

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Wednesday, January 17, 2024**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, January 17, 2024 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Assistant County Attorney Aimee Cupelli, and Clerk of the Board Christina Vollrath.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday January 17<sup>th</sup> at 6:30 p.m. and all other Committees until January 31<sup>st</sup> via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Fountains, 12400 International Drive, Orlando, Fl 32821, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

The Chair called the meeting to order and led the assembly in the Pledge of Allegiance.

Commissioner Montzka offered a motion to approve the amended agenda. Motion seconded by Greene, the motion **passed** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board opened the Road and Bridge Committee of the Whole at 6:31 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

The Board was given updates on the current projects of the Public Works Department from County Engineer Joe Triplett. *No action was taken.*

On motion by Greene, seconded by Dunne, the Board moved items 1-3 to the consent agenda. 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 close the Road and Bridge Committee of the Whole at 6:40 p.m. 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 Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – Amend. Final Design Contract for TH 8 Recon.
- 3.) R&B Committee Recommendation – MNDOT Agreement No. 1055466

**RESOLUTION NO: 23/0117-6**  
**CSAH 10 FEDERAL FUNDS ADVANCE RESOLUTION**

**BE IT RESOLVED**, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Chisago to accept as its agent, federal funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the Board Chair is hereby authorized and directed for and on behalf of the County 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. 1055466”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

- 4.) Minutes from the January 2, 2024, Organizational Meeting
- 5.) Payment of County’s Warrants and Miscellaneous Bills \$1,697,599.05

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.

- 6.) Acceptance of 2023 Chisago County Donations

**RESOLUTION NO: 24/0117-1**  
**ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY**

**WHEREAS**, the Chisago County Board of Commissioners adopted Resolution No. 060419-3 on April 19, 2006 which established a policy regarding the acceptance of gifts by Chisago County; and

**WHEREAS**, the County has received a donation from a business or private individual in Chisago County and is requesting formal acceptance by the County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2023:

- Trinity Lutheran Church: \$500.00 for Project Lifesaver
  - John and Danielle Furney: \$365.00 for Project Lifesaver
  - Tom Kieffer Agency: \$75.00 for Children’s Water Festival
  - City of Rush City: \$200.00 for Children’s Water Festival
  - Chisago County Parks and Trails Foundation: \$5,000 for Parks
- 7.) Appointment of County Commissioners to Chisago County Election Canvassing Board
- 8.) Application for Exempt Permit – Chisago Lakes Area Wrestling Foundation

**RESOLUTION NO. 24/0117-2**

**APPROVING THE SUBMISSION OF AN APPLICATION TO CONDUCT A RAFFLE FOR THE CHISAGO LAKES AREA WRESTLING FOUNDATION**

**WHEREAS**, the Chisago County Board of Commissioners has been presented with a request for lawful gambling within Chisago County; and

**WHEREAS**, the application was complete, included all necessary documentation, appears in accordance with County Policies and the facility owners are in good standing with the County;

**BE IT RESOLVED** that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board an application to conduct a raffle at the Chisago Lakes Town Hall located at 12400 316<sup>th</sup> St. Lindstrom, MN 55045.

- 9.) Acceptance of Donation – CCSO Chaplain Program

**RESOLUTION NO: 23/0117-3**

**ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY**

**WHEREAS**, the Chisago County Board of Commissioners adopted Resolution No. 060419-3 on April 19, 2006, which established a policy regarding the acceptance of gifts by Chisago County; and

**WHEREAS**, the County has received a donation from a business or private individual in Chisago County and is requesting formal acceptance by the County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2024:

- \$500 from Kwik Trip for the CCSO Chaplain Program

10.) Credit Card Request – Lt. Josh Olds, CCSO

Environmental Services Director Kurt Schneider presented the Board with the Director’s Report and action items. *No action was taken.*

On motion by Dahlberg, seconded by Greene, the Board moved to approve Resolution No. 24/0117-4, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Hokanson View located approximately one-third of a mile east of Government Road / CR 57, approximately 1.1 miles west of the St. Croix River, on the north side of 460<sup>th</sup> Street in Sunrise Township (PID #09.00523.10).

**RESOLUTION NO. 24/0117-4  
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO  
COUNTY, MINNESOTA, APPROVING THE FINAL PLAT OF HOKANSON  
VIEW**

**WHEREAS**, property owner Kelly P. Hokanson submitted a request for the Final Plat of Hokanson View on December 29, 2023; and

**WHEREAS**, the property owner desires to create one buildable parcel from the 198.03± acre subject site; and

**WHEREAS**, the subject site is generally located approximately one-third of a mile east of Government Road / CR 57, approximately 1.1 miles west of the St. Croix River, on the north side of 460<sup>th</sup> Street in Sunrise Township and is zoned Agricultural (AG) District; and

**WHEREAS**, the subject site is legally described as:

PID 09.00523.10

All that part of the Northwest Quarter of Southeast Quarter of Section 12, Township 36, Range 21, Chisago County, Minnesota described as follows: Beginning at a point on the South line of said Northwest Quarter of Southeast Quarter, 617 feet East of the southwest corner thereof; thence North 31 degrees 23 minutes East, 718 feet; thence North 45 degrees 58 minutes East, 450 feet to a point on the East line of said Northwest Quarter of the Southeast Quarter, 389 feet South of the northeast corner thereof; thence North along the East line of said Northwest Quarter of the Southeast Quarter to the northeast corner of thereof; thence West along the North line of said Northwest Quarter of the Southeast Quarter to the northwest corner thereof; thence South along the West line of said Northwest Quarter of the Southeast Quarter to the southwest corner thereof; thence East along the South line of said Northwest Quarter of the Southeast Quarter to the place of beginning, containing 31.30 acres, more or less.

And

All that part of the Southwest Quarter of the Southeast Quarter of said Section 12 described as follows: Beginning at a point on the south line of said Southwest Quarter of the Southeast Quarter, 237 feet East of the southwest corner thereof; thence North 14 degrees 40 minutes East, 481 feet; thence North 6 degrees 47 minutes West, 270 feet; thence North 20 degrees 14 minutes East, 603 feet, to a point on the North line of said Southwest Quarter of the Southeast Quarter 540 feet East of the northwest corner thereof; thence West along the North line of said Southwest Quarter of the Southeast Quarter to the northwest corner thereof, thence South along the West line of said Southwest Quarter of the Southeast Quarter to the southwest corner thereof; thence East along the South line of said Southwest Quarter of the Southeast Quarter, to the point of beginning, containing 10.95 acres, more or less.

And

The Southwest Quarter of said Section 12, EXCEPTING THEREFROM the East 430.00 feet of the West 731.00 feet of the South 212.00 feet and the East 300.00 feet of the West 1031.00 feet of the South 423.00 feet of said Southwest Quarter.

ALL OF THE ABOVE IS SUBJECT TO, AND TOGETHER WITH a certain oil and gas easement to Benchmark Resources Corporation, said oil and gas easement dated July 10, 1984, and recorded in the Office of the County Recorder in and for Chisago County, Minnesota on September 18, 1984 as Microfilm Number 186516, said oil and gas easement assigned April 1, 1985 to H & H Star Energy Inc., with said assignment noted as Microfilm Number 189661 in the office of the County Recorder in and for Chisago County, Minnesota.

**WHEREAS**, the Preliminary Plat of Hokanson View was recommended for approval by the Planning Commission on September 7, 2023 and approved by the Board of Commissioners on September 20, 2023; and

**WHEREAS**, the Final Plat submitted on December 29, 2023 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval; and

**WHEREAS**, the County has received title evidence in the form of a Title Opinion to Real Estate of Attorney Timothy J. Peterson dated November 17, 2023, and the County Attorney's Office has provided a legal opinion that the title evidence is satisfactory and that title to the subject property is vested in the applicant / subdivider.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Chisago County, Minnesota hereby approves the Final Plat of Hokanson View, subject to the following conditions:

1. The Final Plat is approved as submitted on December 29, 2023. Any deviation from the approved plat drawing prior to recording shall require further review by the Planning Commission and approval by the County Board.

2. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

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 Resolution No. 24/0117-5, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Schulte Farm located east of Olinda Trail / CSAH 25, west of Olympic Trail, and south of Chisago Boulevard in Franconia and Chisago Lake Townships (PID 04.00370.00 and PID 02.00101.20).

**RESOLUTION NO. 24/0117-5**  
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE PRELIMINARY PLAT OF SCHULTE FARM**

**WHEREAS**, property owners Theodore & Teresa Schulte and applicant Sarah Sharkshnas submitted an application dated received November 29, 2023 and considered complete on December 1, 2023 for the Preliminary Plat of Schulte Farm; and

**WHEREAS**, the property owners and applicant desire to create two lots from the 20.00± acre subject site; and

**WHEREAS**, the subject site is generally located east of Olinda Trail / CSAH 25, west of Olympic Trail, and south of Chisago Boulevard in Franconia and Chisago Lake Townships and is zoned Agricultural (AG) District; and

**WHEREAS**, the subject site is legally described as:

PID 04.00370.00

*That part of Government Lot 1, and that part of the Southeast Quarter of the Northeast Quarter of Section 15, Township 33, Range 20, Chisago County, Minnesota described as follows: Beginning at the northeast corner of said Southeast Quarter of the Northeast Quarter; thence South 01 degree 42 minutes 58 seconds East, assumed bearing, along the east line of said Southeast Quarter of the Northeast Quarter, a distance of 67.32 feet; thence North 89 degrees 47 minutes 53 seconds West, a distance of 200.99 feet; thence North 01 degree 42 minutes 58 seconds West, a distance of 603.65 feet, more or less, to the centerline of Chisago Boulevard; thence northeasterly along said centerline a distance of 218.5 feet, more or less, to the east line of said Government Lot 1; thence South 01 degree 42 minutes 58 seconds East, along said east line, a distance of 629.1 feet to said point of beginning and there terminating.*

AND

PID 02.00101.20

*The West 1020 feet of the South Half of the Northwest Quarter of the Northwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota, as measured at right angles to the west line thereof.*

*AND*

*That part of the West 1020 feet of the Southwest Quarter of the Northwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota, lying north of the South 1254 feet thereof, as measured at right angles to the south line thereof.*

**WHEREAS**, notice was provided and on January 4, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator and applicant, and invited members of the public to comment; and

**WHEREAS**, the Planning Commission recommended approval of the Preliminary Plat of Schulte Farm with conditions per Resolution No. PC2024-0101; and

**WHEREAS**, the Board of Commissioners considered the request for Preliminary Plat of Schulte Farm and the Planning Commission's recommendation at its January 17, 2024 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Chisago County, Minnesota hereby approves the Preliminary Plat of Schulte Farm, subject to the following conditions:

3. The Preliminary Plat of Schulte Farm is approved per plat drawing dated signed October 25, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
4. Proposed Lot 1 includes 3.00± acres of land identified as PID 02.00101.20 and the western 12.00± acres of land identified as PID 04.00370.00. Upon Final Plat approval, these two tracts of land will be considered one for building and zoning purposes and they may not be sold or developed as individual tracts of land until and unless Lot 1 is replatted or subdivided in a manner which complies with the County's subdivision regulations in effect at the time of said replat or subdivision.
5. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
6. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

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 accept the January 10<sup>th</sup> Budget and Finance Report, approve moving Chisago County's Statewide Affordable Housing Aid to the Chisago County Housing Trust Fund, administered by the Chisago County HRA-EDA, re-allocate ARPA monies from the ARMER allocation to the Chisago Lakes Lake Improvement District for the repair of the Lofton Avenue and Lake Ellen weirs (Chisago Lakes Channel and Weir System), approve a contract with SpyGlass Technology Auditing for a phone audit of Chisago County, and moved to publicly recognize the hard work of the Chisago County Household Hazardous Waste Staff for their work in being the recipients of a Greater Minnesota Waste Reduction, Recycling, Reuse and Composting Grant from the MPCA for \$249,766.00. 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 David Kern as a representative on the Water Plan Policy Team; effective January 17, 2024, thru January 5, 2027. 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 approve the ARPA Broadband grant application request from Shafer Township for \$200,000. 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 Request for Bryan Brown and Wendy Kowalke to travel to Colorado to attend the National Association of County Veterans Service Officers conference May 12-17, 2024, in Denver, Colorado. 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 Minnesota Department of Health Emergency Response Grant. 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 Family Pathways Contracts for both Shelter and Supervised Visitation through 2025. 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 approve the LELS Licensed-Essential Captains and Lieutenants Labor Agreement as negotiated for the term of three (3) years commencing on January 1, 2023, and expiring on December 31, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.



**CITIZENS FORUM**

**TIME – 7:19 p.m.      END TIME – 7:34 p.m.**

**# of SPEAKERS – 1**

County Administrator Burnham provided administrative updates. *No action was taken.*

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

On motion by Greene, seconded by Montzka, the Board adjourned the meeting at 7:50 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

\_\_\_\_\_  
Marlys Dunne, Chair

Attest: \_\_\_\_\_  
Christina Vollrath  
Clerk of the Board