

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Tuesday, January 2, 2024**

At 9:00 a.m., Tuesday, January 2, 2024, in the Board Room of the Government Center, the Clerk of the Board convened the Annual Organizational Meeting of the Chisago County Board of Commissioners with the following members present: Swenson, Greene, Dunne, Montzka, and Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and Assistant County Attorney Jeff Fuge.

The Clerk of the Board led the assembly in the Pledge of Allegiance.

The Clerk of the Board called for a motion to approve the agenda.

On motion by Montzka, seconded by Greene, the Board moved to approve the agenda for the Board of Commissioners meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

The Clerk of the Board then called for nominations for Chair for 2024.

Commissioner Montzka nominated Commissioner Dunne for Board Chair for 2024, seconded by Commissioner Swenson. Upon multiple calls, there were no other nominations.

The Clerk then called for a roll call vote of the candidates: Commissioner Swenson voted for Commissioner Dunne. Commissioner Dunne voted for herself. Commissioner Greene voted for Commissioner Dunne. Commissioner Montzka voted for Commissioner Dunne. Commissioner Dahlberg voted for Commissioner Dunne, whereupon the Clerk declared Commissioner Dunne as Chair of the Board for 2024.

The newly declared Chair for 2024, Commissioner Dunne, called for nominations for Vice Chair for 2024.

Commissioner Greene nominated Commissioner Dahlberg, seconded by Commissioner Montzka. Upon call, there were no other nominations. Chair Dunne called for a roll call vote on Commissioner Dahlberg as Vice Chair, Commissioner Swenson voted aye, Commissioner Dunne voted aye, Commissioner Greene voted aye, Commissioner Montzka voted aye, and Commissioner Dahlberg voted aye. Chairperson Dunne declared Commissioner Dahlberg as Vice-Chair of the Board for 2024.

2024 Board Chair Dunne – Opening Remarks

On motion by Montzka, seconded by Greene, the Board moved to adopt the attached Chisago County Board of Commissioner's Operating Guidelines for 2024 amended to state that Citizen's Forum is at the end of county business at every board meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Commissioner Montzka offered a motion to adopt the 2024 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution and changing the July 3, 2024, at 6:30 p.m. meeting to July 2, 2024, at 6:30 p.m. Motion seconded by Greene.

**RESOLUTION NO. 24/0102-1
DEFINING THE 2024 MEETING SCHEDULE
FOR THE CHISAGO COUNTY BOARD OF COMMISSIONERS**

BE IT RESOLVED, by the Chisago County Board of Commissioners that next regular meeting of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on Wednesday, January 17th, 2024, commencing at 6:30 p.m.; and

BE IT FURTHER RESOLVED, by the Chisago County Board of Commissioners that from and after January 3rd, 2024, regular meetings of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on the first and third Wednesday of each month, commencing at 6:30 p.m. on the first Wednesday of each month and commencing at 6:30 p.m. on the third Wednesday of each month; and

BE IT FURTHER RESOLVED, that the meetings on the first Wednesday of each month shall start with the Health & Human Services Committee of the Whole and followed by the Citizen's Forum after all business has been completed; and

BE IT FURTHER RESOLVED, the meetings on the third Wednesday of each month shall start with the Road & Bridge Committee of the Whole and followed by the Citizen's Forum after all business has been completed; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 1, Minnesota Statutes, a schedule of the regular meetings of the Chisago County Board of Commissioners shall be kept on file at its primary offices, located in Suite 170 of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota; and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Subd. 5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 2, Minnesota Statutes, Special Meetings of the Chisago County Board of Commissioners may be called by posting notice of the meeting on the County's principal bulletin board and with three days' notice published in the official newspaper or mailed to each person who has filed a written request for such meetings; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 3, Minnesota Statutes, Emergency Meetings may be called when, in the judgment of the Chisago County Board of Commissioners, circumstances require immediate consideration, and a good faith effort is made to contact the media and each person who has filed a written request for notice of such meetings.

The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Commissioner Greene offered a motion to establish the 2024 mileage reimbursement rate equal to the federal maximum allowable rate; as \$0.67 per mile, and to establish the 2024 mileage reimbursement rate at \$0.35 per mile, when at the driver's discretion, a personal vehicle is used, rather than an available County vehicle and the rates set by the GSA for lodging and meals. Motion seconded by Swenson. The original motion **carried** as follows: The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve the attached resolution affirming the County's policy regarding routine Personnel and Human Resource Actions.

RESOLUTION NO. 24/0102-2
DELEGATING CERTAIN HUMAN RESOURCE AND
PERSONNEL FUNCTIONS TO COUNTY ADMINISTRATOR

WHEREAS, Minnesota Statute § 375.18, subd. 2 provides that a County Board has the power to manage county business and make orders concerning them as it deems expedient; and

WHEREAS, Minnesota Statute § 375A.06 sets forth the functions of the County Administrator as exercising general supervision over all county institutions and agencies and responsible for proper administration of county affairs, with those relating to certain Human Resources and Personnel management requiring approval of the County Board; and

WHEREAS, the County Attorney has opined that certain elements of such personnel and human resource functions may be delegated to the Administrator at the discretion of the County Board.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Chisago County that the following Personnel and Human Resource functions are hereby delegated to the Administrator:

- Routine, perfunctory Step Increases for County employees, when duly included in the Board-approved Annual Budget and in Board-approved labor agreements (represented) and personnel policies (non-represented).
- Routine recruitment, selection and hiring processes for County employees below the level of Department Director, pursuant to County Personnel Policies and Procedures, when such position's FTE is duly established and when such position's funding is included in the Board-approved Annual Budget.

- Those personnel actions relating to employee retirement, resignation, discipline and termination of County employees below the level of Department Director, pursuant to federal and state statutes and subject to County Board-approved labor agreements, and personnel policies and procedures.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the County Board of Chisago County that such delegation, intended to facilitate more timely action on certain personnel issues and increasing organizational efficiency, will be annually reviewed and affirmed by the County Board.

The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to approve, by Resolution, the 2024 Commissioners' Committee Assignments, as designated at today's meeting.

**RESOLUTION NO. 24/0102-3
COUNTY COMMISSIONER
COMMITTEE ASSIGNMENTS FOR 2024**

WHEREAS, M.S. 375.055 and 375.06 set forth the authorization for compensation of Minnesota County Commissioners; and

WHEREAS, Chisago County Commissioners are eligible to receive per diem payments in accordance with the above-referenced statutes;

NOW, THEREFORE, BE IT RESOLVED, that Commissioners may receive payment of per diem for meetings and conduct of official county business pursuant to statutory definition and further subject to County Attorney approval.

BE IT FURTHER RESOLVED, that in instances in which a commissioner might be separately authorized to receive a per diem for which there is a statutory basis apart from the one authorized for work as a county commissioner, Chisago County will deny the per diem payment to that Commissioner. Accordingly, a County Commissioner may not receive two per diems for the same meeting.

BE IT FURTHER RESOLVED, that Commissioners may be allowed and paid for actual and necessary traveling expenses incurred while attending meetings of the County Board, or while performing official duties as County Commissioner, or while serving on a board, committee or commission or for expenses reasonably incurred by a Commissioner in performance of the Commissioner's official duties

BE IT FURTHER RESOLVED, that the following list of committees be deemed eligible for per diem reimbursement under provisions of M.S. 375.055 and 375.06 and that, while an individual commissioner shall usually attend and participate in the work of the

respective committees as the designated representative or seated alternate, any Commissioner may participate in the committee's work and receive mileage only for said participation:

Association of MN Counties

Budget & Finance Committee

Central Minnesota Council on Aging

Chisago County Emergency Preparedness Committee

Chisago County Jail/Law Enforcement Center/Emergency Communications Committee

Chisago Lakes Joint Sewer Commission

Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force

East Central Regional Library Board

East Central Solid Waste & 2-County Landfill, Recycling

East Central Regional Development Commission; (*PLUS Subcommittee - Metro Area Transportation Partnership*)

Health & Human Services Committee of the Whole (*PLUS Subcommittee - HHS Subcommittee*)

Highway 8 Task Force

HRA-EDA Board

Human Resources/Labor Negotiations/Insurance

Joint Job Training Board (*PLUS Subcommittees: A) CMJTS, Inc. Operations Committee; B) WIB Executive Committee; C) Workforce Development Committee*)

Lakes & Pines Community Action Council Board; (*PLUS Subcommittee – Negotiations*)

Law Library, Court Liaison

Legislative Committee – (NOTE - Mileage ONLY/NO Per Diems)

Metropolitan Emergency Services Board (MESB); (*PLUS Subcommittees: A) Executive; B) Radio Cost Allocation Committee*)

NACO

Parks Board

Planning Commission

Public Health Commission

Regional Juvenile Detention Facility – Lino Lakes

Road & Bridge Committee of the Whole

South Center/South Lindstrom Sanitary Sewer District

Solid Waste Advisory Committee

Township Association

U of MN Extension Committee

Water Plan Policy Team (*PLUS Subcommittee – Metro Area Water Supply Advisory Council*)

Lower St. Croix One Watershed One Plan

Lakes Improvement District
MN Inter County Association
Chisago County Facilities Committee
Chisago County Technology Committee
Opioid Advisory Council

The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board moved to reaffirm the Chisago County Press as the Newspaper for Official Publications for 2023-25. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

2024 Citizen Appointments to Various Boards/Committees/Commissions

Board of Adjustment and Appeals:

District 3 – 1/2/2024 – 1/5/2027: Gregg Carlson (reappointment)
District 5 – 1/2/2024 – 1/5/2027: John Sutcliffe (reappointment), Curtis DeYoung
Chris DuBose – District 2

On motion by Greene, seconded by Montzka, the Board moved to appoint Gregg Carlson as a representative on the Board of Adjustment and Appeals for District 3 effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dahlberg, seconded by Montzka, the Board moved to appoint John Sutcliffe as a representative on the Board of Adjustment and Appeals for District 5 effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Extension Committee:

District 1 – 1/2/2024 – 1/5/2027
District 3 – 1/2/2024 – 1/5/2027
At-Large – 1/2/2024 – 1/5/2027; Lawrence Nelson District 5

On motion by Swenson, seconded by Montzka, the Board moved to appoint Lawrence Nelson as a representative on the Extension Committee At-Large effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

HRA-EDA:

- District 1 – 5-year term 1/2/2024 – 12/31/2028: Nathan Keech (reappointment), Kathy Bloomquist
- Chris DuBose – District 2

Chair Dunne gave the gavel to Vice Chair Dahlberg.

On motion by Dunne, seconded by Greene, the Board moved to appoint Nathan Keech as a representative on the HRA-EDA for District 1 effective 1/2/2024 thru 12/31/2028. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Vice Chair Dahlberg gave the gavel to Chair Dunne.

Library Board:

At Large – 1/2/2024 – 1/5/2027; Patricia Frank (reappointment)

On motion by Swenson, seconded by Montzka, the Board moved to appoint Patricia Frank as a representative on the East Central Regional Library Board At-Large effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Park Board:

District 3 – 1/2/2024 – 1/5/2027: Gregg Carlson (reappointment)

District 4 – 1/2/2024 – 1/5/2027: Monica Wick (reappointment)

On motion by Montzka, seconded by Greene, the Board moved to appoint Gregg Carlson as the District 3 representative on the Park Board effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Swenson, the Board moved to appoint Monica Wick as the District 4 representative on the Park Board effective 1/2/2024 thru 1/5/2027. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None

Planning Commission:

District 2 – 1/1/2024 – 12/31/2026: Dave Whitney (reappointment)

District 5– 1/1/2024 – 12/31/2026: Eric Levian (reappointment), Frank Storm, Curtis DeYoung

On motion by Greene, seconded by Dahlberg, the Board moved to appoint Dave Whitney as the District 2 representative on the Planning Commission effective 1/1/2024 thru 12/31/2026.

The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dahlberg, seconded by Greene, the Board moved to appoint Eric Levian as the District 5 representative on the Planning Commission effective 1/1/2024 thru 12/26/2026. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Water Plan Policy Team:

At-Large – 1/2/2024 – 1/5/2027

On motion by Montzka, seconded by Dahlberg, the Board moved to readvertise for vacant citizen appointments to various boards/committees/commissions and to appoint in one month. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Swenson, the Board moved to authorize County Auditor-Treasurer Bridgitte Konrad to re-designate First Resource Bank as a depository of Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the Board moved to open the Public Hearing at 9:35 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Public Hearing:

TIME – 9:35 a.m. **END TIME** – 9:35 a.m.

of SPEAKERS – 0

On motion by Montzka, seconded by Greene, the Board moved to close the Public Hearing at 9:35 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Board of Commissioners' Consent Agenda:

12. Authorize Payment of County's Warrants and Miscellaneous Bills
Per Minnesota Statutes 375.1, proceedings of the County Board including a list of itemized accounts, claims or demands must be published in the official newspaper. The itemized list of claims is available for public review on the County website at <https://www.chisagocounty.us/1197/Claims-Paid>. Claims less than \$2,000 are listed as a total dollar amount and notes the number of claims included in the total.

13. Approve Minutes of December 20, 2023, Regular Meeting

14. Applications for Abatements (reduction) of Property Taxes

On motion by Greene, seconded by Dahlberg, the Board moved to approve the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board moved to adopt the 2024 Chisago County Fee Schedule effective January 2, 2024.

RESOLUTION NO. 24/0102-4
2024 CHISAGO COUNTY FEE SCHEDULE

WHEREAS, the Chisago County Board of Commissioners may charge fees for services provided by any County office, official, department, court, or employee; and

WHEREAS, there is a reasonable relation between the fees contained in this schedule and the cost of providing the services; and

WHEREAS, Minnesota Statutes state that these service fees, charges, and rates must be established;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the County Board of Chisago County that 2024 Fee Schedule is adopted and effective January 2, 2024. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Swenson, the Board moved to approve and authorize the Professional/Technical Services Agreement for Special Assistant Chisago County Attorney as an independent contractor, for an employee for a period of 180 days January 2, 2024, through June 30, 2024, with specified ‘not-to-exceed’ terms. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve the December 19, 2023, County Parks 2024 GMC Silverado 3500 4x4 at a cost of \$43,275.00 and 3500 Tipper Box at a cost of \$17,148.00 under Cooperative purchase price from the State of Minnesota not to exceed \$60,423 as presented. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dahlberg, seconded by Swenson, the Board moved to approve payment for Chisago County Mountain Bike Construction Services Invoice #00033 order request from Pathfinder Trail Building LLC. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board moved to approve Quote #4490881 submitted by CleanHarbors to pump-out, clean-out the used motor oil tank, and dispose of the PCB contaminated used motor oil contents, at the HHW. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the Board moved to approve the out-of-state travel requests to Cedar Falls, Iowa for the purpose to attend supervisory training. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Citizen's Forum:

TIME – 10:04 a.m. **END TIME** – 10:04 a.m.

of SPEAKERS – 0

County Administrator Chase Burnham provided administrative updates and correspondence. *No action taken.*

Several Commissioners offered reports of their respective committee assignments. *No action was taken.*

On motion by Swenson, seconded by Greene, the Board adjourned at 10:07 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Commissioner Marlys Dunne, Chair

Attest: _____
Christina Vollrath
Clerk, County Board