

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

July 26, 2022

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

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

Absent	District #5	Mike Gamache
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Others Present: Dee Guthman, County Administrator; Tony Palumbo, County Attorney; staff, and citizens

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Commissioner Braastad made motion granting reductions of valuation and/or abatements of taxes, special assessments, costs, penalties and/or interest as requested and approved by the county assessor, county auditor and/or county treasurer. (A full text of persons receiving tax abatements is on file and available for public inspection in the County Administration Office.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look made motion accepting the regular claims paid over \$500 for the period ending July 15, 2022, and purchase-card claims paid for the period ending July 15, 2022. (Claims are on file in the County Administration Office.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Meisner made motion approving the minutes from the July 12, 2022, Anoka County board meeting. Commissioner Reinert seconded the motion. Motion carried unanimously.

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Commissioner Look presented information related to the Anoka County Fair scheduled July 26-31, 2022, at the Anoka County Fairgrounds.

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Commissioner West presented the Management Committee report from the meeting of July 12, 2022. All items were of informational nature and required no board action.

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

1. Commissioner West made motion approving the following:

Restructure/replacement/**new** - Administration/Human Resources - effective July 26, 2022 - vacancy due to resignation effective July 12, 2022.

FROM: 1.0 FTE Deputy Director, Human Resources - Grade D016, range \$33.40 to \$49.41 per hour. PC#2017003165

TO: 1.0 FTE Senior Business Systems Analyst - Grade C013, range \$26.45 to \$44.08 per hour. PC#2017003165

and

1.0 FTE **New** Senior HRMS Master Data Analyst - Grade D014, range \$29.40 to \$44.08 per hour. PC#2022003445

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

2. Commissioner Look made motion approving the following:

A. **New** positions - Human Services/Social Services and Behavioral Health - contingent on Minnesota Department of Human Services Community Living Infrastructure (CLI) grant funding - effective July 26, 2022.

Two 1.0 FTE Social Worker - Grade C012, range \$23.98 to \$35.95 per hour.
PC#s 2022003447 and 2022003448.

B. **New** position - Human Services/Social Services and Behavioral Health - contingent on Minnesota Department of Human Services Community Living Infrastructure (CLI) grant funding - effective July 26, 2022.

1.0 FTE Lead Social Worker - Grade C013, range \$26.45 to \$44.08 per hour.
PC#2022003446.

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

3. Commissioner Meisner made motion approving the following:

Restructure/replacement - Human Services/Social Services and Behavioral Health - effective July 26, 2022 - vacancies due to a retirement effective April 29, 2022, and a transfer effective October 8, 2021.

FROM: .5 FTE Associate Administrative Assistant - Grade A007, range \$15.41 to \$23.72 per hour. PC#2017003264

and

.5 FTE Associate Administrative Assistant - Grade A007, range \$15.41 to \$23.72 per hour. PC#1992001180

TO: 1.0 FTE Administrative Assistant - Grade A009, range \$17.97 to \$27.37 per hour. PC#2017003264

NOTE: PC#1992001180 to be eliminated.

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

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

RESOLUTION #2022-98

**A RESOLUTION APPROVING THE TENTATIVE AGREEMENT
BETWEEN THE COUNTY OF ANOKA AND
LAW ENFORCEMENT LABOR SERVICES, INC.,
REPRESENTING THE WORK RELEASE UNIT
FOR THE CALENDAR YEARS 2022-2024
(CONTRACT #C0009389)**

WHEREAS, representatives of Anoka County and representatives of Law Enforcement Labor Services, Inc., representing the work release unit of the Anoka County Community Corrections Department have negotiated a three-year labor agreement for the term January 1, 2022, through December 31, 2024; and,

WHEREAS, the attached document (Exhibit A) summarizes the substantive agreement between the parties:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby approve the tentative agreement and that the chief negotiator for the Anoka County Board of Commissioners is authorized and directed to prepare contract documents incorporating this tentative agreement and further, that upon receipt of the three original contracts executed by the Union, the Anoka County Board Chair, County Administrator, Chief Human Resources Officer, labor negotiator and other appropriate individuals be authorized and directed to execute the original contracts.

(Contract is on file in the Human Resources Department.

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

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

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Commissioner Schulte presented the Transportation Committee report from the meeting of July 18, 2022.

Highway

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

RESOLUTION #2022-99

**RESOLUTION FOR AUTHORIZATION TO ACQUIRE
PROPERTY 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 the need to purchase right-of-way is deemed beneficial or necessary for future projects, to prevent future acquisition problems, clear trees for sight lines, or correct difficult areas in existing projects; and,

WHEREAS, the subject property, described and depicted in Exhibit A, has been identified as meeting one or more of the above-mentioned criteria; and,

WHEREAS, a portion of the subject property is necessary for clearing trees and brush to increase sight lines for the safety of the traveling public at the intersection of CSAH 62 (Kettle River Blvd.) and Camp 3 Road, measuring 25 feet x 185 feet, totaling 4,625 square feet, to be collectively acquired by Anoka County and the City of Columbus; and,

WHEREAS, Anoka County Highway Department will obtain a market value appraisal for the portion of right-of-way needed from the subject property, to assist with its acquisition of the right-of-way:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby authorize the county engineer to negotiate the terms of a purchase agreement to acquire a portion of the subject property through direct negotiation with the landowner, subject to future cost share agreements and reimbursements between Anoka County and the City of Columbus.

BE IT FURTHER RESOLVED, if the county and landowner cannot reach an agreement on the terms and conditions of the purchase of the subject property, the county engineer will seek additional county board approval, prior to acquiring the property through eminent domain.

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

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

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

RESOLUTION #2022-100

**RESOLUTION AUTHORIZING EXECUTION OF A
DECLARATION FOR REAL PROPERTY
FOR PARCEL 45 OF THE ANOKA SOLUTION PROJECT
(G.O. BOND FINANCED PROPERTY)**

WHEREAS, through a joint effort by Anoka County and the City of Anoka, certain Local Road Improvement Program (LRIP) bond funds were granted to Anoka County during the 2018 Legislative Session, for Anoka County and the City of Anoka to complete the necessary local roadway system improvements associated with the U.S. Hwy 10/169 project (“Anoka Solution Project”), which involves replacing the signalized intersections at Thurston Avenue and Fair oak Avenue with grade-separated interchanges, in the city of Anoka; and,

WHEREAS, pursuant to certain LRIP Grant Agreements between Anoka County (“Grantee”) and MnDOT, funds were allocated for the acquisition of necessary right-of-way needed for the Anoka Solution Project; and,

WHEREAS, Parcel 45 of the Anoka Solution Project involves the acquisition of access rights from a commercial parcel located on U.S. Hwy 10/169, of which access rights are legally described in Exhibit A attached to the proposed Declaration (“Real Property”); and,

WHEREAS, the Real Property is state bond-financed property under Minn. Stat. Sec. 16A.695, and is therefore subject to the requirements imposed by that statute and the Fourth Order Amending Order of the Commissioner of Finance, Relating to Use and Sale of State Bond Financed Property; and,

WHEREAS, recording of the attached Declaration imposing restrictions on the Real Property is required by Minnesota Department of Management and Budget, and is deemed acceptance by Grantee and its obligations pursuant to the terms of the Declaration and the LRIP Grant Agreements:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, hereby authorizes and directs the board chair and county administrator or their designees to execute and record the required Declaration for Real Property for Parcel 45 of the Anoka Solution Project.

BE IT FURTHER RESOLVED that a copy of this resolution shall be provided to the MnDOT Metro Right-of-Way Division and the Commissioner of the Minnesota Department of Management and Budget upon request.

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

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

3. Commissioner Meisner made motion approving entering into Contract #C0009371, Professional Services with WSB Engineering for design services for Project CP 20-23-132, intersection improvements at CR 132 (85th Avenue NW) and Evergreen Boulevard NW in the cities of Coon Rapids and Fridley; and authorizing the county administrator to execute said agreement, subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner Reinert seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Schulte presented the additional Transportation Committee report from the meeting of June 30, 2022.

Highway

1. Commissioner Braastad made motion approving entering into Contract #C0009258, Joint Powers Agreement with the City of Coon Rapids for Project SAP 002-618-034, the replacement of Bridge 02549 on CSAH 18 (Coon Creek Boulevard) over Coon Creek, in the city of Coon Rapids; and authorizing the county administrator to execute said agreement, subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

2. Commissioner Schulte made motion approving entering into Contract #C0009329, Joint Powers Agreement with the City of Coon Rapids for pedestrian safety improvements along CSAH 11 (Northdale Boulevard), in front of Coon Rapids High School in the city of Coon Rapids; and authorizing the county administrator to execute said agreement, subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner Reinert seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Look presented the Finance and Capital Improvements Committee report from the meeting of July 19, 2022. All items were of informational nature and required no board action.

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Commissioner Reinert presented the Human Services Committee report from the meeting of July 19, 2022, 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 the Medical Assistance and General Assistance medical expense payments for Economic Assistance clients in an amount of \$345,687.50 as identified in the Economic Assistance Client Payments Report for June 2022 on file in Human Services Administration.

Social Services

- B. Entering into Contract #C0006967 (renewal amendment) with the Minnesota Department of Human Services for cost-neutral housing support allocation in an annual amount of \$932,974.44 through January 16, 2024. (Contract is on file in the Human Services Department.)

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

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Commissioner Reinert presented the Information Technology Committee report from the meeting of July 19, 2022. All items were of informational nature and required no board action.

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Commissioner Meisner presented the Property Records and Taxation Committee report from the meeting of July 19, 2022.

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

RESOLUTION #2022-101

AUTHORIZING THE CANCELLATION OF FORFEITURE IN THE CITY OF OAK GROVE (PIN 08-33-24-42-0012)

WHEREAS, real property legally described as OUTLOT A SPLUMPY PINES, ANOKA COUNTY, MINNESOTA ("OUTLOT A") forfeited to the State of Minnesota in trust on July 25, 2014, due to unpaid property taxes and was recorded as Auditor's Certificate of Forfeiture, document number 2086837.004; and,

WHEREAS, the owner of record at the time of forfeiture was Steven G Jonak; and,

WHEREAS, Troy and Cynthia Hatlestad acquired Lot 2, Block 1, Splumpy Pines which is adjacent to OUTLOT A and the purchase agreement was clarified to include OUTLOT A by addendum to the fully executed agreement on December 16, 2006; and,

WHEREAS, the deed from Steven G. Jonak to Troy and Cynthia Hatlestad erroneously omitted OUTLOT A; and,

WHEREAS, subsequent to the tax forfeiture, the county learned that OUTLOT A was intended to be conveyed to the Hatlestad's; and,

WHEREAS, on May 6, 2022, an order for judgment was entered by the District Court that Troy and Cynthia Hatlestad are the sole owners in fee of OUTLOT A, subject only to the interest of the State of Minnesota in trust; and,

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 279.34, the county will, on behalf of Troy and Cynthia Hatlestad, submit an application for cancellation of tax forfeiture of OUTLOT A:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby recommend and request that, pursuant to Minnesota Statutes, Section 279.34, the Commissioner of Revenue issue an order directing the county auditor to record and file in the office of the Anoka County recorder a certificate of cancellation stating that the original certificate of forfeiture for OUTLOT A is void.

Motion carried unanimously. Resolution declared adopted.

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

RESOLUTION #2022-102

ESTABLISHING THE ANOKA COUNTY ABSENTEE BALLOT BOARD

WHEREAS, Minnesota Statutes Section 203B.121 requires the governing body of each county with responsibility to accept and reject absentee ballots to establish a ballot board and outlines the duties of the ballot board; and,

WHEREAS, the ballot board must consist of a sufficient number of party balanced election judges appointed as provided in Minnesota Statutes Sections 204B.19 to 204B.22 and may also include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby establish an Absentee Ballot Board pursuant to Minnesota Statutes Section 203B.121, subd. 1, for the purpose of accepting, rejecting, processing, and counting absentee ballots cast by Anoka County citizens, including at locations designated pursuant to Minnesota Statutes Section 203B.081.

BE IT FURTHER RESOLVED that party balanced election judges will be utilized to perform all duties where their participation is required by statute.

BE IT FURTHER RESOLVED that this ballot board shall be reconvened, and members appointed for each election held in Anoka County, until adoption of a subsequent resolution by a future action of the Anoka County Board of Commissioners.

Motion carried unanimously. Resolution declared adopted.

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Commissioner Braastad presented the Public Safety Committee report from the meeting of July 19, 2022.

Sheriff

1. Commissioner Braastad made motion approving and executing Contract #C0009381, Minnesota Financial Crimes Task Force Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension, and the Anoka County Sheriff's Office for a term of five years from date of execution, subject to review by the county attorney as to form and legality. (Contract is on file in the Sheriff's Office.) Commissioner Look seconded the motion. Upon roll call vote, motion carried unanimously.

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Commissioner Reinert made motion approving Contract #C0009378, Employment Agreement with Gregory Frahm-Gilles, for Services as Economic Development Department Director effective August 1, 2022, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Resources Department.) Commissioner West seconded the motion. Upon roll call vote, motion carried unanimously.

Committee appointments:

1. Commissioner Braastad made motion appointing Greg Hayes to the Emergency Medical Services Council, representing the Metropolitan Emergency Services Board, for a 3-year term expiring July 31, 2025. Commissioner Reinert seconded the motion. Motion carried unanimously.

The county board meeting was adjourned at 10:02 a.m.

ATTEST:

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

By: _____
Dee Guthman
Deputy County Administrator

By: _____
Scott Schulte, its Chair

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