



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

Regular Meeting of the Isanti County Board of Commissioners
Tuesday, August 1, 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: A Usher, J Edblad, W Seiberlich, P Messer, A Larson, J Bergerson, B Wendorf, T Bergloff, (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.

23/08-01 Motion by Duff, seconded by Berg, to approve the August 1, 2023, County Board Agenda. Motion carried unanimously.

23/08-02 Motion by LaRowe, seconded by Westerberg, to approve the July 18, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/08-03 Motion by Berg, seconded by Westerberg, to approve the corrections to the June 6, 2023, County Board Meeting Minutes Personnel Action Items as follows: and ratify the hire of Linda Goldben, full-time Office Support Specialist, effective June 8, 2023; and accept the resignation of Chad Struss, Interim County Administrator, Chief Financial Officer/County Auditor-Treasurer, effective July 22, 2023. Motion carried unanimously.

23/08-04 Motion by Berg, seconded by LaRowe, to approve the Community Health Board actions. Motion carried unanimously.

23/08-05 Motion by Berg, seconded by Westerberg, to approve the following Personnel Committee recommendations: approve the changes to the Personnel Policy and Procedure manual; and approve the proposed MOU's submitted by the Family Services and Courthouse union groups. Motion carried unanimously.

23/08-06 Motion by Berg, seconded by Westerberg, to approve the following Personnel Action Items: approve the internal promotion of Paula Isaacson, full-time Administrative Assistant II, to full-time Child Support Enforcement Aide, effective August 10, 2023; approve the regular full-time status of Amanda Usher, Human Resources Director/Deputy County Administrator, effective August 2, 2023; approve the regular full-time status of Kyle Pedersen, Office Support Specialist, effective August 13, 2023; approve the regular full-time status of Briana Richmond, Elections Coordinator, effective August 9, 2023; and approve the regular full-time status of Kayley Berkness, Social Worker, effective August 21, 2023. Motion carried unanimously.

23/08-07 Motion by Westerberg, seconded by LaRowe, to approve the Isanti County: Social Media Policy **Purpose** The purpose of this policy is to establish procedures for creating an overall positive and informative social media presence for Isanti County for the general public; as well as ensuring the proper

use of Isanti County's social media sites by both its employees and the public. This policy explains the responsibility of Isanti County employees to use these resources in an efficient, effective, ethical, and lawful manner pursuant to all existing Isanti County and departmental policies. This policy also provides guidelines and standards regarding interactions by non-employees with county social media platforms.

Policy Statement Isanti County departments may consider using social media tools to reach a broader audience. The County encourages the use of social media to further the goals of the County and the missions of its departments, where appropriate. The information and materials posted to the social media platforms should be used to achieve one or more of the following goals: To increase the public's awareness of Isanti County and its services. To update the public on emergency alerts, severe weather updates, crime prevention and police assistance. To provide publicly posted information that is professional and reflects positively on Isanti County, staff, volunteers, and services. To inform the public of construction updates, road closings and economic development activity. To notify the public of upcoming events, meetings, class registrations, job openings, and other community activities. To promote the value and importance of Isanti County among governing officials, civic leaders, and the general public. To maintain open, professional, and responsive communication with members of the public and the news media. To encourage citizen involvement, interaction, and feedback. The comments expressed on the County's social networking platforms do not reflect the opinions or positions of Isanti County, its employees, or elected officials. The County has the right to reproduce any pictures or videos on its sites in any of its publications, websites, or any other media outlets. The County has the right to quote any comments or suggestions left by users. The County does take requests from people wanting events, videos, or pictures posted to any of their social networking sites, including Isanti County's website. The County has the right, at its sole discretion, to accept or deny any such requests. Isanti County has made every effort to ensure the accuracy of the information provided on its social networking pages. However, several factors that are beyond the County's control (including unauthorized modification of electronic data, transmission errors, browser incompatibilities, information that has been cached on the local computer or storage device, or other aspects of electronic communication) can affect the quality of the information displayed on this site. For that reason, the County does not guarantee the accuracy of the information provided on its social networking sites and is not liable for reliance on this information. The Sheriff's Office has a separate social media Policy that governs the use by employees and the public of its separate social media platforms.

New Social Media Platforms Requests for new County social media platforms or pages shall be made by submitting a written request to the Administrator, or designee. The requester shall define the goals and objectives they are trying to achieve and must demonstrate that the existing pages are unable to meet those needs. The requester must also demonstrate and follow the guidelines found in this Policy to manage the approved platforms/pages.

Department Contribution to Social Media Platforms Departments who wish to promote programs, information, and services to the public, through the County social media platforms, are welcome to provide content and images to the Administrator or designee. Advance notice of two business days before posting is preferred.

Employee Use Isanti County has an overriding interest and expectation in deciding what is "spoken" on behalf of the County on social media platforms. This policy establishes guidelines for the use of social media.

Guidelines

1. It is the policy of Isanti County that its social networking sites shall be used for County business to release news and other public information in addition to traditional distribution outlets. Routine social media posts and comments by residents are considered "transitory correspondence," as defined by the Minnesota General Records Retention Schedule. These messages are not required to be retained.
2. The County Administrator and designees may respond to comments posted on social media sites, when appropriate.
3. The County Administrator and designees are authorized to post information to social media sites. Prior to posting information to social media sites, all content must be verified as factual, and content must be thoroughly proof-read. Written permission must be received if the County is using someone else's image, name, and/or words (such as an article or testimonial).
4. The County Administrator and designees will create and monitor County content on social media sites to ensure that it adheres to all applicable County policies. Information posted on social media sites shall be consistent with the County's mission, vision, and values. User comments that violate the County's Comment Policy will be removed.
5. All official County presences on social media sites or services are considered an extension of the County's

information networks and must comply with all County policies. 6. Employees representing County government through social media platforms must conduct themselves, at all times, as representatives of the County. Failure to do so may result in discipline. 7. Social media use will be reviewed periodically to assess effectiveness, evaluate performance, and provide suggestions for changes or improvements. 8. Violation of this policy may result in information being removed from social media platforms. 9. This policy will be evaluated and revised regularly to maintain compliance with Minnesota records retention requirements and applicable County policies. **Disclaimer required on all Isanti County Social Media Platforms** Isanti County reserves the right, at its sole discretion, to change, modify, add, or delete comments or posts, photos, and videos at any time. Objective and respectful opinions and feedback are welcomed by the general public to continue the informational relationship. While these sites can provide an open forum, they are intended to maintain respect for those who participate. All comments must be respectful and on topic. Participants are asked to follow the posting guidelines below; violation of the guidelines below may result in the post being removed. The County reserves the right to delete all comments, including but not limited to comments that: Are prejudice or hurtful remarks made toward any person or entity, including any ethnic, racial, or religious group. Are spam. Include sales/promotion of goods or services, or links to other sites. Promote services, products, or political organizations. Infringing on copyrights or trademarks. Disclose data in violation of State and Federal public records and data practices laws. Are potentially libelous. Contain vulgar, obscene, or sexually explicit comments. Are personal attacks, insults, profane, name-calling, or threatening language. Are plagiarized material or material that potentially violates intellectual property rights. Contains private, personal information published without consent. Are off topic or link to material that is off topic. Contain embedded images from external sources. Violate any law or promote the violation of any law. Encourage or constitute prohibited discriminatory or harassing conduct. Are made by a person masquerading as someone else. The County reserves the right to block users who violate these guidelines. **Advertising** Isanti County does not endorse any product, service, company, or organization advertising on its social media platforms. The ads that appear on pages are sold, posted, and maintained by the social media platform. **Privacy Policy** Isanti County does not share information gathered through its social media platforms with third parties for promotional purposes. However, any information the general public provides to the County is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request. **Personal Social Media Use** Isanti County respects employees' rights to post and maintain personal websites, blogs, and social media platforms; but it does require employees to act in a prudent manner regarding website and internet postings that reference Isanti County, its personnel, its operation, or its property. Employees and others affiliated with the County may not use a county brand, logo, or other county identifiers on their personal sites; they may not post information that purports to be the position of the County, without prior authorization. County employees are discouraged from identifying themselves as County employees when responding to or commenting on blogs with personal opinions or views. If an employee does identify themselves as an Isanti County employee and posts a statement on a matter related to County business, a disclaimer similar to the following must be used: "These are my own opinions and do not represent those of Isanti County." Occasional access to personal social media platforms during work hours is permitted, but employees and agents must adhere to the guidelines outlines in the County's computer use policies. There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include friendships, dating, or romance between co-workers. Cyber-bullying, stalking, or harassment. Release of confidential or private data. Unlawful activities. Misuse of County-owned social media. Inappropriate use of the County's name, logo, or the employee's position or title. Using County-owned equipment or County-time for extensive personal social media use. Each situation will be evaluated on a case-by-case basis because the laws in this area are evolving. Motion carried unanimously.

23/08-08 Motion by Duff, seconded by Westerberg, to approve the MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ISANTI AND MINNESOTA TEAMSTERS

PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION, LOCAL #320 This Memorandum of Understanding is entered into between the County of Isanti (hereafter "County") and Teamsters Public and Law Enforcement Employees' Union, Local 320 (hereafter "Local 320") representing the Family Services Unit regarding the implementation of length of service credit for previous public sector experience. WHEREAS, numerous County employees within the bargaining unit have previous public sector experience; WHEREAS, the parties seek to adjust employees' length of service to reflect previous public sector experience; NOW THEREFORE, BE IT RESOLVED, effective upon ratification of this Memorandum, Isanti County will provide the following credit for length of service with a previous public employer: 1. Length of service credit shall be subject to the following conditions: a. The employee must have been hired by the County within four years of separation from the previous public sector employer; b. The employee must have been in a vacation eligible position with the previous public employer; and c. The employee must provide necessary documentation demonstrating their vacation eligibility status with the previous employer. 2. Changes to an employee's vacation accrual rate will become effective at the beginning of the next pay period after approval. Adjusted accrual rates are not retroactive. 3. At any time, an employee may submit additional information and/or documentation to satisfy the conditions in section 1 above. Motion carried unanimously.

23/08-09 Motion by Duff, seconded by Berg, to approve the Changes to Personnel Policy 11.4 – Military Leave with Pay. State Statute requires employers to provide 15 paid days of military leave each calendar year. Due to the nature of their work, some Isanti County employees are required to work 10 to 12 hour shifts. The new Personnel Policy language includes the following language: The fifteen (15) days will cover up to 120 hours per calendar year for employees that work eight (8) hour shifts and up to 180 hours per calendar year for employees that are required to work ten (10) or twelve (12) hour shifts. Motion carried unanimously.

23/08-10 Motion by Westerberg, seconded by LaRowe, to approve changes to Personnel Policy 1.6.5 EXTRA-DUTY PAY POLICY STATEMENT - It is the policy of Isanti County to temporarily adjust the base pay for an employee that is asked to assume additional duties beyond those of their regular position. Supplemental compensation in the form of a base pay differential for assuming additional assigned duties and responsibilities beyond those of the regular position. The amount of this adjustment will be up to 4% above the Employees base pay or Step 1 in the grade of the position the Employee is covering, whichever is greater. This may occur when a new service is created, a project or assignment needs to be given additional time or an existing position is vacated. Extra-duty may be granted for up to three (3) months or until the employee is no longer performing extra duty, whichever comes first. **A. Process for Requesting Extra-Duty Pay:** **1.** When a circumstance arises that warrants extra-duty pay, the Division Leader/Department should discuss the expectations with the Employee prior to an extra-duty pay request being submitted to ensure the Employee feels they have the capacity to take on additional assignments. **a.** Circumstances that may qualify for extra-duty pay include but are not limited to long-term (more than four (4) weeks) coverage of a vacant position, providing full coverage for an employee's leave of absence, temporary assignment of significant additional duties. **b.** Circumstances that do not qualify for extra-duty pay include but are not limited to short-term (less than four (4) weeks) coverage of a vacant position, providing partial coverage during an employees leave of absence, covering for employees on vacation, taking on additional duties when workloads are decreased or not as full and, in most circumstances, when a supervisor is providing coverage for an employees absence. **2.** A memo outlining the additional duties that will be assigned to the Employee and the anticipated duration of these additional duties should be submitted to the Human Resources Director/Deputy County Administrator for consideration. **3.** Human Resources will review the request and may ask for additional information from the Employee, Supervisor or Department Head. **4.** Approval or denial of requests will be made jointly by the Human Resources Director/Deputy County Administrator and County Administrator or their designee. **5.** If the request is denied, the Employee or the Division Leader/Department Head can present their request to the Personnel Committee for consideration. **6.** In circumstances where the additional duties may be for an extended period

beyond three (3) months, the request should be reviewed quarterly by the Human Resources Director/Deputy County Administrator. Motion carried unanimously.

O0o At this time, the County Commissioners shared various committee reports.

23/08-11 Motion by Westerberg, seconded by Berg, to approve following utility permits: Permit No. 23-08-87; East Central Energy - CR 37; Install an aerial fiber optic cable along CR 37 from Xenon St NW to Xkimo Trl NW; Permit No. 23-08-88; East Central Energy - CSAH 17; Install an OH transformer on pole at WL 1 along CSAH 17 about 371' East of Tulip ST; Permit No. 23-08-89; East Central Energy - CSAH 6; Install an aerial fiber optic cable along CSAH 6 from Lily St NW to Polk St NE; Permit No. 23-08-90 East Central Energy – CSAH 14, Install an aerial fiber optic cable along CSAH 14 from 413th St NW to 397th Ave NW.; Permit No. 23-08-91 East Central Energy – CSAH 6, Install an aerial fiber optic cable along CSAH 6 from 366th Ave to TH 65 NE.; Permit No. 23-08-92 East Central Energy – CSAH 3, Install an aerial fiber optic cable along CSAH 3 from Tulip St NW to Lily St NW.; Permit No. 23-08-93 East Central Energy – CR 36, Install an aerial fiber optic cable along CR 36 from 389th Ave NE to CSAH 6 NE.; Permit No. 23-08-94 East Central Energy – CSAH 6, Install an aerial fiber optic cable along CSAH 6 from Jamestown St NE to Lever St NE.; Permit No. 23-08-95 East Central Energy – CR, Install an aerial fiber optic cable along CR 41 from TH 47 NW to Lily St NW.; Permit No. 23-08-96 East Central Energy – CR 32, Install an aerial fiber optic cable along CR 32 from 373rd Ave NW to CR 6 NW.; Permit No. 23-08-97 East Central Energy – CR 36, Install an aerial fiber optic cable along CR 36 from Stark Rd NE to .1 miles north of 361st Ave NE.; Permit No. 23-08-98 East Central Energy – CR 34, Install an aerial fiber optic cable along CR 34 from 345th Ave NE to .05mi west of Xylite St NE.; Permit No. 23-08-99 East Central Energy – CSAH 2, Install an aerial fiber optic cable along CSAH 2 from Hupp St NE to .15mi N of TH 95NE.; Permit No. 23-08-100 East Central Energy – CSAH 2, Install an aerial fiber optic cable along CSAH 2 from Packard St NE to .28mi NW of Packard St NE.; Permit No. 23-08-101 East Central Energy – CR 36, Install an aerial fiber optic cable along CR 36 from 333rd Ave NE to TH 95 NE.; Permit No. 23-08-102 East Central Energy – CSAH 19A, Install an aerial fiber optic cable along CSAH 19A from 311th Ave NE to .05mi N of TH 95NE.; Permit No. 23-08-103 East Central Energy – CSAH 12, Install an aerial fiber optic cable along CSAH 12 from 311th Ave NE to .07mi N of 314th Ave NE.; Permit No. 23-08-104 East Central Energy – CR 33, Install an aerial fiber optic cable along CR 33 from UG Elmherst Ave S to .16mi West of Southview Ave.; Permit No. 23-08-105 East Central Energy – CSAH 4; Install an aerial fiber optic cable along CSAH 4 from OH 413th Ave NE from .07mi W of Marshview Ave to .1mi E of Elmhurst Ave S.; Permit No. 23-08-106 East Central Energy – CSAH 26, Install an aerial fiber optic cable along CSAH 26 from Broadway Ave S to .04mi W of Main Ave S.; Permit No. 23-08-107 East Central Energy – CSAH 26, Install an aerial fiber optic cable along CSAH 26 crossing 3rd St SW.; Permit No. 23-08-108 East Central Energy – CSAH 26, Install an aerial fiber optic cable along CSAH 26 crossing Broadway Ave S.; Permit No. 23-08-109 East Central Energy – CSAH 26, Install an aerial fiber optic cable along CSAH 26 from Main Ave S to .03mi E of Broadway Ave S.; Permit No. 23-08-110 East Central Energy – CR 54, Install an aerial fiber optic cable along CR 54 from Beechwood Ave N to Hupp St NE.; Permit No. 23-08-111 East Central Energy – CSAH 19, Install an aerial fiber optic cable along CSAH 19 from Tucker St NE to .6mi N of 305th Ave NE.; Permit No. 23-08-112 East Central Energy – CR 36, Install an aerial fiber optic cable along CSAH 36 from Naples St NE to .27mi N of 405th Ave NE.; Permit No. 23-08-113 East Central Energy – CSAH 4, Install an aerial fiber optic cable along CSAH 4 from ECE building to new ECE building.; Permit No. 23-08-114 Lumen – CSAH 7, Install a buried service wire along CSAH 7 from 30946 Feldspar St NW to 31077 Feldspar ST.; Permit No. 23-08-115 East Central Energy – CSAH 7, Install an underground power line along CSAH 7 from 310ft E of Xenon Dr NW crowing CSAH 7 from North to South.; Permit No. 23-08-116 Lumen – CSAH 2, Install a buried service wire along CSAH 2 from 3988 Stark Rd NE to 4018 Stark Rd NE.; and Permit No. 23-08-117 Connexus Energy – CSAH 5, Install a boring 500 three phase primary wire along CSAH 5 from pole at WL 1 to SW corner of CSAH 5 & CSAH 10. Motion carried unanimously.

23/08-12 Motion by Berg, seconded by Westerberg, to approve the following Claims & Warrants:

Cambridge Collision	\$5,055.02	Karpel Solutions	\$16,475.00
Central MN Dust Control LLC	\$40,735.80	LHB Inc	\$14,365.00
Deputy Registrar 90	\$18,821.74	Morris Electronics Inc	\$34,286.76
Enforcement Lighting LLC	\$5,150.00	Pro-West & Associates Inc	\$10,900.00
Federated Co-Ops Inc	\$23,235.15	Summit Food Service, LLC.	\$7,314/50
Hansen Surveying	\$11,020.00	Total Claims & Warrants:	\$187,358.97

Motion carried unanimously.

23/08-13 Motion by Berg, seconded by Westerberg, to approve the contract in the amount of up to \$650,570.00 with Oracle America, Inc. for a new CAD/RMS System, of which \$600,000.00 will be funded from ARPA savings, with the remaining funding source of \$50,570.00 to be determined. Sheriff Seiberlich confirmed that under Minnesota Statute 471.345 subd. 3, the Oracle quote for a new CAD/RMS System was the best value alternative under a request for proposals as described in section 16C.28, subdivision 1, (a)(2). Motion carried unanimously.

23/08-14 Motion by Warring, seconded by Duff, to approve the Granite Electronics Quote to Increase Signal Strength in the amount of \$11,932.11; \$5,371.02 to be paid from ARPA Savings, and the difference of \$6,561.09 to be paid from Commissioner Contingency Fund. Motion carried unanimously.

23/08-15 Motion by Berg, seconded by Duff, to approve the Granite Electronics Quote for the installation of the newly purchased dispatch council radios, mobile radios and portable radios in the amount of \$11,718.36 paid for from ARPA Savings. Motion carried unanimously.

23/08-16 Motion by Westerberg, seconded by LaRowe, to approve the Innovative Quote for the purchase of a specialized table and chairs for the Emergency Operations Center in the amount of \$12,614.07 paid for with ARPA Savings. Motion carried unanimously.

23/08-17 Motion by Duff, seconded by Westerberg, to approve the Updated Contract with Industries-PHASE Inc. and Isanti County Health and Human Services for July 2023 through June 30, 2024. Motion carried unanimously.

23/08-18 Motion by Westerberg, seconded by Berg, to approve the Temporary Intoxicating Liquor License to the Cambridge-Isanti Softball Association, to be held at Sandquist Park on August 17-20, 2023. Motion carried unanimously.

23/08-19 Motion by Duff, seconded by LaRowe, to approve the final payment of Contract No. 2304 to Reliable Tree Service, Inc., in the amount of \$9,365.00, using state aid and local funding sources. The project consisted of various bituminous patches county-wide. Motion carried unanimously.

00o Justin Bergerson, County Highway Engineer, presented the 2022 Highway Annual Report to the County Commissioners.

00o Barry Wendorf, Environmental Services, Division Leader, announced the award of the FY24 Natural & Scenic Area Grant Award in the amount of \$500,000 which will be used to acquire the Carol Urness Property which consists of 730 acres and will be designated as a Park Preserve.

23/08-20 Motion by Westerberg, seconded by Duff, to approve the Final Plat of Tucker Meadows Phase 2. Legal description the SE¼ of the NE 1/4 of Section 12, Township 36, Range 23, Cambridge Township with the following condition: 1. A deed restriction must be recorded on Lots 1, 2 & 3, Block 1 Tucker Meadows Phase 2 stating that any buildings/structures must be located in the shoreland district. Motion carried unanimously.

O0o County Attorney Edblad provided the Commissioners with a draft of an ordinance which would prohibit the use of marijuana in public locations. The topic will be added to the August 8, 2023, Committee of the Whole Agenda.

23/08-21 Motion by Westerberg, seconded by LaRowe, to adjourn (10:36 a.m.). Motion carried unanimously.

Amanda Usher, Interim County Administrator

Mike Warring, County Board Chairperson

By: Colleen Anderson, Administrative Assistant II