



**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, September 19, 2023, at 6:00 p.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, P Messer, A Larson, K Lakeberg, T Bergloff (Reporters: None)

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.

23/09-27 Motion by Berg, seconded by Westerberg, to approve the September 19, 2023, County Board Agenda. Motion carried unanimously.

23/09-28 Motion by Duff, seconded by Berg, to approve the September 5, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/09-29 Motion by Berg, seconded by Westerberg, to approve the following Personnel Action Items: Ratify the hire of Dustin Skogman, full-time Building Maintenance Worker, effective September 21, 2023; ratify the hire of Hayley Morin, full-time Assistant County Attorney II, effective October 3, 2023; approve the regular full-time status of Miranda Janssen, Assistant County Attorney I, effective September 20, 2023; approve the regular full-time status of Chad Meyer, Sheriff Captain, effective September 23, 2023; approve the regular full-time status of Allyn Arbogast, Dispatcher, effective September 29, 2023; and accept the resignation of Jace Hanson, full-time Corrections Officer, effective September 19, 2023. Motion carried unanimously.

23/09-30 Motion by Westerberg, seconded by LaRowe, to approve the MEMORANDUM OF UNDERSTANDING BETWEEN COUNTY OF ISANTI AND AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL 65, AFL-CIO, LOCAL 2889-13 This Memorandum of Understanding is entered into between the County of Isanti (hereafter "County") and AFSCME Local 2889-13 (hereafter "Union") representing Assistant County Attorneys, regarding the implementation of a length of service credit for previous public sector experience to the annual vacation accrual rate of represented employees. 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 to the vacation accrual schedule of the aforementioned employees, as prescribed by Article 10 of the collective bargaining agreement: Accruals listed below are based on a 40-hour work week/80 hour pay period. Accruals will be prorated for part-time staff.

Less than one year of service	3.08 hours/pay period - 80hrs/yr - 2.0 weeks.
One year of service through end of year 3	3.70 hours/pay period - 96hrs/yr- 2.4 weeks.
Beginning year (4) through end of year (8)	4.62 hours/pay period - 120hrs/yr - 3.0 weeks.
Beginning year (9) through end of year {12}	5.54 hours/pay period - 144hrs/yr- 3.6 weeks.

Beginning year (13) through end of year (16)	6.46 hours/pay period -168hrs/yr - 4.2 weeks.
Beginning year {17} through end of year {22}	6.77 hours/pay period-176hrs/yr-4.4 weeks.
Beginning year {23} through end year {23}	7.08 hours/pay period -184hrs/yr- 4.6 weeks.
Beginning year (24) through end year (24)	7.39 hours/pay period -192hrs/yr- 4.8 weeks.
Beginning year (25) through end year (25)	7.70 hours/pay period - 200hrs/yr - 5.0 weeks.

1. Length of service credit shall be subject to the following conditions: a. The employee must have been hired by the County within four (4) years of separation from the previous public sector employer; b. The employee must have been in a benefits-eligible position with the previous public employer; and c. The employee must provide necessary documentation demonstrating their benefits 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. In Witness Whereof, the parties have caused this Memorandum of Understanding to be executed this 19th day of September 2023. Motion carried unanimously.

23/09-31 Motion by Westerberg, seconded by Duff, to approve the Application to Conduct Excluded Bingo for the Dalbo Fire Department for an event to be held on October 7, 2023, located in Dalbo Township, Isanti County; further to waive any waiting period. Motion carried unanimously.

23/09-32 Motion by LaRowe, seconded by Duff, to approve the following utility permits: Permit No. 23-09-156; East Central Energy - CSAH 4, Install a fiber optic service cable from existing pole 1488' west of the intersection of CR 43 & CSAH 4 to service address 3741 421st Ave NE, Braham Permit No. 23-09-157; East Central Energy - CSAH 4, Install a fiber optic service cable from existing pole 220' south of the intersection of CSAH 4 and Holly St NW to service the address of 41500 Holly St NW, Braham Permit No. 23-09-158; East Central Energy - CSAH 14, Install a fiber optic service cable from existing pole at intersection of CSAH 4 and CSAH 14 to service the address of 41027 Xeon St NW, Braham. Motion carried unanimously.

23/09-33 Motion by Duff, seconded by LaRowe, to approve the following Claims & Warrants:

Allied Blacktop Corp	\$26,214.64	Redstone Construction LLC	\$137,322.90
Bl Incorporated	\$5,058.50	SRF Consulting Group Inc	\$8,757.32
Contech Engineered Solutions LLC	\$16,918.36	Summit Food Service, LLC.	\$12,371.27
LHB Inc	\$5,815.00	Sunrise Hydraulics Inc	\$7,122.72
Metro Sales Inc	\$5,748.53	Towmaster	\$267,058.00
MJL Contracting Inc	\$5,750.00	WaterGuards LLC	\$19,647.88
MnCCC Lockbox	\$17,100.00	Total Claims & Warrants:	\$534,885.12

Motion carried unanimously.

23/09-34 Motion by Berg, seconded by 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	\$54,603.28	MSOP-MN Sex Offender Prog-462/(15)	\$14,392.95
Department of Human Services	\$74,489.52	Pine County Health & Human Services	\$6,503.02
Isanti County Auditor-Treasurer	\$26,976.00	Port Group Homes	\$6,666.20
Isanti County Family Services	\$5,558.34	Resource & Training Solutions	\$8,222.35
Kanabec Co Family Services Agency	\$42,010.46	Rise Incorporated	\$33,306.00
Lakes And Pines Cac Inc	\$28,211.50	Saint Peter RTC-472/(7)	\$6,051.20
Lighthouse Child and Family Services	\$12,056.41	Therapeutic Services Agency Inc	\$9,619.16

Little Sand Group Homes	\$20,623.68	USPS	\$7,000.00
Moose Lake RTC	\$5,032.50	Village Ranch Inc	\$6,732.58
Auditors	\$297,838.17	Total Claims & Warrants:	\$665,893.32

Motion carried unanimously.

23/09-35 Motion by Westerberg, seconded by Berg, to approve RESOLUTION 2023-015 A RESOLUTION APPROVING THE REPURCHASE OF TAX-FORFEITED PROPERTY WHEREAS, Teirra Greene, heir to Holly Rohde, has applied to repurchase the tax-forfeited land identified as parcel number 09.020.1101 in Spencer Brook Township under Minnesota Statutes § 282.241; and WHEREAS, allowing the repurchase will either correct undue hardship or injustice resulting from the forfeiture or will promote the use of the lands that will best serve the public interest; and WHEREAS, Teirra Greene has agreed to pay the total repurchase price of \$1,109.10, which includes all taxes, penalties, interest, fees, and other costs due on the parcel as determined by Minnesota statute; NOW THEREFORE BE IT RESOLVED, the Isanti County Board of Commissioners hereby approves the application to repurchase the property contingent on payment of the full repurchase amount of \$1,109.10 to the Isanti County Auditor-Treasurer prior to the close of the business day on September 20, 2023. Motion carried unanimously.

23/09-36 Motion by Berg, seconded by Westerberg, to set a Public Hearing regarding the 2024 Proposed Budget and Levy for Thursday, December 7, 2023, at 6:00 p.m. in the Board Room of the Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008. Motion carried unanimously.

23/09-37 Motion by LaRowe, seconded by Duff, to approve the ISANTI COUNTY LAKE IMPROVEMENT DISTRICTS PRELIMINARY LEVY AND SPECIAL ASSESSMENTS FOR 2024  
 Green Lake Improvement District: The Green Lake Improvement District has voted to levy \$16,500 in property taxes on properties within the district for 2024.  
 Blue Lake Improvement District: The Blue Lake Improvement District has voted to approve special assessments of \$250.00 per property owner in 2024.  
 Fannie Lake Improvement District: The Fannie Lake Improvement District has voted to approve special assessments of \$225.00 per property owner for 2024.  
 Lake Francis Improvement District: The Lake Francis Improvement District has voted to approve special assessments of \$250.00 per property owner for 2024.  
 Long Lake Improvement District: The Long Lake Improvement District has voted to approve special assessments of \$200.00 per property owner for 2024.  
 Skogman Lake Improvement District: The Skogman Lake Improvement District has voted to approve special assessments of \$175.00 per property owner in 2024. Motion carried unanimously.

23/09-38 Motion by Westerberg, seconded by Duff, to approve to adopt the Preliminary 2024 Budget of \$55,642,872. The difference between the 2023 and the 2024 budget is a reduction of \$46,128.00. Motion carried unanimously.

<b>ISANTI COUNTY 2024 PRELIMINARY BUDGET SUMMARY BY FUND - AS OF 9/19/2023</b>					
	<b>EXPENSES</b>	<b>REVENUES</b>	<b>FUND BALANCE USED</b>	<b>COUNTY PROGRAM AID</b>	<b>NET LEVY</b>
General Fund	25,691,165	5,609,254	135,940	\$ 2,220,831	\$ 17,725,140
Road & Bridge Fund	12,147,827	8,592,040	-	395,910	3,159,877
Human Services Fund	17,172,492	10,973,475	-	690,213	5,508,804
Debt Service Fund	631,388	-	(37,975)	-	669,363
<b>Total</b>	<b><u>\$55,642,872</u></b>	<b><u>\$25,174,769</u></b>	<b><u>\$97,965</u></b>	<b><u>\$ 3,306,954</u></b>	<b><u>\$ 27,063,184</u></b>

23/09-39 Motion by Duff, seconded by Westerberg, to approve to adopt the 2024 Preliminary Levy of \$27,063,184 resulting in a zero percent change in the current tax levy. Motion carried unanimously.

ISANTI COUNTY

2024 PRELIMINARY LEVY

SUMMARY BY FUND - AS OF 9/19/2023

	GROSS LEVY	LESS: COUNTY PROGRAM AID	NET LEVY
General Fund	\$ 19,411,406	\$ (2,220,831)	\$ 17,190,575
East Central Regional Library	<u>534,565</u>	<u>-</u>	<u>534,565</u>
Total General Fund	19,945,971	(2,220,831)	17,725,140
Road & Bridge Fund	3,555,787	(395,910)	3,159,877
Human Services Fund	6,199,017	(690,213)	5,508,804
G.O. Capital Note Series 2010	-		-
G.O. Jail Refunding Series 2012A	-	-	-
G.O. Cap. Imp. Series 2016A	373,945	-	373,945
G.O. Cap.Imp Refunding, Series 2016B	-	-	-
G.O. Cap Imp, Series 2017A - CIP Portion	153,825	-	153,825
G.O. Cap Imp, Series 2017A - Capital Equipment	141,593	-	141,593
<b>Total</b>	<u><u>\$ 30,370,138</u></u>	<u><u>\$ (3,306,954)</u></u>	<u><u>\$ 27,063,184</u></u>

23/09-40 Motion by Westerberg, seconded by Duff, to approve the request for Proposals for Professional Audit Services for FY2023 and FY2024. Motion carried unanimously.

23/09-41 Motion by Berg, seconded by Westerberg, to approve Resolution Number 2023-012 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 August 2023 as follows: Environmental Services Division for Parks Medallion Hunt: Cambridge Family Dental for \$200.00; Sheriff Department for Therapy Dog Program: Cambridge Drift Dusters for \$1,000.00, Isanti County Sportsmen’s Club for \$5,000.00, and Cambridge Minnesota Kennel Club for \$6,025.00; Sheriff Department for K-9 Program: Terry Canfield for \$10.00 and Joseph VanBuren for \$5.00; Sheriff Department for Explorer Program: Northstar Recycling for \$615.00. Motion carried unanimously.

23/09-42 Motion by Berg, seconded by LaRowe, to approve the reimbursement to Springvale Township in the amount of \$1,000.00 for their cleanup day held on May 6, 2023; further said funds to come from SCORE. Motion carried unanimously.

23/09-43 Motion by Westerberg, seconded by LaRowe, to approve the request of Terrance Jenson, 34338 Polk Street NE, Cambridge, MN 55008 to present a preliminary plat of Jenson 3. Legal description is the NW ¼ of the SE ¼ of Section 19, Township 36 and Range 23, and Lot 2 Block 1 Jenson 2 of Section 19, Township 36, Range 23, Cambridge Township, with two conditions: 1. The easement for access off of County Road 14 for Lots 2, 3 and 4 will need to be recorded at the same time the plat is recorded. 2. The existing easement for the cell tower will need to be updated to state that it is the access for Lot 1 Block 1. Motion carried unanimously.

23/09-44 Motion by Berg, seconded by Westerberg, to approve the request of Wade and Kari Schumann, 2051 261<sup>st</sup> Avenue NW, Isanti, MN 55040 to present a preliminary plat of Schumanns Rolling Acres. Legal description is Pt. of the SE ¼ of the SW ¼ of Section 10, Township 34, Range 24, Stanford Township, with no conditions or findings. Motion carried unanimously.

23/09-45 Motion by Duff, seconded by Berg, to open the Public Hearing (6:31 p.m.). Motion carried unanimously.

O0o At this time, a Public Hearing was held for the consideration of a change to the 2023 Isanti County Fee Schedule – Attorney Office Fees. Amanda Usher, Interim County Administrator, read the following published Public Notice into the record: NOTICE IS HEREBY GIVEN that the Isanti County Board of Commissioners will hold a public hearing on Tuesday, September 19, 2023, at 6:30 p.m. in the Board Room of the Isanti County Government Center, 555 18th Avenue SW, Cambridge, MN 55008, for the purpose of considering a change to the 2023 Isanti County Fee Schedule – Attorney Office fees for CD/DVD/USB services. The Isanti County Board of Commissioners encourages all interested parties to attend the public hearing and provide oral or written comments on the said ordinance. Any interested party unable to attend the public hearing may submit written comments to the Isanti County Administrator’s Office at 555 18th Avenue SW, Cambridge, MN 55008 prior to the hearing. By order of the Isanti County Board of Commissioners this 5th day of September 2023. No written comments were received. No public comment was made.

23/09-46 Motion by Duff, seconded by LaRowe, to close the public hearing (6:33 p.m.). Motion carried unanimously.

23/09-47 Motion by Westerberg, seconded by Berg, to approve an increase in the Isanti County Fee Schedule for the Attorney’s Office. The current fee schedule lists \$10.00 for CD/DVD/USB. Due to changes in technology, USB flash drives are the only option for sharing discovery material. This change comes with special mailing needs and increased postage costs. Increasing the fee to \$20.00 will offset the costs of these necessary changes. The County Fee change will take effect on September 20, 2023. Motion carried unanimously.

23/09-48 Motion by Westerberg, seconded by Berg, to approve the request of Craig Wright, 12241 313<sup>th</sup> Avenue, Princeton, MN 55371 (property address: 30350 Highway 47, Isanti, MN 55040) for a conditional use permit for a commercial business to operate a storage locker maintenance company to store abandoned goods that are left behind which also includes abandoned vehicles and the ability to sell them online (dealers license). Legal description is pt of NE ¼ of SE ¼ desc as: S 528’ of E 247.5’ less MN DOT R/W plat 30-24 parcel 3 of Section 18, Township 35, Range 24, Bradford Township with the following conditions: 1. Hours of operation are 8:00 a.m. to 6:00 p.m. Monday through Friday. 2. No more than six employees. 3. Any items brought back to this property from the auctions shall be stored inside a building. Vehicles brought back from the auctions may be stored in a building and/or in the fenced in area. 4. The towed vehicles to be sold at the auction (off site) shall be parked/stored in the fenced in area behind the new proposed pole barn (per the submitted site plan) with up to 25 parking spaces. No more than 25 vehicles to be stored at one time. 5. No retail sales onsite. 6. All lighting must be retained on site with full cut off fixtures and no glare lighting with zero- foot candles at the property line. 7. Signage according to the Isanti County Zoning Ordinance. 8. Adequate parking for this business shall be provided with adequate screening and maintained onsite and meet the standards of Section 14, Subdivision 2 of the Isanti County Zoning Ordinance. No on-street parking allowed. 9. Must comply with all Federal, State and Local regulations, licenses, permits and codes. 10. All screening must be visibly obstructive. Findings: 1. The property is zoned Rural Service Center which allows for mixed uses of business and residential so the conditional use will not be injurious to the use and enjoyment of the other property in the immediate vicinity for the purpose

already permitted, nor substantially diminish and impair property values within the immediate vicinity. 2. This is in the Rural Service Center zoning district so the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area. 3. The access road is his personal access driveway and the drainage is self-contained so that adequate utilities, access road, drainage and other necessary facilities have been or are being provided. 4. Condition number 8. states adequate parking shall be provided, and no on-street parking will be allowed so that adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use. 5. Condition number 6. states all lighting must be retained on site with full cut off fixtures and no glare lighting with zero- foot candles at the property line so that adequate measures have been or will be taken to prevent or control offensive odors, fumes, dust, noise, and vibration so that none of these will constitute a nuisance, and to control lighted signed and other lights in such a manner that no disturbance to neighboring properties will result. Motion carried unanimously.

23/09-49 Motion by Westerberg, seconded by Duff, to adjourn (6:43 p.m.). Motion carried unanimously.

Amanda Usher, Interim County Administrator

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Mike Warring, County Board Chairperson

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By: Colleen Anderson, Administrative Assistant II