



**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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**Regular Meeting of the Isanti County Board of Commissioners**  
**Tuesday, May 16, 2023, at 9:00 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: Chad Struss, Jeff Edblad, Justin Bergerson, Dan Lakeberg, Penny Messer, Emily Hawkins, Jennifer Darling, Trisha Wentworth (Reporter: B Stickles and N Hallman)

O0o Chairperson Warring called the meeting to order and led the assembly in the Pledge of Allegiance.

O0o Public Comment Session. Public comment was made.

23/05-27 Motion by LaRowe, seconded by Duff, to approve the May 16, 2023, County Board Agenda. Motion carried unanimously.

23/05-28 Motion by Westerberg, seconded by Berg, to approve the May 2, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/05-29 Motion by Berg, seconded by Westerberg, to approve the following Personnel Committee Meeting Note: approve two new Case Aide positions for the Financial Assistance Unit. Motion carried unanimously.

23/05-30 Motion by Berg, seconded by Westerberg, to approve the following Personnel Action Items: to ratify the hire of Emma Patten, Seasonal Highway Laborer, effective May 15, 2023; and to ratify the hire of Jordan Derby, full-time Social Worker, effective June 1, 2023; and to approve the internal promotion of Samantha Van De Walker, full-time Child Support Enforcement Aide, to full-time Child Support Officer, effective May 18, 2023; to approve the internal promotion of Shyenne Zerwas, full-time Administrative Assistant II, to full-time Child Support Legal Administrative Assistant, effective May 22, 2023; to approve the internal transfer of Jacquelynn Greeley, full-time Customer Service Specialist, to full-time Accounting Specialist, effective May 18, 2023; to approve the regular part-time status of Alicia O'Brien, Corrections Officer, effective June 3, 2023; to approve the regular full-time status of Trisha Wentworth, Information Technology Manager, effective June 5, 2023; to approve the regular part-time status of Sharri Kenyon, Corrections Officer, effective June 6, 2023; to accept the resignation of Elizabeth Christensen, full-time Dispatcher, effective May 8, 2023; to accept the retirement/resignation of James Bergeron, full-time Maintenance Worker, effective August 4, 2023; and to accept the retirement/resignation of Yvonne Sievert, part-time WIC Coordinator, effective August 31, 2023. Motion carried unanimously.

23/05-31 Motion by Duff, seconded by Berg, to approve the Mileage Reimbursement Submission in the amount of \$66.81. Motion carried unanimously.

23/05-32 Motion by Berg, seconded by Westerberg, to approve the Letter of Appointment for Metropolitan Area Water Supply Policy Advisory Committee recommending Tiffany Determan from the

Isanti County Soil & Water Conservation District to serve as the official Representative for Isanti County. Motion carried unanimously.

23/05-33 Motion by Westerberg, seconded by LaRowe, to approve the following Public Notice for Public Defender Bids: NOTICE TO PUBLIC DEFENDERS The Isanti County Board of Commissioners, in cooperation with the 10th Judicial District Court, requests proposals for public defender services for the Isanti County District Court for August 2023 – July 2025. Proposals will be accepted for: Civil, Family, and Probate Cases (also included are misdemeanors and juvenile cases not completed before July 31, 2023, or not otherwise covered by other contracts) including, but not limited to, criminal matters such as State v. Morris and any other criminal matter in which the Office of Minnesota State Public Defender declines representation and the court appoints counsel. Proposal information and specifications may be obtained from the Isanti County Administrator between the hours of 8:00 a.m. and 4:30 p.m. weekdays. Each proposal must be submitted to the County Administrator by Friday, June 30, 2023, at 4:30 p.m. The right is reserved to reject any or all bids and to waive any defects. Request for Bids Isanti County Board of Commissioners Public Defenders - CHIPS & TPR The Isanti County Board of Commissioners is seeking proposals from qualified attorneys to represent parents in Child in Need of Protection and Services (CHIPS), Termination of Parental Rights (TPR) cases, or any other civil or criminal cases where the court may appoint counsel outside of the Minnesota State Public Defender system to represent an individual (State v. Morris). Sealed bids are to be submitted in accordance with the request for proposal available from the Isanti County Administrator’s Office. Envelopes containing bids are to be marked “Public Defender Bid”. Bids are to be submitted to the Isanti County Administrator’s Office no later than Friday, June 30, 2023, at 4:30 p.m. at 555 18th Avenue SW, Cambridge, MN 55008. For questions or additional information, please contact Chad Struss, Interim County Administrator, at 763-689-3859 or e-mail at chad.struss@co.isanti.mn.us. Motion carried unanimously.

23/05-34 Motion by Westerberg, seconded by LaRowe, to approve the following Utility Permits: Permit No. 23-05-21; CSAH 5; Midcontinent Communications - Install a coax communications line under CSAH 5 along Dahila St; Permit No. 23-05-22; CR 56; Connexus Energy -Install a UG electric line to service existing pedestal; Permit No. 23-05-23; CR 57; East Central Energy - Install a fiber optic line along CR 57 from CSAH 13 to 353rd Ave NW; Permit No. 23-05-24; CR 65; East Central Energy - Install a fiber optic line along CR 65 from CSAH 1 to TH 95; Permit No. 23-05-25; CSAH 4; East Central Energy - Install a fiber optic line along CSAH 4 from TH 47 to CSAH 22; Permit No. 23-05-26; CSAH 16; East Central Energy - Install a fiber optic line along CSAH 16 from TH 47 to 0.5mi West of Xenon St NW; Permit No. 23-05-27; CR 60; East Central Energy - Install a fiber optic line along CR 60 from TH 47 to CSAH 3; Permit No. 23-05-28; CSAH 22; East Central Energy - Install a fiber optic line along CSAH 22 from CSAH 3 to 415th Ave NW; Permit No. 23-05-29; CR 34; East Central Energy - Install a fiber optic line along CR 34 from TH 95 to 343rd Ave NE; Permit No. 23-05-30; CR 45; East Central Energy - Install a fiber optic line underground along CR 45 from the North Side of 16th Ave SE to the South side; Permit No. 23-05-31; CR 70; Short Elliott Hendrickson, Inc. - Install a storm sewer culvert along CR 70 from the north side of 2nd Ave SW and the south side of 2nd Ave SW; Permit No. 23-05-32; CR 34; Short Elliott Hendrickson, Inc. - Install a Watermain connection along CR 34 from the south side of 337th Ave NE to the south side of 337th Ave NE. Motion carried unanimously.

23/05-35 Motion by Berg, seconded by Westerberg, to approve the following Claims and Warrants:

DW Companies LLC	\$12,330.00	Morris Electronics Inc	\$9,504.57
Enforcement Lighting LLC	\$28,800.00	SRF Consulting Group Inc	\$9,013.21
Federated Co-Ops Inc	\$23,571.98	Summit Food Service, LLC.	\$15,973.46
Inside Outside Architecture Inc	\$6,500.00	Washington County Financial Services	\$10,090.88
McDonough/Mark	\$16,500.00	Total:	\$132,284.10

Motion carried unanimously.

23/05-36 Motion by Westerberg, seconded by Berg, to approve the following 2023-2024 Liquor License Renewals as of May 11, 2023 - INTOXICATING LIQUOR LICENSES: Jumpin Jacks Inc. DBA Jumpin Jacks: On Sale, Off Sale, and Sunday; TNT Enterprises Group LLC DBA Pine Brook Restaurant and Bar: On Sale, Off Sale, and Sunday; J&J Inc. of Stanchfield DBA Outback Saloon & Grill: On Sale and Sunday; Bradford Roadhouse LLC DBA Bradford Roadhouse: On Sale and Sunday; and Eliassen Enterprises LLC DBA Hawk's Nest: On Sale and Sunday; WINE AND 3.2 BEER LICENSES: The Wine Garden LLC DBA Red Pine Winery: On Sale; and Grandy Nice Golf and Camp LLC DBA Grandy Nine Golf and Camp: On Sale. Motion carried unanimously.

23/05-37 Motion by Duff, seconded by Berg, to approve the temporary intoxicating liquor license for Cambridge-Isanti Area Softball Association for a softball tournament to be held at Sandquist Park on June 8-11, 2023. Motion carried unanimously.

23/05-38 Motion by Westerberg, seconded by LaRowe, to approve Resolution Number 2023-006 A RESOLUTION ACCEPTING DONATIONS TO ISANTI COUNTY WHEREAS, it is the policy of Isanti County that gifts and donations to the County shall be accepted by the Board of Commissioners; WHEREAS, various departments and programs within Isanti County have received gifts and donations during the month of April 2023 as follows: Sheriff Department for K9 Program: Johnson, Eric for \$5.00; Sheriff Department for Therapy Dog Program: Isanti Lions Club for \$2,000.00 and National Christian foundation for \$1,000.00; Sheriff Department for Safety & Rescue Program: Athens township for \$2,2800.00, Bradford Township for \$1,750.00; and the Sheriff Department for Explorer Program: Northstar Recycling LLC for \$453.00. NOW THEREFORE BE IT RESOLVED, that the Isanti County Board of Commissioners hereby formally accepts these gifts and donations. Upon a vote being taken on this resolution, the following voted: IN FAVOR THEREOF: Warring, Berg, Westerberg, Duff, LaRowe OPPOSED: ABSTAINS: ABSENT: Whereupon, the resolution was declared duly passed and adopted by the Isanti County Board of Commissioners on this 16<sup>th</sup> day of May, 2023. Motion carried unanimously.

23/05-39 Motion by Duff, seconded by LaRowe, to approve and award: Contract No. 2301 to OMG Midwest, Inc. DBA Minnesota Paving and Materials in the amount of \$2,455,572.82 and; Contract No. 2302 to OMG Midwest, Inc. DBA Minnesota Paving and Materials for the unit prices as shown in attachment CP-23-C-PATCH Unit Prices (on file). Motion carried unanimously.

23/05-40 Motion by Berg, seconded by LaRowe, to approve and award Contract 2305 to Allied Blacktop Company in the amount of \$521,500.11. The project consists of annual sealcoating 18.83 miles of county highways for pavement preservation. Apparent low bid came in favorable at 7.5% below the engineers estimate. Abstract and project location map available (on file). Motion carried unanimously.

23/05-41 Motion by Westerberg, seconded by LaRowe, to approve Knife River Corporation gravel quote in the amount of \$10.00 per ton for CR 44 and \$13.00 per ton for stockpiled gravel at ICHD, plus applicable fuel surcharges. This quote is for the supply, delivery and spreading of class 5 gravel on 2.35 miles of County Road 44 from CSAH 15 to CSAH 13 in Dalbo Township. This is part of the annual gravel maintenance program. Approximate tons of gravel to be placed is 3,350 TN. Approximate tons of gravel to be stockpiled at the highway department for other projects is 1,000 TN. Motion carried unanimously.

23/05-42 Motion by Westerberg, seconded by Duff, to approve the final acceptance of the completed project and authorize final payment in the amount of \$8,290.64 to Sir Lines-A-Lot, LLC for Contract No. 2205. Motion carried unanimously.

00o At this time a Public Hearing was held for the Notice of Intention to Amend Ordinance Isanti County Board of Commissioners. Chad Struss, Interim County Administrator, read the following published

Public Notice into the record: NOTICE OF PUBLIC HEARING ISANTI COUNTY BOARD OF COMMISSIONERS Notice is hereby given that the Isanti County Board of Commissioners will hold a public hearing on Tuesday, May 16, at 9:30 a.m. in the Board Room of the Isanti County Government Center, 555 18<sup>th</sup> Avenue SW, Cambridge, MN 55008, for the purpose of receiving comments regarding the World Famous Chicken LLC DBA The Brass Rail application for an off-sale intoxicating liquor license. The Isanti County Board of Commissioners encourages all interested parties to attend the public hearing and provide oral or written comments on the application. An interested party unable to attend the public hearing may submit written comments on the off-sale intoxicating liquor license to the Isanti County Auditor-Treasurer at 555 18<sup>th</sup> Avenue SW, Cambridge, MN 55008 prior to the hearing. By order of the Isanti County Board of Commissioners this 18<sup>th</sup> day of April 2023. There were no written comments received or public comment made.

23/05-43 Motion by Duff, seconded by Berg, to approve closing the public comment portion of the Public Hearing (9:32 a.m.). Motion carried unanimously.

23/05-44 Motion by Westerberg, seconded by Berg, to approve the World Famous Chicken LLC DBA The Brass Rail application for Off-Sale Intoxicating Liquor License. Motion carried unanimously.

23/05-45 Motion by Berg, seconded by Warring, to approve the purchase of 2023 One Ton Ford truck from Hayford Ford in the amount of \$60,649.91. This truck will be purchased in place of the December 2022 County Board approved purchase of a 2023 GMC truck that is no longer available due to inventory issues. Motion carried unanimously.

23/05-46 Motion by Berg, seconded by Westerberg, to approve 2023 Copier Refresh Contract with Metro Sales in the amount of \$85,259.40. The new proposed annual total provides the county with an annual savings of \$1,221.12. Motion carried unanimously.

00o Mental Health Awareness Month presentation by Emily Hawkins, Health and Human Services Division Leader

00o Child Care Providers Appreciation Month presentation by Jennifer Darling, Isanti County Health and Human Services Division

23/05-47 On motion by Mike Warring and seconded by Steve Westerberg: 1) Approval was given for all public assistance and social service actions, public assistance and social service expenditures, and social welfare expenditures as listed on the agenda of this meeting and as detailed in supporting documents maintained in the Family Services Department and 2) Payment of the following Family Services Department claims for Public Assistance, Administration, and Social Services was approved:

Canvas Health	\$8,291.96	Little Sand Group Homes	\$9,979.20
Chisago County Human Services	\$17,800.00	MSOP-MN Sex Offender Prog-462/(15)	\$7,314.45
Department of Human Services	\$18,304.15	Nexus Gerard Family Healing	\$12,772.00
Independent School Dist No. 911	\$10,000.00	Pine County Health & Human Services	\$8,838.01
Isanti County Auditor-Treasurer	\$39,715.56	Port Group Homes	\$9,999.30
Isanti County Auditor-Treasurer	\$26,976.00	Rise Incorporated	\$41,772.25
Isanti County Family Services	\$5,558.34	Shi International Corp	\$14,690.00
Kanabec Co. Family Services Agency	\$24,153.58	Therapeutic Services Agency Inc	\$7,616.00
Lighthouse Child & Family Services	\$11,732.25	Auditors	\$218,531.12
		Total Claims & Warrants:	\$494,044.17

Motion carried unanimously

23/05-48 Motion by Westerberg, seconded by Duff, to adjourn (10:16 a.m.). Motion carried unanimously.

Chad Struss, Interim County Administrator

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Mike Warring, County Board Chairperson

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By: Colleen Anderson, Administrative Assistant II