

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Tuesday, January 4, 2022**

At 9:00 a.m., Tuesday, January 4, 2022 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: DuBose, Greene, Dunne, Montzka, and Robinson. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and County Attorney Janet Reiter.

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

The Clerk of the Board then called for nominations for Chair for 2022.

Commissioner Montzka nominated Commissioner Greene. Upon multiple calls, there were no other nominations.

The Clerk then called for a roll call vote of the candidates: Commissioner Robinson voted for Commissioner Greene. Commissioner Montzka voted for Commissioner Greene. Commissioner Greene voted for himself. Commissioner Dunne voted for Commissioner Greene. Commissioner DuBose voted for Commissioner Greene, whereupon the Clerk declared Commissioner Greene as Chair of the Board for 2022.

The newly declared Chair for 2022, Commissioner Greene, called for nominations for Vice Chair for 2022.

Commissioner DuBose nominated Commissioner Dunne. Commissioner Robinson nominated Commissioner Montzka. Upon call, there were no other nominations. Chair Greene called for a roll call vote on Commissioner Dunne as Vice Chair, Commissioner Robinson voted no, Commissioner Montzka voted no, Commissioner Greene voted no.

Chair Greene called for a roll call vote on Commissioner Montzka as Vice Chair, Commissioner Robinson voted aye, Commissioner Montzka voted aye, Commissioner Greene voted aye, Commissioner Dunne voted aye, and Commissioner DuBose voted aye. Chairperson Greene declared Commissioner Montzka as Vice-Chair of the Board for 2022.

2022 Board Chair Greene – Opening Remarks

On motion by Montzka, seconded by DuBose, the Board moved to adopt the attached Chisago County Board of Commissioner's Operating Guidelines for 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Commissioner Montzka offered a motion to adopt the 2022 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution. Motion seconded by Robinson. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Commissioner Robinson offered a motion to establish the 2022 mileage reimbursement rate equal to the federal maximum allowable rate; as \$0.585 per mile, and to establish the 2022 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 Montzka. The original motion **carried** as follows: The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the attached resolution affirming the County's policy regarding routine Personnel and Human Resource Actions. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve, by Resolution, the 2022 Commissioners' Committee Assignments, as designated at today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to designate the Chisago County Press as the Newspaper for Official Publications pursuant to M.S. 331A.05 subd. 5, for Official Publications for 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Montzka, the Board moved to appoint Rebecca Strand as a representative on the Board of Appeal and Adjustment for District 2 effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to appoint Allyssa Sowka as representative on the Citizens Review Panel effective January 4th, 2022 thru January 4th, 2024. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to appoint Jeske Noordergraaf as a representative on the Extension Committee for District 2 effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose,

Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to appoint Charles Yeager as a representative on the Extension Committee for District 4 effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to appoint Cathy Bennett as a representative on the HRA-EDA for District 3 effective January 4th, 2022 thru January 4th, 2026. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to appoint Jolene Wille as a representative on the Park Board for District 1 effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Montzka, the Board moved to appoint Frank Storm as a representative on the Park Board for District 5 effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Robinson, the Board moved to appoint Jim McCarthy as the District 2 representative on the Planning Commission effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by DuBose, the Board moved to appoint John Sutcliffe as an At Large representative on the Planning Commission effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Montzka, the Board moved to appoint Jolene Wille as an At Large representative on the Planning Commission effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Montzka, Robinson **OPPOSED:** DuBose, Dunne.

On motion by Robinson, seconded by DuBose, the Board moved to appoint Dawn White as a representative on the Water Plan Policy Team effective January 4th, 2022 thru January 4th, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Montzka, the Board moved to set the 2022 Ditch Levies at a 10% increase over 2021 as shown in the January 4, 2022 County Auditor-Treasurer Memo. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

The Chair opened the Citizen's Forum and 0 citizens spoke at the meeting. 0 letters or emails were submitted.

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 from the December 15, 2021 Regular Meeting
14. Acceptance of 2021 Chisago County Donations
15. Authorization for County Auditor-Treasurer to Transfer Funds

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

On motion by Montzka, seconded by Dunne, the Board moved to approve the Lease Agreement between County of Chisago and Arrowhead Transit for 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Dunne, the Board moved to approve the CSAH CP 013-064-021 CR 64 and 65 Resurfacing final payment. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve a letter of support for Lakes Area Law Enforcement and Training Center State Bonding request. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve the two-year State of Minnesota Off Highway Vehicle Safety Grant for State fiscal years 2022 and 2023. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the Hazard Mitigation Assistance Agreement. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the Out of State Travel Request for Kim Booker to travel to Connecticut to provide child protective services to a client that is residing in a specialized facility. The motion **carried** as follows: **IN FAVOR**

THEREOF: DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve the Professional/Technical Services Contract between Chisago Lakes Achievement Center and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the order form and attachment for renewal of the Westlaw legal research subscription between Thomson Reuters and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Montzka, the Board moved to approve the agreement for Building Plan Review, Building Code Inspection, Septic Plan Review & Septic Inspection Services by and between Chisago County and the Township of Lent as presented. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

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 DuBose, seconded by Montzka, the Board adjourned at 10:03 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Commissioner Greene, Chair

Attest: _____
Christina Vollrath
Clerk, County Board