

# ANOKA COUNTY BOARD MEETING

## MINUTES

Government Center  
Anoka, Minnesota

July 27, 2023

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 #6 | Julie Jeppson  |
|          | District #7 | Mandy Meisner  |

|         |             |              |
|---------|-------------|--------------|
| Absent: | District #5 | Mike Gamache |
|---------|-------------|--------------|

Others Present: Rhonda Sivarajah, County Administrator; Brad Johnson, County Attorney; staff, consultants, 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 Schulte seconded the motion. Upon roll call vote, motion carried.

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Commissioner Schulte made motion accepting the regular claims paid over \$500 for the period ending July 14, 2023, and purchase-card claims paid for the period ending July 14, 2023. (Claims are on file in the County Administration Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.

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Commissioner Meisner made motion approving the minutes from the July 11, 2023, Anoka County board meeting. Commissioner Braastad seconded the motion. Motion carried.

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Commissioner Look presented the Management Committee report from the meeting of July 11, 2023. All items were of an informational nature and required no board action.

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

1. Commissioner Schulte made motion approving Contract #C0010183, a service agreement with Berglund, Baumgartner, & Glaser, LLC, for low-level township prosecution services based on a flat rate of \$3,500 per month thru December 31, 2024, with an option to renew annually, subject to review by the county attorney as to form and legality. (Contract is on file in the County Attorney's Office.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.
2. Commissioner Schulte offered the following resolution and moved its adoption:

### RESOLUTION #2023-81

#### ANOKA COUNTY CANNABIS FREE PROPERTY POLICY

WHEREAS, during the 2023 session, the Minnesota legislature approved a bill (HR 100) legalizing adult-use cannabis, parts of which will become effective on August 1, 2023; and,

WHEREAS, portions of the new law will allow the use and possession of cannabis in certain places specified in the bill; and,

WHEREAS, while the new law prohibits use and possession of cannabis in some areas and locations, the legislation remains unclear and is subject to more than one reasonable interpretation, which may cause confusion; and,

WHEREAS, county employees and the general public would benefit from a local policy clarifying the locations where use and possession of cannabis on Anoka County property is restricted; and,

WHEREAS, Anoka County's mission is to enhance the health, safety, and quality of life of its residents and communities in a respectful, innovative, and fiscally responsible way; and,

WHEREAS, the Anoka County Board of Commissioners is committed to continuing its leadership in preventing harm, and it wishes to prevent negative health effects that can result from the use of cannabis; and,

WHEREAS, the Anoka County Board wants to promote the health and wellbeing of its employees, its clients, and the public by preventing them from being exposed to the known and unknown health effects of secondhand smoke from individuals smoking or vaping on county-owned property and from being exposed to other forms of cannabis use; and,

WHEREAS, Anoka County wants to help correct the misperception, especially among youth, that cannabis use in whatever form is a prevalent and acceptable behavior; and,

WHEREAS, a cannabis-free property policy may also have a positive influence on cannabis users who are trying to quit:

NOW, THEREFORE, BE IT RESOLVED, that Anoka County, by and through its Board of Commissioners, hereby approves the Anoka County Cannabis Free Property Policy effective July 31, 2023 (the "Policy"), which prohibits the use or possession of cannabis on all Anoka County-owned properties as defined in the policy.

BE IT FURTHER RESOLVED that awareness of, and compliance with, this Policy shall be encouraged through signage, awareness, and education.

BE IT FURTHER RESOLVED that the Anoka County administrator and Anoka County departments are directed to communicate this Policy to employees, clients, and the public and, in cooperation with the Facilities Management and Construction Department, to create and post appropriate and approved signage regarding this ban.

BE IT FURTHER RESOLVED that the county administrator, with approval of the Anoka County board chair, and in consultation with the Anoka County Attorney's Office, is authorized to make future amendments to this policy.

(Policy is on file in the County Administration Office.)

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

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Commissioner Braastad presented the Transportation Committee report from the meeting of July 12, 2023.

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

**RESOLUTION #2023-82**

**RESOLUTION IN SUPPORT OF APPLICATION FOR A  
SECTION 5310 TRANSIT COORDINATION ASSISTANCE PROJECT (TCAP) GRANT**

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

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

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

WHEREAS, within the Section 5310 grant, funds can be provided for Transit Coordination Assistance Projects (TCAP) intended to develop mobility management or marketing and education programs coordinated at a county-wide scale; and,

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

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

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

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

Motion carried. Resolution declared adopted.

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

**RESOLUTION #2023-83**

**RESOLUTION TO APPROVE GRANT AWARD RELATING TO THE  
MINNESOTA STATE TRANSPORTATION FUND  
(LOCAL ROAD IMPROVEMENT PROGRAM BONDS)  
(PROJECTS SP 002-656-001 AND SP 002-657-003, CONTRACT #C0010069)**

WHEREAS, Anoka County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for improvements on US Hwy 10/169 at CSAH 56 (Ramsey Boulevard) and CSAH 57 (Sunfish Lake Boulevard), along with associated corridor improvements including a frontage road, backage road improvements, and separated BNSF railway crossing ("Project") at Ramsey Boulevard and Sunfish Lake Boulevard in the cities of Ramsey and Anoka; and,

WHEREAS, the Commissioner of Transportation has given notice that the funding for this Project is available; and,

WHEREAS, Project SP 002-596-026 is a subproject of SP 002-656-001 and SP 002-657-003; and,

WHEREAS, per 2020 session law, 5th Special Session, Chapter 3-H.F. 1. Section 16, Subdivision 4, \$8,400,000 was appropriated for a grant to Anoka County for environmental analysis, preliminary engineering, and final design for the interchanges on marked U.S. Highway 10/169 at Ramsey Boulevard and Sunfish Lake Boulevard and the associated railroad grade separations, frontage roads, backage roads, and connecting local streets to support the U.S. Highway 10/169 improvements in the cities of Ramsey and Anoka; and,

WHEREAS, the amount of this grant has been determined to be \$2,470,713.97 for design and professional services for the Project:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes Section 174.52; will pay any additional amount by which the costs exceed the estimate; and will return to Minnesota State Transportation Fund any amount appropriated for the Project, but are not required.

BE IT FINALLY RESOLVED that the Anoka County board chair and county administrator are authorized to execute the grant agreement, and any amendments thereto, with the Commissioner of Transportation, concerning the above-referenced grant.

(Contract is on file in the Highway Department.)

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

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

**RESOLUTION #2023-84**

**AUTHORIZATION TO PURCHASE  
VACANT LAND FOR A 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, to prevent future acquisition problems, or to correct difficult areas in existing projects; and,

WHEREAS, the necessary lands, identified as meeting one or more of the above-mentioned criteria, are currently being offered for sale by the owner of property legally described as Lot 1, Block 4, Langseth's Pine Acres, subject to easements of record (PID #05-32-24-44-0015) ("Subject Property"); and,

WHEREAS, the Subject Property is necessary for a future highway project to improve CSAH 9 (Round Lake Boulevard) at 174<sup>th</sup> Avenue NW in a project to be collectively undertaken by Anoka County and the City of Andover; and,

WHEREAS, Resolution #2023-65, which was adopted by the Anoka County Board of Commissioners on June 13, 2023, 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, a purchase agreement was negotiated to acquire the Subject Property for its assessed 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 assessed value, and further authorizes any such further actions to purchase the Subject Property, in accordance with the terms of the purchase agreement.

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

4. Commissioner Braastad made motion approving Contract #C0009259, Joint Powers Agreement with the City of Oak Grove, for Project SAP 002-622-036, the replacement of Bridge 02519 on CSAH 22 (Viking Boulevard) over the Rum River in the city of Oak Grove, subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.
5. Commissioner Braastad made motion approving Contract #C0009806, Joint Powers Agreement with the City of Oak Grove, for Project SP 002-622-041, intersection improvements on CSAH 22 (Viking Boulevard) at CSAH 7 (Rum River Boulevard) in the city of Oak Grove, subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried.

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Commissioner Braastad presented the Transportation Committee chair report.

1. Commissioner Schulte made motion awarding Contract #C0010094 to Forest Lake Contracting, Inc., in the amount of \$1,374,779.10 for Project SP 002-601-057, intersection improvements on CSAH 1 (Coon Rapids Boulevard) at Mississippi Boulevard, in the city of Coon Rapids, , subject to review by the county attorney as to form and legality. (Contract is on file in the Highway Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.

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Commissioner Look presented the Finance and Capital Improvements Committee report from the meeting of July 18, 2023.

1. Commissioner Schulte made motion approving Contract #C0010157 with N. Harris Computer Corporation, 1 Antares Drive, St 400, Ottawa, Ontario K2E 8C4, for the expansion and integration of iNovah cashiering and enterprise revenue management system with the new Workday Financial System in an amount not to exceed \$740,000, which includes a \$23,500 contingency, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, Commissioners Look, Jeppson, Meisner, Braastad and Schulte votes “yes.” Commissioner Reinert voted “no.” Motion carried.
2. Commissioner Jeppson made motion increasing the imprest cash fund for the St Francis Library by \$50.00, bringing their total imprest balance to \$170.00. Commissioner Braastad seconded the motion. Upon roll call vote, motion carried.

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Commissioner Reinert presented the Human Services Committee report from the meeting of July 18, 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 \$432,197.61 as identified in the Economic Assistance Client Payments Report for June 2023 on file in Human Services Administration.

#### Public Health and Environmental Services

- B. Entering into the following contract renewals for 2024 Municipal Residential Recycling Program funding from SCORE (Select Committee on Recycling and the Environment) and LRDG (Local Recycling Development Grant) that are over \$100,000:

Contract #C0010102 with the City of Andover in an amount of \$115,551  
Contract #C0010105 with the City of Blaine in an amount of \$203,423  
Contract #C0010108 with the City of Columbia Heights in an amount of \$106,257  
Contract #C0010110 with the City of Coon Rapids in an amount of \$218,831  
Contract #C0010112 with the City of Fridley in an amount of \$126,641

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

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

### SOCIAL SERVICES

2. Commissioner Meisner made motion entering into Contract #C0010039 with Guild, Inc., for homeless street outreach services in an amount of \$1,182,114 from July 1, 2023, through June 30, 2025, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

### PUBLIC HEALTH AND ENVIRONMENTAL SERVICES

3. Commissioner Schulte made motion entering into Contract #C0009410 (amendment) with the City of Coon Rapids in an additional amount of \$64,987.80, for a total amount to \$281,613.80 for 2023 Municipal Residential Recycling Program funding from SCORE (Select Committee on Recycling and the Environment) and LRDG (Local Recycling Development Grant), subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.

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

**RESOLUTION #2023-85**

**RECOGNIZING PROBATION OFFICERS AND PROBATION OFFICER ASSISTANTS  
IN ANOKA COUNTY DURING NATIONAL PRETRIAL, PROBATION, AND PAROLE  
SUPERVISION WEEK, JULY 16-22, 2023**

WHEREAS, Community Corrections is an essential part of the justice system; and,

WHEREAS, probation officers and probation officer assistants:

- Uphold the law with dignity while recognizing the right of the public to be safeguarded from criminal activity;
- Are responsible for supervising adult and juvenile offenders in the community and juvenile offenders in correctional facilities;
- Are highly trained professionals who provide evidence-based case management services and facilitate programming for clients involved with the criminal justice system;
- Work in partnership with community agencies and groups;
- Promote prevention, intervention, and advocacy through proven methodologies;
- Provide services, support, and protection for crime victims;
- Advocate community and restorative justice;
- Are a true force for positive change for their clients and within communities.

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby celebrate National Pretrial, Probation, and Parole Supervision Week, July 16-22, 2023, and encourages all citizens to honor Community Corrections professionals for their important contributions to public safety.

Motion carried. Resolution declared adopted.

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Commissioner Reinert presented the Information Technology Committee report from the meeting of July 18, 2023.

1. Commissioner Schulte made motion approving Contract #C0010156 with Killmer Electric Company, 5141 Lakeland Avenue North, Crystal, MN 55429, for network cabling work at the Rum River Campus in the amount of \$270,100.00 with a change order in the amount of \$18,907.00 for a total not to exceed \$289,007.00, subject to review by the county attorney as to form and legality. (Contract is on file in the Information Technology Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

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Commissioner Reinert presented the Information Technology Committee chair report.

1. Commissioner Schulte made motion approving a purchase under Contract #C0008052 with DocuSign, Inc., 221 Main Street, Suite 1000, San Francisco, CA, 94105, to continue the county's enterprise electronic signature platform for a 36-month term, in the amount of \$553,732.22 with a change order of \$18,450.00 for a total not to exceed \$572,182.22, 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.

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Commissioner Reinert presented the Intergovernmental and Community Relations Committee report from the meeting of July 18, 2023.

1. Commissioner Jeppson made motion approving Contract #C0010158 with Campbell Forensic Anthropology, LLC, for forensic services with varying costs depending on the service for a term of July 1, 2023, to December 31, 2023, subject to review by the county attorney as to form and legality.

(Contract is on file in the Medical Examiner’s Office.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried.

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

**RESOLUTION #2023-86**

**RESOLUTION ACCEPTING DONATIONS  
FROM PATRONS**

WHEREAS, patrons of the Anoka County Library, Anoka Women of Today, St. Tim’s Council of Catholic Women, and the Friends of Anoka County Library have donated the following totaling \$25,507.94 for the months of March, April, May, and June 2023 in cash to the Anoka County Library:

|                                     |             |
|-------------------------------------|-------------|
| February through May Book Cart      | \$2,632.73  |
| Karen Wade                          | \$10,000.00 |
| Mary Oliver                         | \$50.00     |
| Anoka Women of Today                | \$50.00     |
| Friends of Anoka Co Library         | \$12,500.00 |
| Emanuel Witherspoon                 | \$10.00     |
| Anonymous                           | \$90.07     |
| David and Debbie Green              | \$25.00     |
| St. Tim’s Council of Catholic Women | \$150.14    |

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 Friends of Anoka County Library, Anoka Women of Today, St. Tim’s Council of Catholic Women, and patrons for their generous cash donations to the Anoka County Library.

Motion carried. Resolution declared adopted.

- 3. Commissioner Braastad made motion renewing Contract #C008654A with Dave Johnson for lobbying and legal services at a rate of \$4,440.63 per month for a two-year term from September 1, 2023, to August 31, 2025, subject to review by the county attorney as to form and legality. (Contract is on file in the Community and Governmental Relations Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.
- 4. Commissioner Schulte made motion renewing Contract #C008653A with Ward Einess, Einess Strategies, LLC, for lobbying and legal services at a rate of \$4,440.63 per month with a two-year term from September 1, 2023, to August 31, 2025, subject to review by the county attorney as to form and legality. (Contract is on file in the Community and Governmental Relations Department.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried.

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Commissioner Schulte presented the Property Records and Taxation Committee report from the meeting of July 18, 2023. All items were of an informational nature and required no board action.

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Commissioner Braastad presented the Public Safety Committee report from the meeting of July 12, 2023.

Emergency Management

- 1. Commissioner Braastad made motion approving Contract #C0010136, the FY2024/FY2025 Radiological Emergency Preparedness Grant Agreement, in an amount not to exceed \$6,000, for a term of July 1, 2023, through June 30, 2025, subject to review by the county attorney as to form and legality. (Contract is on file in the Emergency Management Department.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried.

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Commissioner Braastad presented the Public Safety Committee chair report.

Emergency Communications

1. Commissioner Schulte made motion approving Contract #C0010180, a Professional Services Agreement with Moetivations, Inc., for their Dispatcher on Demand program in an amount not to exceed \$180,000 for a 3-month term, subject to review by the county attorney as to form and legality. (Contract is on file in the Emergency Communications Department.) Commissioner Meisner seconded the motion. Upon roll call vote, motion carried.

Emergency Management

2. Commissioner Braastad made motion approving Contract #C0010159, State of Minnesota 2022 Emergency Management Performance Grant (EMPG) in the amount of \$143,862 for a term of January 1, 2022, through December 31, 2023, subject to review by the county attorney as to form and legality. (Contract is on file in the Emergency Management Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.
3. Commissioner Reinert made motion approving Contract #C0010162, State of Minnesota 2022 Emergency Management Performance American Rescue Plan Act Grant (EMPG-ARPA) in the amount of \$85,227 for a term of January 1, 2023, through September 30, 2023, subject to review by the county attorney as to form and legality. (Contract is on file in the Emergency Management Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

Sheriff

4. Commissioner Braastad made motion approving Contract #C0010179, a Memorandum of Understanding for School Resource Services between Legacy Christian Academy and the Anoka County Sheriff's Office in the amount of \$111,550, plus any additional compensation pursuant to the agreement, for a term of August 1, 2023, to May 31, 2024, and renewable annually thereafter, 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, motion carried.

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Commissioner Schulte made motion approving Contract #C0010184, an adjusted Employment Agreement for Bethany Fountain Lindberg effective August 1, 2023, for services as Chief Deputy County Attorney, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Resources Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

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Commissioner Braastad made motion approving Contract #C0010185, Employment Agreement with Bill Jacobson, and appointing Bill as the Anoka County Chief Deputy Sheriff effective July 1, 2023, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Resources Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

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Commissioner Reinert made motion approving the following liquor license application, as reviewed by and consented to by the township, sheriff, and attorney:

1. Linwood Fire Association by Justin M. Hansen - 1 Day to 4 Day, Temporary On-Sale Liquor License - Township of Linwood - September 9, 2023.

Commissioner Schulte seconded the motion. Motion carried.

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Committee appointments:

1. Commissioner Meisner made motion appointing/reappointing the following to the Community Corrections Advisory Board for terms ending July 2025:
  - A. Appointing Kevin Titus, representing District 7.
  - B. Appointing Mohammed Farah, representing member-at-large.
  - C. Reappointing Dr. Ed Evans, representing District 1.

Commissioner Jeppson seconded the motion. Motion carried.

2. Chair Look presented, for informational purposes, his appointment of Chief Deputy Bill Jacobson to the Midwest Regional Forensic Laboratory Advisory Board as the Law Enforcement Representative, replacing Paul Ireland, for program year 2023.

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The county board meeting was adjourned at 10:24 a.m.

ATTEST:

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

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

By: \_\_\_\_\_  
Matt Look, its Chair

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