

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Wednesday, November 01, 2023**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, November 01, 2023 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and Assistant County Attorney Jeff Fuge

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

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

On motion by Dunne, seconded by Dahlberg, the board moved to open the Health and Human Services Committee of the Whole at 6:31 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Chair Montzka gave the gavel to Vice-Chair Dunne.

Health and Human Services Director Robert Benson provided the department updates. *No action was taken.*

On motion by Greene, seconded by Dahlberg, the Board moved to add items 1-8 except for item 6 due to waiting for state approval to the Consent Agenda. 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 close the HHS Committee Board of the Whole at 6:43 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Consent Agenda with item 6 removed. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

**Board of Commissioners' Consent Agenda:**

- 1.) HHS Committee Recommendation – Directors Update
- 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS
- 3.) HHS Committee Recommendation – Out of State Travel Request - Connecticut

- 4.) HHS Committee Recommendation – TriMin System Service Agreement for 2024
- 5.) HHS Committee Recommendation – Children’s Mental Health Screening Grant 2024
- ~~6.) HHS Committee Recommendation – 2024-2025 County MFIP Biennial Service Agreement~~
- 7.) HHS Committee Recommendation – Request to Hire CHW Jasmine Vann
- 8.) HHS Committee Recommendation – Opioid Settlement Council Name Change
- 9.) 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.

- 10.) Minutes from the October 18, 2023, Regular Meeting
- 11.) Recognition of County Staff November Anniversaries

On motion by Greene, seconded by Dahlberg, the Board moved to approve spending \$26,012 to replace the furnaces, air conditioner, and water heater in the Chisago County ‘Heartland Express’ Building from the ARPA broadband fund. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve spending an additional \$2,952.00 for the removal of asbestos waterproofing uncovered in the foundations of the Old Jail and White House from the ARPA jail fund. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the Commercial Lease agreement with Arrowhead Transit (AEOA) for the Heartland Express North Branch facility (beginning January 1<sup>st</sup>, 2024). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Minnesota Pollution Control Agency’s Fiscal Year 2024 Environmental Assistance Grant Program Authorization Resolution, and Direct Staff to Finalize the Draft Application and Apply to the Environmental Assistance Greater Minnesota Recycling and Composting Grant Program for a Grant Award Not To Exceed \$250,000 with up to \$281,000 in Local Match funding, or as amended at tonight’s meeting.

**RESOLUTION NO. 23/1101-1  
MINNESOTA POLLUTION CONTROL AGENCY  
FISCAL YEAR 2024 GRANT PROGRAM  
AUTHORIZATION RESOLUTION**

**WHEREAS**, Chisago County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY2024 Greater MN Waste Reduction, Reuse, Recycling and Composting Grant Program; and

**WHEREAS**, if MPCA funding is received, Chisago County is committed to implementing the proposed project as described in the grant application; and

**WHEREAS**, MPCA requires that Chisago County enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

**BE IT RESOLVED THAT** the Chisago County Board of Commissioners hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs Commissioner Ben Montzka to sign the grant agreement on its behalf. 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 invoice with ArcaSearch to complete the Chisago County Recorder Document Preservation Plan and authorize the expenditure of the Recorder Compliance Fund to pay. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

On motion by Dunne, seconded by Greene, the Board moved to approve the 2023 Seal-Coat Project, CP 013-SC-023 Final payment. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

On motion by Dunne, seconded by Greene, the Board moved to approve and execute the Grant Agreement and Approve the Resolution authorizing acceptance of the State of Minnesota Office of Justice Programs Grant by Chisago County Attorney and the Victim Services Program.

**RESOLUTION NO. 23/1101-2**  
**RESOLUTION AUTHORIZING ACCEPTANCE OF THE STATE OF MINNESOTA,**  
**OFFICE OF JUSTICE PROGRAMS (OJP) GRANT BY THE CHISAGO COUNTY**  
**ATTORNEY AND VICTIM SERVICES PROGRAM**

**WHEREAS**, Chisago County, on behalf of the Chisago County Attorney has applied for Victim Services Grant funds available through the State of Minnesota, Department of Public Safety, Office of Justice Programs, to support the statutorily mandated services, pursuant to Minn. Stat. 611A.

**NOW, THEREFORE BE IT RESOLVED**, by the Chisago County Board of Commissioners, Chisago County, Minnesota, as follows:

1. That Chisago County, for and on behalf of the Chisago County Attorney and the Victim Services Program, hereby approves and authorizes the receipt of grant funds, effective

from the execution of the Grant Acceptance through September 30, 2024. The receipt of funds shall be for the operation of the Victim Services Program, consistent with State statutes and the guidelines implemented by OJP.

2. That the Chisago County Attorney, Janet Reiter, and/or Victim Services Coordinator, Andrea Story, is authorized to execute and accept the grant award and the Victim Services Coordinator and the County Attorney are authorized to sign any subsequent amendment or agreements that may be required by the State of Minnesota to access the resources, systems, or tools available pursuant to that grant award.

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

On motion by Dunne, seconded by Greene, the Board moved to accept the October 27<sup>th</sup> Personnel Committee Report, change the Chisago County Sheriff's Office Recruiting and Retention Plan and create an MOU with the Deputies union, LELS, to address the 'lateral hire' hurdle of lateral hires losing sick banks, and approve the hiring of a FT Park Maintenance Technician and reduce the seasonal parks staffing. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Discussion of recording regular meetings. Motion by Swenson to record regular board meetings. The motion failed for lack of second.

Discussion of 2024 Chisago County Board of Commissioners Regular Meetings for 2024. *No action taken.*

#### **CITIZENS FORUM**

**TIME** – 7:26 p.m.    **END TIME** – 7:26 p.m.

**# of SPEAKERS** – 0

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

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

#### **Announce Closed Meeting**

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute. Minn. Stat. §13D.03 subd. 1. The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

On motion by Dahlberg, seconded by Dunne, the Board moved to close the County Board meeting at 7:45 p.m. related to allow the County Board to consider strategy for labor negotiations, including negotiation strategies, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board ended the closed meeting and reconvened the regular meeting at 8:20 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Commissioner Montzka offered a report of their respective committee assignments. *No action was taken*

On motion by Greene, seconded by Swenson, the Board adjourned the meeting at 8:22 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

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Ben Montzka, Chair

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