ANOKA COUNTY BOARD AGENDA

FOR THE NOVEMBER 14, 2023, COUNTY BOARD MEETING

9:30 A.M.
County Board Room #705 - Government Center

Public comments are welcome at committee meetings. For a schedule of committee meetings please go to https://www.anokacounty.us/calendar.aspx?

1. Chair calls meeting to order.

2. Pledge of Allegiance.

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

   Others:

4. Tax claims and abatements.

5. Consider accepting the regular claims paid over $500 and purchase-card claims paid for the period ending October 20, 2023. See attached worksheet.

6. Approval of minutes from the October 24, 2023, county board meeting.

7. Chair’s remarks.
   A. Consider Resolution #2023-124, Proclaiming November As Adoption Awareness Month In Anoka County. See attached resolution.

8. Committee reports.
   A. Management Committee chair report.
   B. Transportation Committee report.
   C. Intergovernmental and Community Relations Committee report.
   D. Parks Committee report.
   E. Public Safety Committee report.

9. Consider approving Contract #C0010429 for services with SFM Risk Solutions for Workers’ Compensation Third Party Administration services for a one-year fee of $46,781 starting January 1, 2024, with the option to renew for 4 additional one-year periods for the same annual fee, as recommended by the Commissioner Responsible for Insurance. See attached worksheet.

10. Consider approving Employment Agreement Contract with Tonja West-Hafner, and appointing Tonja as the Assistant Director, Community and Government Relations, effective December 18, 2023. See attached worksheet.
11. Committee appointments:

   A. Consider appointing Jason Lund, who we believe can fairly represent all hydrologic areas within the district, to the Coon Creek Watershed District Board of Managers, replacing Patrick Parker, for a term ending May 27, 2025. **See attached** application.
**ANOKA COUNTY BOARD**  
**ACTION ITEM**  
11/14/2023  
**FINANCE & CENTRAL SERVICES**

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Motion for acceptance of the regular claims paid over $500 for the period ending 10/20/2023 and purchase-card claims paid for the period ending 10/20/2023.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>Resolution 2019-107 delegated the Finance &amp; Central Services Division Manager the authority to pay all claims of the County.</td>
</tr>
<tr>
<td>SOLUTIONS</td>
<td>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.</td>
</tr>
<tr>
<td>RECOMMENDATIONS</td>
<td>Recommend approval.</td>
</tr>
</tbody>
</table>
RESOLUTION #2023-124

PROCLAIMING NOVEMBER AS ADOPTION AWARENESS MONTH IN ANOKA COUNTY

WHEREAS, all children need the love, support and security of an adult committed to their well-being; and,

WHEREAS, many children waiting for adoption in Anoka County have complex needs because of past experiences of abuse and neglect; and,

WHEREAS, adoptive families need community as well as social service agency support; and,

WHEREAS, Anoka County believes every child deserves a family, and of the 30 children who are wards of the State in Anoka County, seven of those children are still waiting to be matched with adoptive parents; and,

WHEREAS, Anoka County finalized the adoptions of 32 children in 2023; and,

WHEREAS, community education and recruitment activities result in identifying potential adoptive families:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby proclaim the Month of November as Adoption Awareness Month in Anoka County.
ANOKA COUNTY

MANAGEMENT COMMITTEE CHAIR REPORT

COMMISSIONER MATT LOOK, CHAIR

FOR THE NOVEMBER 14, 2023, COUNTY BOARD MEETING

1. In accordance with the Personnel Rules and Regulations, and at the request and recommendation of the respective department heads, the chair recommends approving the following personnel transactions:

A. Restructure/fill - Administration/Medical Examiner’s Office - effective November 20, 2023 - vacancy due to resignation effective November 17, 2023. PC#2007002705

   FROM: 1.0 FTE Medical Transcriptionist - Grade 24, range $19.04 to $24.76 per hour.

   TO: 1.0 FTE Administrative Assistant – Grade 28, range $23.08 to $31.16 per hour

See attached position action worksheet.
**POSITION ACTION APPLICATION REQUEST**

**Department**  
Medical Examiner’s Office

<table>
<thead>
<tr>
<th>Action requested</th>
<th>Request to restructure a 1.0 Medical Transcriptionist (Grade 24) PCN to a 1.0 Administrative Assistant (Grade 28) PCN 2007002705</th>
</tr>
</thead>
</table>

**Background**  
The Midwest Medical Examiner’s Office has a total of 2.8 FTE Medical Transcriptionists. On November 17th, 2023, a medical transcriptionist resigned, creating a business need to restructure the division. The Midwest Medical Examiner's Office is seeking a 1.0 FTE Administrative Assistant to replace a 1.0 FTE Medical Transcriptionist to better manage the increase in data requests, accounts payable, purchasing, call volumes, assistance to other leaders for upcoming projects, and other duties that will be added to the proposed position.

**Recommendations**  
Approve the restructure to restructure the 1.0 FTE Medical Transcriptionist to a 1.0 Administrative Assistant.

<table>
<thead>
<tr>
<th>Funding source</th>
<th>Budget adjustment current year</th>
<th>Budget adjustment future years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional revenue or fees</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Funding description**  
Expenses for this position will be offset by continued growth and additional case volume from contracted customers.

**Who to contact with questions**  
Shane Sheets

**Submitted by**  
Shane Sheets  
Digitally signed by Shane Sheets  
Date: 2023.11.03 11:31:17 -05'00'

**Date submitted**  
Revised 05/19/2020

Submit by Email

**ER USE ONLY**  
Employee Relations and Finance Budget Workgroup approved  
Date approved
The Transportation Committee meeting was held on Thursday, October 26 at 3:00 P.M. at the Lac qui Parle Conference Room at the Anoka County Transportation Division Facility.

Committee Members Present: Commissioners Braastad (Chair), Look, Jeppson, Reinert
Others Present: Commissioner Meisner; Rhonda Sivarajah, County Administrator; Dee Guthman, Deputy County Administrator; Joe MacPherson, Jerry Auge, Jason Orcutt, Nicholas Dobda, Amy Honer, Jill Kent; Chris Carney, Asst County Attorney; Julie Boevers, Accountant; Dan Buchholtz, City Administrator, City of Spring Lake Park

**ACTION ITEMS**

1. The committee recommends approval of Resolution #2023-TR42, a resolution authorizing Anoka County to enter into an Agreement (#C0010404) with MnDOT for Project SP 002-070-011 (HSIP 8823(181)), the update of the Anoka County Road Safety Plan (CRSP).

2. The committee recommends approval of Resolution #2023-TR43, a resolution authorizing the County Engineer to acquire the property identified as PID #35-31-22-43-0003, in the City of Lino Lakes.

3. The committee recommends approval of a Partial Release of Declaration of Restrictions and Covenants for Replacement Wetland (#C0010341 & 940149) with the Rice Creek Watershed District for Project SAP 002-614-049, intersection improvements at CSAH 14 (125th Avenue NE/Main Street) and CR 53 (Sunset Avenue) in the Cities of Blaine and Lino Lakes.

4. The committee recommends approval to enter into a Joint Powers Agreement (#C0010345) with the City of Anoka for Project SAP 002-607-031, intersection safety improvements at CSAH 7 (7th Avenue) and Buchanan Street, in the City of Anoka.

**INFORMATION ITEMS**

5. The committee recommended forwarding proposed updated 2024 Salt, Sand, De-Icing Additives and Brine fees for county board approval following the fee review public hearing scheduled December 1, 2023.

6. The committee discussed the existing county road right of access restriction as it applies to the parcel located at 21330 Goldenrod Street NW, in the City of Oak Grove.

7. The committee reviewed Transportation Division agreements executed since last meeting.

8. The committee reviewed Corridor Updates and Project Progress.
## ACTION REQUESTED
Consider recommending approval of Resolution #2023-TR42, a resolution authorizing Anoka County to enter into an Agreement (#C0010404) with MnDOT for Project SP 002-070-011 (HSIP 8823(181)), the update of the Anoka County Road Safety Plan (CRSP).

## BACKGROUND/HISTORY
MnDOT, in partnership with FHWA and the Minnesota County Engineers Association (MCEA), helped develop a CRSP for all 87 Minnesota counties in 2014. Anoka County’s CRSP identified safety concerns and corresponding safety improvement alternatives on the county highway system. Since that time, Anoka County has completed several safety improvement projects/recommendations that were included in the original plan. With that in mind and the original plan now almost 10 years old, it is a good time to update the plan.

The CRSP update process will provide Anoka County and the project team an opportunity to review the previously noted improvement alternatives, analyze current traffic operations and patterns, and utilize new safety improvement tools that have been developed since the completion of the original plan. In addition, the revised CRSP is being developed to meet the current requirements included in several of the federal and state safety improvement funding applications and solicitations.

## FUNDING SOURCE
This project is being funded with 80% federal Highway Safety Improvement Program (HSIP) funds and 20% local county revenue sources.

## COMMENTS

## RECOMMENDATIONS
Recommend approval.
RESOLUTION #2023-TR42

RESOLUTION AUTHORIZING
AN AGREEMENT BETWEEN MNDOT AND ANOKA COUNTY
FOR FEDERAL PARTICIPATION IN COUNTY ROAD SAFETY PLAN
(HSIP 8823 (181) and SP 002-070-011
(#C0010404)

WHEREAS, the State of Minnesota (“MnDOT”) and Anoka County (“County”) are proposing a federal aid project to develop a new County Road Safety Plan, hereinafter referred to as “Engineering Study”; and,

WHEREAS, pursuant to Minnesota Statutes Section 161.36, Anoka County desires MnDOT to act as Agent in accepting federal funds on Anoka County’s behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by federal funds; and,

WHEREAS, the Engineering Study is eligible for the expenditure of federal aid funds, and is identified in MnDOT records as State Project (SP) 002-070-011, and in Federal Highway Administration (“FHWA”) records as Minnesota Project HSIP 8823(181); and,

WHEREAS, Anoka County has expressed willingness to reimburse a local match to MnDOT for the federal aid project and will be responsible for that match; and,

WHEREAS, Anoka County and MnDOT propose the term of the Agreement will be in effect for 5 years. The estimated cost of the Engineering Study is $239,765.61, with associated 80% Federal Funds and an approximate 20% Anoka County share.

NOW THEREFORE BE IT RESOLVED that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Anoka County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED that Anoka County, by and through its Board of Commissioners, hereby authorizes and directs the County Administrator to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1053771”, a copy of which is made a part hereof by reference.
## ACTION REQUESTED

Consider recommending approval of Resolution #2023-TR43, a resolution authorizing the County Engineer to acquire the property identified as PID #35-31-22-43-0003, in the City of Lino Lakes.

## BACKGROUND/HISTORY

Ramsey County, in coordination with Anoka County and the Cities of North Oaks and Lino Lakes, and White Bear Township, have developed a preferred layout for the Ash Street/County Road J and I-35E interchange project. Additional right-of-way, permanent easements, and temporary easements are required to construct the interchange and county highway improvements in both Anoka County and Ramsey County.

The subject property owner has communicated to Anoka County their interest in selling the above-referenced property. The vacant land parcel is located in the northwest quadrant of the County Road J and CR 84 (Otter Lake Road) intersection. Anoka County had an appraisal completed to determine the current market value of the property and the subject property owner has accepted the offer.

The acquisition of the parcel will provide significant benefits to the proposed project by reducing the impact to developed properties in the other quadrants of the intersection.

## FUNDING SOURCE

Anoka County will utilize Transportation Tax funds to acquire this parcel. Once the project development process has been completed for the I-35E and County Road J project, the costs to acquire this parcel will be shared by each agency via the project’s joint powers agreement (JPA). The JPA will be developed once the project development process is completed.

## COMMENTS

## RECOMMENDATIONS

Recommend approval.
RESOLUTION #2023-TR43

RESOLUTION TO AUTHORIZE ACQUISITION OF VACANT LAND FOR FUTURE HIGHWAY PROJECT

WHEREAS, the Anoka County Highway Department is continually planning for the improvement of the county highway system to provide for the safety of the traveling public; and,

WHEREAS, occasionally certain lands become available for direct purchase which are deemed necessary for future projects; and,

WHEREAS, the necessary lands, identified as meeting one or more of the above-mentioned criteria, is currently being offered for sale by the owner (“Subject Property”) identified as PID 35-31-22-43-0003, as more particularly described in Exhibit A; and,

WHEREAS, the Subject Property is necessary for a future road project to improve the interchange of I-35E and CR 84 (Otter Lake Road)/Ash Street/County Road J, in a project to be collectively undertaken by MnDOT, Anoka County, Ramsey County, City of North Oaks, City of Lino Lakes, and White Bear Township; and,

WHEREAS, Resolution 2022-154, which was adopted by the Board of Commissioners on December 13, 2022, authorized the County Engineer to negotiate the terms of a purchase agreement to acquire the Subject Property through direct negotiations with the landowner; and,

WHEREAS, such purchase agreement was negotiated to acquire the Subject Property for its appraised value.

NOW THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, hereby authorizes the County Engineer, or his designee, to purchase the Subject Property for its appraised value, plus closing costs, and further authorizes any such actions to close on the Subject Property in accordance with the terms of the purchase agreement.
Exhibit A
Legal Description of Subject Property

THAT PRT OF GOVT LOT 6 LYG W OF THE WLY R/W LINE OF CO RD NO 84 & ELY OF THE E R/W LINE OF INTERSTATE HWY NO 35 E & N OF THE NLY R/W LINE OF CO RD J (AKA ASH ST) SEC 35-31-22; EX A 50 FT STRIP TO CITY OF ST PAUL ALSO EX RD; SUBJ TO EASE OF REC
ANOKA COUNTY BOARD ACTION ITEM

October 26, 2023

TRANSPORTATION DIVISION

<table>
<thead>
<tr>
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<td>Consider recommending approval of a Partial Release of Declaration of Restrictions and Covenants for Replacement Wetland (#C0010341 &amp; 940149) with the Rice Creek Watershed District for Project SAP 002-614-049, intersection improvements at CSAH 14 (125th Avenue NE/Main Street) and CR 53 (Sunset Avenue) in the Cities of Blaine and Lino Lakes.</td>
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<tr>
<td>Anoka County, in partnership with the Cities of Blaine and Lino Lakes, is developing a preliminary layout for reconstruction of the intersection of 125th Avenue NE/Main Street and Sunset Avenue. The improvements include the construction of a single lane roundabout, with concrete curb and gutter, grading, aggregate base, bituminous surfacing, drainage, signage, and other associated improvements to address safety concerns and improve traffic operations for the traveling public.</td>
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</table>

Anoka County is working with Bolton & Menk regarding wetland locations and impacts on County Property (PIN 12-31-23-11-0001). Due to project impacts, Anoka County needs to release land from the original Declaration of Restrictions and Covenants for Replacement Wetland. The purpose of this partial release is to remove a portion of the previous wetland replacement from under the Declaration agreement. Bolton & Menk, on behalf of Anoka County, worked cooperatively with Rice Creek Watershed District (RCWD) and the Board of Water and Soil Resources (BWSR), who is authorized to approve the County’s action request. |

RCWD and BWSR have approved the adjustment to the Declaration of Restrictions and Covenants for Wetland Replacement, which results in a credit reduction of 0.017 acres for the Wetland Bank. |

The project is currently scheduled to be constructed in 2024. |

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
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<tbody>
<tr>
<td>Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.</td>
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<tr>
<th>COMMENTS</th>
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<tr>
<th>RECOMMENDATIONS</th>
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<tbody>
<tr>
<td>Recommend approval.</td>
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</table>
EXHIBIT A

LEGAL DESCRIPTION
OF RELEASED PROPERTY

That part of the Northeast Quarter of the Northeast Quarter of Section 12, Township 31 North, Range 23 West, Anoka County, Minnesota, described as follows:

Commencing at the Northeast corner of said Northeast Quarter Section 12; thence South 00 degrees 03 minutes 04 seconds West assumed bearing along the east line of said Northeast Quarter, a distance of 60.01 feet; thence North 88 degrees 53 minutes 03 seconds West, a distance of 33.01 feet to the westerly right of way County Road 53 and the point of beginning; thence South 00 degrees 03 minutes 04 seconds West along said westerly right of way, a distance of 357.51 feet; thence North 89 degrees 56 minutes 56 seconds West, a distance of 10.00 feet; thence North 00 degrees 03 minutes 04 seconds West, a distance of 128.00 feet; thence North 89 degrees 56 minutes 56 seconds West, a distance of 40.00 feet; thence North 43 degrees 28 minutes 49 seconds West, a distance of 27.59 feet; thence North 00 degrees 03 minutes 04 seconds East, a distance of 33.00 feet; thence North 89 degrees 56 minutes 56 seconds West, a distance of 14.00 feet; thence North 00 degrees 03 minutes 04 seconds East, a distance of 21.00 feet; thence South 89 degrees 56 minutes 56 seconds East, a distance of 75.00 feet; thence North 38 degrees 50 minutes 11 seconds East, a distance of 12.83 feet; thence North 18 degrees 59 minutes 11 seconds West, a distance of 58.18 feet; thence North 88 degrees 52 minutes 52 seconds West, a distance of 85.00 feet; thence North 81 degrees 17 minutes 12 seconds West, a distance of 128.51 feet to the southerly right of way County State Aid Highway No. 14 per ANOKA COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 50; thence South 88 degrees 53 minutes 03 seconds East along said southerly right of way, a distance of 292.02 feet to the point of beginning there terminating.

Said area containing 20,070 square feet, more or less.

P.I.N. 12-31-23-11-0001
<table>
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<tr>
<th>ACTION REQUESTED</th>
<th>Consider recommending approval to enter into a Joint Powers Agreement (#C0010345) with the City of Anoka for Project SAP 002-607-031, intersection safety improvements at CSAH 7 (7th Avenue) and Buchanan Street, in the City of Anoka.</th>
</tr>
</thead>
</table>
| BACKGROUND / HISTORY | Anoka County, in cooperation with the City of Anoka, has prepared plans to improve the intersection of 7th Avenue and Buchanan Street in Anoka. In 2019, a new Kwik Trip convenience store was constructed in the northwest quadrant of the intersection. Since that time, traffic patterns at this intersection have dramatically changed, resulting in a series of “close call” incidents and concerns from the traveling public. The proposed improvements include minor curb replacement and geometric/lane alignment modifications.  

The joint powers agreement (JPA) follows the County’s cost participation policy and maintenance responsibilities associated with the proposed improvements. The City of Anoka approved this JPA at their council meeting on October 16, 2023.  

The proposed improvements will be included in the County’s existing 2023 overlay contract with North Valley, Inc., via a contract change order. Construction will be completed this fall. |
| FUNDING SOURCE | The project is funded through a combination of Transportation Tax, County State Aid Highway (CSAH) funds, and local funds. |
| COMMENTS | |
| RECOMMENDATIONS | Recommend approval. |
The Intergovernmental & Community Relations Committee meeting was held on October 24, 2023, in Conference Room #772 of the Government Center.

Present: Committee Members – Commissioner Jeff Reinert (Chair); Commissioner Julie Jeppson (Vice Chair); and Commissioner Gamache

Absent: Commissioner Matt Look

Others – Commissioner Mandy Meisner; Rhonda Sivarajah, County Administrator; Karen Skepper, Community and Government Relations Director; Dee Guthman, Deputy County Administrator; Bethany Fountain Lindberg, Chief Deputy County Attorney; John Lenarz, License and Passport Services Director; Shane Sheets, Medical Examiner Director; and Tina Pedersen, Associate Administrative Assistant

Action Items

*1. The committee recommends the county board adopt Resolution #2023-IG06, Resolution Accepting Donations from Patrons. See attached resolution.

*2. The committee recommends the county board adopt Resolution #2023-IG07, Resolution Accepting Dedicated Donations for Anoka County Veteran Services. See attached resolution.

Informational Items

3. For informational purposes, the committee recommends forwarding proposed updated Medical Examiner’s fees for county board approval following the fee review public hearing scheduled for December 1, 2023.

4. For informational purposes, the committee discussed the Minnesota requirement of registering for lobbying going into effect January 1, 2024.

5. For informational purposes, the committee reviewed 2024 Legislative Platform items for the License and Passport Services department and the Medical Examiner’s Office.

6. For informational purposes, the committee discussed county board support for the proposed model under the 2018 Pratt bill and principles previously developed by the suburban group.

*Requires county board approval.
RESOLUTION #2023-IG06

RESOLUTION ACCEPTING DONATIONS FROM PATRONS

WHEREAS, patrons of the Anoka County Library have donated the following totaling $2,105.32 for the months of July, August, and September 2023 in cash to the Anoka County Library:

- June through August Book Cart: $1,680.32
- Janice Green: $50.00
- Karen and Rod Piper: $50.00
- Catherine Karie: $100.00
- Karen McCulloch: $100.00
- Jean Trocke: $25.00
- The Jeff Brown family: $100.00

WHEREAS, Minn. Stat 465.03 requires the county to accept donations by resolution expressed in terms prescribed by the donor:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby accept the donations of cash.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners hereby wishes to extend grateful appreciation to the patrons for their generous cash donations to the Anoka County Library.
RESOLUTION #2023-IG07

ACCEPTING DEDICATED DONATIONS
FOR ANOKA COUNTY VETERAN SERVICES

WHEREAS, various organizations in and around the County of Anoka have provided donations to the Anoka County Veteran Services; and,

WHEREAS, the following organizations have donated the specified sum to the Anoka County Veteran Services as follows:

- Ham Lake Chamber of Commerce: $1000
- Ham Lake Lanes: $320
- GetAway Bar: $100
- Bootleggers: $100
- Long Siding: $100
- Pine Brook: $80
- Tower Bar: $40

WHEREAS, Minnesota Statute §465.03 requires a county to accept the donation by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the funds in accordance with the donor’s terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby accept the above-described donations and extends its grateful appreciation to the donors.
The Parks Committee meeting was held on Tuesday, November 7 at Rum River North County Park.

Committee Members Present:  Commissioner Mike Gamache (Chair); Commissioner Mandy Meisner

Committee Members Absent:  Commissioner Jeff Reinert (Vice Chair)

Department Staff Present:  Jeff Perry, Parks Director; Andy Soltvedt, Assistant Parks Director; Karen Blaska, Park Planning Manager

Others Present:  Commissioner Julie Jeppson; Chris Carney, Assistant County Attorney

County Board Action Items:

1. The Committee recommended to the County Board to award a contract to TKDA for Professional Design and Engineering Services in the amount of $124,700 for the Bunker Beach Facility Improvements Project (Anoka County Contract #C0010389).

2. The Committee recommended to the County Board to award a contract to Meyer Group Architecture of Minnetonka, MN for a Design/Build Contract for in the amount of $1,156,924, plus reimbursables for the Bunker Hills Regional Park Pavilions Project (Anoka County Contract #C0010394).

3. The Committee recommended to the County Board to authorize an amendment to contract #C0009754A for Wold Architect & Engineers design services increasing the contract $50,200 to a total of $81,700 for the Bunker Hills Air Handler Units project.

4. The Committee recommended to the County Board to authorize Resolution of Support 2023-PRK09 for Anoka County’s $131,500 Equity Grant Application for an Accessibility in the Parks Project.

Informational Items:

5. The Committee was informed of options for Pavilion #6 at Lake George Regional Park.

6. The Committee was provided an update on the Bunker Hills Water and Sewer Project.

7. The Committee was informed of Coon Rapids Dam Regional Park trail closures and public communication efforts.

8. The Committee was informed regarding the 2023 campground operating season.

9. The Committee was informed of contracts executed by the Parks Department since the last Committee meeting.

10. The Committee received the monthly Parks Department updates.
### ACTION REQUESTED
For the Parks Committee to review and recommend to the County Board to award a Contract to TKDA for Professional Design and Engineering Services for the Bunker Beach Facility Improvements Project (Anoka County Contract #C0010389).

### BACKGROUND
The County, through the 2023 Capital Improvement Budget, provided funding to refurbish the Splash Cove Slides and Tower, as well as upgrade electrical housings, conduits, VFD’s, strainers and conduct plumbing improvements. The County previously contracted TKDA to conduct a structural assessment on the slide tower and a few other structures within Bunker Beach. The facilities are structurally sound, but there are improvements needed to prolong the structural integrity and safe function of the various facilities. TKDA provided a proposal for the design, engineering and construction management of the improvements. Their proposal is $124,700 and they would begin as soon as the contract is executed. Construction is anticipated to be completed prior to the 2024 water park season.

### SOLUTIONS
The Parks Committee recommends to the County Board to award a Contract to TKDA in the amount of $124,700 for Professional Design and Engineering Services for the Bunker Beach Facility Improvements Project.

### FUNDING SOURCE
County CIB

### CONCLUSION
The Parks Committee recommends to the County Board to award a Contract to TKDA in the amount of $124,700 for Professional Design and Engineering Services for the Bunker Beach Facility Improvements Project.

### RECOMMENDATIONS
The Parks Committee recommends to the County Board to award a Contract to TKDA in the amount of $124,700 for Professional Design and Engineering Services for the Bunker Beach Facility Improvements Project (Anoka County Contract #C0010389).
### ACTION REQUESTED
For the Parks Committee to review and recommend to the County Board to award a Contract to Meyer Group Architecture of Minnetonka, MN for a Design/Build Contract for in the amount of $1,156,924, plus reimbursables for the Bunker Hills Regional Park Pavilions Project (Anoka County Contract #C0010394).

### BACKGROUND
Due to the failing structural integrity of the previous wood pavilions at Bunker Hills Regional Park, they were demolished in 2023. The County is receiving approximately $1.4M in Modernization funding from the State to rebuild two of the pavilions at Bunker Hills. The County issued a Request for Proposal in September and proposals were due October 20th. Four proposals were received. Parks staff have reviewed the proposals and contacted references and believe that the Meyer Group from Minnetonka is the most qualified responsive proposer for the project. Design would begin immediately upon contract execution and construction is anticipated to be complete by July 1, 2024. The contract amount is for the pre-design and estimated construction costs. The contract will be amended prior to construction to include Construction Management and Administration for approximately 5% of the final design construction costs (estimated to be about $60,000±), which is a valid a reasonable amount.

### SOLUTIONS
For the Parks Committee to review and recommend to the County Board to award a Contract to Meyer Group Architecture of Minnetonka, MN for a Design/Build Contract for in the amount of $1,156,924, plus reimbursables for the Bunker Hills Regional Park Pavilions Project (Anoka County Contract #C0010394).

### FUNDING SOURCE
State Modernization Funds

### CONCLUSION
For the Parks Committee to review and recommend to the County Board to award a Contract to Meyer Group Architecture of Minnetonka, MN for a Design/Build Contract for in the amount of $1,156,924, plus reimbursables for the Bunker Hills Regional Park Pavilions Project (Anoka County Contract #C0010394).

### RECOMMENDATIONS
For the Parks Committee to review and recommend to the County Board to award a Contract to Meyer Group Architecture of Minnetonka, MN for a Design/Build Contract for in the amount of $1,156,924, plus reimbursables for the Bunker Hills Regional Park Pavilions Project (Anoka County Contract #C0010394).
## ACTION REQUESTED
For the Committee to recommend to the County Board to authorize an amendment to Contract# C0009754A for Wold Architect & Engineers design services to increase the contract $50,200 to a total of $81,700 for the Bunker Hills Air Handler Units project.

## BACKGROUND
The County has been working with Wold Architect & Engineers on the design and engineering for the Bunker Hills Activities Center Air Handler Project. The construction cost estimate at the beginning of the project was approximately $500,000, but due to changes in building code since the original installation, additional ductwork and mechanical engineering construction is required. These changes increased the estimated construction cost from $500,000 to $1.45M, almost three times the original project amount. Since most design firms based their pricing on construction costs, Wold is proposing an increase in design fees of $50,200. Parks staff feel this proposal is valid and within reasonable limits of an increase. If approved, the new contract amount would $81,700.

Wold is currently finalizing the construction documents and Staff anticipate the project to be out for bid sometime in November/December.

The total estimated cost of construction is approximately $1,450,000.

## SOLUTIONS
For the Committee to recommend to the County Board to authorize an amendment to Contract# C0009754A for Wold Architect & Engineers design services to increase the contract $50,200 to a total of $81,700 for the Bunker Hills Air Handler Units project.

## FUNDING SOURCE
ARPA funds

## CONCLUSION
For the Committee to recommend to the County Board to authorize an amendment to Contract# C0009754A for Wold Architect & Engineers design services to increase the contract $50,200 to a total of $81,700 for the Bunker Hills Air Handler Units project.

## RECOMMENDATIONS
For the Committee to recommend to the County Board to authorize an amendment to Contract# C0009754A for Wold Architect & Engineers design services to increase the contract $50,200 to a total of $81,700 for the Bunker Hills Air Handler Units project.
### ANOKA COUNTY BOARD ACTION ITEM

November 14, 2023

PARKS DEPARTMENT

<table>
<thead>
<tr>
<th><strong>ACTION REQUESTED</strong></th>
<th>For the Parks Committee to recommend to the County Board to authorize a Resolution of Support 2023-PRK09 for Anoka County’s Equity Grant Application for an Accessibility in the Parks Project.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BACKGROUND</strong></td>
<td>The Metropolitan Council provides financial support to the Regional Parks Implementing Agencies for capital and non-capital projects which intend to strengthen equitable usage of the regional parks and trails. The Parks Department will be applying for $131,500 in funds for an Accessibility in the Parks Project. If awarded, this grant would provide funds to purchase a variety of adaptive equipment to increase accessibility. Some of the equipment includes adult sized changing tables for restrooms, a manual push beach/water chair, adaptive kayaks, adaptive manual and electric chairs for trail use, ski’s for wheelchairs, accessible tricycles and e-bikes. Parks staff is requesting authorization of a resolution supporting the project. The requested action will allow the Parks Department to proceed with contract signature and execution upon receiving the grant agreement.</td>
</tr>
<tr>
<td><strong>SOLUTIONS</strong></td>
<td>For the Parks Committee to recommend to the County Board to authorize a Resolution of Support 2023-PRK09 for Anoka County’s $131,500 Equity Grant Application for an Accessibility in the Parks Project.</td>
</tr>
<tr>
<td><strong>FUNDING SOURCE</strong></td>
<td>Met Council Equity Grant Funds</td>
</tr>
<tr>
<td><strong>CONCLUSION</strong></td>
<td>For the Parks Committee to recommend to the County Board to authorize a Resolution of Support 2023-PRK09 for Anoka County’s $131,500 Equity Grant Application for an Accessibility in the Parks Project.</td>
</tr>
<tr>
<td><strong>RECOMMENDATIONS</strong></td>
<td>For the Parks Committee to recommend to the County Board to authorize a Resolution of Support 2023-PRK09 for Anoka County’s $131,500 Equity Grant Application for an Accessibility in the Parks Project.</td>
</tr>
</tbody>
</table>
RESOLUTION AUTHORIZING PROJECT AND GRANT AGREEMENT
FROM THE METROPOLITAN COUNCIL’S EQUITY GRANT PROGRAM

WHEREAS, the Metropolitan Council Competitive Equity Grant Program provides funding to regional park implementing agencies for capital and non-capital projects that will strengthen equitable usage of regional parks and trails within our region; and

WHEREAS, the goals of the funding provided through the Equity Grant Program is to ensure equitable usage of parks across age, race, ethnicity, income, national origin, and ability; and

WHEREAS, the Met Council requires each jurisdiction’s governing board to give authorization for its application and receipt of funding related to this Equity Grant program; and

WHEREAS, Anoka County is applying to receive Equity Grant funds for the following eligible project:

- $131,500 for an Accessibility in the Parks Project

NOW, THEREFORE, BE IT RESOLVED that the Anoka County Board of Commissioners hereby authorizes application for funding of the above project, and if selected, implementation of the project upon receipt of fully executed grant agreements from the Metropolitan Council.

BE IT FURTHER RESOLVED that the County Administrator, the Parks Director, and/or their designees are authorized on behalf of the County any time hereafter and without further action by or authority from the Board of Commissioners to execute and deliver on behalf of the County, all grant agreements, permits, declarations, and other legal or contractual documents necessary to secure funding for the above-listed project.

BE IT FINALLY RESOLVED that a copy of this Resolution should be forwarded to the Metropolitan Council and Anoka County Parks Department.
ANOKA COUNTY PUBLIC SAFETY COMMITTEE REPORT

FOR THE NOVEMBER 14, 2023, COUNTY BOARD MEETING

The Public Safety Committee meeting was held on November 7, 2023, at 11:00 a.m. in Conference Room #710 of the Anoka County Government Center, Anoka, Minnesota.

Present: Committee Members - Commissioner Julie Braastad (Chair), Commissioner Scott Schulte (Vice Chair)

Absent: Commissioner Mike Gamache

Others - Dee Guthman, Deputy County Administrator; Valerie Sprynczynatyk, Emergency Communications Director; Terry Stoltzman, Emergency Management Director; Jeffrey Lanenberg, Emergency Management Deputy Director; Sheriff Brad Wise; Chief Deputy Sheriff Bill Jacobson; Assistant County Attorney Bryan Frantz; Brenda Vetter, Administrative Assistant

*Action Item*  
**Attorney’s Office**

1. The committee recommends approval and execution of Amendment #1 to Memorandum of Understanding between the Anoka County Joint Law Enforcement Council and the County of Anoka (Contract #C0004460A). See attached action worksheet.

**Emergency Management**

2. The committee recommends approval and execution of Contract #C0010474, the FY2023 State Homeland Security Program (SHSP) Grant between the State of Minnesota, Department of Public Safety, and Anoka County Emergency Management, effective January 1, 2024, through December 31, 2024, in the amount of $25,000. See attached action worksheet.

3. The committee recommends approval and execution of Contract #C0010475, the FY2023 Urban Area Security Initiative (UASI) Grant between the State of Minnesota Department of Public Safety and Anoka County Emergency Management, effective January 1, 2024, through June 30, 2025, in the amount of $249,750.00. See attached action worksheet.

**Sheriff’s Office**

4. The committee recommends approval and execution of the following 2024 Law Enforcement Contracts for a term of January 1, 2024, through December 31, 2024:
   A. City of East Bethel (Contract #C0010434) in the amount of $1,441,913.
   B. City of Bethel (Contract #C0010441) in the amount of $58,077.
   C. City of Columbus (Contract #C0010452) in the amount of $482,426.
   D. City of Ham Lake (Contract #C0010467) in the amount of $1,443,694.
   See attached action worksheets.

5. The committee recommends approval and execution of Contract #C0010469, Fiscal Agent Agreement for North Central High-Intensity Drug Trafficking Area (HIDTA) and members of the Violent Crime Enforcement Team (VCET), for a term of January 1, 2024, through December 31, 2027. See attached action worksheet.
6. The committee recommends approval and execution of Contract #C0010380, Purchase of Service Agreement between Anoka County and T.W. Vending, Inc. d/b/a/ Turnkey Corrections, for a term of January 1, 2024, through December 31, 2026, and option for one additional three-year term. **See attached** action worksheet.

7. The committee recommends approval and execution of Contract #C0010453, 2023 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects Grant between the U.S. Department of Justice, Office of Community Oriented Policing Services and Anoka County for a term of October 1, 2023, through September 30, 2025, in the amount of $182,193. **See attached** action worksheet.

8. The committee recommends approval of Sheriff’s request for $200,000 of the One-Time Public Safety Aid funds to be used to pay for Sigma Tactical Wellness Testing. **See attached** action worksheet.

9. The committee recommends adoption of Resolution #2023-PS12, Accepting Dedicated Donation from the Blaine Police Explorer POST #939. **See attached** resolution.

10. The committee recommends adoption of Resolution #2023-PS13, Accepting Dedicated Donation from Bill’s Superette, Dahlheimer Beverage and Black Rifle Coffee. **See attached** resolution.

*Requires board approval.

**Information**

**Sheriff’s Office**

11. The committee discussed fee changes. The Fee Review Worksheets have been forwarded to the Finance Department for inclusion in the master list that will be presented at the December 1, 2023, county board meeting.

**County Administration**

12. For informational purposes the committee was advised that the groundbreaking for the Homeland Security Emergency Management’s (HSEM) new State Emergency Operations Center (SEOC) occurred in Blaine on October 26, 2023.

**Emergency Management**

13. For informational purposes, the committee considered that Emergency Management Director Terry Stoltzman will be the county representative for the Great Plains Institute Project.

**Emergency Communications**

14. Emergency Communications Director Valerie Sprynczynatyk provided a training and staffing update.

**The next Public Safety Committee meeting will be at 1:00 p.m. on Wednesday, December 13, 2023, at Lac qui Parle Conference Room, Anoka County Transportation Division Facility, 1440 Bunker Lake Blvd NW, Andover, Minnesota.**
### ACTION REQUESTED
The Anoka County Attorney’s Office is requesting that the Public Safety Committee consider recommending that the County Board execute Memorandum of Understanding C0004460A. This Memorandum of Understanding is an amendment to C0004460, which was fully executed on September 17, 2015. The amended Memorandum of Understanding (C0004460A) is an agreement between the Joint Law Enforcement Council and the County, outlining the management of the Public Safety Data System. The Public Safety Committee should consider and recommend to the County Board that it execute Memorandum of Understanding C0004460A.

### BACKGROUND
The County and the Joint Law Enforcement Council fully executed Memorandum of Understanding C0004460 on September 17, 2015. The Memorandum of Understanding formalized the understanding between the Joint Law Enforcement Council and the County concerning the rights and responsibilities for delivery of support services concerning the location, accessibility, maintenance, and operation of the Public Safety Data System. Based on changes in business practices over the last 8 years, the Memorandum of Understanding needs to be updated. The proposed updates are reflected in C0004460A. The Joint Law Enforcement Council approved the amended Memorandum of Understanding at its last meeting on October 26, 2023, and the document has been reviewed and approved by the County’s IT Department.

### SOLUTIONS
Execute Memorandum of Understanding C0004460A.

### FUNDING SOURCE
(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)

N/A

### CONCLUSION
| ACTION REQUESTED | Anoka County Emergency Management requests approval for the acceptance and execution of Contract # C0010474, the FY2023 State Homeland Security Program (SHSP) Grant between the State of Minnesota, Department of Public Safety, and Anoka County Emergency Management, effective January 1, 2024, through December 31, 2024, in the amount of $25,000 to be administered on behalf of the MN-1 All-Hazards Incident Management Team for equipment and training. |
| BACKGROUND | The State Homeland Security Program (SHSP) is a core assistance program that provides funds to build capabilities at the State, local, tribal, and territorial levels, to enhance our national resilience to absorb disruptions and rapidly recover from incidents both natural and manmade as well as to implement the goals and objectives included in state homeland security strategies and initiatives in their State Preparedness Report (SPR). |
| SOLUTIONS | The FY2023 Homeland Security Grant Program (HSGP) plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. |
| FUNDING SOURCE | The Federal Emergency Management Agency through the State of Minnesota Department of Public Safety. |
| CONCLUSION | The FY2023 SHSP Grant supports the building, sustainment, and delivery of core capabilities through a combined effort of the whole community, rather than the exclusive effort of any single organization or level of government, essential to achieving the National Preparedness Goal of a secure and resilient Nation. Anoka County Emergency Management currently administrates and leads the MN-1 All-Hazards Incident Management Team, a deployable resource, that comprises entities throughout Minnesota. This team delivers these core capabilities as requested throughout Minnesota, and the United States through mutual aid agreements, and state and federal laws. |
| RECOMMENDATIONS | Anoka County Emergency Management requests approval for the acceptance and execution of Contract # C0010474, the FY2023 State Homeland Security Program (SHSP) Grant between the State of Minnesota, Department of Public Safety, and Anoka County Emergency Management, effective January 1, 2024, through December 31, 2024, in the amount of $25,000 to be administered on behalf of the MN-1 All-Hazards Incident Management Team for equipment and training. |
### ACTION REQUESTED
Anoka County Emergency Management requests approval for the acceptance and execution of Contract #C0010475, the FY2023 Urban Area Security Initiative (UASI) Grant between the State of Minnesota Department of Public Safety and Anoka County Emergency Management, effective January 1, 2024, through June 30, 2025, in the amount of $249,750.00.

### BACKGROUND
The UASI program assists in building an enhanced and sustainable capability to prevent, protect against, mitigate, respond to, and recover from acts of terrorism.

### SOLUTIONS
The FY2023 Homeland Security Grant Program (HSGP) provides funding to states, territories, urban areas, and other local and tribal governments to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards.

### FUNDING SOURCE
(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)
The Federal Emergency Management Agency through the State of Minnesota Department of Public Safety.

### CONCLUSION
The funding will build, sustain, and enhance the core capabilities that are necessary for achieving the National Preparedness Goal of a secure and resilient Nation.

### RECOMMENDATIONS
Anoka County Emergency Management requests approval for the acceptance and execution of Contract #C0010475, the FY2023 Urban Area Security Initiative (UASI) Grant between the State of Minnesota Department of Public Safety and Anoka County Emergency Management, effective January 1, 2024, through June 30, 2025, in the amount of $249,750.00.
**ACTION REQUESTED**

Approval and execution of the 2024 Law Enforcement Contract with the City of East Bethel.

<table>
<thead>
<tr>
<th>BACKGROUND</th>
<th>The City of East Bethel has contracted with the Sheriff’s Office for the performance of law enforcement services since 1973. This contract is the annual renewal.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td>C0010434</td>
</tr>
</tbody>
</table>
| Amount of Contract | The city agrees to pay the county the sum of 1,441,913. Contract services include but are not limited to:  
  a. 36 hours per day of patrol service; and  
  b. 24-hour call and general services.  
  The term of the contract is January 1, 2024, through December 31, 2024. |

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

**CONCLUSION**

The continuation of services provided by the Anoka County Sheriff’s Office to the City of East Bethel enhances the public safety of county residents and is a service that has been in place since February 1973.

**RECOMMENDATIONS**

Approval and execution of the 2024 Law Enforcement Contract with the City of East Bethel.
ANOKA COUNTY BOARD ACTION ITEM
November 14, 2023
Anoka County Sheriff’s Office

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Approval and execution of the 2024 Law Enforcement Contract with the City of Bethel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>The City of Bethel has contracted with the Sheriff’s Office for the performance of law enforcement services since January 1, 2009. This contract is the annual renewal.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>C0010441</td>
</tr>
</tbody>
</table>
| Amount of Contract | The city agrees to pay the county the sum of $58,077. Contract services include but are not limited to:  
  - 621 hours of annual patrol service  
  - 24 hour call and general services  
  The term is January 1, 2024, through December 31, 2024. |
<p>| FUNDING SOURCE   | NA                                                                                         |
| (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.) |                                                                                           |
| CONCLUSION       | The continuation of contracted services provided by the Anoka County Sheriff’s Office to the City of Bethel and enhances the safety of county residents and has been in place since January 1, 2009. |
| RECOMMENDATIONS  | Approval and execution of the 2024 Law Enforcement Contract with the City of Bethel.         |</p>
<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Approval and execution of the 2024 Law Enforcement Contract with the City of Columbus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>The City of Columbus has contracted with the Sheriff’s Office for the performance of law enforcement services since June 1987. This contract is the annual renewal.</td>
</tr>
<tr>
<td>SOLUTIONS</td>
<td>C0010452</td>
</tr>
<tr>
<td></td>
<td>The city agrees to pay the county the sum of $482,426. Contract services include but are not limited to: a. 12 hours per day of patrol services b. 24-hour call and general services</td>
</tr>
<tr>
<td></td>
<td>The term of the contract is January 1, 2024 through December 31, 2024.</td>
</tr>
<tr>
<td>FUNDING SOURCE</td>
<td>N/A</td>
</tr>
<tr>
<td>(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)</td>
<td></td>
</tr>
<tr>
<td>CONCLUSION</td>
<td>The continuation of contracted services provided by the Anoka County Sheriff’s Office to the City of Columbus enhances the safety of county residents and has been in place since 1987.</td>
</tr>
<tr>
<td>RECOMMENDATIONS</td>
<td>Approval and execution of the 2024 Law Enforcement Contract with the City of Columbus.</td>
</tr>
</tbody>
</table>
# ANOKA COUNTY BOARD ACTION ITEM

November 14, 2023  
Anoka County Sheriff’s Office

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Approval and execution of the 2024 Law Enforcement Contract with the City of Ham Lake.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACKGROUND</td>
<td>The City of Ham Lake has contracted with the Sheriff’s Office for the performance of law enforcement services since February 1974. This contract is the annual renewal.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>C0010467</td>
</tr>
</tbody>
</table>
| Amount of Contract | The city agrees to pay the county the sum of $1,443,694. Contract services include but are not limited to:  
  a. 36 hours per day of patrol service; and  
  b. 24-hour call and general services.  
  The term of the contract is January 1, 2024, through December 31, 2024. |
| FUNDING SOURCE   | N/A                                                                             |
| CONCLUSION       | The continuation of services provided by the Anoka County Sheriff’s Office to the City of Ham Lake enhances the public safety of county residents and is a service that has been in place since February 1974. |
| RECOMMENDATIONS | Approval and execution of the 2024 Law Enforcement Contract with the City of Ham Lake. |
ANOKA COUNTY BOARD ACTION ITEM
November 14, 2023
Anoka County Sheriff’s Office

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Consider recommending approval and execution of Contract #C0010469, Fiscal Agent Agreement for North Central High-Intensity Drug Trafficking Area (HIDTA) and members of the Violent Crime Enforcement Team (VCET), for a term of January 1, 2024, through December 31, 2027.</th>
</tr>
</thead>
</table>
| BACKGROUND | There is a Joint Powers Agreement with county and city partners and North Central High-Intensity Drug Trafficking Area (Contract #C0007372A). The parties, who are members of VCET, provide investigators to the VCET and require funding to pay overtime costs. The County agrees to act as a fiscal agent to distribute to the cities the HIDTA grant funds.  

The Sheriff’s Office has acted as the fiscal agent for years, but new federal guidelines require a fiscal agreement. |
| Contract Number | C0010469 |
| Amount of Contract | N/A |
| FUNDING SOURCE | N/A |
| (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.) | |
| CONCLUSION | Added city investigators will assist in the coordinated efforts to combat drug trafficking. |
| RECOMMENDATIONS | Consider recommending approval and execution of Contract #C0010469, Fiscal Agent Agreement for North Central High-Intensity Drug Trafficking Area (HIDTA) and members of the Violent Crime Enforcement Team (VCET), for a term of January 1, 2024, through December 31, 2027. |
### ACTION REQUESTED
Consider recommending approval and execution of Contract #C0010380, Purchase of Service Agreement between Anoka County and T.W. Vending, Inc. d/b/a Turnkey Corrections, for a term of January 1, 2024 – December 31, 2026, with the option to renew for one additional three-year term.

### BACKGROUND
The county seeks to replace the Jail Commissary Services System. A Request for Proposals for an inmate commissary and financial system was released on March 31, 2023. Three vendors responded:
- Keefe Commissary Network, LLC (our current vendor)
- Summit
- Turnkey Corrections
Those reviewing the proposals agreed that Turnkey Corrections provided the best services.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Amount of Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0010380</td>
<td></td>
</tr>
</tbody>
</table>

- Provide onsite support and maintenance for all vending machines, kiosks, and other services.
- The contractor will be compensated for services by charging inmates for vending machine and commissary services.
- Commissions will be provided to Anoka County based on a percentage of Net Commissionable Sales.

### FUNDING SOURCE
(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)
No compensation to the Contractor will be paid by the county.

### CONCLUSION
The Jail is obligated to provide an inmate commissary and financial system to the inmates entrusted to its care. It is in the best interest to enter into an agreement with Turnkey Corrections for those services.

### RECOMMENDATIONS
Consider recommending approval and execution of Contract #C0010380, Purchase of Service Agreement between Anoka County and T.W. Vending, Inc. d/b/a Turnkey Corrections.
ANOKA COUNTY BOARD ACTION ITEM
November 14, 2023
Anoka County Sheriff’s Office

<table>
<thead>
<tr>
<th>ACTION REQUESTED</th>
<th>Recommend approval and execution of the 2023 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects Grant.</th>
</tr>
</thead>
</table>
| BACKGROUND       | The Sheriff has implemented a Wellness Initiative to enhance the mental health and wellness to our deputies, civilian staff, and their families. An application was submitted, and the county has been awarded the grant by the Department of Justice, Office of Community Oriented Policing Services. Allowable expenses for the grant specifically include:  
  - Dietician/Nutrition services  
  - Non-clinical therapeutic programming (services must be provided by mental health professional)  
  - Yoga/mindfulness Instruction  
  - Counseling/clinical services (officers, civilian staff, families, and retirees)  
  - Peer support services/training  
  - Suicide prevention services/training  
  - Stress reduction services/training  
  - Financial literacy services/training  
  - Retirement readiness services  
  - Guest speakers (mental health and wellness topic areas) |
| Contract Number  | C0010453 |
| Amount of Contract | $182,193. Term: October 1, 2023, through September 30, 2025. |
| FUNDING SOURCE   | NA | (Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.) |
| CONCLUSION       | Acceptance of the grant will enhance the wellness of our staff and families. |
| RECOMMENDATIONS  | Recommend approval and execution of the 2023 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Project. |
### ANOKA COUNTY BOARD ACTION ITEM

**November 14, 2023**

Anoka County Sheriff’s Office

**ACTION REQUESTED**

Consider and recommend approval of Sheriff’s request for $200,000 of the One-Time Public Safety Aid funds to be used to pay for Sigma Wellness Testing.

<table>
<thead>
<tr>
<th><strong>BACKGROUND</strong></th>
<th>The Sheriff has implemented a Wellness Initiative to enhance the overall health and wellness to our deputies, civilian staff, and their families. Sigma Tactical Proposal will provide our staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The opportunity to establish current baseline cardiometabolic medical information</td>
</tr>
<tr>
<td></td>
<td>• Provide quality medical and nutritional advice and direction</td>
</tr>
<tr>
<td></td>
<td>• Reduce chances of serious medical events, such as heart attacks, diabetes, cholesterol, and obesity</td>
</tr>
<tr>
<td></td>
<td>• Reduce job related injuries and absenteeism</td>
</tr>
<tr>
<td></td>
<td>• Reduce costs associated with chronic disease, serious medical events and/or injuries</td>
</tr>
<tr>
<td></td>
<td>• Increase job performance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Contract Number</strong></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount of Contract</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**FUNDING SOURCE**

One-Time Public Safety Aid funds

(Levy dollars, IT fund, building fund, asset preservation, carryover dollars, etc.)

**CONCLUSION**

Approval of request will increase the overall health and wellness of the Sheriff’s Office deputies, civilian staff, and their families.

**RECOMMENDATIONS**

Recommend approval of Sheriff’s request for $200,000 of the One-Time Public Safety Aid funds to be used to pay for Sigma Wellness Testing.
Resolution #2023-PS12

ACCEPTING DEDICATED DONATION
FROM BLAINE EXPLORER POST #939

WHEREAS, the Blaine Explorer Post #939 has donated funds in the amount of One Thousand Seven Hundred Eighty-Nine Dollars ($1,789) to the Sheriff’s Office Explorer Unit for assistance provided at the 3M Open in July, 2023; and,

WHEREAS, Minnesota Statute § 465.03 requires a county to accept the funds by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the funds in accordance with the donor’s terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, accepts the above-described funds from the Blaine Explorer Post #939 and extends its grateful appreciation.
Resolution #2023-PS13

ACCEPTING DEDICATED DONATION
FROM
BILL’S SUPERETTE, DAHLHEIMER BEVERAGE AND
BLACK RIFLE COFFEE

WHEREAS, the Anoka County Sheriff’s Office has received a donation from Bill’s Superette, Dahlheimer Beverage, and Black Rifle Coffee; and,

WHEREAS, Bill’s Superette, Dahlheimer Beverage, and Black Rifle Coffee have donated funds in the amount of $3,300 to assist with training, development, and recruitment of new law enforcement officers; and,

WHEREAS, Minnesota Statute § 465.03 requires a county to accept the gift by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the donation in accordance with the donors’ terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, accepts the above-described donation from Bill’s Superette, Dahlheimer Beverage, and Black Rifle Coffee and extends its grateful appreciation.
## ACTION REQUESTED

Consider approving Contract #C0010429, for Workers’ Compensation Third Party Administration services with SFM Risk Solutions to include the following fees:

The fee for one year starting January 1, 2024, is $46,781 with the option to renew for 4 additional one-year periods for the same annual fee. This is an increase of $5,256 from the current year rates.

## BACKGROUND

- Anoka County is currently self-insured for Workers’ Compensation. Over the last five years, we receive on average 120 claims per year. Of those 120 claims, we average 29 lost time claims, 53 medical only claims, and 36 report only claims.
- Third Party Administrator (TPA) services include, but are not limited to, claims investigation, filing forms and reports required by the state, Medicare reporting, reviewing and processing medical bills to ensure the medical providers are following the state fee schedule, subrogation, attending hearings, etc.
- A Request for Proposal was completed this year to ensure we are getting the best service for the fee. The request was sent to multiple TPA’s with one response.
- SFM Risk Solutions have been a good partner to Anoka County in providing these services for the last 10 years. They have not increased their rates in the last five years.
- The TPA Services are budgeted in the Finance and Central Services budget.

## RECOMMENDATIONS

Consider approving Contract #C0010429 as recommended by the Commissioner Responsible for Insurance, for services with SFM Risk Solutions for Workers’ Compensation Third Party Administration services to include the following fees:

The fee for one year starting January 1, 2024, is $46,781 with the option to renew for 4 additional one-year periods for the same annual fee.
### ACTION REQUESTED
Consider approving Employment Agreement with Tonja West-Hafner, and appointing Tonja as the Assistant Director, Community and Government Relations, effective December 18, 2023.

### BACKGROUND
Tonja West-Hafner started her housing career at Anoka County in the community development department. She left Anoka County to work for Hennepin County for the past 23 years. Tonja has extensive experience with the HOME Investment Partnership program; Community Development Block Grant program; homeownership programs and experience with HRA activities. Tonja has shared her program expertise with other counties including serving at recent past president of the National Association of County and Community and Economic Development, an affiliate of NACo. This position will assist the Director in all areas of operations. Initially Tonja will work with community development staff to revise policies and procedures, identify new developer opportunities, and learn how the Anoka County HRA operates. This is a new position funded as part of the 2023 budget.

### SOLUTIONS
Approval of the employment agreement will prepare the Community and Government Relations department to better serve the public. As an expert in the HOME program, Tonja will be able to direct staff to identify best practices for providing funding to the development community.

### FUNDING SOURCE
HRA funding and administrative fees from CDBG and HOME will be the funding sources for this position. This position does not require funding from the general fund.

### CONCLUSION
The Community and Government Relations department asks that you approve the above-referenced employment agreement.
Anoka County Committee Appointments Application

**information on this application may become public**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Jason</th>
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<tbody>
<tr>
<td>Last Name</td>
<td>Lund</td>
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<tr>
<td>Date Submitted</td>
<td>10/27/2023</td>
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<td>Business Name</td>
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<td>Business E-mail</td>
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<tr>
<td>Board/Commission applying for:</td>
<td>Coon Creek Watershed District</td>
</tr>
<tr>
<td>Your county commissioner:</td>
<td>District 2 - Julie Braastad</td>
</tr>
<tr>
<td>Find your commissioner here:</td>
<td>MN Pollfinder</td>
</tr>
<tr>
<td>Personal background:</td>
<td>Field not completed.</td>
</tr>
<tr>
<td>Experience relating to position:</td>
<td>Business owner, nonprofit board member (Free Geek Twin Cities), fractional CIO and consultant for numerous small and midsize businesses.</td>
</tr>
<tr>
<td>Describe why you are interested in the position:</td>
<td>I'm a local concerned citizen interested in doing my part to support healthy business growth in a sustainable way long term.</td>
</tr>
</tbody>
</table>

For more information, contact Brenda Vetter at 763-324-4711 or brenda.vetter@anokacountymn.gov.
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

November 14, 2023

<table>
<thead>
<tr>
<th>Property Owner</th>
<th>PIN Number and Property Address</th>
<th>Payable Year</th>
<th>Commissioner District</th>
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<tbody>
<tr>
<td><strong>Application For Classification</strong></td>
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<tr>
<td>City of St. Francis</td>
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<tr>
<td>Minnetonka Game &amp; Fish Club</td>
<td>R32 34 25 11 0001</td>
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</tr>
<tr>
<td>13055 Riverdale Dr NW STE 500-106</td>
<td>Unassigned</td>
<td>2023</td>
<td>1st</td>
</tr>
<tr>
<td>Coon Rapids          MN  55448-</td>
<td>St. Francis MN</td>
<td></td>
<td>Look</td>
</tr>
<tr>
<td>Failure to file. Tax capacity reduced from 5,542 to 1,023. Taxable market value from 277,100 to 81,800. Class from 233 to 247. Total tax from $7,730.36 to $1,111.74.</td>
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<tr>
<td>Minnetonka Game &amp; Fish Club</td>
<td>R32 34 25 12 0001</td>
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<tr>
<td>13055 Riverdale Dr NW STE 500-106</td>
<td>8310 Hill and Dale Dr NW</td>
<td>2023</td>
<td>1st</td>
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<tr>
<td>Coon Rapids          MN  55448-</td>
<td>St. Francis MN  55330</td>
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<td>Look</td>
</tr>
<tr>
<td>Failure to file. Tax capacity reduced from 5,542 to 4,241. Taxable market value from 314,700 to 273,200. Class from 233-3A to 233/247. Total tax from $7,015.28 to $4,921.48.</td>
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<tr>
<td>Minnetonka Game &amp; Fish Club</td>
<td>R32 34 25 13 0001</td>
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<tr>
<td>13055 Riverdale Dr NW STE 500-106</td>
<td>Unassigned</td>
<td>2023</td>
<td>1st</td>
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<tr>
<td>Coon Rapids          MN  55448-</td>
<td>St. Francis MN</td>
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<td>Look</td>
</tr>
<tr>
<td>Failure to file. Tax capacity reduced from 4,998 to 1,118. Taxable market value from 249,900 to 89,400. Class from 233 to 247. Total tax from $6,971.48 to $1,214.84.</td>
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<tr>
<td>Minnetonka Game &amp; Fish Club</td>
<td>R32 34 25 14 0001</td>
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<tr>
<td>13055 Riverdale Dr NW STE 500-106</td>
<td>Unassigned</td>
<td>2023</td>
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<tr>
<td>Coon Rapids          MN  55448-</td>
<td>St. Francis MN</td>
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<td>Look</td>
</tr>
<tr>
<td>Failure to file. Tax capacity reduced from 6,398 to 2,915. Taxable market value from 319,900 to 232,200. Class from 233 to 247. Total tax from $8,924.38 to $3,167.86.</td>
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</table>
## Property Owner

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<thead>
<tr>
<th>Property Address</th>
<th>PIN Number and Property Address</th>
<th>Payable Year</th>
<th>Commissioner District</th>
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<tbody>
<tr>
<td><strong>Application For Disability Exemption</strong></td>
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<tr>
<td><strong>City of Lino Lakes</strong></td>
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<tr>
<td>Bruce &amp; Cynthia Becker</td>
<td>R28 31 22 13 0054</td>
<td>2023</td>
<td>3rd</td>
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<tr>
<td>1040 Lantern LN</td>
<td>1040 Lantern LN</td>
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<tr>
<td>Lino Lakes MN 55014-</td>
<td>Lino Lakes MN 55014</td>
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<tr>
<td>Failure to file. Qualifying Disabled Veteran homestead application received and approved. Taxable market value reduced from 305,600 to 155,600. Tax capacity reduced from 2,959 to 1,556. Total tax reduced from $3,283.78 to $1,739.62.</td>
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<tr>
<td><strong>City of Spring Lake Park</strong></td>
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<tr>
<td>David L &amp; Barbara J Case</td>
<td>R02 30 24 44 0112</td>
<td>2023</td>
<td>6th</td>
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<tr>
<td>7839 Van Buren St NE</td>
<td>7839 Van Buren St NE</td>
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<tr>
<td>Spring Lake Park MN 55432-</td>
<td>Spring Lake Park MN 55432</td>
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<tr>
<td>Failure to file. Qualifying Disabled Veteran homestead application received and approved. Taxable market value reduced from 277,500 to 0. Tax capacity reduced from 2,652 to 0. Total tax reduced from $2,828.66 to $0.</td>
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<tr>
<td><strong>Application For Homestead</strong></td>
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<tr>
<td><strong>City of Blaine</strong></td>
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<tr>
<td>Leslie D Kelly</td>
<td>R01 30 24 23 0056</td>
<td>2023</td>
<td>6th</td>
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<tr>
<td>1101 81st Ave NE</td>
<td>1101 81st Ave NE</td>
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<tr>
<td>Blaine MN 55432-</td>
<td>Blaine MN 55432</td>
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<tr>
<td>Failure to file. No change in estimated market value. Tax capacity reduced from 2,973 to 2,868. Total tax reduced from $3,154.66 to $3,055.64.</td>
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<tr>
<td>Sameer Mohamed Saeed &amp; Suad Ahme</td>
<td>R17 31 23 33 0032</td>
<td>2023</td>
<td>6th</td>
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<tr>
<td>1047 111th Ave NE</td>
<td>1047 111th Ave NE</td>
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<tr>
<td>Blaine MN 55434-</td>
<td>Blaine MN 55434</td>
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<tr>
<td>Failure to file. No change in estimated market value. Tax capacity reduced from 3,441 to 3,378. Total tax reduced from $3,282.84 to $3,236.04.</td>
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<tr>
<td>Alemayehu Gemechu &amp; Sofiya Abdu</td>
<td>R19 31 23 44 0081</td>
<td>2023</td>
<td>6th</td>
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<tr>
<td>815 102nd Ave NE</td>
<td>815 102nd Ave NE</td>
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<td>Blaine MN 55434-</td>
<td>Blaine MN 55434</td>
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<tr>
<td>Failure to file. No change in estimated market value. Tax capacity reduced from 4,077 to 4,072. Total tax reduced from $3,889.60 to $3,885.53.</td>
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</tbody>
</table>
Clerical error. On behalf of. No change in estimated market value. Tax capacity reduced from 1,477 to 1,238. Total tax reduced from $1,722.72 to $1,477.06.

City of Columbia Heights

Tarvis Olson Zerwas  
9498 Monroe St NE, Blaine, MN 55434-

Clerical error. On behalf of. No change in estimated market value. Tax capacity reduced from 1,477 to 1,238. Total tax reduced from $1,722.72 to $1,477.06.

City of Coon Rapids

Adam J Dallman  
10338 Wintergreen St NW, Coon Rapids, MN 55448-

Failure to file. No change in estimated market value. Tax capacity reduced from 2,195 to 2,020. Total tax reduced from $2,557.22 to $2,370.61.

Kecia Cole  
990 106th LN NW Unit 30, Coon Rapids, MN 55433-

Failure to file. No change in estimated market value. Tax capacity reduced from 2,189 to 2,014. Total tax reduced from $2,159.18 to $2,023.65.

City of Fridley

Sumrain Sumrain  
960 Hathaway LN NE, Fridley, MN 55432-

Failure to file. No change in estimated market value. Tax capacity reduced from 3,520 to 3,464. Total tax reduced from $3,587.52 to $3,536.64.

City of Lexington

Pai Vang  
3837 Patriot LN, Lexington, MN 55014-

Clerical error. On behalf of. No change in estimated market value. Tax capacity reduced from 62 to 46. Total tax reduced from $89.96 to $61.49.
<table>
<thead>
<tr>
<th>Property Owner</th>
<th>PIN Number and Property Address</th>
<th>Payable Year</th>
<th>Commissioner District</th>
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<tbody>
<tr>
<td>Pai Vang</td>
<td>M99914 160001</td>
<td>2022</td>
<td>6th Jeppson</td>
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<tr>
<td>3837 Patriot LN</td>
<td>Lexington MN 55014-</td>
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<tr>
<td>City of Ramsey</td>
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<tr>
<td>Julie Shenkle</td>
<td>R26 32 25 24 0077</td>
<td>2023</td>
<td>1st Look</td>
</tr>
<tr>
<td>14684 Quicksilver St NW</td>
<td>Ramsey MN 55303-</td>
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<tr>
<td>Application For Value Reduction</td>
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<tr>
<td>City of Coon Rapids</td>
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<tr>
<td>Mickie Johnson</td>
<td>M99922 008001</td>
<td>2023</td>
<td>5th Gamache</td>
</tr>
<tr>
<td>10454 Xeon St NW</td>
<td>Coon Rapids MN 55433-</td>
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</tbody>
</table>

Clerical error. On behalf of. No change in estimated market value. Tax capacity reduced from 80 to 59. Total tax reduced from $119.62 to $94.18.

City of Ramsey

Failure to file. No change in estimated market value. Tax capacity reduced from 3,883 to 3,860. Total tax reduced from $4,011.24 to $3,992.30.

Application For Value Reduction

City of Coon Rapids

Clerical error. Parcel should have been deactivated. Tax capacity reduced from 70 to 0. Value from 11,600 to 0. Class from 201-1A to NA. Total Tax from $78.84 to $0.
Chair Look 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       Jeff Reinert
District #4       Scott Schulte
District #5       Mike Gamache
District #6       Julie Jeppson
District #7       Mandy Meisner

Others Present:  Rhonda Sivarajah, County Administrator; Brad Johnson, County Attorney; staff, other governmental officials, and citizens

* * * * * * * * * *
Commissioner Braastad made motion accepting the regular claims paid over $500 for the period ending October 6, 2023, and purchase-card claims paid for the period ending October 6, 2023. (Claims are on file in the County Administration Office.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * * * * * * *
Commissioner Schulte made motion approving the minutes from the October 10, 2023, Anoka County board meeting. Commissioner Gamache seconded the motion. Motion carried unanimously.

* * * * * * * * * *
The Midwest Medical Examiner’s Office was recognized for receiving the 2023 Autism BrainNet Appreciation Award from The Simons Foundation Autism Research Initiative. Autism BrainNet Outreach Specialist CeCe McBride presented information about autism and its diagnosis, the Autism BrainNet research program, and presented the award.

* * * * * * * * * *
Social Services Senior Manager Denise Kirmis and Mobile Crisis Response Supervisor Jessica Torrey shared information about the Canvas Health mobile crisis units and response services provided to Anoka County.

* * * * * * * * * *
Commissioner Look offered the following resolution and moved its adoption:

RESOLUTION #2023-117
SUPPORTING OPERATION GREEN LIGHT FOR VETERANS
NOVEMBER 6 - 12, 2023

WHEREAS, the residents of Anoka County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and,

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and,

WHEREAS, Anoka County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm’s way for the good of all; and,
WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and,

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and,

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and,

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and,

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and,

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and,

WHEREAS, Anoka County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted:

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Anoka County, by and through its Board of Commissioners, does hereby declare now through November 12, 2023, a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service.

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Anoka County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying a green light in a window of their place of business or residence from November 6 - 12, 2023.

Motion carried unanimously. Resolution declared adopted.

Chair Look acknowledged Oak Grove Council Member Angie Bray Johnson, Anoka County Library Advisory Board Member Tracy Strombeck, and Andover Council Member Randy Nelson who were in attendance.

Commissioner Look presented the Management Committee report from the meeting of October 10, 2023. All items were of an informational nature and required no board action.

Commissioner Look presented the Finance and Capital Improvements Committee report from the meeting of October 17, 2023.

1. Commissioner Braastad made motion approving Contract #C0010406 with IES (Independent Emergency Services LLC), 235 Franklin Street SW, Hutchinson, MN 55350, for equipment and support of the 911 Viper Phone System, in an amount not to exceed $1.85 million, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance Department.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried unanimously.

2. Commissioner Reinert made motion approving the following professional services contracts related to the Anoka County Secure Pod Improvements, subject to review by the county attorney as to form and legality:

   A. #C0010375 with Wold Architects, 322 Minnesota Street, Suite W2000, Saint Paul, MN 55101, in an amount of $208,000, for design of Lino Lakes Anoka County Secure Pod Improvements.

   B. #C0010376 with ICS, 1331 Tyler Street NE, Suite 101, Minneapolis, MN 55413, in an amount of $527,185, for Construction Management of Lino Lakes Anoka County Secure Pod Improvements.

Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.
Commissioner Reinert presented the Human Services Committee report from the meeting of October 17, 2023, which also acts as the Local Social Services Agency and Health Board.

CONSENT

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

   Economic Assistance

   A. Ratifying of Medical Assistance and General Assistance medical expense payments for Economic Assistance clients in an amount of $314,286.23 as identified in the Economic Assistance Client Payments Report for September 2023 on file in Human Services Administration.

   B. Approving Contract #C0010420, the 2024 - 2025 County Minnesota Family Investment Program (MFIP) Biennial Service Agreement for submittal to the Minnesota Department of Human Services.

   Social Services

   C. Applying for and accepting grant funding, Contract #C0009513 (renewal), from the Corporation for National and Community Services (CNCS) for continued funding for the Retired and Senior Volunteer Program (RSVP) in an amount of $52,500 from April 1, 2024, through March 31, 2025.

   (Contracts are on file in the Human Services Department.)

   Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

SOCIAL SERVICES

2. Commissioner Meisner made motion approving Contract #C0010371, Memorandum of Understanding with Anoka County Economic Assistance for Local Homeless Prevention Aid funding from November 1, 2023, through December 31, 2029, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Administration Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.

3. Commissioner Jeppson made motion approving the following contracts for annual Local Homeless Prevention Aid funding from October 1, 2023, through December 31, 2029, subject to review by the county attorney as to form and legality:

   - Contract #C0010353, Anoka-Hennepin School District 11 @ $230,000
   - Contract #C0010365, Bultum Academy Charter School @ $2,000
   - Contract #C0010362, DaVinci Academy Charter School @ $2,000
   - Contract #C0010354, Centennial School District ISD 12 @ $9,000
   - Contract #C0010355, Columbia Heights School District 13 @ $25,000
   - Contract #C0010356, Forest Lake School District 831 @ $900
   - Contract #C0010357, Fridley School District 14 @ $22,000
   - Contract #C0010360, Northeast Metro School District 916 @ $5,000
   - Contract #C0010361, Northwest Passage High School, School District 4049 @ $12,000
   - Contract #C0010364, Paladin Career and Technical High School @ $3,000
   - Contract #C0010363, Prodeo Academy Charter School @ $12,000
   - Contract #C0010359, St. Francis School District ISD 15 @ $2,500
   - Contract #C0010358, Spring Lake Park School District 16 @ $19,000

   (Contracts are on file in the Human Services Administration Department.) Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.

JOB TRAINING CENTER

4. Commissioner Gamache made motion approving Contract #C0010351 with the Minnesota Department of Human Services for Project FOCUS funding in an amount of $132,100 from October 1, 2023, through September 31, 2024, subject to review by the county attorney as to form and legality. (Contract
is on file in the Human Services Administration Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

* * * * * * * * * *

Commissioner Gamache presented the Information Technology Committee report from the meeting of October 17, 2023.

1. Commissioner Gamache made motion approving Contract #C0006202A, the 1st Amendment to the System Maintenance, Installation, Locate and Emergency Services Agreement with Zayo Group, LLC 1821 30th Street, Suite A, Denver, CO 80301 for five annual prepaid payments of $35,640.00 for a total not to exceed $178,200.00, 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.

* * * * * * * * * *

Commissioner Schulte presented the Property Records and Taxation Committee report from the meeting of October 17, 2023.

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

RESOLUTION #2023-118

2023 TAX-FORFEIT CLASSIFICATION OF NON-CONSERVATION PROPERTY FOR LAND SALE PURPOSES

WHEREAS, the real property described in the attached 2023 Tax-Forfeit Classification List (Exhibit A), 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, the Anoka County Board of Commissioners, Anoka County, Minnesota ("County Board"), has determined that it is advisable to sell the real property described in 2023 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, 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, if the town board of a municipality 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 Anoka County, by and through its Board of Commissioners, does hereby classify each parcel shown on 2023 Tax-Forfeit Classification List 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 sixty 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 sixty 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 (6) 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 (6) 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 A is on file in the County Administration Department.)

Motion carried unanimously. Resolution declared adopted.

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

RESOLUTION #2023-119

REQUESTING DEPARTMENT OF NATURAL RESOURCES TO APPROVE FOR SALE 2023 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 2023 Tax-Forfeit Classification List (Exhibit A) that have forfeited to the State of Minnesota for non-payment of taxes, and,

WHEREAS, said parcels of land have been viewed by the Anoka 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 Anoka County, by and through its Board of Commissioners, hereby certifies that all parcels of land on the attached 2023 Tax-Forfeit 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 request approval from the Minnesota Department of Natural Resources for the sale of the lands which require their approval.

(Exhibit A is on file in the County Administration Department.)

Motion carried unanimously. Resolution declared adopted.

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Commissioner Braastad presented the Public Safety Committee report from the meeting of October 11, 2023.

**Sheriff’s Office**

1. Commissioner Gamache made motion approving Contract #C0010293, the 2024 Law Enforcement Contract with the City of Nowthen for a term of January 1, 2024, through December 31, 2024, in the amount of $482,426, subject to review by the county attorney as to form and legality. (Contract is on file in the Sheriff’s Office.) Commissioner Schulte seconded the motion. Upon roll call vote, Commissioners Schulte, Gamache, Jeppson, Meisner, Braastad, and Reinert voted “yes.” Commissioner Look voted “no.” Motion carried.

2. Commissioner Reinert made motion approving Contract #C0010386, the 2024 Law Enforcement Contract with the Township of Linwood for a term of January 1, 2024, through December 31, 2024, in the amount of $332,513, 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, Commissioners Gamache, Jeppson, Meisner, Braastad, Reinert, and Schulte voted “yes.” Commissioner Look voted “no.” Motion carried.

3. Commissioner Gamache made motion approving Contract #C0010385, the 2024 Law Enforcement Contract with the City of Andover for a term of January 1, 2024, through December 31, 2024, in the amount of $3,739,849, subject to review by the county attorney as to form and legality. (Contract is on file in the Sheriff’s Office.) Upon roll call vote, Commissioners Gamache, Jeppson, Meisner, Braastad, Reinert, and Schulte voted “yes.” Commissioner Look voted “no.” Motion carried.

4. Commissioner Schulte made motion approving Contract #C0010382, BJA FY 23 National Sexual Assault Kit Initiative Grant in the amount of $1,150,000 for a term of October 1, 2023, through September 30, 2026, 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.

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

**RESOLUTION #2023-120**

**ACCEPTING DEDICATED DONATION FROM ANOKA COUNTY AGRICULTURAL SOCIETY**

WHEREAS, the Anoka County Agricultural Society has donated funds in the amount of Four Thousand Five Hundred Dollars ($4,500) towards security for the Anoka County Fair provided by the Sheriff’s Office Reserve Unit; and,

WHEREAS, Minnesota Statute § 465.03 requires a county to accept the funds by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the funds in accordance with the donor’s terms is in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby accept the above-described funds from the Anoka County Agricultural Society and extends its grateful appreciation.

Motion carried unanimously. Resolution declared adopted.
6. Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2023-121

ACCEPTING DEDICATED DONATION FROM FRONT LINE FOUNDATION

WHEREAS, the Anoka County Sheriff’s Office received a Throwbot 2 Robot from Front Line Foundation to assist peace officers during general hazardous call usage; and,

WHEREAS, Minnesota Statute § 465.03 requires a county to accept the donation by resolution expressed in terms prescribed by the donor in full; and,

WHEREAS, acceptance of the gift is in accordance with the donor’s terms and in the best interest of the County of Anoka:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby accept the above-described gift from Front Line Foundation and extends its grateful appreciation.

Motion carried unanimously. Resolution declared adopted.

Attorney’s Office

7. Commissioner Schulte made motion approving Contract #C0008022A, Amendment #2, with HTC Global Services for CiberLaw Maintenance and Support Agreement and Statement of Work for the Attorney’s Office case management system in the amount of $518,343.60 and extending the term through October 31, 2026, with an option for early termination, subject to review by the county attorney as to form and legality. (Contract is on file in the Attorney’s Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look presented the Management Committee chair report.

1. Commissioner Braastad made motion approving the following personnel transactions:

   A. New Positions - Sheriff’s Office - contingent upon approval of Contract #C0010382, Bureau of Justice Assistance National Sexual Assault Kit Initiative Grant - effective October 24, 2023:

      1.0 FTE Forensic Scientist II - Grade 34, range $33.66 to $47.12 per hour. PC#2023003507

      1.0 FTE Detective - Grade 2104, range $47.10 to $52.47 per hour. PC#2023003508

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

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Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2023-122

RESOLUTION AMENDING BUDGET ALLOCATIONS FOR ANOKA COUNTY AMERICAN RESCUE PLAN ACT FUNDS (KNOWN AS ARPA FUNDS) RECEIVED FROM THE FEDERAL GOVERNMENT THROUGH THE UNITED STATES DEPARTMENT OF THE TREASURY

WHEREAS, on August 24, 2021, the Anoka County Board of Commissioners adopted Resolution #2021-98 establishing budget allocations for the Anoka County American Rescue Plan Act (ARPA) funds received through the Coronavirus Local Fiscal Recovery Fund (CLFRF); and,

WHEREAS, on September 28, 2021, the Anoka County Board of Commissioners adopted Resolution #2021-114 amending the budget allocations for the Anoka County American Rescue Plan Act (ARPA) funds by increasing the Public Health category by $7.3 million; and,
WHEREAS, on March 22, 2022, the Anoka County Board of Commissioners adopted Resolution #2022-48 amending the budget allocations for the Anoka County American Rescue Plan Act (ARPA) funds by re-allocating within the eligible categories; and,

WHEREAS, on November 8, 2022, the Anoka County Board of Commissioners adopted Resolution #2022-137 amending the budget allocations for the Anoka County American Rescue Plan Act (ARPA) - State and Local Fiscal Recovery Funds by re-allocating within the eligible categories; and,

WHEREAS, the Anoka County Board of Commissioners met on October 16, 2023, in a Board Workshop to discuss amending the budget allocations of the American Rescue Plan Funds to various projects, which has resulted in this budget amendment request, adjusting the allocations to reflect the sole category of Revenue Replacement to cover desired projects that have been reviewed:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby adopt the following amended budget of the American Rescue Plan Act Funds within the category of Revenue Replacement for the total allotment of $69,840,121 to cover the desired projects that have been reviewed by the county board.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners may adjust this budget at any time as program and project opportunities are identified that positively impact the county.

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

Commissioner Braastad offered the following resolution and moved its adoption:

RESOLUTION #2023-123
RESOLUTION AUTHORIZING THE USE OF AMERICAN RESCUE PLAN ACT - LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUNDS IN THE AMOUNT OF $100,000 FOR THE PURPOSE OF FUNDING FOOD INSECURITY WITHIN ANOKA COUNTY

WHEREAS, Section 605 of the Social Security Act (the Act), added by Section 9901 of the American Rescue Plan (ARPA), established the Local Assistance and Tribal Consistency Fund (LATCF); and,

WHEREAS, in September of 2022, the U.S. Treasury issued eligibility and allocation methodology for eligible revenue sharing counties, which established the minimum distribution to be $50,000; and,

WHEREAS, the county requested the funds in September and received the first $50,000 of its award in October of 2022 and the second $50,000 in August of 2023; and,

WHEREAS, the county has broad discretion to use these funds towards any governmental purpose, except for lobbying activities; and,

WHEREAS, the Anoka County Board of Commissioners met on October 16, 2023, in a Board Workshop to discuss the usage of the funds and indicated a desire to provide the funds towards food insecurities within Anoka County:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize the use of American Rescue Plan Act - Local Assistance and Tribal Consistency Funds in the amount of $100,000 for the purpose of funding food insecurity within Anoka County.

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

Committee appointments:

1. Commissioner Braastad made motion appointing Jenna Skinner, as a community member, to the Children’s Mental Health Advisory and Coordination Council for a term ending October 31, 2026. Commissioner Jeppson seconded the motion. Motion carried unanimously.
2. Commissioner Meisner made motion appointing/reappointing the following individuals to the Community Corrections Advisory Board for 2-year terms ending October 2025:

A. Appointing Pat Carlson, representing District 4.
B. Reappointing Dr. Roger Worner, representing Education.

Commissioner Schulte seconded the motion. Motion carried unanimously.

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Commissioner Schulte thanked Don Kjonaas for his many years of service on the Community Corrections Advisory Board, many of those years as chair.

3. Commissioner Schulte made motion appointing Community & Government Relations Director Karen Skepper as a voting delegate for Association of Minnesota Counties District 10, replacing County Administrator Rhonda Sivarajah for the remainder of Program Year 2023. Commissioner Jeppson seconded the motion. Motion carried unanimously.

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

ATTEST:

COUNTY BOARD OF COMMISSIONERS
ANOKA COUNTY, MINNESOTA

By: ________________________________ By: ________________________________
Rhonda Sivarajah Matt Look, its Chair
County Administrator

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