



Mission:
Working Together to Deliver Quality Services that are Valued by the Community, Today and Tomorrow
Vision:
A modern community where all are treated as neighbors

**Annual Meeting of the Isanti County Board of Commissioners
Tuesday, January 3, 2023, at 9:15 a.m.
Government Center Board Room**

Members Present: Chairperson Mike Warring; Commissioners Alan Duff, Bill Berg, Steve Westerberg, Kristi LaRowe
Members Absent: None
Others Present: J Lines, J Edblad, C Struss, Trisha Wentworth, Dan Lakeberg
(Reporter: J Kotila and N Hallman)

O0o At 9:21 a.m., Julia Lines, County Administrator, called the meeting to order and led the assembly in the Pledge of Allegiance.

O0o Julia Lines, County Administrator, called for the election of the County Board Chairperson for 2023.

23/01-01 Motion by Westerberg, seconded by Berg, to nominate Mike Warring for Chair of the County Board for 2023. Motion carried unanimously.

O0o Julia Lines, County Administrator, turned the meeting over to County Board Chairperson Mike Warring.

23/01-02 Motion by Westerberg, seconded by LaRowe, to nominate Alan Duff for Vice Chair of the County Board for 2023. Motion carried unanimously.

O0o Public Comment Session. Comment was made.

23/01-03 Motion by LaRowe, seconded by Berg, to approve the January 3, 2023, County Board Agenda. Motion carried unanimously.

23/01-04 Motion by Warring, seconded by Westerberg, to approve the December 20, 2022 County Board Meeting Minutes with correction to item LL Claims & Warrants to be approved at the January 17, 2022 County Board Meeting. Motion carried unanimously.

23/01-05 Motion by Warring, seconded by Westerberg, to approve the November 1, 2022, Community Health Board Minutes. Motion carried unanimously.

23/01-06 Motion by Duff, seconded by Westerberg, to approve the following Personnel Action Items: Ratify the hire of Thomas Loberg, part-time Courthouse Security Officer, effective December 29, 2022. Approve the transfer of Lisa Harms from full-time to part-time Sheriff Administrative Assistant III, effective January 1, 2023. Approve the transfer of Heidi Fowler, full-time Elections Coordinator, to 0.60 FTE Property Services and Elections Specialist, effective January 12, 2023. Approve the regular full-time status of Dana Erickson, Accounting Technician, effective January 3, 2023. Accept the resignation of Brandon Jokinen, full-time Corrections Officer, effective January 2, 2023. Accept the resignation of Robert Bieniek, full-time Assistant County Attorney, effective January 11, 2023. Accept the resignation of Lindsey Giese, full-time Human Resources Director/Deputy County Administrator, effective February 1, 2023. Motion carried unanimously.

23/01-07 Motion by LaRowe, seconded by Duff, to table the approval of the 2023 Isanti County Board of Commissioners Operating Guidelines with plans to bring this as an agenda item to the Committee of the Whole. Motion carried unanimously.

23/01-08 Motion by Duff, seconded by Westerberg, to set the County Board schedule for 2023. County Board meetings will be held on the first and third Tuesday of every month beginning at 9:00 a.m. with the exception of the following quarterly evening meetings which will begin at 6:00 p.m.: Tuesday, March 21, 2023; Tuesday, June 20, 2023; Tuesday, September 19, 2023; and Tuesday, December 19, 2023. All County Board meetings will be held in the Isanti County Board Room of the Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008. Motion carried unanimously.

23/01-09 Motion by Berg, seconded by Duff, to set the 2023 Committee of the Whole meeting (work session) schedule. All meetings will be held on the second and fourth Tuesdays of each month beginning at 9:00 a.m. with the exception of January 17th, which will be held after the County Board meeting. All meetings will be held in the Isanti County Board Room of the Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008. Motion carried unanimously.

23/01-10 Motion by Warring, seconded by Westerberg, to set the 2023 Drainage Authority meetings immediately following County Board meetings on Tuesday, February 21, 2023; Tuesday, April 18, 2023; Tuesday, June 20, 2023; Tuesday, August 15, 2023; Tuesday, October 17, 2023; and Tuesday, December 19, 2023, in the Isanti County Board Room of the Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008. Motion carried unanimously.

23/01-11 Motion by LaRowe, seconded by Duff, to approve the nomination of Mike Warring as the 2023 Chairperson for the Metropolitan Emergency Services Board. Motion carried unanimously.

23/01-12 Motion by LaRowe, seconded by Duff, to approve the nomination of Bill Berg as the alternate 2023 Chairperson of the Metropolitan Emergency Services Board. Motion carried unanimously.

23/01-13 Motion by Berg, seconded by Duff, to approve the four District Commissioners, excluding the Chairperson, to rotate monthly attendance at the Planning Commission meetings. A set rotation of Districts 1, 2, 3 and 5 but with the option for any Commissioner to sit in for the other when necessary. Each Commissioner will attend three meetings a year. Motion carried unanimously.

23/01-14 Motion by LaRowe, seconded by Westerberg, to appoint the following 2023 Board and Committee members to the Planning Commission:

Planning Commission		
Meets 2nd Thursday of the month; 6:00 p.m.		
County Board Room; Commissioners will rotate months		
District 1	Alan Duff	
	Tim Swanson	
	Karyn Hansen	
District 2	Bill Berg	
	Bruce Bloomgren	
	Bruce Mickelson	
District 3	Steve Westerberg	
	TBA	
	TBA	
District 4	Mike Warring	

	Dave Ringstad
	Lyle Reynolds
District 5	Kristi LaRowe (alt)
	Kathy Skiba
	David Tothe
At-Large (to serve as alternates)	
At-Large (to serve as alternates)	

Motion carried unanimously.

23/01-15 Motion by Duff, seconded by Westerberg, to appoint the following 2023 Board and Committee members to the Board of Adjustments:

<u>2023 BOARD AND COMMITTEE ASSIGNMENTS</u>	
(All Board and Committee assignments are one-year terms unless otherwise noted)	
<u>Board of Adjustments</u>	
Meets 2nd Thursday of the month; 9:00 a.m.	
County Board Room	
District 1	Bill Gertz
District 2	Jim Fridstrom
District 3	Val Anderson
District 4	Dave Henderson
District 5	Connie Thorp
<u>Planning Commission Representative on Board of Adjustment</u> <u>(appointed by Planning Commission)</u>	

Motion carried unanimously.

23/01-16 Motion by LaRowe, seconded by Berg, to table the approval of the 2023 AMC Policy Committee Appointments for discussion at the Committee of the Whole meeting. Motion carried unanimously.

23/01-17 Motion by Duff, seconded by Berg, to award the 2023 County legal publication bid to the Isanti-Chisago County Star. Motion carried. Opposed: LaRowe.

23/01-18 Motion by Westerberg, seconded by Berg, to approve the following utility permit: Permit No. 23-01-01; East Central Energy - CSAH 5; Install underground power line across CSAH 5, 510' West of the intersection of Rendova St and CSAH 5. Motion carried unanimously.

23/01-19 Motion by Warring, seconded by Duff, to approve the following claims and warrants:

Accurate Controls Inc	\$67,574.21	Gov Management Group	\$5,500.00
Cargill, Inc	\$75,420.80	Granite Electronics Inc	\$9,460.42
Crawford's Equipment Inc	\$62,900.36	MCIT	\$492,150.00
Deere & Company	\$5,532.45	Morton Salt Inc	\$80,767.54
DW Companies LLC	\$26,580.60	Schneider Geospatial LLC	\$7,932.00
Emergency Equip Connections Inc	\$8,063.23	Twin City Hardware Co Inc	\$7,681.63
Federated Co-Ops Inc	\$25,899.15	Total claims & warrants:	\$875,462.39

Motion carried unanimously.

23/01-20 Motion by Duff, seconded by LaRowe, to table the approval to pay the first half of the 2023 Appropriations until each organization or governmental entity provides the board their current mission

statement, an explanation of the benefits for the residents of Isanti County, as well as the history on how much funding has been given to each organization. Motion carried unanimously.

23/01-21 Motion by Berg, seconded by Duff, to approve the following Salary Compliance Notice: Minnesota Statute 471.701 requires cities or counties with a population of more than 15,000 to annually publish titles and base salaries of their three highest paid employees. For Isanti County, those titles and salaries as of January 1, 2023, are: County Administrator - \$153,358.40; Chief Financial Officer/Auditor-Treasurer - \$132,204.80; Health & Human Services Division Leader - \$141,731.20. This notice is published January 3, 2023. Motion carried unanimously.

23/01-22 Motion by Duff, seconded by Westerberg, to approve the transfer of on and off-sale liquor license from Sunrise on Englund Shores LLC to Back to Captain's. Motion carried unanimously.

23/01-23 Motion by Warring, seconded by LaRowe, to approve the DELEGATION OF AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS WHEREAS, Minnesota Statutes § 471.38 allows local governments to use electronic funds transfer as a means of making various payments; and WHEREAS, electronic funds transfer is the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and WHEREAS, the use of electronic funds transfers allows for greater efficiency and security in the payment of certain claims; and WHEREAS, the Isanti County Board of Commissioners has adopted an Electronic Funds Transfers Policy to enact appropriate policy controls related to making payments via electronic funds transfer; and WHEREAS, the Isanti County Board of Commissioners shall annually delegate the authority to make electronic funds transfers to the County's chief financial officer pursuant to Minnesota Statutes § 471.38, subd. 3a; NOW, THEREFORE BE IT RESOLVED, the Isanti County Board of Commissioners hereby formally delegates the authority to make electronic funds transfers on behalf of Isanti County to the Chief Financial Officer and his or her designees. Motion carried unanimously.

00o Chad Struss, Chief Financial Officer/County Auditor/Treasurer provided the Commissioners with the requested ARPA funds information.

23/01-24 Motion by Warring, seconded by Berg, to approve the equipment and cabling purchase to bring the Sheriff's Office, Highway Department & Oakview Buildings onto the Isanti County network for the cost of \$79,349.00 using ARPA Savings. Motion carried unanimously.

23/01-25 Motion by Warring, seconded by Berg, to approve the bid for architectural services from Inside Outside Architecture, Inc. for the Oakview remodel project for the amount of \$6,500.00 using ARPA Savings. Motion carried unanimously.

23/01-26 Motion by Westerberg, seconded by Duff, to bring forward a discussion regarding department customer service windows at the January 17, 2023, Committee of the Whole meeting. Motion withdrawn.

23/01-27 Motion by LaRowe, seconded by Duff, to inquire about the use of the public library and community college electronic signs to advertise county board meeting dates. Motion carried unanimously.

23/01-28 Motion by Duff, seconded by LaRowe, to adjourn (10:28 a.m.). Motion carried unanimously.

Julia Lines, County Administrator

Mike Warring, County Board Chairperson

By: Colleen Anderson, Administrative Assistant II