



**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

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**Meeting of the Isanti County Board of Commissioners  
Tuesday, March 7, 2023, at 9:15 a.m.  
Government Center Board Room**

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Members Present: Chairperson Mike Warring; Commissioners Alan Duff, Bill Berg, Steve Westerberg, Kristi LaRowe  
Members Absent: None  
Others Present: J Lines, T Nelson, C Taylor, P Messer, K. Kolb, J Bergerson, C Struss, (Reporter: B Stickles and N Hallman)

00o Chairperson Warring called the meeting to order and led the assembly in the Pledge of Allegiance.

00o Public Comment Session. Public comment was made.

00o Presentation from Craig Taylor, Regional Director – U of M Extension Program.

23/03-01 Motion by Duff, seconded by Berg, to approve the March 7, 2023, County Board Agenda. Motion carried unanimously.

23/03-02 Motion by LaRowe, seconded by Westerberg, to approve the February 21, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/03-03 Motion by Westerberg, seconded by Berg, to approve the Community Health Board Actions. Motion carried unanimously.

23/03-04 Motion by Berg, seconded by LaRowe, to approve the amendments to the List of Committee Assignments: Planning Commission Representative on the Board of Adjustment – Kathy Skiba; Extension Board (University of MN) – District 2: Sue Redfield, District 4: Rebecca Mauriala-Kuehn, At-Large (to serve as alternate): Rob Lininger; Facilities/Security Committee – Staff member Amanda Usher; Parks and Recreation Commission – District 3: John R Carlson; Public Health Commission – Leilani (Loni) Dick. Motion carried unanimously.

23/03-05 Motion by Berg, seconded by Duff, to approve the following Personnel Action Items: Ratify the hire of Kimberly Nicastrì, full-time Welfare Fraud Investigator, effective March 1, 2023; ratify the hire of Sarah Olson, full-time Public Health Nurse, effective March 1, 2023; ratify the hire of Eric Jones, full-time Dispatcher, effective March 13, 2023; ratify the hire of Miranda Janssen, full-time Assistant County Attorney I, effective March 20, 2023. Approve the transfer of Kyle Phillips, part-time Corrections Officer, to full-time Corrections Officer, effective February 23, 2023; approve the transfer of Rebecca Sundvall, part-time Corrections Officer, to full-time Corrections Officer, effective March 6, 2023; approve the internal promotion of Michelle Huttner, full-time Systems Support Specialist I, to full-time Systems Support Specialist II, effective March 9, 2023; approve the transfer of Kayla Houchins, part-time Corrections Officer, to full-time Corrections Officer, effective March 11, 2023; approve the regular full-time status of Joseph Willaert, Drainage Ditch Inspector, effective March 1, 2023; approve the regular full-time status of Kerry Birch, Administrative Assistant III/Permit Technician, effective March 6, 2023; approve the regular full-time status of Erica Wilson, Environmental Compliance Specialist, effective March 6, 2023; approve the regular full-time status of Tia Kroschel, Probation Office Coordinator, effective

March 6, 2023. Accept the resignation of Lacy Hill, full-time Social Worker, effective February 27, 2023. Accept the resignation of Jordan Buggert, full-time Social Worker, effective March 10, 2023. Motion carried unanimously.

23/03-06 Motion by Westerberg, seconded by LaRowe, to approve the following changes to the Drainage Authority Meeting Dates: June 20<sup>th</sup> to June 6<sup>th</sup>; December 19<sup>th</sup> to December 5<sup>th</sup>. Meetings will be held following the County Board Meeting. Motion carried unanimously.

23/03-07 Motion by Warring, seconded by Westerberg, to approve the Agreement with the City of Isanti for a Site Lease for the placement of an antenna. Motion carried unanimously.

23/03-08 Motion by LaRowe, seconded by Westerberg, to approve an Application for Exempt Permit to the Zion Lutheran Church to conduct a raffle at the Zion Lutheran Church, Isanti Township, Isanti County, further to waive any waiting period. Motion carried unanimously.

23/03-09 Motion by Berg, seconded by Westerberg, to approve the following MOU with LELS Local 212: MEMORANDUM OF UNDERSTANDING Between County of Isanti And Law Enforcement Labor Services, Inc. (Local #212) Licensed Essential Employees This Memorandum of Understanding is entered into between the County of Isanti (hereafter "County") and Law Enforcement Labor Services Union, Local 212 (hereafter "Local 212") representing the licensed essential employees regarding uniform allowance. In conjunction with Article 20 - Uniform Allowance, the following language is agreed upon: All newly hired employees will receive an initial set of uniforms/equipment for patrol duties, that will be billed to Isanti County. The items in the initial set of uniforms/equipment will be approved by the Sheriff and will include items to make the newly hired employee a fully equipped deputy sheriff. The initial set of items will be property of Isanti County until the new hire completes probation, if the probationary period is not successfully completed the items will be returned to Isanti County or value of initial items will be billed to the employee per a pay roll deduction. This Memorandum of Understanding (MOU) shall be effective as of date of ratification and shall remain in full force and effect until December 31, 2024. IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be Executed on this 7<sup>th</sup> day of March, 2023. Motion carried unanimously.

23/03-10 Motion by Duff, seconded by LaRowe, to approve to appointment Chad Struss as Interim County Administrator. Carried. Opposed: Warring, Berg.

23/03-11 Motion by Duff, seconded by Westerberg, to abolish the following Policy for Symbolic Resolutions and Proclamations effective March 7, 2023: Isanti County Policy for Symbolic Resolutions and Proclamations BE IT RESOLVED, The Isanti County Board of Commissioners agrees to approve the following Proclamations and Resolution Policy (hereinafter Policy): ISANTI COUNTY SYMBOLIC RESOLUTIONS AND PROCLAMATIONS POLICY The Isanti County Board of Commissioners will continue to consider and issue, as appropriate, ceremonial resolutions and proclamations. Ceremonial resolutions and proclamations are documents signed by the board chair and issued for: Public awareness; Arts and cultural celebrations; Special honors. The Isanti County Board of Commissioners will not consider or issue resolutions and proclamations for the following: Matters of political or ideological controversy; Matters generally identified and known as supported by one political party and/or opposed by a political party; Topics with no explicit and unambiguous relationship to the County of Isanti's programs, services, policies, or budgets; Campaigns or events contrary to policies of the County of Isanti. This policy does not and is not intended to impact an individual Isanti County Commissioner's First Amendment rights or any other rights under the Constitution of the United States of America or the State of Minnesota. This policy also does not and is not intended to impact the Isanti County Board of Commissioners' responsibility to collectively and actively advocate fiscal and public policy through its County Administrator to support the

County of Isanti's mission and constituents. Approved and adopted this 17th day of June, 2020. Motion carried unanimously.

23/03-12 Motion by Berg, seconded by Westerberg, to approve the following formal Policy for Random Drug Testing for Convicted Felons on Economic Assistance Programs: Policy: Upon receipt of the list of individuals who have been identified as likely convicted drug felons currently receiving assistance, the county will mail a letter as provided by the Minnesota Department of Human Services (DHS) through eDocs DHS-6749B to DWP, MFIP and SNAP recipients who have committed a felony drug offense during the previous 10 years when they applied for, or were recertified for, public assistance and notify them they are now subject to random drug testing and must have cash benefits vendor paid. For matched individuals on GA and MSA, the letter DHS-6749A will inform the individual that they are subject to termination unless they meet the standards set forth under Minnesota Statute, section 256D.024 sub. 1 (past or current drug treatment or county assessment) and subject to random drug testing if they still qualify for benefits. The letter mailed by the county must notify the individuals of the right to appeal if they believe they have been misidentified as a convicted drug felon and include Important Information document DHS-3353, which contains appeal hearing information and legal services contact information. If the individuals are already identified in MAXIS under the DFLN panel as a convicted drug felon a notice does not need to be sent. MAXIS case notes should be entered. If there is no appeal within the applicable time frame by a matched individual, the county shall proceed as required under DHS Combine Manual reference CM 11.27.03. If there is an appeal contesting a match, the county will consider the following approach(es): A. Explain the appeal process to the matched individual. Assure that the individual is provided appropriate contact information and timeframes for an appeal. Appropriate eDoc forms include the DHS-3353, DHS-0033, and DHS-0033A; B. If it is determined by the county that the individual identified as a match is clearly not accurate, the county may disregard the match. If a match is disregarded, case notes must be entered in MAXIS, the department notified that a match was disregarded, and the reasons for the disregard. For the SNAP program a person applying for or receiving SNAP who admits in writing on a signed application or recertification that he/she committed and was convicted of a drug felony within 10 years from the date of application or recertification, is subject to random drug testing as a condition of continued eligibility. This also applies if the county agency has other reliable verified documentation supporting its position about a unit member's drug conviction that was committed within 10 years from the date of application or recertification. Authority to Test: Isanti County Health and Human Services will receive, biannually, identification of active clients who are convicted drug felons on cash assistance programs, including General Assistance (GA), Minnesota Supplemental Assistance (MSA), Diversionary Work Program (DWP), and the Minnesota Family Investment Program (MFIP). The assigned Eligibility Worker will follow the client notification instructions as outlined in DHS policy. Isanti County Health and Human Services will use random drug testing procedures to randomly test those that have been identified to be a convicted drug felon on economic assistance in Isanti County from the list supplied by DHS. There will be a minimum of one person tested in any six-month period where there are any individuals identified. Isanti County Health and Human Services will schedule the test with the client and administer the testing. If a client does not show up for the schedule testing, tests positive or negative, Isanti County will follow DHS policy and make the necessary updates on their case. If a client has had a random drug test with the Court Services or Social Services in the past 30 days, the results will be used and the client will not be retested. Per DHS Combined Manual reference CM 11.27.03, "The agency may be informed of a test failure by a probation officer or other official entity," therefore no retesting will need to be conducted. If a client has not had a random drug test with Court Services or Social Services in the past 30 days, Isanti County Health and Human Services will assume the costs or provide the testing material for the testing process. When the results are received, the Eligibility Worker will be notified and instructed to take necessary action to the case according to DHS Combined Manual reference 11.27.03, POLI/TEMP references TE13.048; TE13.049; TE13.014; TE13.043; and TE17.08. Action based on testing positive on a drug test may result in vendor paying of cash benefits, ineligibility for 5 years, or permanent disqualification depending on the

program they are currently receiving benefits from. As DHS's Convicted Drug Felon policy changes, Isanti County's processes and procedures will change to align with DHS's policy. Motion carried unanimously.

23/03-13 Motion by Duff, seconded by Westerberg, to award Contract No 2303 (CSAH Reconstruction) to Knife River Corp. in the amount of \$5,342,312.85. Funding sources as follows: State Aid - \$2,428,872.85; Federal Funding - \$2,913,440.00. Motion carried unanimously.

O0o Justin Bergerson, County Highway Engineer presented the 2023 Construction Program Review.

23/03-14 Motion by Warring, seconded by Westerberg, to approve the request to advertise for bids for the Oakview Remodel Project. PUBLIC NOTICE, ISANTI COUNTY BOARD OF COMMISSIONERS, 555 18th AVENUE SW, CAMBRIDGE, MN 55008, REQUEST FOR SEALED BIDS, REMODEL OAKVIEW COMPLEX, SITE ADDRESS: 1700 E RUM RIVER DRIVE S, SUITES J & K, CAMBRIDGE, MN 55008. Notice is hereby given that the Isanti County Board of Commissioners is seeking bids from licensed and insured general contractors to perform building remodel work for Isanti County. The County intends to enter into a contract with a qualified general contractor for construction/remodel work at the Isanti County Oakview Complex. Sealed bids in completed form will be accepted by the Isanti County Administrator's Office, 555 18th Avenue SW, Cambridge, MN, 55008, until Friday, April 28, 2023, at 4:30 p.m. (CDT). Bids received after that time will not be accepted. Envelopes containing bids are to be marked "Bid to Remodel the Isanti County Oakview Complex". Bid pricing forms and request for bid specifications may be obtained from the Isanti County Administrator's Office between the hours of 8:00 a.m. and 4:30 p.m., Monday thru Friday, or by calling 763-689-3859, or by visiting our website at [www.co.isanti.mn.us](http://www.co.isanti.mn.us). The bid will be awarded at the County Board Meeting on Tuesday, May 2, 2023, at 9:00 a.m. in the Government Center Boardroom. The County Board reserves the right to reject any or all bids submitted, waive informalities in the bidding procedure, and award a contract that is in the best interest of Isanti County. Interested persons may contact Dan Lakeberg, Isanti County Facilities Manager, at [dan.lakeberg@co.isanti.mn.us](mailto:dan.lakeberg@co.isanti.mn.us), or by phone at 763-689-8261, to schedule an on-site visit. By order of the Isanti County Board of Commissioners this 7th day of March 2023. Motion carried unanimously.

23/03-15 Motion by Duff, seconded by Westerberg, to approve the Consumption and Display Permit Renewals for Cambridge Curling Club Inc. & Brass Rail LLC. Motion carried unanimously.

O0o Commissioner Committee Reports

23/03-16 Motion by Berg, seconded by Westerberg, to approve the following Claims & Warrants:

Anoka County Treasury Office	\$24,602.50	Natco Transmission	\$5,140.57
Crawford's Equipment Inc	\$8,361.90	North Star Family Advocacy Ctr	\$30,000.00
OW Companies LLC	\$21,860.00	Palmer West Construction Co	\$12,703.64
Ebert Inc	\$10,637.24	Shi International Corp	\$167,578.50
Henkemeyer Coatings Inc	\$11,706.85	Summit Food Service, LLC.	\$7,024.46
Kellington Construction Inc	\$16,017.00	The Masters Touch LLC	\$11,270.00
Laketown Electric Corp	\$19,475.00	Weidner Plumbing & Heating	\$37,163.29
		<b>Total Claims &amp; Warrants:</b>	<b>\$383,540.95</b>

Motion carried unanimously.

23/03-17 Motion by Berg, seconded by Westerberg, to adjourn (10:29 a.m.). Motion carried unanimously.

Julia Lines, County Administrator

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Mike Warring, County Board Chairperson

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By: Colleen Anderson, Administrative Assistant II