



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, October 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: A Usher, J Kimmes, J Bergerson, A Plowman, T Wentworth, P Messer, A Larson, T Bergloff, (Reporters: 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.

23/10-01 Motion by Berg, seconded by Westerberg, to approve the October 3, 2023, County Board Agenda. Motion carried unanimously.

23/10-02 Motion by Berg, seconded by LaRowe, to approve the September 19, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/10-03 Motion by Berg, seconded by Westerberg, to approve the following amended item from the January 17, 2023, County Board Meeting Minutes: 23\01-44 Motion by Duff, seconded by Westerberg, to approve the addition to the Personnel Policy and Procedure Manual, Section 9.10 Bereavement Leave, D. Donations, as follows: Employees who have exhausted their own accumulated leave balances, may be eligible to receive voluntary donation of sick leave due to the loss of an immediate family member as defined in Section A (*5 days bereavement*) as employee's spouse, domestic partner (who must live with employee at time of death), legal ward, child, stepchildren, parent, stepparents, mother-in-law, and father-in-law. (Refer to Policy 9.9). Motion carried unanimously.

23/10-04 Motion by Westerberg, seconded by Warring, to approve the Community Health Board Actions. Motion carried unanimously.

23/10-05 Motion by Berg, seconded by LaRowe, to approve the following Personnel Committee Notes: It is the recommendation of the Personnel Committee to approve the reclassification of the Sheriff's Office Records Supervisor position from a Civil Process Service to a Sheriff's Office Records Supervisor. Motion carried unanimously.

23/10-06 Motion by Duff, seconded by Berg, to approve the following Personnel Action Items: Ratify the hire of Joshua Stene, full-time Deputy Sheriff, effective October 5, 2023; ratify the hire of Corey Dahlin, full-time Highway Technician II, effective October 9, 2023; ratify the hire of Kyle Bjork, part-time Corrections Officer, effective October 13, 2023; approve the internal promotion of Jade Lehrer, full-time Property Services & Elections Specialist, to full-time Elections Coordinator, effective September 21, 2023; approve the internal promotion of Angela Larson, full-time Property Services & Election Manager, to full-time Auditor-Treasurer/Chief Financial Officer, effective October 5, 2023; approve the internal promotion of Scott Soderman, full-time Appraiser, to full-time Water Plan Coordinator/Wetland Specialist, effective October 10, 2023; approve the regular full-time status of Shawn Kelly, Deputy Sheriff,

effective October 6, 2023; approve the regular full-time status of Denise Tillges, Accounting Coordinator, effective October 6, 2023; approve the regular full-time status of Abby Malecha, Social Worker, effective October 10, 2023; approve the regular full-time status of Ross Benzen, Communications Sergeant, effective October 11, 2023; accept the resignation of Scott O'Connor, full-time Deputy Sheriff, effective September 25, 2023; and accept the resignation of Christina Kollman, full-time Social Worker, effective October 12, 2023. Motion carried unanimously.

23/10-07 Motion by Duff, seconded by Westerberg, to approve the Application for Exempt Permit to Conduct a Raffle for the Long Lake Improvement Association for an event to held on February 24, 2024, located in Bradford Township, Isanti County; further to waive any waiting period. Motion carried unanimously.

O0o Commissioners provided various committee reports.

23/10-08 Motion by LaRowe, seconded by Berg, to approve the following utility permits: Permit No. 23-10-159; Connexus Energy - CSAH 17, Install an Underground Power Service line from existing pole 1040' East of Tulip, 115' East then exiting ROW to the North to service the address of 3547 309th Ave. NW, Cambridge, MN, 55008; Permit No. 23-10-160; East Central Energy - CSAH 2, Install an Underground fiber optic line along CSAH 2 from TH-95 to 700' North; Permit No. 23-10-161; East Central Energy - CSAH 2, Install an Overhead fiber optic cable along CR 37 for 7700' from Xenon St NW to Xkimo Trail NW; Permit No. 23-10-162; East Central Energy – CSAH 4; Install a Fiber optic service cable from an existing power pole from 3945' east of CSAH 4 and TH 47 to service the address of 5099 Day Dr NW, Ogilvie, MN; Permit No. 23-10-163; East Central Energy – CR 60; Install a Fiber optic service cable from an existing power pole from 3690' North of CR 60 and CSAH 3 to service the address of 38566 Roanoke St NW, Dalbo, MN; Permit No. 23-10-164; East Central Energy – CR 32; Install a Fiber optic service cable from an existing power pole from 2450' south of CR 32 and CSAH 6 to service the address of 36779 Lily St NW, Cambridge, MN; Permit No. 23-10-165; East Central Energy – CSAH 6; Install a Fiber optic service cable from an existing power pole from 2140' west of CSAH 6 and CR 32 to service the address of 36702 Rose St NW, Stanchfield, MN; Permit No. 23-10-166; East Central Energy – CSAH 3; Install a Fiber optic service cable from an existing power pole on the west side of Palisade St to then service the address of 2199 389th Ave, Stanchfield, MN; Permit No. 23-10-167; East Central Energy – CR 35; Install a Fiber optic service cable from an existing power pole 1018' south of 335st Ave NW to service address of 33408 Dolphin St.; Permit No. 23-10-168; East Central Energy – CR 57; Install a Fiber optic service cable from an existing power pole 1600' south of CR 57 and 357th Ave to service the address of 35619 Helium St NW, Princeton, MN; Permit No. 23-10-169; East Central Energy – CSAH 6; Install a Fiber optic service cable from an existing power pole 1715' West of CSAH 6 and Nacre St NW to service the address of 7700 CSAH 6 NW, Princeton, MN; Permit No. 23-10-170; East Central Energy – CR 57; Install a Fiber optic service cable from an existing power pole 1635' North of CR 57 and 357th Ave then to service the address of 35995 Helium St, NW, Princeton, MN; Permit No. 23-10-171; East Central Energy – CSAH 1; Install a Fiber optic service cable from an existing UAD vault at the intersection of the CSAH 1 and 343rd Ave NW to service the address of 34273 Verdin St NW, Cambridge, MN; . Permit No. 23-10-172; Century Link/ Lumen – CSAH 14; Install an underground Copper and Fiber optic cable from an existing handhole at the intersection of the CSAH 14 and 334th Ave. NE, North crossing Spruce Street and terminating at a replacement pedestal / handhole 1500' S. of 339th Ave NE.; Permit No. 23-10-173; Midcontinent Communications – CSAH 5; Install an underground Fiber optic cable along the south side of County Highway 5 from the Chisago / Isanti County Line west for approx. 3600' to the NW Corner of property address 9316 County Road 5 NE, North Branch, MN 55056; Permit No. 23-10-174; East Central Energy – CR 33; Install a new underground fiber optic cable along the west side of CR 33 from 341st Ave NE south to 850' S. of 338th Lane NE; Permit No. 23-10-175; East Central Energy – CSAH 27; Install a new underground fiber optic cable along the east side of CR 27 from TH 95 north 3,076' to the corner; Permit No. 23-10-176; East Central Energy – CR 63; Install a Fiber optic service cable from an existing

power pole 625' West of Tulip St and CR 63 to service the address of 3549 397th Ave NW, Braham, MN; Permit No. 23-10-177; East Central Energy – CSAH 7; Install a Fiber optic service cable from an existing power pole 1050' North of 334th Ct. N. to service the address of 33567 Helium St. NW; Permit No. 23-10-178; Connexus Energy – CR 40; Install an underground power line from an existing power pole 390' West of Roanoke St. NW to service the address of 4865 305th Lane NW; Permit No. 23-10-179; East Central Energy – CR 61; Install a Fiber optic service cable along the South/West side of County Highway 61 from an existing vault on the west side of Stanchfield Road to service the address of 39150 Stanchfield Rd.; Permit No. 23-10-180; East Central Energy – CSAH 6; Install a Fiber optic service cable along the North side of County Highway 6 from an existing pole 150' East of Helium St. NW, west for 1550' to service the address of 5322 County Road 6; Permit No. 23-10-181; East Central Energy – CR 57; Install a Fiber optic service cable along the North side of County Highway 57 from an existing pole 1050' North of 357th Ave. NW, North and across to service the address of 35905 Helium St. NW; Permit No. 23-10-182; East Central Energy – CR 45; Install an underground power service line across County Highway 45 from an existing pole 1830' South of 269th Ave. NE, across to the west. Motion carried unanimously.

23/10-09 Motion by Berg, seconded by Westerberg, to approve the following Claims & Warrants:

Herness Construction/Alvero LLC	\$9,225.00	Granite Electronics Inc	\$10,825.82
Force America	\$6,271.57	East Central Energy	\$38,000.00
Environmental Systems Research Institute	\$39,700.00	MN Paving & Materials	\$13,031.57
Berts Auto Body/ Lener/Bert A	\$17,392.32	Anne M Carlson Law Office PLLC	\$6,502.00
Crysteel Truck Equipment	\$20,088.00	LHB Inc	\$11,822.50
Advanced Correctional Healthcare Inc	\$16,207.69	MnCCC Lockbox	\$18,465.10
Information Systems Corp	\$69,949.48	Streicher's	\$9,960.04
Summit Food Service, LLC. / Elior, Inc.	\$14,980.06	Total	\$302,421.15

Motion carried unanimously.

00o At this time Justin Bergerson, County Highway Engineer, and Andrew Plowman, Director of Transportation Design – Minnesota with consulting firm WSB, presented the CSAH 5 & East Dual Blvd Intersection Study to the County Board members. The study included five proposed intersection modification alternatives.

23/10-10 Motion by Westerberg, seconded by Warring, to adopt ISANTI COUNTY, MINNESOTA RESOLUTION NO. 23-13-03 RESOLUTION AUTHORIZING A 2023 LOCAL ROAD IMPROVEMENT PROGRAM APPLICATION FOR THE COUNTY ROAD 5 AND EAST DUAL BOULEVARD INTERSECTION IMPROVEMENT PROJECT WHEREAS, the Commissioner of Transportation has given notice that potential funding is available through the Local Road Improvement Program (LRIP) that makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and WHEREAS, CSAH 5 is a regionally significant intercounty route, and WHEREAS, the County Road 5 and East Dual Boulevard Intersection Improvement Project has been identified as a strong candidate for LRIP funding to address mobility and safety improvements at the intersection, and WHEREAS, Bolton & Menk (City of Isanti Engineer) has provided a not-to-exceed fee of \$7,000 to prepare and submit the LRIP application, and WHEREAS, Isanti County has committed to paying 2/3 of the total project cost, along with 2/3 of this application cost being \$4,666.67 to be reimbursed to the City of Isanti, and WHEREAS, the proposed year for project construction is 2025-2026; BE IT RESOLVED, that Isanti County supports this project and any funding assistance that could be provided through the Local Road Improvement Program. 1. The County Board supports and approves the reconstruction of the County Road 5 and East Dual Boulevard Intersection Improvement Project, and 2. The County Board hereby supports the pursuit of Local Road Improvement Program (LRIP) funding and

authorizes the City of Isanti and its engineer to prepare and submit such application for the not to exceed fee of \$7,000, and 3. Isanti County will reimburse the City of Isanti \$4,666.67 for 2/3 of the cost of this application, and 4. The County Board hereby commits to funding 2/3 of project elements not eligible for LRIP funding along with City of Isanti funding 1/3 of non-eligible costs. Motion carried unanimously.

23/10-11 Motion by Westerberg, seconded by LaRowe, to approve the UHL proposal to replace existing cameras as needed, as well as integrate panic buttons with the Video Insight Software in Court Administration, Probation, and the lower level of the Government Center to ensure the safety of staff as well as increase the response time in case of emergency, for the amount of \$10,762.00 to be paid for out of the Information Technology budget. Motion carried unanimously.

23/10-12 Motion by Westerberg, seconded by Duff, to approve the renewal of the following benefit-related contracts for 2024: MHC/Medica, Medica Retiree Healthcare, Delta Dental, Proximal, Nice Health Care, The Hartford, and Colonial, and permit Human Resources Director, Amanda Usher, to sign as the designated authority as necessary. Motion carried unanimously.

23/10-13 Motion by Berg, seconded by Duff, to approve the renewal of the following retiree benefit related contracts for 2024: MHC/Medica, Medica Retiree Healthcare, Delta Dental, Proximal, Nice Health Care, The Hartford, and Colonial, and permit Human Resources Director Amanda Usher, to sign as the designated authority as necessary. Motion carried unanimously.

23/10-14 Motion by Westerberg, seconded by Berg, to approve the contract amendment between Isanti County Health and Human Services and the Department of Human Services for Housing and Support Services for the amount of \$2,117,710.00 for 2024 and 2025 paid for with State and Federal funding. Motion carried unanimously.

23/10-15 Motion by Duff, seconded by LaRowe, to approve the contract amendment between Isanti County Health and Human Services and the Department of Human Services for Mobile Crisis Services due to additional funding in the amount of \$48,000.00 provided through State and Federal funding. Motion carried unanimously.

23/10-16 Motion by Berg, seconded by Westerberg, to approve the grant project agreement between the Minnesota Department of Health and Isanti County for Perinatal Hepatitis B Prevention Program which provides services to those that are pregnant or have given birth and test positive for Hepatitis B. Funding for these services is paid for with State and Federal funding. Motion carried unanimously.

23/10-17 Motion by Warring, seconded by Westerberg, to approve the Biannual Service Agreement (BSA) Plan for 2024-2025. Motion carried unanimously.

23/10-18 Motion by Westerberg, seconded by Duff, to approve by resolution, Resolution Number 2023-016 RESOLUTION CERTIFYING A SPECIAL ASSESSMENT ON PARCEL 02.111.0020 FOR TAXES PAYABLE IN 2024 WHEREAS, the Isanti County Board of Commissioners approved an agreement with the Saint Paul Port Authority (the "SPPA") on November 7, 2018 designating the SPPA to implement and administer the Property Assessed Clean Energy ("PACE") improvement financing on behalf of the County, and providing for the imposition of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and as needed in connection with that program; and WHEREAS, the Isanti County Board of Commissioners adopted a resolution on August 18, 2021 to extend a special assessment plus interest on parcel 02.111.0020 in the total amount of \$49,380 over a 10 year term beginning in 2022 as part of the PACE program; and WHEREAS, the Saint Paul Port Authority provided an interest rate of 4.25% to calculate an amortization schedule for the PACE improvement financing related to parcel 02.111.0020; and WHEREAS, the amortization schedule requires an annual assessment amount

of \$6,164.11 beginning in 2022; NOW, THEREFORE BE IT RESOLVED, the Isanti County Board of Commissioners hereby certifies a special assessment in the amount of \$6,164.11 on parcel 02.111.0020 owned by Tilted Cedars Holdings LLC to be placed on the property tax lists of the county for taxes payable in 2024. Motion carried unanimously.

23/10-19 Motion by Berg, seconded by Westerberg, to approve by resolution, Resolution Number 2023-017 RESOLUTION CERTIFYING A SPECIAL ASSESSMENT ON PARCEL 16.146.0010 FOR TAXES PAYABLE IN 2024 WHEREAS, the Isanti County Board of Commissioners approved an agreement with the Saint Paul Port Authority (the "SPPA") on November 7, 2018 designating the SPPA to implement and administer the Property Assessed Clean Energy ("PACE") improvement financing on behalf of the County, and providing for the imposition of special assessments pursuant to Minnesota Statutes Sections 216C.435 and 216C.436 and Chapter 429 and as needed in connection with that program; and WHEREAS, the Isanti County Board of Commissioners adopted a resolution on February 20, 2019 to extend a special assessment plus interest on parcel 16.146.0010 in the total amount of \$789,668 over a 20 year term beginning in 2020 as part of the PACE program; and WHEREAS, the Saint Paul Port Authority later provided the final interest rate of 7.23% and the amortization schedule for the PACE improvement financing related to parcel 16.146.0010; and WHEREAS, the amortization schedule requires an annual assessment amount of \$75,586 beginning in 2020; NOW, THEREFORE BE IT RESOLVED, the Isanti County Board of Commissioners hereby certifies a special assessment in the amount of \$75,586 on parcel 16.146.0010 (409 Main Street East, Isanti MN, 55040) owned by Isanti Hotel Partners LLC to be placed on the property tax lists of the county for taxes payable in 2024. Motion carried unanimously.

23/10-20 Motion by LaRowe, seconded by Berg, to approve the application for Off-Sale Liquor License for SKGK Ventures, Inc. DBA EC's Wine & Spirits in Wyanett Township, effective through June 20, 2024. Motion carried unanimously.

23/10-21 Motion by Duff, seconded by Berg, to approve the printing and postage costs for the Everyday Environment Newsletter 2nd Edition at a total cost not to exceed \$6,500.00 to be paid for the SCORE Recycling Fund. Motion carried unanimously.

23/10-22 Motion by Westerberg, seconded by LaRowe, to approve the final plat for Schumanns Rolling Acres. Legal description is Pt. of the SE $\frac{3}{4}$ of the SW $\frac{3}{4}$ of Section 10, Township 34, Range 24, Stanford Township with no conditions. Motion carried unanimously.

23/10-23 Motion by Westerberg, seconded by LaRowe, to adjourn (10:31 a.m.). Motion carried unanimously.

Amanda Usher, Interim County Administrator

Mike Warring, County Board Chairperson

By: Colleen Anderson, Administrative Assistant II