, and other related materials for each polling place;
- K. Test ballot counters and ballot marking devices; conduct preliminary tests and public accuracy tests of voting systems utilized in the elections;
- L. Coordinate delivery of equipment and supplies to and from each polling place and in-person absentee voting location;
- M. Prepare and publish election notices; provide invoice to school district for publication costs;
- N. Mail to each household with a registered voter a notice as required by Minnesota Statutes §204B.16, subd. 1a; (polling places); provide invoice to school district for printing and mailing costs;
- O. Prepare and distribute statutorily required election notices for posting.
- P. Identify and arrange for the use of polling places for all school district elections; verify suitability and substantial compliance with federal and state accessibility requirements;
- Q. Set pay rate for election judges;

- R. Recruit, hire, train, assign, and pay Election Judges;
- S. Provide invoice to school district for reimbursement of Election Judges;
- T. Administer all provisions of MN Statute Chapter 204B related to absentee voting for all school district elections held under this contract;
- U. Provide voting stations for absentee voting;
- V. Compile and report election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- W. Conduct recounts for the School District offices and ballot questions.

IV. SCHOOL DISTRICT RESPONSIBILITIES

The School District will perform the following election-related responsibilities for all School District elections held during the duration of this contract:

- A. Designate a person who will be the principal contact for the County;
- B. Retain permanent archive of election results;
- C. Prepare maps of school district election districts and precinct boundaries and provide to the county in electronic format and printed copies as requested;
- D. Provide final approval for polling place locations;
- E. Provide proof of general liability and worker's compensation insurance (Hold Harmless Agreement) to polling place administrators as requested.
- F. Reimburse county for election judge payments;
- G. Approve roster of election judges and provide for appointment by the School Board;
- H. Execute equipment lease agreements;
- I. Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- J. Provide the title and text of School District questions to be placed on the ballot;
- K. Provide vehicles and personnel for delivery of equipment and supplies to each polling place as necessary or required;
- L. Prepare mailing lists and official notice to each property owner in the School District as required by Minnesota Statutes §126C.17, subdivision 9(b);
- M. Conduct official canvass of election results following each School District election.

VI. INDEMNIFICATION

Each Party agrees that it will be responsible for its own acts, including its agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and the results thereof.

VII. LEGAL REPRESENTATION

The Anoka County Attorney's office will advise and represent the County in all election-related matters, except that the School District Attorney and/or designee will advise and represent the School District.

VIII. ELECTION COSTS AND PAYMENTS

The base cost of election services provided by the County to the School District under this agreement, for regularly scheduled school district general elections (as defined in MN Statutes 200.02), including special elections held concurrently with regularly scheduled general elections shall be \$2000 per precinct plus an itemized billing for the cost of ballot printing, legal notice publication costs, cost of election judge salaries, and printing.

The County shall submit an invoice to the School District for 50% of the base cost of election services for each general or special election upon receipt of the Official Notification of Election as required by MN Statute 205A.07 Subd. 3. Invoices

for the balance of the base cost and the actual cost of other items and services covered by this contract shall be submitted to the School District no later than 60 days following each election.

In the event of early termination of this contract by the school district, Anoka County shall bill the school district and the school district shall be responsible for all costs incurred by the county under this agreement, up to and including the date notice of cancellation is received by the county.

IX. INDEPENDENT CONTRACTOR

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the School District for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the School District. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payment of federal income tax; FICA payments, and state income taxes are the responsibility of the County.

X. DATA PRACTICES

All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

XI. ENTIRE AGREEMENT

This contract shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

INSERT SIGNATURE BLOCK HERE

Fridley ISD #14

**Anoka County Contract No. C0009857
JOINT POWERS AGREEMENT BETWEEN
ANOKA COUNTY AND INDEPENDENT SCHOOL DISTRICT 14
FOR ELECTION SERVICES**

This is a Joint Powers Agreement between the County of Anoka ("County") and Independent School District 14 ("School District") entered into pursuant to Minn. State. 471.59, for the provision of election services by Anoka County on behalf of the School District.

I. DURATION OF CONTRACT

This contract will be in effect for the period beginning on April 1, 2023 and ending on December 31, 2026 and will apply to any and all school district elections held during the duration of the contract.

II. CONTRACT RENEWAL AND TERMINATION

This contract may be renewed by written consent of the County and School District. This contract may be terminated with 30 days written notice by either party.

III. COUNTY RESPONSIBILITIES

Except as otherwise provided in this contract, the County will perform the statutory duties of School District Clerk, as related to the conduct of elections by performing the following service:

- X. Provide for retention of election records as required by statute;
- Y. Recruit, train, and supervise staff to carry out the duties specified in this contract;
- Z. Provide election-related information on the County web site;
- AA. Administer campaign financial reporting activities;
- BB. Perform duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- CC. Perform post-election activities including preparation of notice of election, acceptance of office and oath of office; administer the oaths of office at a meeting of the school district board;
- DD. Arrange for lease of voting equipment from other governmental units to be used at school district elections as necessary; negotiate lease agreements on behalf of the school district and forward to the school district for execution; ensure invoices are directed to the school district;
- EE. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Anoka County precincts;
- FF. Procure and administer agreements for programming, layout and printing of ballots for School District; ensure invoices are directed to the school district;
- GG. Provide election forms, supplies, and other related materials for each polling place;
- HH. Test ballot counters and ballot marking devices; conduct preliminary tests and public accuracy tests of voting systems utilized in the elections;
- II. Coordinate delivery of equipment and supplies to and from each polling place and in-person absentee voting location;
- JJ. Prepare and publish election notices; provide invoice to school district for publication costs;
- KK. Mail to each household with a registered voter a notice as required by Minnesota Statutes §204B.16, subd. 1a; (polling places); provide invoice to school district for printing and mailing costs;
- LL. Prepare and distribute statutorily required election notices for posting.
- MM. Identify and arrange for the use of polling places for all school district elections; verify suitability and substantial compliance with federal and state accessibility requirements;
- NN. Set pay rate for election judges;

- OO. Recruit, hire, train, assign, and pay Election Judges;
- PP. Provide invoice to school district for reimbursement of Election Judges;
- QQ. Administer all provisions of MN Statute Chapter 204B related to absentee voting for all school district elections held under this contract;
- RR. Provide voting stations for absentee voting;
- SS. Compile and report election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- TT. Conduct recounts for the School District offices and ballot questions.

IV. SCHOOL DISTRICT RESPONSIBILITIES

The School District will perform the following election-related responsibilities for all School District elections held during the duration of this contract:

- N. Designate a person who will be the principal contact for the County;
- O. Retain permanent archive of election results;
- P. Prepare maps of school district election districts and precinct boundaries and provide to the county in electronic format and printed copies as requested;
- Q. Provide final approval for polling place locations;
- R. Provide proof of general liability and worker's compensation insurance (Hold Harmless Agreement) to polling place administrators as requested.
- S. Reimburse county for election judge payments;
- T. Approve roster of election judges and provide for appointment by the School Board;
- U. Execute equipment lease agreements;
- V. Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- W. Provide the title and text of School District questions to be placed on the ballot;
- X. Provide vehicles and personnel for delivery of equipment and supplies to each polling place as necessary or required;
- Y. Prepare mailing lists and official notice to each property owner in the School District as required by Minnesota Statutes §126C.17, subdivision 9(b);
- Z. Conduct official canvass of election results following each School District election.

VI. INDEMNIFICATION

Each Party agrees that it will be responsible for its own acts, including its agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and the results thereof.

VII. LEGAL REPRESENTATION

The Anoka County Attorney's office will advise and represent the County in all election-related matters, except that the School District Attorney and/or designee will advise and represent the School District.

VIII. ELECTION COSTS AND PAYMENTS

The base cost of election services provided by the County to the School District under this agreement, for regularly scheduled school district general elections (as defined in MN Statutes 200.02), including special elections held concurrently with regularly scheduled general elections shall be \$2000 per precinct plus an itemized billing for the cost of ballot printing, legal notice publication costs, cost of election judge salaries, and printing.

The County shall submit an invoice to the School District for 50% of the base cost of election services for each general or special election upon receipt of the Official Notification of Election as required by MN Statute 205A.07 Subd. 3. Invoices

for the balance of the base cost and the actual cost of other items and services covered by this contract shall be submitted to the School District no later than 60 days following each election.

In the event of early termination of this contract by the school district, Anoka County shall bill the school district and the school district shall be responsible for all costs incurred by the county under this agreement, up to and including the date notice of cancellation is received by the county.

IX. INDEPENDENT CONTRACTOR

It is agreed that nothing in this contract is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting the County as the employee of the School District for any purpose or in any manner whatsoever. The County is an independent contractor and neither it, its employees, agents, nor its representatives are employees of the School District. From any amounts due the County, there shall be no deductions for federal income tax or FICA payments, nor for any state income tax, nor for any other purposes which are associated with an employer-employee relationship unless required by law. Payment of federal income tax; FICA payments, and state income taxes are the responsibility of the County.

X. DATA PRACTICES

All data created, collected, received, maintained, or disseminated for any purpose in the course of this contract is governed by the Minnesota Government Data Practices Act, any other applicable statute, or any rules adopted to implement the Act or statute, as well as federal statutes and regulations on data privacy.

XI. ENTIRE AGREEMENT

This contract shall constitute the entire agreement between the parties and shall supersede all prior oral and written negotiations.

Anoka-Hennepin ISD #11

Anoka County Contract No. C0009855 JOINT POWERS AGREEMENT BETWEEN ANOKA COUNTY AND ANOKA-HENNEPIN INDEPENDENT SCHOOL DISTRICT #11 FOR ELECTION SERVICES

This is a Joint Powers Agreement between the County of Anoka ("County") and Anoka-Hennepin Independent School District 11 ("District") entered into pursuant to Minn. State. 471.59, for the provision of election services by Anoka County on behalf of the School District.

I. DURATION OF CONTRACT

This contract will be in effect for the period beginning on April 1, 2023 and ending on December 31, 2026 and will apply to any and all school district elections held during the duration of the contract.

II. CONTRACT RENEWAL AND TERMINATION

This contract may be renewed by written consent of the County and School District. This contract may be terminated with 30 days written notice by either party.

III. COUNTY RESPONSIBILITIES

Except as otherwise provided in this contract, the County will perform the statutory duties of School District Clerk, as related to the conduct of elections in ISD 11 by performing the following service:

- UU. Provide for retention of election records as required by statute;
- VV. Recruit, train, and supervise staff to carry out the duties specified in this contract;
- WW. Provide election-related information on the County web site;
- XX. Administer campaign financial reporting activities;
- YY. Perform duties of candidate filing officer, including acceptance of affidavits of candidacy and petitions;
- ZZ. Perform post-election activities including preparation of notice of election, acceptance of office and oath of office; administer the oaths of office at a meeting of the school district board;
- AAA. Arrange for lease of voting equipment from other governmental units to be used at school district elections as necessary; negotiate lease agreements on behalf of the school district and forward to the school district for execution; ensure invoices are directed to the school district;
- BBB. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Anoka County precincts;
- CCC. Plan, organize, and administer the activities of all voting equipment system components and associated devices used in Hennepin County precincts;
- DDD. Procure and administer agreements for programming, layout and printing of ballots for School District precincts located in Hennepin County; ensure invoices are directed to the school district;
- EEE. Provide election forms, supplies, and other related materials for each polling place;
- FFF. Test ballot counters and ballot marking devices; conduct preliminary tests and public accuracy tests of voting systems utilized in the elections;
- GGG. Coordinate delivery of equipment and supplies to and from each polling place and in-person absentee voting location;
- HHH. Prepare and publish election notices; provide invoice to school district for publication costs;
- III. Mail to each household with a registered voter a notice as required by Minnesota Statutes §204B.16, subd. 1a; (polling places); provide invoice to school district for printing and mailing costs;
- JJJ. Prepare and distribute statutorily required election notices for posting; post notices in non-school buildings; provide notices to school district for posting in school district buildings.

- KKK. Identify and arrange for the use of polling places for all school district elections; perform an annual inspection to verify suitability and substantial compliance with federal and state accessibility requirements;
- LLL. Set pay rate for election judges;
- MMM. Recruit, hire, train, assign, and pay Election Judges;
- NNN. Provide invoice to school district for reimbursement of Election Judges;
- OOO. Administer all provisions of MN Statute Chapter 204B related to absentee voting for all school district elections held under this contract;
- PPP. Provide voting stations for absentee voting;
- QQQ. Compile and report election results and election statistics for dissemination to the appropriate canvassing boards and the public;
- RRR. Conduct recounts for the School District offices and ballot questions.

IV. SCHOOL DISTRICT RESPONSIBILITIES

The School District will perform the following election-related responsibilities for all School District elections held during the duration of this contract:

- AA. Designate a person who will be the principal contact for the County;
- BB. Retain permanent archive of election results;
- CC. Prepare maps of school district election districts and precinct boundaries and provide to the county in electronic format and printed copies as requested;
- DD. Provide final approval for polling place locations;
- EE. Provide proof of general liability and worker's compensation insurance (Hold Harmless Agreement) to polling place administrators as requested.
- FF. Reimburse county for election judge payments;
- GG. Approve roster of election judges and provide for appointment by the School Board;
- HH. Execute equipment lease agreements;
- II. Provide the information to be printed on the ballot required in Minnesota Statutes §126C.17, subdivision 9(a);
- JJ. Provide the title and text of School District questions to be placed on the ballot;
- KK. Provide vehicles and personnel for delivery of equipment and supplies to each polling place as necessary or required;
- LL. Provide printing services through the School District Print Shop and Graphics Department at no charge to Anoka County for all School District elections.
- MM. Provide printing services through the School District Print Shop and Graphics Department to Anoka County for all other elections held in and by Anoka County, with the understanding that School District needs take precedence over the needs of Anoka County Elections Department.
- NN. Provide invoices to Anoka County for Print Shop and Graphics Department services provided pursuant to Section M above.
- OO. Prepare mailing lists and official notice to each property owner in the School District as required by Minnesota Statutes §126C.17, subdivision 9(b);
- PP. Conduct official canvass of election results following each School District election.

VI. INDEMNIFICATION

Each Party agrees that it will be responsible for its own acts, including its agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party and the results thereof.

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VIII. ELECTION COSTS AND PAYMENTS

The base cost of election services provided by the County to the School District under this agreement, for each school district election (as defined in MN Statutes 200.02), including special elections, shall be \$55,000 each plus an itemized billing for the cost of ballot printing, postage, legal notice publication costs, cost of election judge salaries, and printing.

The County shall submit an invoice to the School District for 50% of the base cost of election services for each general or special election upon receipt of the Official Notification of Election as required by MN Statute 205A.07 Subd. 3. Invoices for the balance of the base cost and the actual cost of other items and services covered by this contract shall be submitted to the School District no later than 60 days following each election.

In the event of early termination of this contract by the school district, Anoka County shall bill the school district and the school district shall be responsible for all costs incurred by the county under this agreement, up to and including the date notice of cancellation is received by the county.

IX. INDEPENDENT CONTRACTOR

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