



**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, November 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: A Usher, J Edblad, T Bergloff, A Larson, P Messer, J Bergerson, E Long  
(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.

23/11-01 Motion by Duff, seconded by Westerberg, to approve the November 7, 2023, County Board Agenda with the addition of two items: A14 - State Land Next Steps; A15 – County Ditch Redetermination of Benefits. Motion carried unanimously.

23/11-02 Motion by Berg, seconded by Duff, to approve the October 17, 2023, County Board Meeting Minutes. Motion carried unanimously.

23/11-03 Motion by Westerberg, seconded by LaRowe, to rescind item 23/10-51 from the October 17, 2023, County Board Meeting Minutes. The Planning Commission recommendation to approve the request of Bucks L.M.E.N. Properties LLC, 1500 278<sup>th</sup> Lane NE, Isanti, MN 55040 to rezone a portion of property zoned Agriculture/Residential District to Industry District. A Public Hearing is required with a date to be determined. Motion carried unanimously.

23/11-04 Motion by Westerberg, seconded by Berg, to approve the Community Health Board Actions. Motion carried unanimously.

23/11-05 Motion by Berg, seconded by Westerberg, to approve the following Personnel Committee Meeting Notes: approve the creation of a Mental Health Planner position; approve the reclassification of the seven (7) Office Support Specialist staff within the Health and Human Services Division to Case Aides, effective January 2024; approve the reclassification of a Career Probation Agent position to an Adult Supervisor position; and approve the reclassification of an Administrative Assistant III position to an Assistant Probation Agent position. Motion carried unanimously.

23/11-06 Motion by Duff, seconded by Berg, to approve the following Personnel Action Items: Ratify the hire of Amanda Dorholt, full-time Assistant County Attorney II, effective November 6, 2023. Ratify the hire of Arianna Weiler, full-time Property Services & Elections Specialist, effective November 13, 2023. Approve the internal transfer of Kyle Bjork, from part-time Corrections Officer to part-time Courthouse Security Officer, effective October 19, 2023. Approve the internal promotion of Jessica Johnson, full-time Administrative Assistant III, to full-time Records Supervisor, effective October 24, 2023. Approve the regular full-time status of Jacquelynn Greeley, Accounting Specialist, effective November 18, 2023. Approve the regular full-time status of Samantha Van De Walker, Child Support Officer, effective November 18, 2023. Approve the regular full-time status of Halee Turner, Attorney

Office Supervisor, effective November 22, 2023. Approve the regular full-time status of Alexandria Godeen, Social Worker, effective November 14, 2023. Accept the resignation of Andrea Miles, full-time WIC Nutritionist, effective November 27, 2023. Accept the resignation of Robert Bowker, Investigator, effective December 29, 2023. Motion carried unanimously.

O0o At this time the County Board of Commissioners discussed the next steps in the hiring process of the next County Administrator. Further discussion will take place at the November 14, 2023, Committee of the Whole meeting.

23/11-07 Motion by Westerberg, seconded by LaRowe, to set a Public Hearing regarding the request of Bucks L.M.E.N. Properties LLC, 1500 278<sup>th</sup> Lane NE, Isanti, MN 55040 to rezone a portion of property zoned Agriculture/Residential District to Industry District. The Public Hearing will take place on November 21, 2023, at 9:30 a.m. in the County Board Room located at 555 18<sup>th</sup> Ave SW, Cambridge, MN 55008. Motion carried unanimously.

23/11-08 Motion by Berg, seconded by Westerberg, to approve the reimbursement to Spencer Brook 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.

23/11-09 Motion by Berg, seconded by Westerberg, to approve the low bid and award the proposal for Professional Audit Services to Clifton Larson Allen LLP in the amount of \$68,250.00 for fiscal year 2023 and \$72,450.00 for fiscal year 2024. Motion carried unanimously.

23/11-10 Motion by Westerberg, seconded by LaRowe, to approve the following Health and Human Services contracts: Contract with Isanti County Health and Human Services acting as the Fiscal Host for the Adult Mental Health Initiative and Lakes and Pines CAC, Inc. for Housing Support Services and Bridges Housing Vouchers for 2024, in the amount of \$89,000.00, paid for with funding from Region 7E AMHI. Contract with Isanti County Health and Human Services acting as the Fiscal Host for the Adult Mental Health Initiative and Mission 61 for Peer Support Services for November 1, 2023, through December 31, 2023, in the amount of \$6,664.00, paid for with funding from Region 7E AMHI. Contract with Isanti County Health and Human Services acting as the Fiscal Host for the Adult Mental Health Initiative and Residential Services, Inc. to develop and operate a Mental Health Crisis and Intensive Residential Services for 2023, in the amount of \$17,509.00, paid for with funding from Region 7E AMHI. Isanti County Integrated Collaborative Contract with the Braham School District to assist with Chemical Health Services for 2024, in the amount of \$20,000.00, paid for with LCTS Funding. Isanti County Integrated Collaborative Contract with the Cambridge-Isanti School District to assist with Chemical Health Services for 2024, in the amount of \$20,000.00, paid for with LCTS Funding. Isanti County Integrated Collaborative Contract with the Isanti County Probation Department for Truancy Services for 2024, in the amount of \$45,000.00, paid for with LCTS Funding. Isanti County Integrated Collaborative Contract with Therapeutic Services, Inc. for Coordination of Day Treatment Transportation Services for October 1, 2023, through December 31, 2023, in the amount of \$3,500.00, paid for with LCTS Funding. Isanti County Integrated Collaborative Contract with Therapeutic Services, Inc for Coordination of Day Treatment Transportation Services for 2024, in the amount of \$7,000.00, paid for with LCTS Funding. Contract with Isanti County Health and Human Services and Therapeutic Services, Inc. for Family Coordination Services for 2024, in the amount of \$91,392.00, paid for with Levy Funding. Contract with Isanti County Health and Human Services and Therapeutic Services, Inc. for Clinical Services for Placement Screening for 2024, in the amount of \$6,500.00, paid for with Levy Funding. Contract with Isanti County Health and Human Services and Canvas Health, Inc. for Child Protection Innovations Coordinator Services for 2024, in the amount of \$99,503.54, paid for with funding from Children's Services Budget and Grant. Contract with Isanti County health and Human Services and Rise Up Psychological Services for Reflective Supervision for 2024, in the amount of \$3,924.00, paid for with Moose Lake Grant money. Contract with Isanti County

Health and Human Services and Outlook Health Services for clinic space for 2024. Request approval of the Agreement between Isanti County Health and Human Services and Trimin Systems, Inc. for Agency Collection System Support for 2024, in the amount of \$1,600.00, paid for with Levy Funding. Contract with Isanti County Health and Human Services acting as the Fiscal Host for the Adult Mental Health Initiative and Rise, Inc. for Vocational Services for 2024, in the amount of \$389,805.00, paid for with funding from Region 7E AMHI. Request approval of the Contract with the Department of Human Services for Child and Teen Checkup Outreach Services for January 1, 2024, through December 31, 2026, in the amount of \$63,255.00 for 2024, paid for with State funding. Motion carried unanimously.

00o At this time Penny Messer, Health and Human Services Division Leader, shared the results of the Rule 13 Childcare Licensing Review, performed on October 12, 2023. The review process was completed without the Isanti County receiving any citations.

23/11-11 Motion by Westerberg, seconded by Duff, to approve the authorization of the County Engineer to enter into a crossing surface replacement agreement with BSNF for participation in the replacement of at-grade rail crossing at DOT# 061498R of County Road 36, just north of Stanchfield, MN for a cost of \$32,000.00 plus the costs for patching the asphalt, estimated at a total cost of \$45,000.00 paid for with local funding. Motion carried unanimously.

23/11-12 Motion by LaRowe, seconded by Berg, to approve final acceptance of the completed project and authorize final payment in the amount of \$18,955.86 to Redstone Construction, LLC for Contract No. 2203. Motion carried unanimously.

23/11-13 Motion by Duff, seconded by Westerberg, to approve final acceptance of the completed project and authorize final payment in the amount of \$3,369.66 to Sir Lines-a-Lot, LLC for Contract No. 2306. Motion carried unanimously.

23/11-14 Motion by Westerberg, seconded by Berg, to adopt ISANTI COUNTY, MINNESOTA RESOLUTION NO. 23-13-04 STATE OF MINNESOTA AGENCY AGREEMENT for FEDERAL PARTICIPATION IN COUNTY ROAD SAFETY PLAN WHEREAS, The Minnesota Department of Transportation and Isanti County are proposing a federal aid project to develop a new County Road Safety Plan, BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Isanti to accept as its agent, federal aid funds which may be made available for eligible transportation related projects. BE IT FURTHER RESOLVED, the Isanti County Engineer is hereby authorized and directed for and on behalf of the County of Isanti to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1053779", a copy of which said agreement was before the County Board and which is made a part hereof by reference. Motion carried unanimously.

23/11-15 Motion by Duff, seconded by LaRowe, to adopt ISANTI COUNTY, MINNESOTA RESOLUTION NO. 23-13-05 LOCAL ROAD IMPROVEMENT PROGRAM SPONSORSHIP FOR 325<sup>th</sup> AVE NW SPRINGVALE TOWNSHIP WHEREAS, Springvale Township is applying for funding to reconstruct 325<sup>th</sup> Avenue NW, from CSAH 1 to Flamingo Drive, through the Local Road Improvement Program (LRIP), and WHEREAS, the LRIP Grant requires the County's agreement to act as a Sponsor for the Township, and WHEREAS, the Township understands that it will be responsible for all costs not covered by LRIP funding, including but not limited to consultant engineering, right of way acquisition, construction administration and inspection, utility construction, as well as construction costs above the LRIP award; and WHEREAS, the Township has agreed to maintain facilities constructed with LRIP funds for the lifetime of the improvements; and BE IT RESOLVED, that the County Board of Isanti County

hereby supports Springvale Townships proposed project and efforts to secure funding for the improvement of 325<sup>th</sup> Avenue NW, and agrees to Sponsor the Project as the fiscal agent on behalf of the Township should the Township be awarded LRIP funds, and that such sponsorship shall include the following responsibilities: Be the fiscal agent on behalf of the township and have LRIP funds flow from MnDOT to Isanti County to the contractor. Assist the township in execution of a grant agreement with MnDOT. Submit pay requests to State Aid. BE IT FURTHER RESOLVED, that the Isanti County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency. Motion carried unanimously.

23/11-16 Motion by Berg, seconded by LaRowe, to adopt ISANTI COUNTY, MINNESOTA RESOLUTION NO. 23-13-06 RESOLUTION SUPPORTING PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE COUNTY ROAD 5 AND EAST DUAL BOULEVARD INTERSECTION IMPROVEMENT PROJECT WHEREAS, the County Road 5 and East Dual Boulevard Intersection Improvements project includes improvements to the intersection to address mobility and safety concerns, and WHEREAS, the County Road 5 and East Dual Boulevard Intersection Improvements project provides opportunity to improve traffic operations and pedestrian safety, and WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation 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, the City of Isanti will lead the Local Road Improvement Program (LRIP) application effort and the County Board supports this pursuit, and WHEREAS, the proposed year for project construction is 2025-2026; BE IT RESOLVED, BY THE COUNTY BOARD OF ISANTI COUNTY AS FOLLOWS: 1. The Isanti County Board hereby supports the reconstruction of County Road 5 and East Dual Boulevard intersection, and 2. The Isanti County Board hereby supports the City of Isanti's pursuit of Local Road Improvement Program (LRIP) funding, and 3. The County Board hereby provides assurance that the County will contribute funds for this project based on the cost participation agreement. Motion carried unanimously.

23/11-17 Motion by Duff, seconded by LaRowe, to approve CAMAUSA Maintenance and Support Agreement Amendment between Minnesota Counties Computer Cooperative (MnCCC) and Avenu in the amount of \$29,999.20 for 2024 and \$32,999.12 for 2025. This Amendment Agreement will provide maintenance and support for our current CAMA system until the Tyler conversion in 4th quarter of 2025. Motion carried unanimously.

23/11-18 Motion by Berg, seconded by Westerberg, to approve the low bid and enter into contract with Huffcutt Concrete in the amount of \$49,325.00, paid for with Park Legacy Grant, to construct and place a vault restroom at the Irving & John Anderson County Park. Motion carried unanimously.

23/11-19 Motion by Westerberg, seconded by Duff, to approve the MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL # 209 This Memorandum of Understanding is entered into between the County of Isanti (hereafter "County") and Law Enforcement Labor Services, Inc. Local # 209 (hereafter "Local 209") representing the Isanti County Sheriff's Office non-licensed employees regarding This Memorandum of Understanding is entered into between the County of 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; and 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.

23/11-20 Motion by Berg, seconded by Duff, to approve the Application for Exempt Permit to Conduct a Raffle for the Rum River Outdoor Foundation for an event to be held on January 27, 2024, located at Back to Captain's, 27821 Bayshore Drive, Isanti, MN, Isanti County; further to waive any waiting period. Motion carried unanimously.

O0o At this time a brief overview of the Special Joint Meeting between the Isanti County Board and the Isanti City Council held on October 24, 2023, at the Isanti City Hall, was provided. At the conclusion of the Special Joint Meeting the County and the City agreed to move forward with Option 4 contingent on the purchase of property. Due to the unsuccessful land acquisition land purchase, Option 5 will be submitted for the LRIP Grant.

O0o Commissioner Committee Reports

23/11-21 Motion by Westerberg, seconded by LaRowe, to approve the following utility permits: Permit No. 23-11-196; East Central Energy - CSAH 12; Install an underground power line from the northeast corner of the intersection of CSAH 12 and 279th Ave to 110' north of the intersection; Permit No. 23-11-197; East Central Energy - CR 32; Install an overhead an buried fiber optic service cable from 2475' south of the intersection of CR 32 and CSAH 6 then under CR 32 to service the address of 36592 Lily St NW, Cambridge; Permit No. 23-11-198; East Central Energy - CSAH 4; Install a fiber optic service cable beginning from an existing power pole 770' East of intersection of TH 107 & CSAH 4 overhead for 227' then going under CSAH 4 to service the address of 250 8th ST SE, Braham, MN; Permit No. 23-11-199; East Central Energy – CR 60; Install a fiber optic service cable beginning from 1670' North of the intersection of CR 60 and 393<sup>rd</sup> Ave NW going North overhead for 306' then underground under CR 60 to service the address of 39572 Roanoke St NW, Dalbo, MN; Permit No. 23-11-200; East Central Energy - CSAH 7; Install a fiber optic service cable from an existing power pole 525' North of CSAH 7 & 331<sup>st</sup> Ave NW going north overhead for 286' the underground back to the south under CSAH 7 then to the east to service the address of 33185 Helium St, Cambridge, MN; Permit No. 23-11-201; Midcontinent Communications - CSAH 5; Install a 48CT Fiber in 1.25" duct from the FD cabinet on the Southwest corner of the intersection of 5 and Flamingo going West 90' then North to the Northwest corner of the intersection; Permit No. 23-11-202; East Central Energy – CR 32; Install a fiber optic service cable from an existing power pole at the intersection of CR 32 and Holly St NW, then going West for 325' on existing poles then under CR 32 to the North to service the address of 545 357<sup>th</sup> Ave NW, Cambridge, MN, 55008; Permit No. 23-11-203; East Central Energy – CSAH 1; Install a fiber optic service cable from an existing fiber vault 995' south of CSAH 1 and 349<sup>th</sup> Ave going south for 70' along CSAH 1 the going under CSAH 1 to service the address of 34707 Verdin St NW Cambridge; Permit No. 23-11-204; East Central Energy – CSAH 4; Install an overhead fiber optic cable along CSAH 4 from MN 65 to 419<sup>th</sup> Ave NE; Permit No. 23-11-205; East Central Energy – CSAH 3; Install a fiber optic service cable from an existing fiber optic service cable at the intersection of Jivaro St and 385<sup>th</sup> Ave, then going south on existing power poles for 1079' then going under CSAH 3 to service the address of 38349 Jivaro St NW, Dalbo, MN, 55017; Permit No. 23-11-206; East Central Energy – CR 34; Install an underground power line along CR 34 from 545' North of 343<sup>rd</sup> Ave to 640' North of 343<sup>rd</sup> Ave.. Motion carried unanimously.

23/11-22 Motion by Warring, seconded by LaRowe, to approve the following Claims & Warrants:

Berts Auto Body	\$10,144.52	Information Systems	\$44,445.00
Bond Trust Services Corp, Ref: 329470	\$259,275.00	Innovative Office Solutions LLC	\$11,494.45

CivicPlus	\$45,827.83	Nearmap US Inc	\$44,500.00
Dlt Solutions	\$5,127.60	Newman Traffic Signs	\$15,361.50
DSC Communications	\$21,241.11	SRF Consulting Group Inc	\$16,118.28
DW Companies LLC	\$6,029.00	Summit Fire Protection	\$7,988.00
Foundation Appraisals Inc	\$13,860.00	Summit Food Service, LLC.	\$14,960.56
Government Management Group	\$5,500.00	The Masters Touch LLC	\$12,210.12
Guardian Fleet Supply	\$24,360.80	UHL Company Inc	\$10,146.00
Total Claims & Warrants:	\$568,589.77		

Motion carried unanimously.

O0o At this time the County Board of Commissioners and Interim County Administrator, Amanda, Usher, discussed next steps in regard to the State Hospital Property.

23/11-23 Motion by Berg, seconded by Westerberg, to approve the Public Meeting for the County Ditch Redetermination of Benefits to be held at 6:30 p.m. on January 30, 2024, in the County Board Room of the Isanti County Government Center. Motion carried unanimously.

23/11-24 Motion by Westerberg, seconded by Duff, to adjourn (10:34 a.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