



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Room 172
Center City, MN 55012-9663

Commissioners:
District 1
Chris DuBose
District 2
Rick Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
VACANT

REGULAR MEETING – Wednesday, September 21, 2022 County Board Room, Room 172

6:30 p.m. Convene; Pledge of Allegiance; Approve Agenda

Road & Bridge Committee of the Whole:

Discussion

- | | |
|-----------------------------------|-------|
| 1.) County Engineer's Report | TAB 1 |
| 2.) County Highway Naming Request | TAB 2 |

Items for Committee Review/Recommendation: (discussed in detail as requested)

7:00 p.m. Citizen's Forum

"The Citizen's Forum is provided so you may make a comment, statement, question or proposal. You will be limited to three minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak that night."

Board of Commissioners' Consent Agenda:

- | | |
|---|-------|
| 1.) R&B Committee Recommendation – County Engineer's Report | TAB 1 |
| 2.) R&B Committee Recommendation – County Highway Naming Request | TAB 2 |
| 3.) Minutes from the September 7, 2022 Meeting | TAB 3 |
| 4.) Payment of County's Warrants and Miscellaneous Bills | TAB 4 |
| 5.) Request for County Credit Card and Limit Increase – Ben Elfelt, LID Administrator | TAB 5 |

Environmental Services/Zoning Report – Kurt Schneider, Director

- | | |
|---|--------|
| 6.) Director's Report | TAB 6 |
| 7.) SP Farms LLC "SP Farms Plat One" Preliminary Plat | TAB 7 |
| 8.) Byron Dahlheimer "North Dairy" Preliminary Plat | TAB 8 |
| 9.) Zoning Ord. §3 Def and §5.06 Ag. Dist.- Slaughterhouses and Meat Process Facilities | TAB 9 |
| 10.) Subd. Ord. No. 99-2 – Amending the Subd. Ord. Title Evidence, Opinion, and Review | TAB 10 |

Other Business of the County Board

- | | |
|--|--------|
| 11.) Report and Recommendations from the September 13 th , 2022 B/F Meeting | TAB 11 |
| 12.) Discuss and Consider Approval of Preliminary 2023 Levy and Annual Budget | TAB 12 |
| 13.) Acceptance of a Donation – GearGrid Corporation | TAB 13 |
| 14.) 2021 Emergency Management Performance Grant | TAB 14 |
| 15.) Revised Axon Enterprise Purchase Agreement | TAB 15 |
| 16.) Board Appointments to the Chisago County Citizen Review Panel | TAB 16 |
| 17.) Affiliation Agreement with Northern Illinois University – HHS | TAB 17 |
| 18.) SHIP Grant Agreement – Williams Park Community Garden | TAB 18 |

Discussion Items:

- | | |
|----------------------------------|-------|
| • Correspondence | CORR. |
| • Administrator Updates | |
| • Commissioner Committee Reports | |

*******Announce Closed Meeting (M.S. § 13D.03)*******

- 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.

Adjourn Meeting of the Board of Commissioners





CHISAGO COUNTY

DEPARTMENT OF PUBLIC WORKS

Mail: 313 North Main Street, Room 400
Center City, MN 55012-9863
Office: 31325 Oasis Road, Center City, MN 55012-9863
Phone (651) 213-8700
Fax (651) 213-8772

TAB 1

Joe Triplett, P.E.
Director | County Engineer

Ben Hobert, P.E.
Assistant County Engineer

Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Utech
Traffic Operations Manager

Barbara Shimon
Finance | Office Manager

PUBLIC WORKS MEMORANDUM

TO: Chisago County Board of Commissioners

FROM: Joe Triplett, P.E.

DATE: September 13, 2022

RE: Public Works Director's Report

REMINDER: *I will be appearing remotely*

Project Development Update:

CSAH 10 Reconstruction: We held our public open house on August 24th. It was very well attended, and we were able to meet and talk to a lot of people and learned a lot about the corridor.

Construction Update:

CSAH 19 Reconstruction

- Complete

CR 55 Paving

- Complete

CR 79 Paving

- Complete

Seal Coat Project

- Complete

CSAH 26 Reconstruction

- Complete

CSAH 23/24 Roundabout

- Complete
- Punchlist activities

CR 86 Paving Project

- Final lift of pavement scheduled for Sept. 19th.

2022 Maintenance Mill & Overlay Project

- Work began Sept 14th and is looking to wrap up on the 20th

CR 60 Reconditioning Project

- Complete
- Punchlist

CR 56 Bridge Project

- Complete

CSAH 1 Memorial Naming Request

We have received a resolution from the Rush City Council to sign a segment of CSAH 1 (4th St.) in Rush City in memorial to Commissioner Mike Robinson. The segment is about 1/3 of a mile in length, located between Fairfield Ave and Jay Ave, in front of the fairgrounds and his home.

If approved, Public Works would purchase and install the signs.

Chisago County Request for Board Action

<i>Meeting Date:</i> September 21, 2022	<i>Item Number:</i> 2
<i>Title of Item for Consideration:</i> County Highway Naming Request	
<i>Action Requested by:</i> Joe Triplett, County Engineer	<i>Department:</i> Public Works
<i>Previous Action on this Matter:</i>	
Background: The Rush City council has passed a resolution requesting that the County Board rename a segment of County State Aid Highway 1 (4th Street) in Rush City in memory of Commissioner Mike Robinson. The segment is about 1/3 of a mile in length, located between Fairfield Ave and Jay Ave, in front of the fairgrounds and his home. If approved, Public Works would purchase and install the signs. Attachment(s): - Resolution - Sign Mock-Up	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the request of the Rush City Council to rename a segment of County State Aid Highway 1 (4th Street) in Rush City in memory of Commissioner Mike Robinson. The following motion is suggested: <i>“Move to approve the request of the Rush City Council to rename a segment of County State Aid Highway 1 (4th Street) in Rush City in memory of Commissioner Mike Robinson.”</i>	
Implications of Action: Approval will allow Public Works to purchase and erect the signage. Budget/Financial Implications: Cost is approximately \$250. Would be paid for out of 03-345-6504. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

RESOLUTION 2022-12

RESOLUTION DEDICATING A PORTION OF 4TH STREET/COUNTY ROAD 1
AS CHISAGO COUNTY COMMISSIONER MIKE ROBINSON
MEMORIAL HIGHWAY

WHEREAS, Mike Robinson served as County Commissioner for Chisago County from January 2, 2001 until he passed away on January 23, 2022; and

WHEREAS, Mike also served as Council member for Rush City from January 14, 1991 through January 1, 2001; and

WHEREAS, Mike was a dedicated public servant, constantly working for the people he served to improve Chisago County and the Rush City area; and

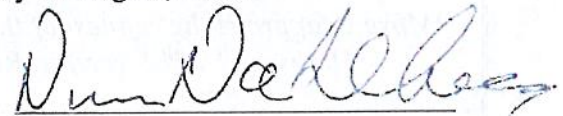
WHEREAS, The City Council of Rush City would like to honor Mike's outstanding loyalty and devotion to his community.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Rush City, County of Chisago, State of Minnesota hereby dedicates 4th Street/County Road 1 from the intersection with Fairfield Avenue/Co Road 39 to the intersection with the Jay Avenue alley as Chisago County Commissioner Mike Robinson Memorial Highway and requests that Chisago County Highway Department sign it as such.

Adopted by the City Council of Rush City this 8th day of August, 2022.



Administrator



Mayor

Mike Robinson Memorial Highway



Chisago County Commissioner

THIS ARTWORK IS THE PROPERTY OF M-R SIGN CO.
USE BY OTHERS WITHOUT WRITTEN PERMISSION IS
PROHIBITED BY LAW.

FINISHED SIGN SIZE	DESCRIPTION	DRAWN BY/DATE	APPROVED BY/DATE	SCALE	GSP NAME	M-R Sign
48" x 24"	3.50' - 6.97' 2.50'	LSR 9-6-22		1/8" = 1'	Chisago-6	

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**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, September 07, 2022**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, September 07, 2022 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, Dunne, Montzka. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and County Attorney Janet Reiter.

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

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

On motion by Dunne, seconded by Montzka, the board moved to open the Health and Human Services Committee of the Whole at 6:30 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka **OPPOSED:** None.

Chair Greene gave the gavel to Vice-Chair Montzka.

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

On motion by DuBose, seconded by Greene, the Board moved to add items 1-6 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the board moved to close the HHS Committee Board of the Whole at 6:42 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **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 – MDH Comm. Health Board Grant Agmt Amend.
- 4.) HHS Committee Recommendation – Rasmussen Uni for the provision of Clinical Exp.

- 5.) HHS Committee Recommendation – SHIP Grant Agreement – Wyoming Elementary
- 6.) HHS Committee Recommendation – SHIP Grant Agreement – Rush City School District
- 7.) 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.

- 8.) Minutes from the August 17, 2022 Regular Meeting
- 9.) Temporary Liquor License Request – OMNI Brewing Co LLC
- 10.) Applications for Abatements (reduction) of Property Taxes

PRESENTATIONS:

County Recorder – Annual Report for Fiscal Year 2021

On motion by DuBose, seconded by Dunne, the Board moved to accept the County Recorder Annual Report for Fiscal Year 2021. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka **OPPOSED:** None.

Central MN Jobs and Training Services (CMJTS) – Annual County Report

On motion by DuBose, seconded by Dunne, the Board moved to accept the Central MN Jobs and Training Services Annual County Report. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:11 p.m. END TIME – 7:11 p.m.

of SPEAKERS - 0

On motion by Montzka, seconded by Dunne, the Board moved to approve the Resolution setting the 2023 Chisago County Preliminary Levy at a 5.3% increase. The motion **FAILED** as follows: **IN FAVOR THEREOF:** Dunne, Montzka **OPPOSED:** DuBose, Greene.

On motion by DuBose seconded by Greene, the Board moved to approve the Resolution setting the 2023 Chisago County Preliminary Levy at a 6.87% increase. The motion **FAILED** as follows: **IN FAVOR THEREOF:** DuBose, Greene **OPPOSED:** Dunne, Montzka.

On motion by DuBose seconded by Dunne, the Board moved to postpone the Resolution setting the 2023 Chisago County Preliminary Levy and Budget until the September 21st Board of Commissioners meeting. The motion **FAILED** as follows: **IN FAVOR THEREOF:** DuBose.

Dunne, Greene, Montzka **OPPOSED**:

On motion by DuBose, seconded by Dunne, the Board moved to reduce the HRA-EDA Levy and Budget FY 2023 request by \$130,000 to \$470,000. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None.

On motion by DuBose, seconded by Dunne, the Board moved to **POSTPONE** the vote for the purchase of the KeySecur system upgrade for a total cost of \$148,140.00 using unallocated CIP funds to cover the cost increase until the next meeting on September 21, 2022. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None

On motion by DuBose, seconded by Dunne, the Board moved to accept the Taylor West, LLC Household Hazardous Waste Facility Recycle Yard Construction Base Bid of \$130,000; and Alternate-1 Bid of \$5000; and \$18 per cubic yard fill materials as needed, and Authorize and Award the Construction Contract to Taylor West LLC, in the amount of \$135,000 with fill as needed for completion of the Chisago County Recycle Yard as presented and in the best interest of the County. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None.

On motion by DuBose, seconded by Montzka, the Board moved to approve Resolution No. 22/0907-1, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Webster Meadows at 34745 Wild Mountain Road, Shafer Township, (PID #08.00131.10). The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None.

On motion by Dunne, seconded by DuBose, the Board moved to approve Resolution No. 22/0907-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Kvale Estates located at 13995 270th Street, Chisago Lake Township, (PID #02.00226.00). The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None.

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.*

On motion by DuBose, seconded by Dunne, the Board adjourned the meeting at 8:23 p.m. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, Dunne, Montzka **OPPOSED**: None.

Richard Greene, Chair

Attest: _____
Christina Vollrath
Clerk of the Board



CHISAGO COUNTY
BOARD OF COMMISSIONERS
September 21, 2022

TAB # 4

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid \$292,150.36

Authorize Payment of County's Warrants for HHS:

<u>Prepared Check Date</u>	<u>Amount</u>	<u>Mail Date</u>	<u>Type of Payment</u>
09/21/2022	-		County's Warrants
09/21/2022	\$2,649.38	09/21/2022	Auditor's Warrants

Lake Area Bank; Derek Ankla; Sheriff; registration; \$279.91

Lake Area Bank; Matthew Beckman; Sheriff; registration; \$625.00

Lake Area Bank; Jon Eckel; Enterprise; supplies; \$259.90

Lake Area Bank; Bridgitte Konrad; Auditor; supplies; \$253.95

Lake Area Bank; Daryl Moeller; Assessor; registration; \$962.50

Lake Area Bank; Kyle Puelston; Sheriff; supplies; \$305.36

Lake Area Bank; Janet Reiter; County Attorney; registration; \$2,001.40

Lake Area Bank; Kurt Schneider; Environmental Services; supplies; \$876.00

Lake Area Bank; Tracy Krona; HHS; travel; \$2,689.38

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Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 5	
Title of Item for Consideration: Credit Card and Limit Increase Request – Ben Elfelt, LID Administrator		
Action Requested by: Chase Burnham, County Administrator	Department: Administration	
Previous Action on this Matter: None.		
Background: The card will be used for equipment purchases, supplies, organization fees, training, conference registration, and travel. The LID currently only has 1 credit card but the employee is retiring, so the LID will need a card. Ben Elfelt, LID Administrator – \$2,500		
Action Requested/Recommended: The County Board is respectfully requested to approve a credit card and a limit increase of \$2,500 for a County credit card to Ben Elfelt, LID Administrator. The following motion is suggested: <i>“Move to approve a credit card and a limit increase of \$2,500 for a County credit card to Ben Elfelt, LID Administrator.”</i>		
Implications of Action: Board approval at tonight’s meeting will allow the County Auditor Office to issue a County Credit Card and an increase of the purchasing limit on the credit card to Ben Elfelt, LID Administrator. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.		
Administrator’s Recommendation		
Approve	Deny _____	Other _____
Motion By:		Seconded by:
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____

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Chisago County Department of
Environmental Services and Zoning

313 No. Main St. #243
Center City, MN 55012
651-213-8374 ~ kmschne@co.chisago.mn.us

Memo

To: Chisago County Board of Commissioners
From: Kurt Schneider, Director Environmental Services & Zoning
Date: September 15, 2022
Re: September 21, 2022, Directors Report

Enclosed within your packets are the following Department of Environmental Services and Zoning presentation/action item(s). Action items are further detailed in their corresponding Request for Board Action (RBA) reports. Please contact the Department if you have any questions or concerns or wish to view detailed Action Item hearing or file documents in advance of your September 21, 2022, Board meeting.

Action Items:

1. Receive Directors Report
2. SP Farms LLC "SP Farms Plat One" Preliminary Plat
3. Byron Dahlheimer "North Dairy" Preliminary Plat
4. Chisago County Subdivision Ordinance No. 99-2 Amendment - Forms of Title Evidence for Plat Approvals
5. Mike & Erica Heinen – Zoning Ordinance Amendment Slaughterhouse and Meat Processing as a Permitted Use in the Agricultural District

Informational Item(s):

Board of Adjustment and Appeals:

The next regularly scheduled Board of Adjustment meeting is scheduled for September 29th at 7:00 pm. at the Government Center. The Board will also meet on September 28th, at 8:15 A.M. departing from Public Works at 31325 Oasis Road, Center City, MN to conduct organized tours of the agenda item properties. Item(s) for consideration include:

1. Jason & Catherine Foss, property owners, are requesting Variances to Zoning Ordinance Section 5.15 and Shoreland Management Ordinance Section 5.21, allowing the construction of a dwelling closer to the township road Right-of-Way, northerly side yard and Ordinary High Water Level than allowed in the Rural Residential I (RRI) District / Shoreland Management District. The .23-acre property is located at 49705 Afton Avenue, Nessel Township, S28, T37, R22 (PID# 06.00753.00).
2. *Continued Item* - John & Melinda Rieck are requesting Variances to construct a garage addition closer to two Ordinary High Water Levels than allowed and to exceed the maximum amount of accessory storage space and number of detached accessory structures allowed. The property is located at 30710 Mattson Court, Chisago Lake Township, S31, T34, R20 (PID# 02.00860.00).

Planning Commission:

The regularly Planning Commission meeting is scheduled for Thursday, October 6, 2022, at 7:00 p.m. in the Lower Level of the Chisago County Government Center. The Commission will also meet on October 4, 2022.

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at 9:00 A.M. departing from Public Works at 31325 Oasis Road, Center City, MN to conduct organized tours of the agenda item properties. Items for consideration include:

1. Robert Briscoe & Mary Everett, property owners, Matthew Krousey, applicant, and Fish Lake Lutheran Church, property owner, are requesting the Rezoning of two parcels, totaling 36± acres, from Rural Residential I (RRI) District to Agricultural (AG) District. The two parcels are located at 2785 Stark Road and 43353 Cedarcrest Trail, Fish Lake Township, S26, T36, R22 (PID# 03.00379.10 and 03.00400.00)
2. Unity Farm LLC, property owner, represented by Charles Fuller Cowles & Constance Cowles, is requesting a Conditional Use Permit (CUP) Amendment in order to expand the CUP to include Commercial Recreation Area (resort) and Rural Retail Tourism (gathering venue) in the Agricultural (AG) District. The original CUP, approving a Planned Unit Development (PUD), was granted in 1989. The proposed resort would include rental of four existing structures and two campsites, and the proposed gathering venue would include rental of an existing barn to accommodate up to 125 people. The 17.56-acre property is located at 29616 Unity Avenue, Franconia Township, S2, T33, R19 (PID# 04.00537.23)
3. *Continued Item* - Ordinance Amendment, Chisago County Zoning Ordinance Section 8.03 – *Functions of the Planning Commission*. The proposed ordinance amendment pertains to Planning Commission membership terms and residency locations following redistricting of the County in 2022. This item is continued from the Public Hearing held on August 4th and Commission review of September 1st.

General Department Informational Item(s):

Revenue associated with land use and construction permit activity thru September 13th has reached 92% of projected annual budget at \$768,177 and is approximately \$100,000 up from this time last year. Construction permit activity is summarized in the attached month-end report for August.

The City of Stacy has made inquiry with the Department noting their desire to drop current private contract inspection services and requesting the county be enlisted to carry out building construction permitting services (*like the recent requests of Shafer, Taylors Falls, and Lent Twp.*). Staff will be discussing the matter at the budget and finance committee meeting of October 12th. As the Board may know, building construction permitting plan review and workflow within the office has been taxed this season with peek permit/plan review wait times approaching 4+ weeks. To maintain and improve service levels it is evident that that a 3rd building inspector should be considered with the county to coincide with the start of the 2023 summer season. Permit revenues from the added jurisdictions will be very close if not cover the full cost of a 1.0FTE inspector.

Chisago County Children's Water Festival is Thursday, September 22nd. This year's event is exciting and will be held IN PERSON! County Water Resources Staff and countless community partners and volunteers work hard to hold this event every year. Location: Wild Mountain Recreation Area, Taylors Falls. Participants: Over 650 5th Grade Students from across the county. General activity and topics of learning including all the invaluable Classroom Station volunteer presenters are noted on the attached classroom station handout details.

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Environmental Services Department July 2022 Land Use/Construction Permit Activity:

LOCATION	1. New Houses		2. Additions / Alterations Roofs/Decks /Wind. Foundations		3. Mechanical (gas conv. MH setup, mech/plumbing, woodstove, fireplace)		4. Accessory / pole bldg., garage, shed, pool, fence, sign		5.6 Commercial New and Additions / alteration / mechanical		7. Multi-family		8. Septic Systems		Septic Certifications	
	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD
Amador	2	5	5	28	1	4	1	5	1	3	0	0	0	5	1	9
Center City	1	3	9	34	0	8	0	0	1	1	0	0	0	0	0	0
Chicago City	0	19	11	70	2	41	4	6	1	2	0	0	3	6	0	18
Chicago Lake	4	18	13	85	7	40	6	17	0	0	0	0	5	10	7	37
City Shafer*	0	0	7	24	2	8	1	2	0	1	0	0	0	0	0	0
Fish Lake	3	7	38	88	4	19	7	13	0	1	0	0	0	6	5	17
Franconia	0	6	1	24	0	8	1	5	0	0	0	0	0	2	1	8
Harris	0	1	6	14	0	4	0	2	0	2	0	0	1	1	1	5
Lent*	1	1	9	24	1	10	1	2	0	0	0	0	1	3	1	6
Lindstrom	1	15	14	96	4	36	2	6	0	1	0	0	0	0	0	1
Nessel	3	5	22	84	1	11	1	9	0	0	0	0	3	7	8	28
Rush City	5	8	6	25	1	8	1	4	1	3	0	0	0	0	0	0
Rushseba	1	2	2	7	2	3	0	5	1	1	0	0	1	2	1	5
Shafer	0	8	1	21	0	6	1	5	0	0	0	0	0	2	1	8
Sunrise	4	8	13	44	2	10	2	6	0	1	0	0	1	3	1	12
Taylor's Falls*	0	1	6	21	3	5	0	1	0	0	0	0	0	1	0	1
TOTAL:	25	107	163	689	30	221	28	88	5	16	0	0	15	48	27	155
Year to Year Comparison																
	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD
2021	15	92	62	383	27	145	9	77	4	34	0	1	9	47	18	192
2020	13	72	80	452	26	136	18	80	3	18	0	0	15	45	44	233
2019	8	101	71	438	11	133	16	79	6	32	0	0	9	48	27	165
2018	11	97	50	355	16	102	14	66	2	27	0	2	18	65	25	169
2017	11	97	60	395	18	122	11	75	7	20	1	3	12	43	26	176

* City of Shafer and Lent Township tracking began February 1st 2022 - Taylors Falls began May 1st 2022

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CLASSROOM STATIONS

1/2/3 Macro Mayhem - Project WET



Students engage in a roleplaying activity that simulates the effects of environmental stressors on macroinvertebrate (water bugs) populations. These critters are environmental indicators, so let's keep them safe.
Presenters: UW River Falls College students

4 Boat Invaders

Students will play a game to discover how aquatic invasive species impact our lakes and rivers and learn ways to stop their spread in Minnesota.
Presenters: Ben Elfelt, Kip Knudson, Rachel Minicucci, Jerry Spetzman, Chisago County

5 Out of Place?

Students will participate in an interactive game to learn how non-native zebra mussels quickly adapt to a new environment and make it challenging for native aquatic organisms to survive.
Presenter: Katrin Schlicker and Maria Young, Wild Rivers Conservancy and St. Croix National Scenic Riverway Staff.

6 Aquatic Plant Scientist

Students will learn about native and invasive aquatic plants and how invasives are harmful to our lakes and rivers. Students will be scientists, look at samples of aquatic plants, and make an identification key of aquatic plants.
Presenters: Camden Droppo, Chisago County, Garrett Miller, Comfort Lake Forest Lake Watershed District

7/8/9 Just Passing Through - Project WET



How does vegetation keep rainwater clean as it runs off into lakes and streams? Students become plants and raindrops to find out!
Presenters: UW River Falls College students

10 Remarkable River Mammals

At this hands-on station, students get to see and touch fur and skull adaptations of otter, beaver, muskrat and other river mammals.
Presenters: Jenni Webster, Wild River State Park

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11 Tracing Water to Your Faucet

When you turn your faucet on, water comes out, but where does it come from? This activity will explore where and how we 'tap' into our most precious resource.

Presenters: Barbara Heitkamp, Educator, East Metro Water Resource Education Program

12 The Dive Team

See how the Stacy/Lent Fire Department Dive Team saves lives during water rescues

Presenter: Dan Hoffman, Stacy/Lent Fire Department Dive Team

13/14/15 Water Wonder

Using interactive theatre activities and a short performance, CLIMB Theatre's Actor-Educators will lead students through an exploration of ways in which individual decisions regarding waste affect the conditions of water, and ultimately the health of human beings and their environments. CLIMB specializes in making difficult concepts understandable, hands-on, and fun!

Presenters: Nikia Brown, Noa Carlson, Maxine Ford, Lizzy Hinman, Anton Jones, Caulden Parkel, Creative Learning Ideas for Mind and Body Theatre

16/17/18 The Incredible Journey - Project WET



Learn how water travels through the water cycle as you become a water drop traveling through its "Incredible Journey".

Presenters: UW River Falls College students

19 Awesome Aquifer

Students have a great opportunity to learn how water moves through rocks below the earth's surface, how it is stored underground, and how things that happen on the earth's surface can affect the purity of our water.

Presenters: Jay Michels, Emmons & Olivier Resources, Inc.

20 Raging Run-off Results

Students will create run-off from four different land uses, compare the resulting water quality, and observe downstream results.

Presenters: Jacquelynn Kelzenberg, Chisago SWCD, UW River Falls College students, Monica Kinny, Chisago County

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- 21 **The Secret Insides of Fish**
Discover what can be learned by exploring the external and internal anatomy of a big Minnesota Fish.
Presenter: Rick Olseen, President, Let's Go Fishing East Central Chapter
- 22 **Minnesota Fishes**
Students will learn about some common Minnesota fish using fish replicas and then students get a good look at some real live Minnesota fish!
Presenters: John Frank, Minnesota DNR
- 23 **Water on the Move**
Did you know that every drop of water on the planet has been here since water first formed on earth? At this station, you will transform into a drop of water and travel all over the world through the water cycle!
Presenter: Emily Lind, Great Lakes Aquarium
- 24 **Water Wear Runway**
Students will learn about different types of PFDs (personal floatation devices) and take turns putting them on and taking them off during a life jacket relay race - water related obstacle course.
Presenter: Scotty Finnegan, Chisago County Sheriff's Office
- 25 **Cast Away!**
Students will learn casting basics for both spin and fly-fishing. These stations will teach students the importance of clean water safety and how students and their families might enjoy one of Minnesota's favorite recreational pastimes.
Presenters: Mark Tipler with Tips Outdoors, Fly Fishers International, Fly Fishing Women of Minnesota, Twin Cities Trout Unlimited, Kiaptuish Chapter of Trout Unlimited.
- 26 **What's a Watershed**
What watershed do you live in and what is a watershed anyway? Students will make small watershed models and learn how water flows over land to rivers, lakes and wetlands.
Presenter: Sue Humble, Chisago SWCD, & Jenny Steward, UMN Extension

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Chisago County Request For Board Action

Meeting Date: September 21, 2022	Item Number: 7
Title of Item for Consideration: SP Farms LLC "SP Farms Plat One" Preliminary Plat	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: None.	
Background: SP Farms LLC, represented by Sarah Storlie, is requesting Preliminary Plat approval of SP Farms Plat One. The subject 79.8 acre property is located at 272X Olinda Trail, Franconia Township, (PID #04.00370.20) south of Chisago Blvd. and west of Olympic Trail and is proposing a single 5-acre parcel from the original 79.8 acre tract. At their meeting of September 1, 2022, the Planning Commission conducted the requisite public hearing and recommended unanimous (5-0) approval of the Preliminary Plat of SP Farms Plat One with conditions, per Resolution No. PC2022-0901. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration. Pursuant to Minnesota Statute, the 120-day agency action deadline is, December 1, 2022. Among the options for the County Board at tonight's meeting are the following: • Approve the Preliminary Plat, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward in Resolution form by County ESD staff; • Consider and Approve the Preliminary Plat, generally as recommended by the Planning Commission and County ESD staff, but with modified Conditions determined and approved by the County Board at tonight's meeting (to be codified as part of the formal approval); • The County Board may Deny the Preliminary Plat for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the initial 120-day period. Additionally, State Statute directs (but does not mandate) that written reasons for denial be provided to the applicant prior to the end of the 120-day period if extended and be consistent with the reasons stated in the record at the time of denial. Typically, such written reasons are prepared and adopted by the body as part of its denial, or at the next scheduled meeting.	
Attachments: • Draft Resolution of Approval • Planning Commission Presentation • Planning Commission Staff Report & Hearing Packet • Planning Commission Minutes (draft)	

Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the SP Farms Plat One Preliminary Plat:

“Move to Approve Resolution No. 22/0921-____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of SP Farms Plat One located at 272X Olinda Trail, Franconia Township, (PID #04.00370.20) south of Chisago Blvd. and west of Olympic Trail”

Implications of Action – Recommended Board action grants approval of the SP Farms Plat One Preliminary Plat as presented. Once prepared and reviewed, final plat approval will be requested of the Board.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.

Administrator's Recommendation

Approve _____

Deny _____

Other CB

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Commissioner _____ offered the following resolution and moved its adoption:

**RESOLUTION NO. 22/0921-_____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING THE PRELIMINARY PLAT OF SP FARMS PLAT ONE
AS REQUESTED BY SP FARMS LLC**

WHEREAS, SP Farms LLC, property owner, submitted an application dated received July 27, 2022 and considered complete on August 3, 2022 for the Preliminary Plat of SP Farms Plat One; and

WHEREAS, the property owner desires to create one 5-acre parcel from the 79.8±-acre subject site; and

WHEREAS, the subject site is generally located east of Olinda Trail / CSAH 25, south of Chisago Boulevard / CSAH 23 and west of Olympic Trail in Franconia Township and is located in the Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 04.00370.20

That part of the Northwest Quarter of the Southwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota, described as follows: Commencing at the southeast corner of said Northwest Quarter of the Southwest Quarter; thence North 89 degrees 47 minutes 39 seconds West, assumed bearing along the south line of said Northwest Quarter of the Southwest Quarter a distance of 743.68 feet to the point of beginning of the parcel to be described; thence continuing North 89 degrees 47 minutes 39 seconds West, along said south line, a distance of 606.22 feet, more or less, to the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 02 degrees 05 minutes 35 seconds West, along the west line of said Northwest Quarter of the Southwest Quarter, a distance of 363.29 feet; thence South 89 degrees 47 minutes 39 seconds East, a distance of 620.79 feet; thence South 00 degrees 12 minutes 21 seconds West, a distance of 363.00 feet to said point of beginning and there terminating.

LESS AND EXCEPT:

That part of the Northwest Quarter of said Southwest Quarter (NW 1/4 SW 1/4) being a strip of land 50 feet in width lying East and adjacent to the centerline of County State Aid Highway No. 25;

WHEREAS, notice was provided and on September 1, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of SP Farms Plat One with conditions per Resolution No. PC2022-0901; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its September 21, 2022 meeting and determined the Preliminary Plat of SP Farms Plat One 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 SP Farms Plat One, subject to the following conditions:

1. The Preliminary Plat of SP Farms Plat One is approved per plat drawing dated signed **July 27, 2022**. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The driveway access from Olinda Trail / CSAH 25 shall be located as far north as possible due to visibility and safety concerns.
3. Prior to request for Final Plat, the County shall verify the wetland delineation.
4. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
5. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Commissioner _____ seconded the resolution and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF:

OPPOSED:

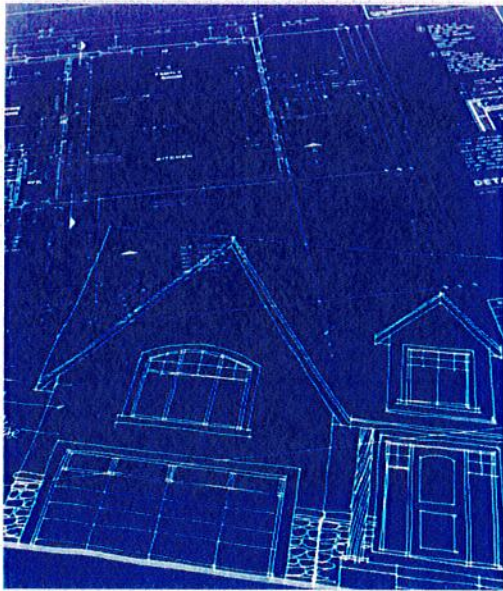
ABSENT:

Whereupon the proclamation was declared duly **passed and adopted**.

Approved: September 21, 2022

Richard Greene
Chair, Board of Commissioners

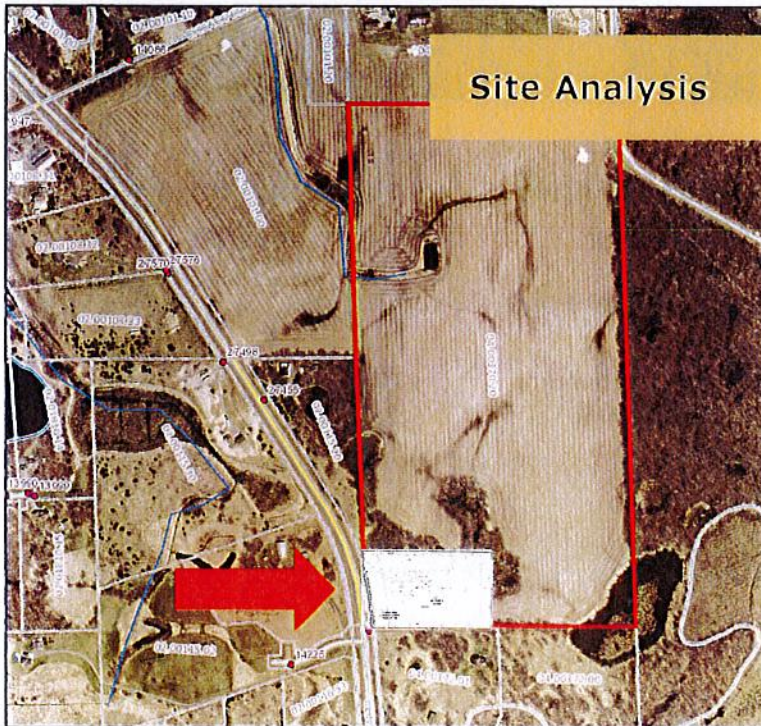
ATTEST: _____
Chase Burnham
County Administrator



Preliminary Plat of SP Farms Plat One

SP FARMS LLC
27XXX OLINDA TRAIL / CSAH 25
FRANCONIA TOWNSHIP
PID 04.00370.20

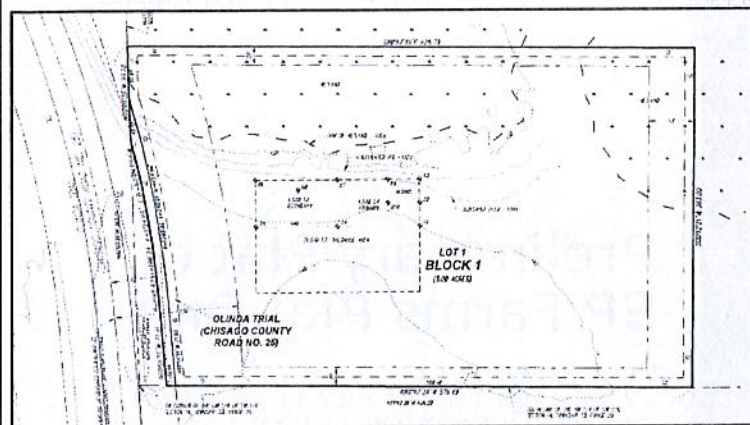
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Site Analysis

- Zoning – Agricultural (AG) District
- Parcel Size – 79.8 Acres
- Location – 27XXX Olinda Trail / CSAH 25; generally located east of Olinda Trail, south of Chisago Boulevard, and west of Olympic Trail; Franconia Township

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Preliminary Plat Layout

AG District Minimum Requirements	Lot Size 5 acres	Lot Width* 300 feet	Lot Depth** 300 feet	Home Site Area 21,500 square feet
Lot 1, Block 1	5.0 acres	Approximately 370' as measured at building setback line OR 311' of Frontage on Olinda Trail / CSAH 25	Approximate average of 598' (northern boundary = 620.79'; southern boundary = 576.45')	21,500 square feet

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Review Process

Technical Review Committee

August 10, 2022

- County Engineer requiring that access be located as far north as possible
- Wetland delineation to be verified prior to submission of Final Plat

Franconia Town Board

August 16, 2022

- Recommendation of approval with no conditions

120-Day Review Period

- Expires December 1, 2022

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Staff Recommendation

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of the staff report or during the course of the public hearing, **staff recommends approval of the Preliminary Plat of SP Farms Plat One with conditions.**

Recommended Condition(s):

1. The Preliminary Plat of SP Farms Plat One is approved per plat drawing dated signed July 27, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The driveway access from Olinda Trail / CSAH 25 shall be located as far north as possible due to visibility and safety concerns.
3. Prior to request for Final Plat, the County shall verify the wetland delineation.
4. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
5. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

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Options + Action Requested

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of SP Farms Plat One with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of SP Farms Plat One based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The 120-day review period expires on December 1, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0901, a resolution recommending approval of the Preliminary Plat of SP Farms Plat One, with conditions as presented or amended.

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Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Preliminary Plat of SP Farms Plat One
 27XXX Olinda Trail / CSAH 25, Franconia Township
 DATE: September 1, 2022

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider the Preliminary Plat of SP Farms Plat One.

SITE & APPLICATION INFORMATION

Property Owner(s):	SP Farms LLC
Applicant(s):	Sarah Storlie
General Location:	27XXX Olinda Trail / CSAH 25 Franconia Township Section 14, Township 33, Range 20
PID:	04.00370.20
Property Area:	79.8 Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District
East:	Agricultural (AG) District
West:	Agricultural (AG) District
Date Application Received:	July 27, 2022
Date Application Complete:	August 3, 2022
120-Day Review Period:	December 1, 2022



BACKGROUND

Property owner SP Farms LLC, represented by Sarah Storlie, is seeking approval of the Preliminary Plat of SP Farms Plat One. The property owner wishes to create one 5-acre parcel from the 79.8-acre tract of land. The remaining acreage is exempted from the platting process given that it's larger than 20 acres in size.

SITE & PROPOSAL ANALYSIS

SP Farms' 79.80-acre tract of land is generally located east of Olinda Trail / CSAH 25, south of Chisago Boulevard / CSAH 23 and west of Olympic Trail in Franconia Township. The subject site appears to have been used for agricultural purposes in the past and the current property owner intends to continue utilizing most of the site – all but the proposed 5-acre parcel – for agricultural purposes.

The proposed 5-acre parcel – shown on the attached Preliminary Plat drawing as Lot 1, Block 1 – is located in the southwestern corner of the subject site. Topography of the proposed parcel includes

elevations ranging from 927' to 946', a row of established trees along the southern property boundary and a significant wooded wetland area adjacent to the northern property boundary. The subject site is centrally located between Boo Lake, Linn Lake and Swamp Lake. Adjacent properties significantly range in size from 6 acres to 263 acres with a mixture of residential and agricultural uses.

The subject site is located in the Agricultural (AG) District and is entirely surrounded by the AG District. The purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Below is a table which identifies minimum requirements for the AG District with corresponding information for the proposed parcel. As proposed, the new parcel complies with the County's dimensional requirements.

AG District Minimum Requirements	Lot Size 5 acres	Lot Width* 300 feet	Lot Depth** 300 feet	Home Site Area 21,500 square feet
Lot 1, Block 1	5.0 acres	Approximately 370' as measured at building setback line OR 311' of Frontage on Olinda Trail / CSAH 25	Approximate average of 598' (northern boundary = 620.79'; southern boundary = 576.49')	21,500 square feet

* Lot width, by definition, is measured at the building setback line. Subdivision Ordinance Section 4.03 Lot Requirements states that "Each lot shall front upon a public street for the minimum lot width required, except as otherwise provided in this Ordinance."

** Lot depth, by definition, is the average distance measured from the front lot line to the rear lot line. Subdivision Ordinance Section 4.03 Lot Requirements states that "the depth of a lot shall not be greater than five times the width."

As part of the review process, the Technical Review Committee met with Peter Storlie on August 10th. The following items were identified and/or discussed during and following the meeting:

- The County Engineer requested that the driveway access be located as far north as possible due to visibility and safety concerns. The Engineer explained that having the access as far north as possible will locate it closer to the midpoint of the curve and as far away from the intersection just to the south of the subject site.
- The soils report / soil borings have been reviewed and verified by County staff.
- The wetland delineation has not yet been verified by County Staff due to timing of material submission and the review process. Verification will be required prior to submission of the Final Plat.

Preliminary Plats, per Minnesota Statute, are subject to a 120-day review period rather than the more typical 60-day review period applied to land use requests. The 120-day review period for this application expires on December 1, 2022.

TOWNSHIP RECOMMENDATION

The Franconia Town Board reviewed the proposed Preliminary Plat at its August 16th meeting and recommended approval with no conditions.

STAFF RECOMMENDATION

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, staff

recommends approval of the Preliminary Plat of SP Farms Plat One with conditions (see below) and has prepared a resolution for the Commission's consideration.

Recommended Condition(s):

1. The Preliminary Plat of SP Farms Plat One is approved per plat drawing dated signed July 27, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The driveway access from Olinda Trail / CSAH 25 shall be located as far north as possible due to visibility and safety concerns.
3. Prior to request for Final Plat, the County shall verify the wetland delineation.
4. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
5. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of SP Farms Plat One with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of SP Farms Plat One based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The 120-day review period expires on December 1, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0901, a resolution recommending approval of the Preliminary Plat of SP Farms Plat One, with conditions as presented or amended.

ATTACHMENTS

1. Application Materials
 - a. Application
 - b. Preliminary Plat drawing
2. Aerial location map (1) – subject site
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2022-0901

CC: SP Farms LLC, property owner
County file

Permit #

22-1404

PLANNING ADMINISTRATIVE FORM

Chisago County Department of Environmental Services

Recording Fee 46.00

Base Fee 500.00

Wetland or Septic Fees 200.00

No Road
Plat-Compliance Fee 150.00

TOTAL FEE \$896.00

Street Location : Olinda Trail (Co. Rd. 25)

Tax Parcel #: 04.00370.20

Legal Description: 45.344* N., 92.814* W Section 14, T.33 N., R.20 W

E-Mail: [REDACTED]

Address: 272xx Olinda Trail Lindstrom, MN

Owner: SP Farms LLC (Sarah Storlie)

Day Phone: [REDACTED]

Address: 26798 Olympic Trail Lindstrom, MN

Applicant (if other than owner)

Day Phone ()

Address

Type of Request:

Variance

☐

Preliminary Plat

☒

Administrative Appeal

☐

Administrative Permit

☐

Conditional Use Permit

☐

Ordinance Amendment

☐

(or amendment to CUP)

Interim Use Permit

☐

Rezoning

☐

(or amendment to IUP)

Applicable section of ordinance:

Description of request:

Filing for preliminary plat of Section 14, T.33 N., R.20 W

If Variance Application, Brief

Description of Practical

Difficulty

Signature of Applicant

Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Date Received

Date Complete

60 / 120 Day Review Period

Date of Public

Hearing:

TOWNSHIP PRESENTATION FORM

Street Location 272xx Olinda Trail (Co. Rd 25)

Legal Description 45.344* N., 92.814*W. Section 14, T.33 N., R.20 W.

Owner Name Sarah Storlie Day Phone: [REDACTED]

Address: 26798 Olympic Trail Lindstrom, MN

Applicant: _____ Day Phone: ()

(if other than owner)

Address: _____

Type of Request: Variance ☐ Preliminary Plat ☒

Administrative Appeal ☐ Administrative Permit ☐

Conditional Use Permit ☐ Rezoning ☐
(or amendment to CUP)

Interim Use Permit ☐ Ordinance Amendment ☐

Description of Request: Filing for Preliminary plat process

Date of County Public Hearing: _____

Date of Township Presentation: _____

TOWNSHIP ACTION TAKEN

Approved ☒ Denied ☐

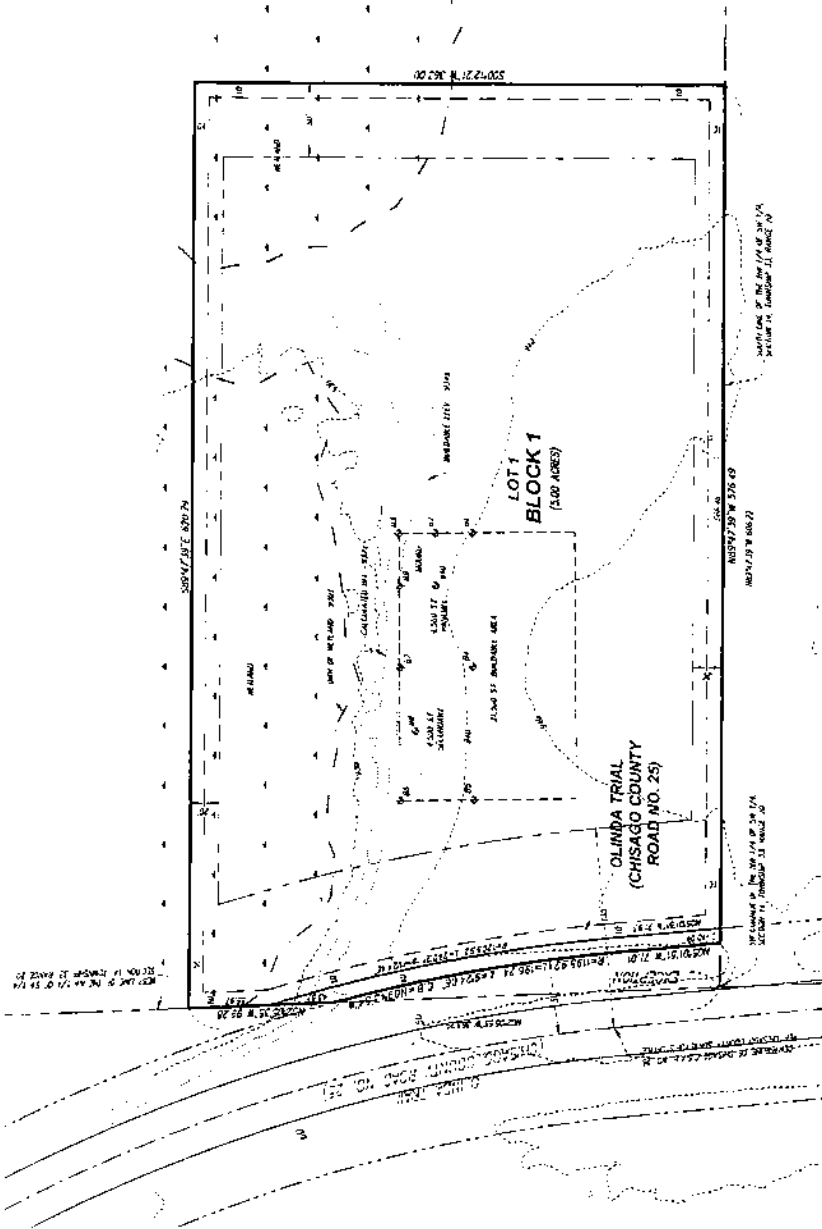
Reasons and Conditions: _____

Signature of Township Officers:

Sarah Storlie
Signature of Applicant

7/24/22
Date

COUNTY OF CHISAGO
FRANCONIA TOWNSHIP
SEC. 14, T. 33, R. 20



Q WOULD YOU SAY, MR. WATKINS?

217. *Chrys. 416*

[illegible]

There are advantages and disadvantages that I see both ways -- just the way in which a female fly and a fly with sensory structures grow in different environments may be just different.

Ref 1 - 50 Acres (containing 1.1147 ac. app.)

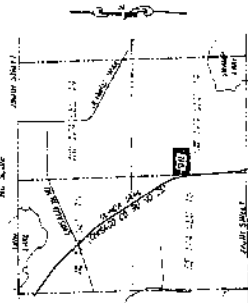
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Sub. No. 2000-10



Index

September 19, 2007

Signature: [Signature] Date: 12/17/2012



SP Farms LLC - Aerial Photo

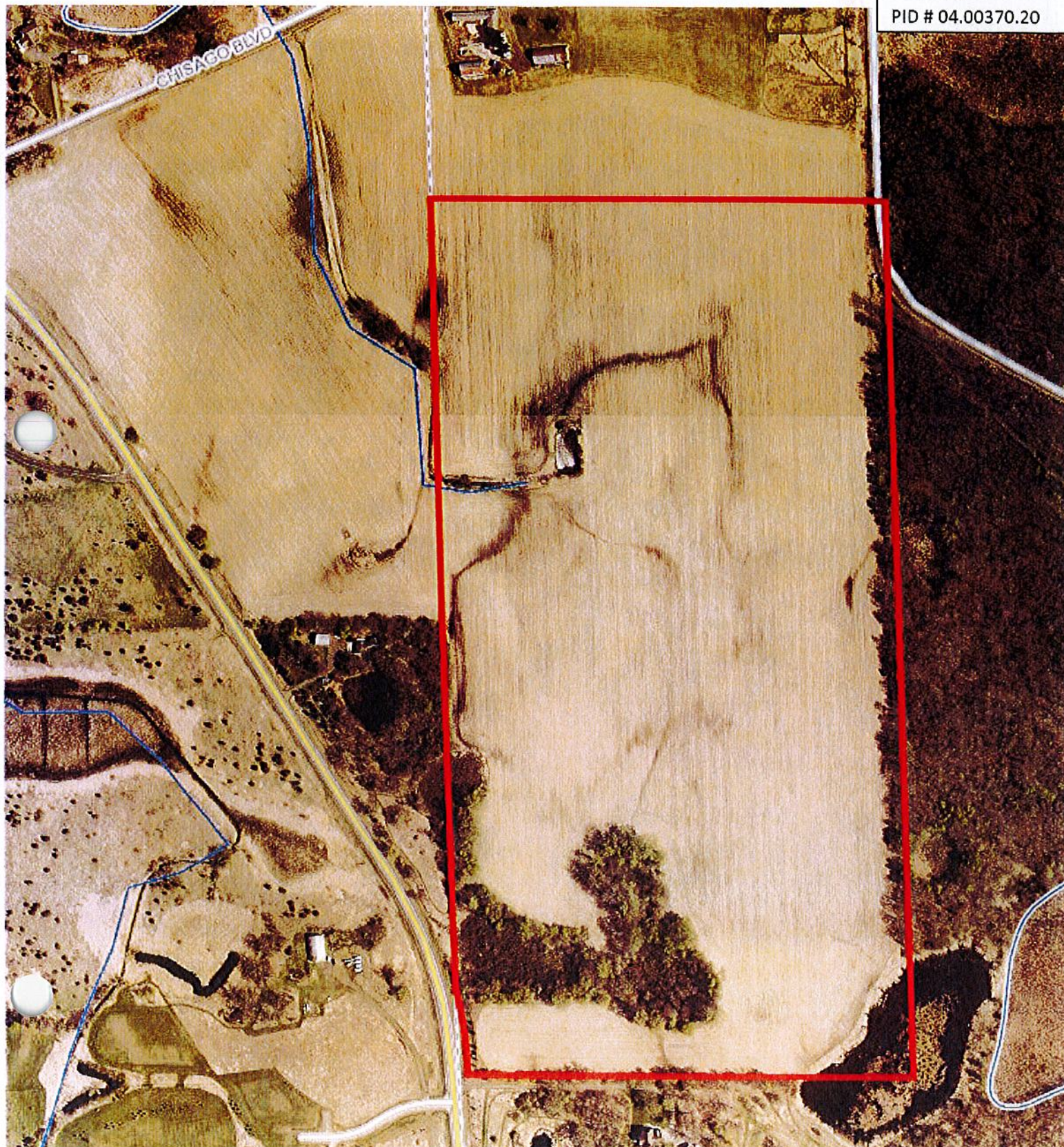
SP Farms LLC – SP Farms LLC, property owner, represented by Sarah Storlie, is requesting approval of the Preliminary Plat of SP Farms Plat One, involving the creation of one lot from a 79.8-acre tract. The property is zoned Agricultural (AG) District and generally located east of Olinda Trail / CSAH 25 and west of Olympic Trail, Franconia Township, S14, T33, R20 (PID# 04.00370.20).

SP Farms LLC Property - 

Franconia Township

S14, T33, R20

PID # 04.00370.20



SP Farms LLC - Aerial Photo

SP Farms LLC – SP Farms LLC, property owner, represented by Sarah Storlie, is requesting approval of the Preliminary Plat of SP Farms Plat One, involving the creation of one lot from a 79.8-acre tract. The property is zoned Agricultural (AG) District and generally located east of Olinda Trail / CSAH 25 and west of Olympic Trail, Franconia Township, S14, T33, R20 (PID# 04.00370.20).

SP Farms LLC Property - 



Franconia Township

S14, T33, R20

PID # 04.00370.20



RESOLUTION NO. PC2022-0901

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF SP FARMS PLAT ONE
AS REQUESTED BY SP FARMS LLC**

WHEREAS, SP Farms LLC, property owner, submitted an application dated received July 27, 2022 and considered complete on August 3, 2022 for the Preliminary Plat of SP Farms Plat One; and

WHEREAS, the property owner desires to create one 5-acre parcel from the 79.8±-acre subject site; and

WHEREAS, the subject site is generally located east of Olinda Trail / CSAH 25, south of Chisago Boulevard / CSAH 23 and west of Olympic Trail in Franconia Township and is located in the Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 04.00370.20

That part of the Northwest Quarter of the Southwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota, described as follows: Commencing at the southeast corner of said Northwest Quarter of the Southwest Quarter; thence North 89 degrees 47 minutes 39 seconds West, assumed bearing along the south line of said Northwest Quarter of the Southwest Quarter a distance of 743.68 feet to the point of beginning of the parcel to be described; thence continuing North 89 degrees 47 minutes 39 seconds West, along said south line, a distance of 606.22 feet, more or less, to the southwest corner of said Northwest Quarter of the Southwest Quarter; thence North 02 degrees 05 minutes 35 seconds West, along the west line of said Northwest Quarter of the Southwest Quarter, a distance of 363.29 feet; thence South 89 degrees 47 minutes 39 seconds East, a distance of 620.79 feet; thence South 00 degrees 12 minutes 21 seconds West, a distance of 363.00 feet to said point of beginning and there terminating.

LESS AND EXCEPT:

That part of the Northwest Quarter of said Southwest Quarter (NW 1/4 SW 1/4) being a strip of land 50 feet in width lying East and adjacent to the centerline of County State Aid Highway No. 25;

WHEREAS, notice was provided and on September 1, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission finds that the Preliminary Plat of SP Farms Plat One is consistent with the intent of the County's Zoning and Subdivision Ordinances.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, that the request for Preliminary Plat is hereby recommended for approval, subject to the following conditions:

1. The Preliminary Plat of SP Farms Plat One is approved per plat drawing dated signed July 27, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The driveway access from Olinda Trail / CSAH 25 shall be located as far north as possible due to visibility and safety concerns.
3. Prior to request for Final Plat, the County shall verify the wetland delineation.
4. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
5. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Adopted by the Planning Commission of Chisago County, Minnesota, this 1st day of September, 2022.

James McCarthy
Frank Storm
John Sutcliffe

Dave Whitney
Jolene Wille
Chip Yeager

Chip Yeager
Chair

ATTEST:

Beth Gervais
Land Services Coordinator

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
September 1, 2022 - DRAFT

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, September 1, 2022 at the Chisago County Government Center.

Staff Present: Beth Gervais, Land Services Coordinator; Kurt Schneider, Environmental Services Director; and Diane Sander, Support Specialist.

Chair Yeager called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Board members was taken. Commission members present: James McCarthy, John Sutcliffe, Chip Yeager, Jolene Wille and Frank Storm. Absent: Dave Whitney. Also present: Ex Officio County Commissioner Chris DuBose. A quorum was established with all members present except Whitney.

Approval of Agenda – Motion by John Sutcliffe to approve the agenda as presented; second by Jolene Wille. The motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Approval of Minutes – Motion by Frank Storm to approve the August 4, 2022 Regular Meeting minutes as presented; second by John Sutcliffe. The motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. **Motion** by Jolene Wille to approve the August 8, 2022 Special Work Session Meeting minutes as presented; second by Frank Storm. The motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. **Motion** by John Sutcliffe to approve the August 18, 2022 Special Work Session Meeting minutes as presented; second by Jolene Wille. The motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Receive all Materials and Submittals into Record - Motion by Frank Storm to accept all materials and submittals into the record; second by John Sutcliffe. The motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. Materials distributed to the Planning Commission in advance of the meeting for their review included: staff reports with attachments. Copies of all correspondence and meeting materials were made available for the public.

Public Hearings – New Applications

SP Farms LLC – Coordinator Gervais provided a brief background on the Preliminary Plat of “SP Farms Plat One” located in the Agricultural (AG) District. The property is generally located east of Olinda Trail / CSAH 25 and west of Olympic Trail, Franconia Township, S14, T33, R20 (PID# 04.00370.20).

The property owners are seeking approval of the Preliminary Plat to create one 5-acre parcel from the 79.8 acre tract of land. The remaining acreage is exempted from the platting process since it is larger than 20 acres. The site is generally located east of Olinda Trail / CSAH 25, south of Chisago Boulevard / CSAH 23 and west of Olympic Trail. The Technical Review Committee met on August 10, 2022 and the County Engineer requested the driveway access be located as far north as possible due to visibility and safety concerns. The Engineer explained that having the access as far north as possible will locate it closer to the midpoint of the curve and as far away from the intersection just to the south of the subject site. Wetland delineation has not yet been verified by County Staff and will be required prior to submission of the Final Plat. The Franconia Town Board reviewed the proposed Preliminary Plat at its August 16, 2022 meeting and recommended approval with no conditions. Applicant Peter Storlie was present and available to address questions and concerns. Chair Yeager asked the applicant and Planning Commission members for additional questions and comments. Jim McCarthy discussed

the driveway location request from the County Engineer and Storlie indicated he was willing to accommodate the request. Chair Yeager opened the public hearing and sought comment. With no persons wishing to speak, **motion** by John Sutcliffe to close the public hearing; second by Jim McCarthy. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. Chair Yeager asked Planning Commission members for additional comments. **Motion** by Frank Storm; second by John Sutcliffe to adopt Resolution No. PC2022-0901, a resolution recommending approval of the Preliminary Plat of SP Farms Plat One as requested by SP Farms LLC, with the following conditions:

Conditions:

1. The Preliminary Plat of SP Farms Plat One is approved per plat drawing dated signed July 27, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The driveway access from Olinda Trail / CSAH 25 shall be located as far north as possible due to visibility and safety concerns.
3. Prior to request for Final Plat, the County shall verify the wetland delineation.
4. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
5. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Byron & Judy Dahlheimer – Coordinator Gervais provided a brief background on the Preliminary Plat of “North Dairy” located in the Agricultural (AG) District. The property is generally located east of Oasis Road / CSAH 9 and north of Park Trail / CSAH 12 in Chisago Lake Township, S26, T34, R20 (PID# 02.00742.00).

The property owners are seeking approval of the Preliminary Plat to create one 5-acre parcel from a 34.7-acre tract. The remaining acreage is exempted from the platting process since it is larger than 20 acres. The site is located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12. The Technical Review Committee met on August 10, 2022. The County Engineer is requiring the existing driveway access located adjacent to the eastern property boundary to be used as a shared driveway. Wetland delineation and soils information were reviewed and verified by County staff. No other issues were identified. The Chisago Lake Town Board reviewed the proposed Preliminary Plat at its August 16, 2022 meeting and recommended approval with no conditions.

Applicants Byron and Judy Dahlheimer were present and available to address questions and concerns. Chair Yeager asked the applicants and Planning Commission members for additional questions and comments. Chair Yeager opened the public hearing and sought comment. With no persons wishing to speak, **motion** by John Sutcliffe to close the public hearing; second by Jolene Wille. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. Chair Yeager asked Planning Commission members for additional comments. **Motion** by Jolene Wille; second by John Sutcliffe to adopt Resolution No. PC2022-0902, a resolution recommending approval of the Preliminary Plat of North Dairy as requested by Byron Dahlheimer, with the following conditions:

Conditions:

1. The Preliminary Plat of North Dairy is approved per plat drawing dated signed July 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The existing driveway access located adjacent to the eastern property boundary shall be used / shared with Lot 1, Block 1, North Dairy. No new access(es) will be permitted.
3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
4. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Mike & Erica Heinen – Coordinator Gervais provided a brief background on the proposed Ordinance Amendment explaining that the Heinen's are proposing to add "*Slaughterhouse and Meat Processing Facilities*" as a Permitted Use in the Agricultural (AG) District with specific performance standards relating to licensing and compliance with state and federal regulations, a maximum number of animal units processed each week, and a minimum lot size for said use. Gervais further explained that the Zoning Ordinance currently excludes custom processing or slaughter of animals. The County's original Zoning Ordinance, adopted in 1970, allowed such uses as processing and packaging of agricultural products, including livestock; slaughterhouses; and, rendering plants with approval of a Special Use Permit (now referred to as either a Conditional Use Permit or Interim Use Permit). It is unknown why these uses were intentionally prohibited in the current Zoning Ordinance; however, there is speculation that the reasons may have included negative impacts on septic systems and/or a method to curb non-traditional and/or illegal slaughter of animals.

The Technical Review Committee reviewed the proposed Ordinance Amendment on August 10, 2022 with a lengthy discussion regarding potential impacts on septic systems / handling of sewage, land use impacts, and related state regulations.

Mike and Erica Heinen were present and available to address questions and concerns. Chair Yeager asked the applicants and Planning Commission members for additional questions and comments. Frank Storm questioned if the applicants were planning to open a slaughterhouse if the Ordinance Amendment was approved and, if so, the location of the facility. M. Heinen explained the facility would be located in the large building near the back of his property on Vibo Circle. Jim McCarthy indicated he has cattle production on his farm and may have a conflict of interest; however, he stated a CUP was denied for a composting site due to smell and traffic and cautioned that slaughterhouse and meat processing facilities may cause similar concerns. Jim McCarthy concluded that a tour of a processing facility would be helpful. Chair Yeager opened the public hearing and sought comment.

Senator Mark Koran – 35855 Lincoln Road, Lent Township. Senator Koran provided a brief overview of Minnesota Legislature efforts to reestablish small farms and create new farming opportunities. The legislature has spent a lot of time discussing and has set aside resources for meat processing. The skills of the butcher have fallen away; however, schools are now experiencing waiting lists for such programs. Dollars have been dedicated for resources to assist small farms, establishing a small farm, and opportunity to provide meat locally. Slaughterhouse and meat processing facilities are the last piece of the farming life cycle. The proposed

Ordinance Amendment would help establish local meat processing facilities, a critical component to feed ourselves first instead of the world. Koran stated that he's very supportive of the proposed Ordinance Amendment.

Max Gustafson – 11890 Mentzer Trail, Chisago Lake Township. I have a vested interest in the request since I raise cattle and own property near the Heinens. I sell processed meat to the public, in quarters and halves. There is currently a shortage of this type of processing facility. Currently, I must reserve slots to process meat two years prior to the cattle being ready; it's a real challenge. There is demand for the product. I have a wait list which I can't fulfil. The concept of work and live locally creates a strong interest in the product. It's a real shame during pandemic the obscene profits slaughterhouses were making and taking advantage of the supply chain issue. Farmers were not seeing/making the same profit. Gustafson explained that he transports his cattle to Wisconsin for processing. Farming is not getting any easier with increased input prices. The general public enjoys the rural character of Chisago County, but we need to provide opportunities to people who own the land to make a fair return on their land. I support this request.

Byron Dahlheimer – 33091 Oasis Road, Chisago Lake Township. I was wondering if the proposed meat processing would include deer processing as well or if it could be added to the Ordinance Amendment. Proposed ordinance language has a limit on the number of processed animals; however, fall deer harvest would generate a larger amount.

With no additional persons wishing to speak, ***motion*** by Frank Storm to close the public hearing; second by Jolene Wille. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. Chair Yeager asked Planning Commission members for additional comments. In response to Jim McCarthy's earlier comments, M. Heinen added that rendering is collected in containers, cooled, and picked up daily for removal/processing creating a difference between the proposed slaughterhouse and meat processing facilities and composting facilities. Chair Yeager supported staff's recommendation of a 20-acre minimum for slaughterhouse and meat processing facilities, commenting that setbacks from neighboring properties will be much less of a concern on 20+ acres than 10 acres as proposed. Frank Storm discussed his support for the request and recommended that staff review Sherburne County's Zoning Ordinance which appears to have more performance standards. Jim McCarthy added that it would be nice to see a facility in-person instead of guessing what a meat processing facility would look like. Chair Yeager added that the Planning Commission has the option of requesting that the County Board extend the review period for this request. ***Motion*** by Frank Storm and second by Jim McCarthy to request that the County Board extend the review period by 60 days in order to review Zoning Ordinances for other counties and to work with the applicants to arrange a tour of an existing meat processing facility. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Ordinance Amendment, Chisago County Subdivision Ordinance No. 99-2 – Public Comment is sought on Amending Subdivision Ordinance No. 99-2, Sections 2, 3.06 and 3.07, pertaining to acceptable forms of title evidence for plat approvals. Director Schneider provided a brief background on the Ordinance Amendment pertaining to acceptable forms of and current requirements for title evidence, explaining that the County's current Ordinance is based on State requirements that were in place when the County adopted the Subdivision Ordinance in 1999. Schneider explained that a legal memo prepared by Assistant County Attorney Fuge was provided in the staff report with additional background information, commenting that MN Statute was amended in 2015 to expand the acceptable forms of title evidence that County ordinances could require. Current MN Statute allows for five forms of title evidence, including Abstract of Title, Certificate of Title (Torrens), Title Opinion, Title Commitment, or Title policy. The County Attorney's Office has not offered a recommendation on the proposed Amendment, explaining that the issue is a matter of establishing policy.

Review of the suggested ordinance language followed. Frank Storm asked clarifying questions on the legal memo. Commissioner DuBose commented on Title Commitment/Title Insurance vs Title Opinion and the related costs to landowners, adding that a Title Opinion is just an opinion. Chair Yeager opened the public hearing and sought comment. With no persons wishing to speak, ***motion*** by John Sutcliffe to close the public hearing; second by Jolene Wille. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None. Chair Yeager asked Planning Commission members for additional comments. Frank Storm asked additional questions pertaining to consistency with State Statute. ***Motion*** by Frank Storm and second by Jim McCarthy to recommend approval of the Ordinance Amendment as presented. **Motion passed** 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None.

Public Hearings – Continued Hearings - None

Old Business

Ordinance Amendment, Chisago County Zoning Ordinance No. 8.03 – Director Schneider provided a brief overview of the prior review and edited draft amendments pertaining to Planning Commission membership terms and residency location following redistricting of the County in 2022. The Planning Commission was provided three drafts for consideration:

1. Original August 4, 2022 public hearing draft;
2. Public hearing draft with Chair Yeager's and Commissioner Whitney's suggested amendments; and
3. Public hearing draft with Commissioner Storm's suggested amendments and a County Board Resolution to establish a Planning Commission Workgroup/Supernumeraries

Chair Yeager asked Planning Commission members for comments. Frank Storm questioned who edited his draft resolution (draft #3 noted above). Director Schneider indicated he had edited the draft and did not use exact language; rather, he used a published draft which included Commissioner Storm's concepts. Frank Storm questioned if subsection C.1. needed to have the date of January 1, 2023; Director Schneider indicated it did not. Frank Storm questioned if the remaining two voting members referenced in subsection C.2. were intended to be "at large" members or if that was being removed; Director Schneider indicated that the two members would be "at large." Frank Storm questioned in subsection D. if there was a need to keep the sentence, "The County Board may also designate any county officer or employee as an ex-officio member of the Planning Commission with no voting privileges."; Director Schneider indicated it was existing language and that it could be amended. Frank Storm asked a clarifying question as to the sixth WHEREAS clause in the draft resolution which referenced a six-month duration for the workgroup, commenting that he preferred this to be open-ended or until the Zoning Ordinance update is complete since the update process is taking a considerable amount of time. Schneider indicated that the clause could be amended and the workgroup could be kept open-ended or until the update process is finished. Jim McCarthy indicated he supported the open-ended or until finished option for the workgroup. Discussion followed with Commissioner DuBose providing input on County Board appointments to the Planning Commission. Frank Storm maintained that he did not support the short term appointment in the ordinance, stating that this language does not belong in the ordinance since it is dealing with a short term/unique circumstance created by the County redistricting. Discussion followed between Commission members and Commissioner DuBose on the need for flexibility in filling vacancy appointments, district locations, and determination of qualification for Planning Commission candidates. **By consensus**, the Planning Commission offered support for providing flexibility in filling vacancy appointments and maintaining existing Planning Commission members on the workgroup/supernumeraries until the Zoning Ordinance update has been completed. ***Motion*** by Frank Storm and second by John Sutcliffe directing staff to update draft #3, Commissioner Storm's draft, and draft Resolution No. 22/0921-X for the next Planning Commission meeting with the following changes:

Suggested Edits to draft #3:

1. Remove first part of C.1. (lines 51 through part of 54) and start with the section with "The terms of those members...."
2. Add clarifying language in C.2. as follows, "The remaining two voting at large members...."
3. Add language that includes the concept of flexibility for finding qualified candidates if a limited number of applications are submitted, offering the County Board flexibility to select a Planning Commissioner from a different district to fill appointed vacancy positions with qualified candidates.
4. Remove the following language in D. ~~The County Board may also designate any county officer or employee as an ex-officio member of the Planning Commission with no voting privileges.~~
5. Add language in L. as follows, "From time to time, the county Board may authorize the establishment of workgroups which could include internal members and external stakeholders for the development of ordinances.....".

Motion passed 5-0. Ayes: McCarthy, Sutcliffe, Wille, Storm, and Chair Yeager. Nays: None

New Business – None

Communications and Reports

County Board Liaison Report / Update

County Commissioner DuBose reported that the County Board recently discussed the on-going topic of Planning Commission membership. DuBose also reported that the County Board approved three Conditional Use Permits which included two private campgrounds and an open storage yard; the County Board has spent a large amount of time on labor negotiations and the 2023 budget, noting that increased costs in labor, fuel and equipment have been challenging; and, the recently completed salary study indicated a significant gap in staffing wages compared to similar counties, commenting that some departments are not receiving adequate pay and that, combined with a labor shortage, is making it difficult to fill certain positions.

Miscellaneous – None

Adjourn Meeting – Motion by Frank Storm to adjourn the meeting; second by Jolene Wille. **Motion passed 5-0.** Ayes: McCarthy, Sutcliffe, Storm, Wille, and Chair Yeager. Nays: None. The meeting was adjourned at 8:13 p.m.

Chisago County Request For Board Action

Meeting Date: September 21, 2022

Item Number:

8

Title of Item for Consideration: Byron Dahlheimer "North Dairy" Preliminary Plat

Action Requested by: Kurt Schneider, Director

Department: Environmental Services and Zoning
on behalf of the Chisago County Planning
Commission.

Previous Action on this Matter: None.

Background: Byron Dahlheimer is requesting Preliminary Plat approval of North Dairy. The subject 34.7-acre property is located at 31XXX Park Trail, Chisago Lake Township, (PID #02.00742.00) generally at the NE corner of Oasis Rd. and Park Trail. The request is proposing division of a single 5-acre parcel from the original 34.7-acre tract.

At their meeting of September 1, 2022, the Planning Commission conducted the requisite public hearing and recommended unanimous (5-0) approval of the Preliminary Plat of North Dairy with conditions, per Resolution No. PC2022-0902. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the 120-day agency action deadline is, December 1, 2022. Among the options for the County Board at tonight's meeting are the following:

- Approve the Preliminary Plat, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward in Resolution form by County ESD staff;
- Consider and Approve the Preliminary Plat, generally as recommended by the Planning Commission and County ESD staff, but with modified Conditions determined and approved by the County Board at tonight's meeting (to be codified as part of the formal approval);
- The County Board may Deny the Preliminary Plat for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the initial 120-day period.

Additionally, State Statute directs (but does not mandate) that written reasons for denial be provided to the applicant prior to the end of the 120-day period if extended and be consistent with the reasons stated in the record at the time of denial. Typically, such written reasons are prepared and adopted by the body as part of its denial, or at the next scheduled meeting.

Attachments:

- Draft Resolution of Approval
- Planning Commission Presentation
- Planning Commission Staff Report & Hearing Packet
- Planning Commission Minutes (draft)

Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the SP Farms Plat One Preliminary Plat:

“Move to Approve Resolution No. 22/0921-____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of North Dairy located at 31XXX Park Trail, Chisago Lake Township, (PID #02.00742.00) near the NE corner of Oasis Rd. and Park Trail”

Implications of Action – Recommended Board action grants approval of the North Dairy Preliminary Plat as presented. Once prepared and reviewed, final plat approval will be requested of the Board.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.

Administrator's Recommendation

Approve _____

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 22/0921-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING THE PRELIMINARY PLAT OF NORTH DAIRY
AS REQUESTED BY BYRON DAHLHEIMER

WHEREAS, Byron Dahlheimer and Judy Dahlheimer, property owners, and Byron Dahlheimer, applicant, submitted an application dated received July 29, 2022 and considered complete on August 3, 2022 for the Preliminary Plat of North Dairy; and

WHEREAS, the property owners desire to create one 5-acre parcel from the 34.7±-acre subject site; and

WHEREAS, the subject site is generally located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12 in Chisago Lake Township and is located in the Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 02.00742.00

The Southwest Quarter of the Northwest Quarter (SW¼ of NW¼) of Section Twenty-six (26), Township Thirty-four (34) North, Range Twenty (20) West, Chisago County, Minnesota, LESS THE FOLLOWING DESCRIBED PARCEL: That part of the Southwest Quarter of the Northwest Quarter (SW¼ of NW¼) of Section 26, Township 34 North, Range 20 West, Chisago County, Minnesota, described as follows:

Commencing at the West quarter corner of said Section 26, thence northerly along the west line of Section 26, a distance of 431 feet; thence easterly, deflecting to the right 89°31', a distance of 444.02 feet to the east line of the West 444 feet of the SW¼ of the NW¼ of said Section 26 for the point of beginning; thence continuing easterly, a distance of 506.02 feet to the east line of the West 950 feet of the SW¼ of NW¼ of said Section 26; thence southerly, along said east line, a distance of 431 feet, more or less, to the east-west quarter line of said Section 26; thence westerly, along said quarter line, a distance of 506.02 feet to the east line of the West 444 feet of the SW¼ of the NW¼ of said Section 26; thence northerly, along said east line a distance of 431 feet, more or less, to the point of beginning.

WHEREAS, notice was provided and on September 1, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of North Dairy with conditions per Resolution No. PC2022-0902; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its September 21, 2022 meeting and determined the Preliminary Plat of North Dairy 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 North Dairy, subject to the following conditions:

1. The Preliminary Plat of North Dairy is approved per plat drawing dated signed July 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.

2. The existing driveway access located adjacent to the eastern property boundary shall be used / shared with Lot 1, Block 1, North Dairy. No new access(es) will be permitted.
3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
4. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Commissioner _____ seconded the resolution and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF:

OPPOSED:

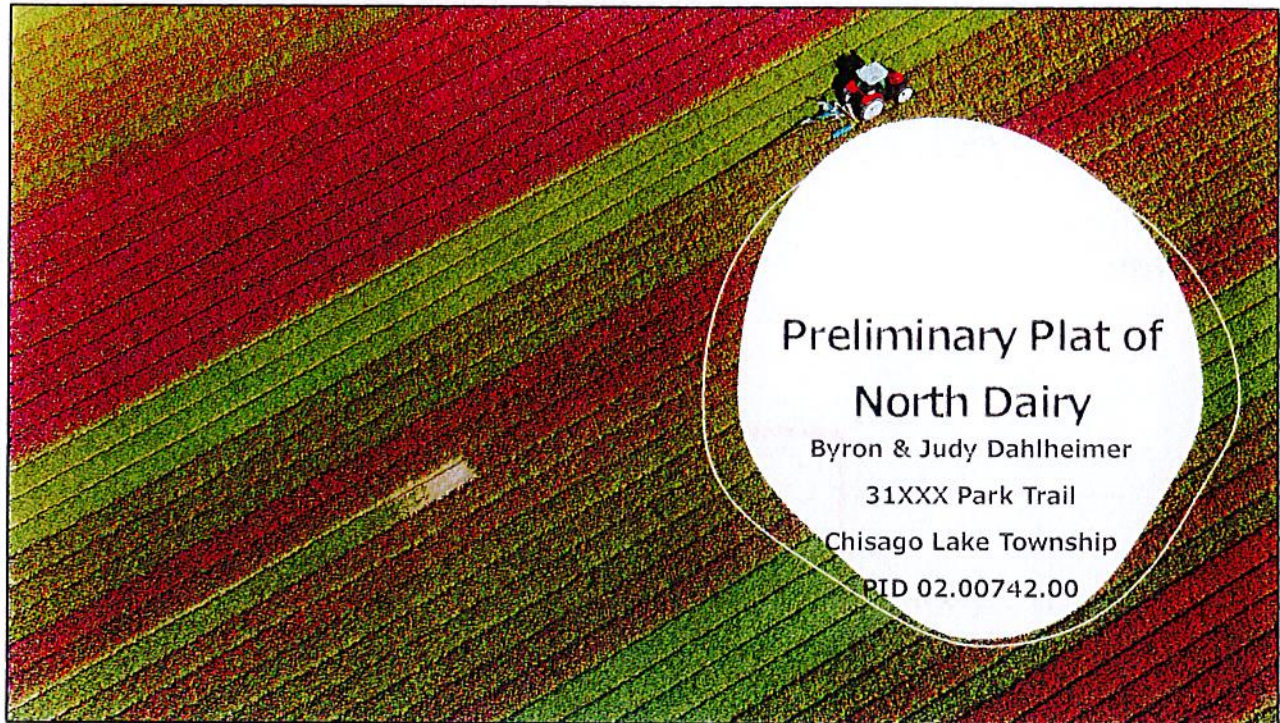
ABSENT:

Whereupon the proclamation was declared duly passed and adopted.

Approved: September 21, 2022

Richard Greene
Chair, Board of Commissioners

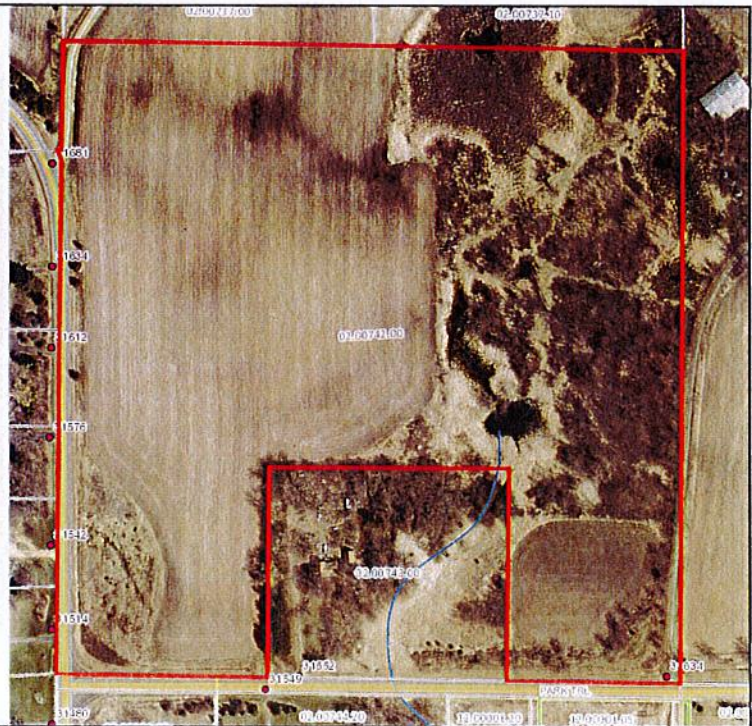
ATTEST: _____
Chase Burnham
County Administrator



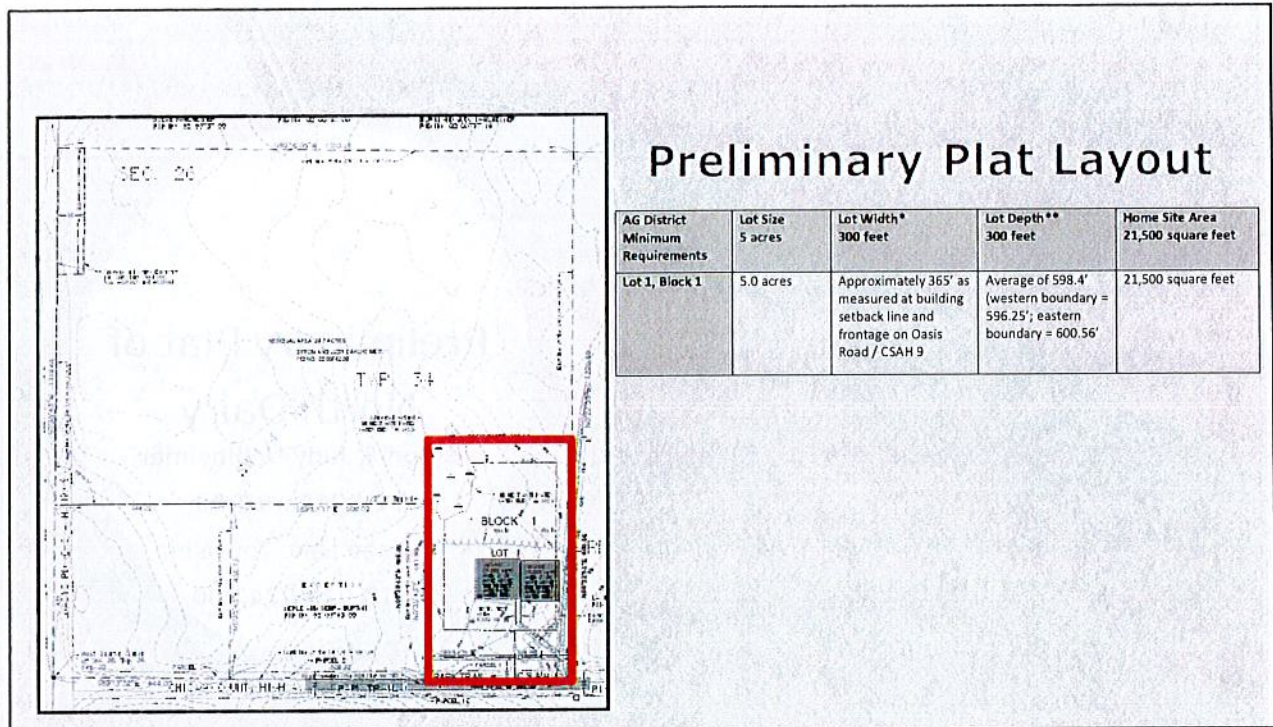
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Site Analysis

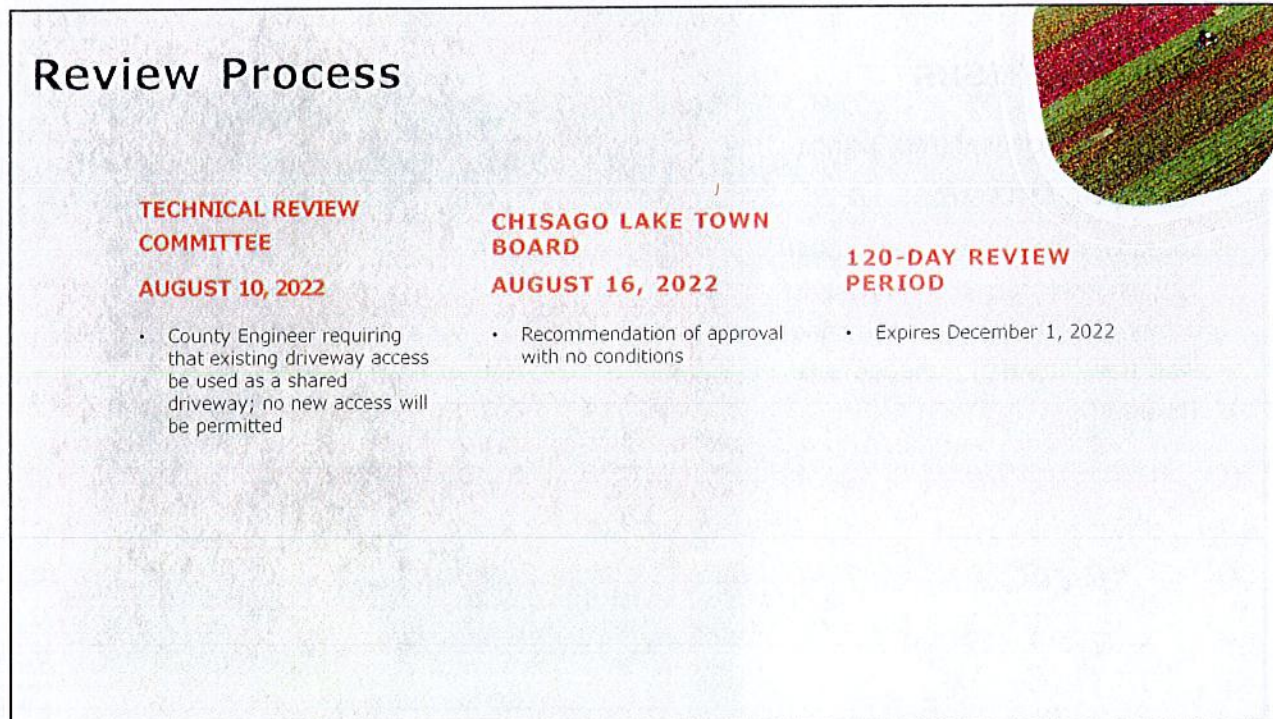
- Zoning – Agricultural (AG) District
- Parcel Size – 34.7 Acres
- Location – 31XXX Park Trail / CSAH 12; generally located at northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12; Chisago Lake Township



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Staff Recommendation

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of the staff report or during the course of the public hearing, **staff recommends approval of the Preliminary Plat of North Dairy with conditions.**

Recommended Condition(s):

1. The Preliminary Plat of North Dairy is approved per plat drawing dated signed July 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The existing driveway access located adjacent to the eastern property boundary shall be used / shared with Lot 1, Block 1, North Dairy. No new access(es) will be permitted.
3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
4. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time if requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

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Options + Action Requested

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of North Dairy with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of North Dairy based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The 120-day review period expires on December 1, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0902, a resolution recommending approval of the Preliminary Plat of North Dairy, with conditions as presented or amended.

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Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Preliminary Plat of North Dairy
 31XXX Park Trail / CSAH 12, Chisago Lake Township
 DATE: September 1, 2022

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider the Preliminary Plat of North Dairy.

SITE & APPLICATION INFORMATION

Property Owner(s):	Byron & Judy Dahlheimer
Applicant(s):	Byron Dahlheimer
General Location:	31XXX Park Trail / CSAH 12 Chisago Lake Township Section 26, Township 34, Range 20
PID:	02.00742.00
Property Area:	34.7 Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District / City of Center City
East:	Agricultural (AG) District
West:	Rural Residential II (RRII) District / Shoreland Management District
Date Application Received:	July 29, 2022
Date Application Complete:	August 3, 2022
120-Day Review Period:	December 1, 2022



BACKGROUND

Property owner Byron Dahlheimer is seeking approval of the Preliminary Plat of North Dairy. The property owner wishes to create one 5-acre parcel from the 34.7-acre tract of land. The remaining acreage is exempted from the platting process given that it's larger than 20 acres in size.

SITE & PROPOSAL ANALYSIS

Dahlheimer's 34.7-acre tract of land is generally located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12 in Chisago Lake Township. The western half and southeastern corner of the subject site, including the area proposed for subdivision, is used for agricultural purposes.

The proposed 5-acre parcel – shown on the attached Preliminary Plat drawing as Lot 1, Block 1 – is located in the southeastern corner of the subject site. Topography of the proposed parcel includes gently sloping elevations of 942' to 951', a wetland area located in the northwestern corner, and heavy vegetation in the northern half. Surrounding properties significantly range in size from 2.3 acres to 46.6 acres with a mixture of residential, agricultural and commercial uses.

The subject site is located in the Agricultural (AG) District and proposed Lot 1, Block 1 is entirely surrounded by the AG District. The purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Below is a table which identifies minimum requirements for the AG District with corresponding information for the proposed parcel. As proposed, the new parcel complies with the County's dimensional requirements.

AG District Minimum Requirements	Lot Size 5 acres	Lot Width* 300 feet	Lot Depth** 300 feet	Home Site Area 21,500 square feet
Lot 1, Block 1	5.0 acres	Approximately 365' as measured at building setback line and frontage on Oasis Road / CSAH 9	Average of 598.4' (western boundary = 596.25'; eastern boundary = 600.56')	21,500 square feet

* Lot width, by definition, is measured at the building setback line. Subdivision Ordinance Section 4.03 Lot Requirements states that "Each lot shall front upon a public street for the minimum lot width required, except as otherwise provided in this Ordinance."

** Lot depth, by definition, is the average distance measured from the front lot line to the rear lot line. Subdivision Ordinance Section 4.03 Lot Requirements states that "the depth of a lot shall not be greater than five times the width."

As part of the review process, the Technical Review Committee reviewed the proposed plat on August 10th. The County Engineer is requiring that the existing driveway access located adjacent to the eastern property boundary be used as a shared driveway. No other issues were identified.

The wetland delineation and soils report / soil borings have been reviewed and verified by County staff.

Preliminary Plats, per Minnesota Statute, are subject to a 120-day review period rather than the more typical 60-day review period applied to land use requests. The 120-day review period for this application expires on December 1, 2022.

TOWNSHIP RECOMMENDATION

The Chisago Lake Town Board reviewed the proposed Preliminary Plat at its August 16th meeting and recommended approval with no conditions.

STAFF RECOMMENDATION

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, staff recommends approval of the Preliminary Plat of North Dairy with conditions (see below) and has prepared a resolution for the Commission's consideration.

Recommended Condition(s):

1. The Preliminary Plat of Dairy One is approved per plat drawing dated signed July 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.

2. The existing driveway access located adjacent to the eastern property boundary shall be used / shared with Lot 1, Block 1, North Dairy. No new access(es) will be permitted.
3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
4. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of North Dairy with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of North Dairy based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The 120-day review period expires on December 1, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0902, a resolution recommending approval of the Preliminary Plat of North Dairy, with conditions as presented or amended.

ATTACHMENTS

1. Application Materials
 - a. Application
 - b. Preliminary Plat drawing
2. Aerial location map (1) – subject site
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2022-0902

CC: Byron Dahlheimer, property owner
County file

Permit # 22-1438

PLANNING ADMINISTRATIVE FORM

Chisago County Department of Environmental Services

Street Location NE corner Park TRLE OASIS Tax Parcel # 02.00742.00

Legal Description _____ E-Mail Address: _____

Owner: Byron Dahlheimer Day Phone _____

Address 33091 Oasis Rd Center City

Applicant (if other than owner) _____ Day Phone ()

Address S26, T34, R20

Type of Request: Variance ☐ Preliminary Plat ☒

Administrative Appeal ☐ Administrative Permit ☐

Conditional Use Permit ☐
(or amendment to CUP)

Ordinance Amendment ☐

Interim Use Permit ☐
(or amendment to IUP)

Rezoning ☐

Applicable section of ordinance: _____

Description of request: 1 Lot PLAT

If Variance Application, Brief
Description of Practical
Difficulty _____

Byron Dahlheimer 7/29/22
Signature of Applicant Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

12-1-22
120 ~~60~~ Day Deadline
(If Application is Complete)

8-3-22
DATE COMPLETE

7-29-22
DATE RECEIVED

Date of Public
Hearing: SEPTEMBER 1, 2022

Questions? Contact the Land Services Coordinator at 651-213-8379

TOWNSHIP PRESENTATION FORM

Street Location NE CORNER Park Trail & OASIS Rd

Legal Description _____

Owner Name Byron Dahlheimer Day Phone: [REDACTED]

Address: 33091 OASIS Rd CENTER City

Applicant : _____ Day Phone: ()
(if other than owner)

Address: _____

Type of Request: Variance ☐ Preliminary Plat ☒

Administrative Appeal ☐ Administrative Permit ☐

Conditional Use Permit ☐ Rezoning ☐
(or amendment to CUP)

Interim Use Permit ☐ Ordinance Amendment ☐

Description of Request: _____

Date of County Public Hearing: SEPTEMBER 1, 2022

Date of Township Presentation: AUGUST 16, 2022

TOWNSHIP ACTION TAKEN

Approved ☒ Denied ☐

Reasons and Conditions: _____

Signature of Township Officers:

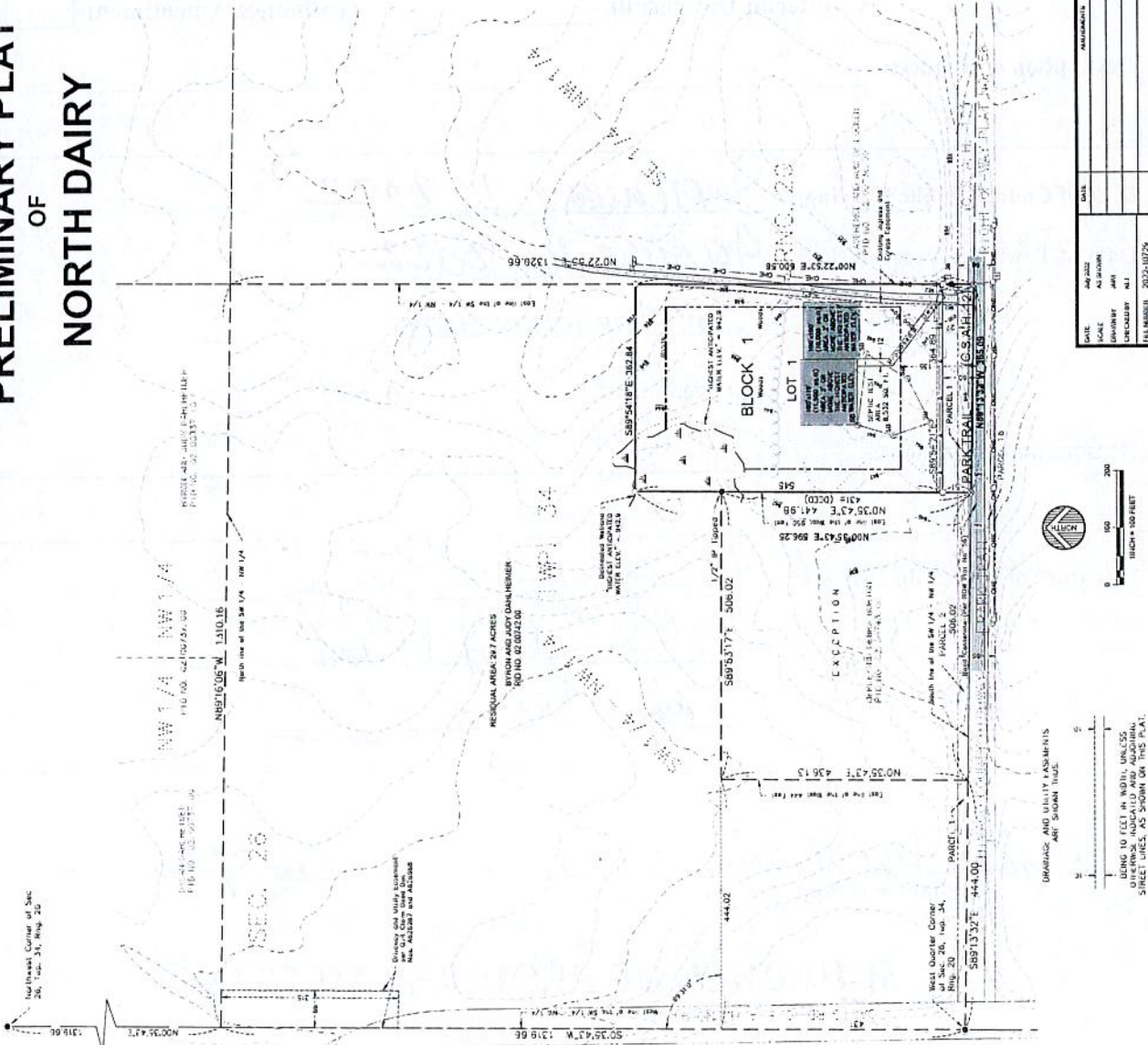
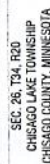
[Signature]
[Signature]
[Signature]

Byron Dahlheimer
Signature of Applicant

7/29/22
Date

SCHEDULE OF REQUIRED MEETINGS

NORTH DAIRY

[illegible]

WIDSETH

Dahlheimer - Aerial Photo

Byron & Judy Dahlheimer, property owners, are requesting approval of the Preliminary Plat of North Dairy, involving the creation of one lot from a 34.7-acre tract. The property is zoned Agricultural (AG) District and located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12, Chisago Lake Township, S26, T34, R20 (PID# 02.00742.00).

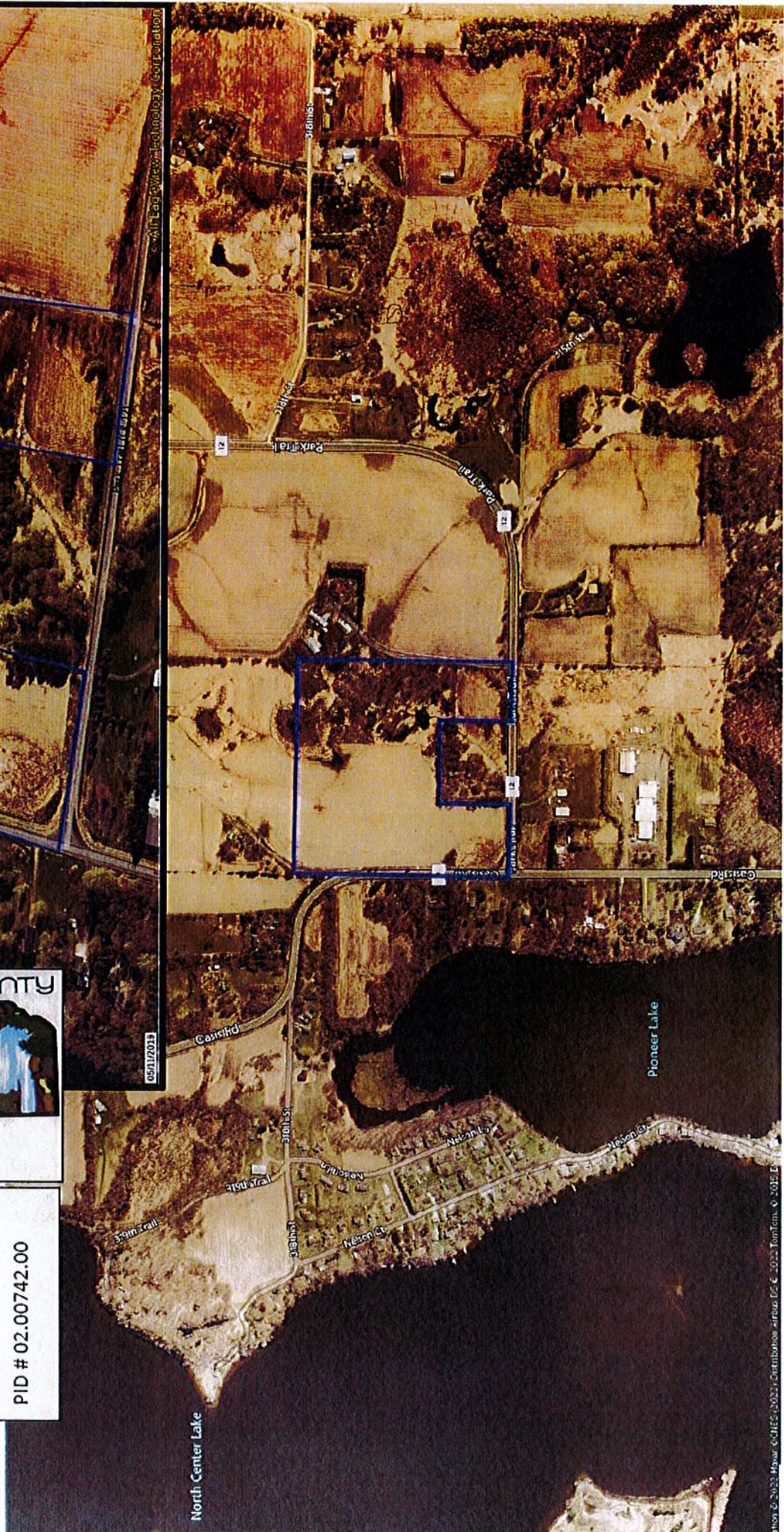
Dahlheimer Property - 



Chisago Lake Township

Sec. 26, T. 34, R. 20

PID # 02.00742.00



Dahlheimer - Aerial Photo

Byron & Judy Dahlheimer, property owners, are requesting approval of the Preliminary Plat of North Dairy, involving the creation of one lot from a 34.7-acre tract. The property is zoned Agricultural (AG) District and located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12, Chisago Lake Township, S26, T34, R20 (PID# 02.00742.00).

Dahlheimer Property - 



Chisago Lake Township
Sec. 26, T. 34, R. 20
PID # 02.00742.00



RESOLUTION NO. PC2022-0902

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF NORTH DAIRY
AS REQUESTED BY BYRON DAHLHEIMER**

WHEREAS, Byron Dahlheimer and Judy Dahlheimer, property owners, and Byron Dahlheimer, applicant, submitted an application dated received July 29, 2022 and considered complete on August 3, 2022 for the Preliminary Plat of North Dairy; and

WHEREAS, the property owners desire to create one 5-acre parcel from the 34.7±-acre subject site; and

WHEREAS, the subject site is generally located at the northeast corner of Oasis Road / CSAH 9 and Park Trail / CSAH 12 in Chisago Lake Township and is located in the Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 02.00742.00

The Southwest Quarter of the Northwest Quarter (SW¼ of NW¼) of Section Twenty-six (26), Township Thirty-four (34) North, Range Twenty (20) West, Chisago County, Minnesota, LESS THE FOLLOWING DESCRIBED PARCEL: That part of the Southwest Quarter of the Northwest Quarter (SW¼ of NW¼) of Section 26, Township 34 North, Range 20 West, Chisago County, Minnesota, described as follows:
Commencing at the West quarter corner of said Section 26, thence northerly along the west line of Section 26, a distance of 431 feet; thence easterly, deflecting to the right 89°31', a distance of 444.02 feet to the east line of the West 444 feet of the SW¼ of the NW¼ of said Section 26 for the point of beginning; thence continuing easterly, a distance of 506.02 feet to the east line of the West 950 feet of the SW¼ of NW¼ of said Section 26; thence southerly, along said east line, a distance of 431 feet, more or less, to the east-west quarter line of said Section 26; thence westerly, along said quarter line, a distance of 506.02 feet to the east line of the West 444 feet of the SW¼ of the NW¼ of said Section 26; thence northerly, along said east line a distance of 431 feet, more or less, to the point of beginning.

WHEREAS, notice was provided and on September 1, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission finds that the Preliminary Plat of North Dairy is consistent with the intent of the County's Zoning and Subdivision Ordinances.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, that the request for Preliminary Plat is hereby recommended for approval, subject to the following conditions:

1. The Preliminary Plat of Dairy One is approved per plat drawing dated signed July 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The existing driveway access located adjacent to the eastern property boundary shall be used / shared with Lot 1, Block 1, North Dairy. No new access(es) will be permitted.

3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
4. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat, unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.

Adopted by the Planning Commission of Chisago County, Minnesota, this 1st day of September, 2022.

James McCarthy _____
Frank Storm _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Chip Yeager
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator

Chisago County Request For Board Action

Meeting Date: September 21, 2022	Item Number: 9
Title of Item for Consideration: Mike & Erica Heinen – Zoning Ordinance Amendment Slaughterhouse and Meat Processing as a Permitted Use in the Agricultural District.	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning - on behalf of the Chisago County Planning Commission
Previous Action on this Matter:	
Background: Mike and Erica Heinen are requesting that the County consider an Amendment to Chisago County Zoning Ordinance Section 3 Definitions and Section 5.06 Agricultural (AG) District, B. Permitted Uses in order to define and allow Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) Zoning District. Alternatively, the Heinens have also presented the alternative that said Slaughterhouse and Meat Processing Facilities could be identified as Conditional Uses within the AG Zoning district. At their meeting of September 1, 2022, the Planning Commission conducted the requisite public hearing and voted 5-0 to recommend extending the review period of the proposed zoning text amendment(s) an additional 60 days. In general summary, the Commission expressed a need for further review of additional performance criteria and ordinance criteria from other jurisdictions and conduct a tour of an operating slaughterhouse/meat processing facility. The current review period expires on October 2, 2022, and if extended would adjust to December 1, 2022 allowing further Planning Commission consideration and Board consideration at the regular meeting dates of October 6th /19th or November 3rd /16th respectively. Please note that recent 60 Day law guidance provided by Minnesota County Insurance Trust (MCIT) Attorney forum does identify that such extensions and applicability of the 60-day law specifically concerning ordinance amendment requests may not be necessary. For current purposes staff forwards and presents the Planning Commissions extension request nonetheless and is in further review of recent MCIT guidance. Pursuant to Minnesota Statute, the current 60-day agency action deadline is October 2, 2022. Among the options for the County Board at tonight's meeting are the following: 1. Adopt the Recommendation of the Planning Commission and extend the time for acting on the application. The County Board may consider extending the initial 60-day period (up to a total of 120 days), if, before the end of the initial 60-day period, it gives written notice of the extension to the applicant. The notification must state the reasons for the extension and its anticipated length, which may not exceed 60 days unless approved by the applicant. Any motion to extend this time period should include, at a minimum, direction to staff to prepare a written notification of the County Board's action "to take up to an additional 60 days to further review the record and make a decision on this application." 2. Approve the Zoning Ordinance amendment request, generally as outlined for consideration in the Staff Analysis and Report or Applicants Request, but with Conditions and Resolution of Approval as determined and approved by the County Board at tonight's meeting (to be codified as part of the formal Ordinance Document publication and recording); 3. The County Board may deny the Zoning Ordinance amendment request stating such reasons for denial as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve).	

Additionally, State Statute directs (but does not mandate) that written reasons for denial be provided to the applicant prior to the end of the initial 60-day period (or 120-day period if extended) and be consistent with the reasons stated in the record at the time of denial. Typically, such written reasons are prepared and adopted by the body as part of its denial, or at the next scheduled meeting.

Attachment(s):

- Planning Commission Presentation
- Planning Commission Staff Report & Hearing Packet
- Draft Ordinance Amendment Document
- Planning Commission Minutes (draft)

Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the September 1, 2022 Chisago County Planning Commission recommendation to extend consideration of the Mike and Erica Heinen request for Amendment to Chisago County Zoning Ordinance to define and allow Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) Zoning District. The suggested motion to approve this action is as follows:

“Move to extend the time for acting on the Mike and Erica Heinen request to Amend Chisago County Zoning Ordinance Section 3 Definitions and Section 5.06 Agricultural (AG) District, B. Permitted Uses or Section 5.06 Agricultural (AG) District, C. Conditional Uses, in order to define and allow Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) Zoning District for a period not to exceed 60 days so as to allow further Planning Commission review no later than November 3rd, 2022, and County Board action no later than November 16th, 2022; and direct staff to issue written notification of the extension authorized by this motion and that such written notification state that the extension is made to allow for evaluation of additional performance and ordinance criteria from other jurisdictions, conduct tour of an operating slaughterhouse/meat processing facility, and receive further Planning Commission recommendation.”

Implications of Action: Recommended Board action of the Planning Commission delays consideration of the Ordinance Amendment request until on or before November 16, 2022.

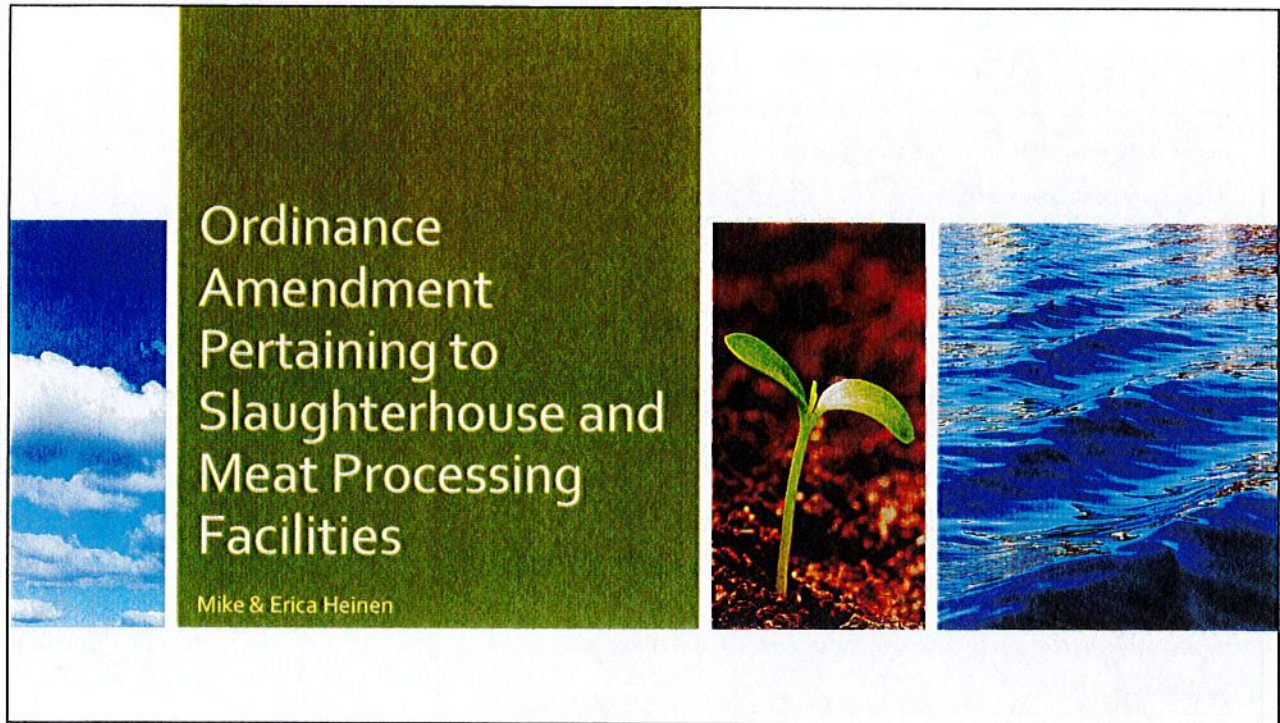
Alternatively, as also outlined the County Board may elect to further discuss the staff report and record materials presented by the applicant and approve or deny the request with adjusted language and performance criteria as determined at the meeting.

Budget/Financial Implications: None.

Legal/Policy Implications: The recommended Board consideration and action(s) are in conformity with generally accepted practices, procedures and interpretations of applicable state statutes and County ordinances and policies. Adoption of an ordinance amendment changes local policy/law on the subject matter presented.

Administrator's Recommendation

Approve	Deny	Other
Motion By:		Seconded by:
To:		
Action on Motion:	Aye	Nay Abstain



1

Purpose of Agricultural (AG) District

According to Zoning Ordinance Section 5.06, the purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas

Current Language

Zoning Ordinance Section 5.06 Agricultural (AG) District, C. Conditional Uses:

"Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair, and the processing and packaging of agricultural products, excluding the custom processing or slaughter of animals"

2

Proposed Ordinance Amendment

The applicants are proposing the following Ordinance Amendment (deleted language shown ~~struck through~~; added language shown underlined):

SECTION 5.06 AGRICULTURAL DISTRICT (A), B. PERMITTED USES

16. Slaughterhouse and meat processing facilities:

- a. Slaughterhouse and meat processing facilities must be licensed and regulated by the applicable Minnesota and federal governing bodies and comply with all applicable state and federal health and safety regulations.
- b. Maximum processing capacity of no more than twenty (20) animal units per week.
- c. Minimum lot size of ten (10) acres.

SECTION 5.06 AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and the processing and packaging of agricultural products, ~~excluding the custom processing or slaughter of animals.~~

SECTION 3 DEFINITIONS

Animal Units

As defined by MN Statutes, Definition 7020.0300 subparagraph 5.

Meat Processing Facilities

A business that slaughters animals and processes the meat for human consumption.

Processing Capacity

The maximum number of animal units that a facility is able to slaughter, hang, cut and package.

Slaughterhouse

A building establishment in which animals are slaughtered, eviscerated or dressed for human consumption.

3

Alternate Option for Proposed Ordinance Amendment

In the event that the Planning Commission and Board of Commissioners do not support Slaughterhouse and Meat Processing Facilities as Permitted Uses but may consider such facilities as Conditional Uses, the applicants are proposing an alternate option (deleted language shown ~~struck through~~; added language shown underlined):

SECTION 5.06 AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair, and the processing, ~~and packaging~~ and retail sales of agricultural products, excluding the custom processing or slaughter of animals that are licensed and regulated by applicable state and federal governing bodies.

4

Review Process



Technical Review Committee

August 10, 2022

- Discussion on impacts on septic systems / handling of sewage, land use impacts, and related state regulations
- No other concerns identified



60-Day Review Period

- Expires on October 2, 2022

5

Staff Recommendation

Staff believes that Slaughterhouse and Meat Processing Facilities, being agriculture related uses, are reasonable uses in the AG District but would recommend that the Planning Commission consider two variations from the applicants' proposed Amendment:

1. Staff recommends that the minimum lot size be 20 acres rather than 10 acres. This recommendation is based on the fact that any parcel created today with less than 20 acres is required to be platted and this type of use is not necessarily compatible with platted lots / rural residential areas. Additionally, traditional agricultural uses tend to be located on parcels greater than 10 acres in size. The larger lot size will also aid in reducing potential negative impacts to surrounding properties.
2. Staff recommends that the proposed performance standards (licensing, animal units, and acreage) be added to Zoning Ordinance Section 7 Performance Standards – as Section 7.32 Slaughterhouse and Meat Processing Facilities – rather than contained within Section 5.06 Agricultural District. This recommendation is based on the fact that performance standards for specific uses are located in Section 7 rather than within sections pertaining to individual zoning districts.

Barring any new or unknown evidence discovered after the completion of this report or during the course of the public hearing, **staff recommends approval of the Ordinance Amendment with the changes noted above** and based on draft Findings of Fact.

6

Options + Action Requested

OPTIONS

1. Recommend that the County Board **approve** the Ordinance Amendment as presented or amended.
2. Should the Planning Commission determine that the proposed Ordinance Amendment does not comply with and/or is not consistent with the intent of County's Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Ordinance Amendment based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion, using Zoning Ordinance Section 8.08 for reference.)*
3. Recommend that the County Board **extend the review period** an additional 60 days to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The current 60-day review period expires on October 2, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0903, a resolution recommending approval of an Ordinance Amendment pertaining to Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) District, as presented or amended.



Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Ordinance Amendment Pertaining to Slaughterhouse and Meat Processing Facilities
 DATE: September 1, 2022

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider an Ordinance Amendment pertaining to Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) District.

APPLICATION INFORMATION

Applicant(s): Mike & Erica Heinen
 Date Application Received: August 1, 2022
 Date Application Complete: August 3, 2022
 60-Day Review Period: October 2, 2022

BACKGROUND

Applicants Mike & Erica Heinen are requesting that the County consider an Amendment to Zoning Ordinance Section 3 Definitions and Section 5.06 Agricultural (AG) District, B. Permitted Uses and C. Conditional Uses in order to define and allow Slaughterhouse and Meat Processing Facilities within the AG District.

Currently Zoning Ordinance Section 5.06 Agricultural (AG) District identifies "*Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair, and the processing and packaging of agricultural products, excluding the custom processing or slaughter of animals*" as a Conditional Use. This exclusionary clause prohibits custom processing of animals within the AG District, which is interpreted by staff to mean commercial processing; however, property owners do have the ability to slaughter and process their animals on their property for their personal consumption.

The explicit exclusion of custom processing or slaughter of animals is contained within the current Zoning Ordinance but is not contained within the 1997 or 1987 versions of the Zoning Ordinance. The County's original Zoning Ordinance, adopted in 1970, allowed such uses as processing and packaging of agricultural products, including livestock; slaughterhouses; and, rendering plants with approval of a Special Use Permit (now referred to as either a Conditional Use Permit or Interim Use Permit). It's unknown to staff why these uses were intentionally prohibited in the current Zoning Ordinance; however, there is speculation that reasons may have included negative impacts on septic systems and/or a method to curb non-traditional and/or illegal slaughter of animals.

PROPOSAL ANALYSIS

The Heinen's written narrative provides an overview of MN Department of Agriculture licensing options, examples of meat processing operations in other MN counties, a description of the regional impact of meat processing, and a proposal to allow Slaughterhouses and Meat Processing Facilities in Chisago

County. Ultimately, the Heinens are proposing to add "*Slaughterhouse and Meat Processing Facilities*" as a Permitted Use in the AG District with specific performance standards relating to licensing and compliance with state and federal regulations, a maximum number of animal units processed each week, and a minimum lot size for said use.

According to Zoning Ordinance Section 5.06, the purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. The applicants are proposing the following Ordinance Amendment (deleted language shown ~~struck through~~; added language shown underlined):

SECTION 5.06 AGRICULTURAL DISTRICT (A), B. PERMITTED USES

16. Slaughterhouse and meat processing facilities:

- a. Slaughterhouse and meat processing facilities must be licensed and regulated by the applicable Minnesota and federal governing bodies and comply with all applicable state and federal health and safety regulations.
- b. Maximum processing capacity of no more than twenty (20) animal units per week.
- c. Minimum lot size of ten (10) acres.

SECTION 5.06 AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and the processing and packaging of agricultural products, ~~excluding the custom processing or slaughter of animals.~~

In addition, the applicants are proposing that Section 3 be amended to include the following definitions (new language shown underlined):

SECTION 3 DEFINITIONS

Animal Units

As defined by MN Statutes, Definition 7020.0300 subparagraph 5.

Meat Processing Facilities

A business that slaughters animals and processes the meat for human consumption.

Processing Capacity

The maximum number of animal units that a facility is able to slaughter, hang, cut and package.

Slaughterhouse

A building establishment in which animals are slaughtered, eviscerated or dressed for human consumption.

In the event that the Planning Commission and Board of Commissioners do not support Slaughterhouse and Meat Processing Facilities as Permitted Uses but may consider such facilities as Conditional Uses,

the applicants are proposing an alternate option (deleted language shown ~~struck through~~; added language shown underlined):

SECTION 5.06 AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair, and ~~the processing, and packaging~~ and retail sales of agricultural products, ~~excluding the custom processing or slaughter of animals that are licensed and regulated by applicable state and federal governing bodies.~~

To explain the reason for the proposed Ordinance Amendment, the attached written narrative states, *"Ranchers, especially small-scale, in the region, state and nation are looking at lead-times in excess of a year if they can find a slot at all. Lack of meat processing capacity means decreasing herd sizes and/or more expense to feed animals waiting for slaughter, which keeps available product lower and prices higher to local consumers. As a critical component to our food supply and economic health, meat processing is a necessary industry that creates jobs and revenue for Minnesota."* The written narrative further explains that the goal is to encourage businesses, especially small-scale businesses like farm-to-table operations, to add to the local economy and food supply chain.

As part of the review process, the Technical Review Committee met with the applicants on August 10th. The committee had a lengthy discussion with the applicants regarding Slaughterhouse and Meat Processing Facilities and impacts on septic systems / handling of sewage, land use impacts, and related state regulations.

The applicants' written narrative references a MN Department of Agriculture document titled "Starting a Minnesota Custom Exempt Meat Plant" ([Starting a Minnesota Custom Exempt Meat Plant \(state.mn.us\)](http://state.mn.us)). This 42-page document addresses all aspects of operating a custom exempt meat plant, including sewage disposal (pages 16-17). The document explains that sewage from meat plants can contain harmful bacteria and custom exempt establishments must meet the following requirements:

- Sewage must be disposed into a sewage system that is separate from all other drainage lines or disposed of through other means sufficient to prevent sewage backup into areas where product is processed, handled, or stored.
- Private disposal systems must have a letter of approval from the regulatory authority.

While there may be concerns with impacts to septic systems, staff notes that it is possible to design a system to accommodate this particular use. When considering the proposed Ordinance Amendment, it's necessary for the Planning Commission to evaluate potential land use impacts and potential impacts to public health, safety and welfare. The issue of septic systems is important but should not be a major factor in the Planning Commission's discussion or recommendation. Again, the Commission's focus should be on land use impacts, and the burden of designing and maintaining a compliant septic system should be placed on the landowner.

In regard to land use impacts and potential impacts to surrounding properties, the written narrative states that a Meat Processing Facility is not necessarily a retail facility (which requires a separate license from the State of MN). The applicants acknowledge that traffic will increase as ranchers drop off their animals and consumers pick up their processed meat, but they believe the increase of traffic will be minimal per their proposed performance standards. The written narrative further explains that *"Animals brought in for slaughter and processing services are typically only held for less than a day and holding pens are cleaned daily. Waste product produced inside the facility or outside is handled according to the*

MN Pollution Control Agency regulations. Essentially, Agricultural land is ideal for meat processing because it is already subject to animal sounds and smells and landowners have distance from each other. The rest of the concerns such as water, wastewater, and byproducts are regulated by state governing bodies such as the MN Dept. of Ag and Pollution Control Agency”.

In order to gain more perspective on the issue of Slaughterhouse and Meat Processing Facilities, staff spoke directly with the MN Department of Agriculture’s (MDA’s) Meat Program Manager who offered the following comments and resources:

- There are currently approximately 260 custom exempt licensed facilities in the State. Approximately one-half to two-thirds of these facilities are located in rural areas of the State.
- The demand for custom exempt facilities is large and only exacerbated by COVID-19. Since COVID-19, the State has licensed approximately 17 new facilities.
- MDA generally supports measures to increase the number of meat processing facilities but understands that Counties may have concerns about potential land use impacts.
- Much work is being done to better understand the “meat processing bottleneck” [Meat Processing Bottlenecks | Minnesota Institute for Sustainable Agriculture \(MISA\) \(umn.edu\)](#)
- Septic systems can absolutely be designed to accommodate Slaughterhouse and Meat Processing Facilities. MDA does not regulate these septic systems but is aware of methods used to design and maintain the life of systems. Ultimately, based on the investment required, it’s in the operator’s best interest to implement methods that will maintain and prolong the life of the system.
- If the County is considering allowing Slaughterhouse and Meat Processing facilities, the County may wish to consider the following factors: hours of operation, rendering plans, number of animal units per week, overnight holding facilities, traffic impacts, road maintenance and/or dust control measures, and adherence to MDA regulations.
- Muhl referenced Rice County as an example of a county that allows Meat Processing Facilities in the Agricultural District and identifies specific performance standards. The excerpt below is taken from the Rice County Zoning Ordinance.

507.04 Standards for Agricultural and Related Uses

- A. **Farm production.** In the RR and VMU Districts, farm production involving livestock is limited to one (1) animal unit per acre, up to a maximum of ten (10) animal units, and shall comply with the provisions of the Rice County Feedlot Ordinance.
- B. **Feedlot.** All feedlots shall comply with the provisions of the Rice County Feedlot Ordinance, and if required, regulations of the Minnesota Pollution Control Agency.
- C. **Agriculturally-oriented business**
 1. **Definition.** Agriculturally-oriented businesses shall be limited to the following:
 - a. Sales, handling and storage of agricultural supplies such as grain, feed, and fertilizer;
 - b. Agricultural equipment sales, storage and repair;
 -  c. Processing of agricultural products, including custom meat processing;
 - d. Livestock sales barns and accessory facilities
 - e. Commercial indoor storage within existing farm buildings
 - f. Production of ethanol and bio-diesel
 2. **Licensing and site plan required.** Rural business licensing and site plan approval shall be required; site plans shall indicate designated parking areas and signage, where present. Adequate off-street parking shall be as determined in the conditional use permit.
 3. **Outdoor storage.** Outdoor storage areas shall be screened from adjacent residences.
 -  4. **Custom meat processing.** All custom meat processing activities, including animal slaughter, shall take place within a completely enclosed building with adequate soundproofing and odor control and will meet all federal and state requirements for humane slaughter and meat inspection.

AMENDMENT FINDINGS OF FACT

Zoning Ordinance Section 8.08 (Amendments and Rezoning) states that the Planning Commission shall consider possible effects of the proposed Ordinance Amendment based upon the following factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

- | | |
|------------|---|
| Factor #1 | Whether the amendment will create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area; |
| Finding #1 | <i>The proposed Ordinance Amendment itself will not create an excessive demand on existing public facilities and/or utilities. However, of the identified public facilities and utilities, the most likely impact of Slaughterhouse and Meat Processing Facilities will be an increased demand on county and township roads. The County finds that applying performance standards to limit the number of animal units allowed on a weekly basis will minimize the impact on roadways and will therefore not create an excessive demand.</i> |
| Factor #2 | Whether the amendment is sufficiently compatible so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development; |
| Finding #2 | <i>The proposed Ordinance Amendment itself cannot be evaluated in terms of compatibility with existing development. However, the County finds that the proposed use of Slaughterhouse and Meat Processing Facilities is a compatible use with the Agricultural (AG) District and meets the goals of the AG District.</i> |
| Factor #3 | The amendment will not cause traffic hazard or congestion; |
| Finding #3 | <i>The proposed Ordinance Amendment itself will not cause traffic hazard or congestion. It is possible that the proposed use of Slaughterhouse and Meat Processing Facilities will cause an increase in traffic; however, the County finds that applying performance standards to limit the number of animal units allowed on a weekly basis will minimize the impact on roadways and will therefore not cause traffic hazards or congestion.</i> |
| Factor #4 | The amendment, in the opinion of the County, is reasonably related to the land use goals of the County and the needs of the greater community; and |
| Finding #4 | <i>The County finds that the proposed Ordinance Amendment is in keeping with the land use goals identified by the Comprehensive Plan and Zoning Ordinance, as described below in Finding #5. The County further finds that the proposed Ordinance Amendment will serve the greater community by improving the current demonstrated lack of meat processing facilities within the County and State, improve circumstances for both farmers and consumers, improve the local food supply, encourage agriculture related businesses, and add to the local economy.</i> |
| Factor #5 | The amendment is consistent with the intent and purposes of the Comprehensive Plan, Zoning Ordinance, and other relevant official land use controls. |
| Finding #5 | <i>The 2017 Chisago County Comprehensive Plan includes an entire chapter (Chapter 5 – Agricultural Element) devoted to agriculture. This chapter emphasizes the importance of agricultural uses, the economic role and impact of agricultural uses, and the need to support agricultural uses. The proposed use of Slaughterhouse and Meat Processing Facilities has a direct connection to traditional agricultural uses (i.e., farming) and is</i> |

therefore consistent with the goals of the Comprehensive Plan. Further, the Zoning Ordinance provides a zoning district – the Agricultural (AG) District – that has an established goal of providing areas to be utilized for agriculture and agriculture related uses. The proposed use of Slaughterhouse and Meat Processing Facilities is an agriculture related use. The County finds that the proposed amendment is consistent with both the Comprehensive Plan and Zoning Ordinance.

STAFF RECOMMENDATION

Staff believes that Slaughterhouse and Meat Processing Facilities, being agriculture related uses, are reasonable uses in the AG District but would recommend that the Planning Commission consider two variations from the applicants' proposed Amendment:

1. Staff recommends that the minimum lot size be 20 acres rather than 10 acres. This recommendation is based on the fact that any parcel created today with less than 20 acres is required to be platted and this type of use is not necessarily compatible with platted lots / rural residential areas. Additionally, traditional agricultural uses tend to be located on parcels greater than 10 acres in size. The larger lot size will also aid in reducing potential negative impacts to surrounding properties.
2. Staff recommends that the proposed performance standards (licensing, animal units, and acreage) be added to Zoning Ordinance Section 7 Performance Standards – as Section 7.32 Slaughterhouse and Meat Processing Facilities – rather than contained within Section 5.06 Agricultural District. This recommendation is based on the fact that performance standards for specific uses are located in Section 7 rather than within sections pertaining to individual zoning districts.

Barring any new or unknown evidence discovered after the completion of this report or during the course of the public hearing, **staff recommends approval of the Ordinance Amendment with the changes noted above** and based on the draft Findings of Fact (above). The attached draft resolution is based on staff's recommendation.

OPTIONS

1. Recommend that the County Board **approve** the Ordinance Amendment as presented or amended.
2. Should the Planning Commission determine that the proposed Ordinance Amendment does not comply with and/or is not consistent with the Intent of County's Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Ordinance Amendment based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion, using Zoning Ordinance Section 8.08 for reference.)*
3. Recommend that the County Board **extend the review period** an additional 60 days to allow for submission of additional supporting documentation and/or further review and consideration, as allowed by Minnesota Statute 15.99. The current 60-day review period expires on October 2, 2022.

ACTION REQUESTED

Motion to adopt Resolution No. PC2022-0903, a resolution recommending approval of an Ordinance Amendment pertaining to Slaughterhouse and Meat Processing Facilities within the Agricultural (AG) District, as presented or amended.

ATTACHMENTS

1. Application materials
 - a. Application
 - b. Written narrative
2. Draft Resolution No. PC2022-0903

CC: Mike & Erica Heinen, applicants
County file

Permit #

2022-1448

PLANNING ADMINISTRATIVE FORM

Chisago County Department of Environmental Services

Recording Fee

\$46

Base Fee

\$525

Wetland or Septic Fees

Plat Compliance Fee

TOTAL FEE

571.00

Street Location

36906 Vibo Cir

Tax Parcel #

09.00370.00

Legal Description

The NE quarter of the NE quarter
of Section 32 Township 35 N,
Range 20 W

E-Mail Address:

Owner:

Mike & Erica Heinen

Day Phone

Address

36906 Vibo Cir, North Branch, MN 55056

Applicant (if other than owner)

Day Phone

()

Address

S 32, T 35, R 20

Type of Request:

Variance

☐

Preliminary Plat

☐

Administrative Appeal

☐

Administrative Permit

☐

Conditional Use Permit

☐

Ordinance Amendment

☒

Interim Use Permit

☐

Rezoning

☐

Applicable section of ordinance:

Section 5.06, Agricultural District, C, line 6

Description of request:

Please see attached proposal

If Variance Application, Brief

Description of Practical

Difficulty

Signature of Applicant

Date of Application

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Date Received

8-1-22

8-3-22

Date Complete

10-2-22

60 / 120 Day Review Period

Date of Public

Hearing:

Sept. 1, 2022

Ordinance Proposal for Meat Processing in Chisago County

Overview

The 2008 Zoning Ordinances currently have a sentence pertaining to meat processing in Chisago County in the Permitted Conditional Use section of Agricultural Zoning (reference Section 5.06 Agricultural District (A), C.6) that reads:

"Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and the processing and packaging of agricultural products, excluding the custom processing or slaughter of animals."

The first reaction to this sentence is to conclude that all meat processing is not permitted on Ag-zoned land, whether regulated or not - livestock or wild game, fish, ducks or chickens. No animals. Without a definition for "custom processing" or specifics on animals, this ordinance as it is leaves the reader with many questions.

Part of the purpose of this proposed ordinance amendment is to educate on meat processing in general - the industry, the need, the governing agencies and regulations, and the facility structure and impact.

First of all, the main governing body for meat processing facilities in the state of Minnesota is the Department of Agriculture. The Dept. of Ag provides guidance in establishing and maintaining meat processing facilities and requires various degrees of licensing depending on the intended consumer of the end products. Briefly, here is a short overview of the 3 types of licensing from the MN Dept. of Ag (Source:

<https://www.mda.state.mn.us/food-feed/starting-meat-poultry-processing-business>):

1. Custom Exempt Processors

A custom meat processor is defined in state and federal law as a plant that does not require continuous inspection because they only process meat for the owner of the animal. The meat, poultry, or wild game cannot be sold and can only be consumed by the owner, the owner's immediate family, and non-paying guests. Custom processed meat must be identified "NOT FOR SALE". Businesses that operate under this exemption are inspected by the State Inspection Programs or by FSIS/USDA on a regular basis. However, inspections of these operations are conducted less frequently than operations under continuous inspection.

According to Meat Program Manager, Levi Muhl, the MN Dept. of Ag recommends all new meat processors start with this license and transition to Equal To (E2) or USDA inspected facilities as they gain experience.

Also addressed is Wild Game Processing which is also considered a custom exempt meat processing operation that may need to obtain a license and custom exempt plant permit, allowing them to process wild game and fowl for the owners of those products.

2. Equal To

Minnesota state "equal to" (E2) plants can produce and process meat and poultry products for wholesale within the state; these plants are under continuous inspection by the Minnesota Meat and Poultry Inspection Program. Minnesota is one of 27 states with a Meat and Poultry Inspection Program considered at least equal to the federal meat and poultry inspection program of the United States Department of Agriculture (USDA). Establishments in Minnesota's "Equal To" (E2) program operate under the requirements as set by the Federal Meat Inspection Act or the Poultry Products Inspection Act.

3. USDA

Businesses that want to produce and sell their products in other states and/or for export to other countries must be inspected by the United States Department of Agriculture (USDA) Food Safety and Inspection Service (FSIS). These businesses may slaughter their own animals or purchase their products from other FSIS/USDA inspected sources and further process these products under continuous inspection.

Meat Processing in MN

The MN Dept. of Ag offers a 42-page document titled "Starting a Minnesota Custom Exempt Meat Plant" that offers guidance on business planning; building and plumbing plans; well and septic requirements; facilities, equipment, and sanitation; and other regulatory requirements such as record keeping, product labeling and product storage. Inspectors and other personnel make themselves available for questions and information throughout the planning, building, and start-up processes and beyond. They have already been a remarkable resource.

The number changes often, especially with the state and federal governmental push to expand meat processing, but there are currently 254 custom exempt licensed facilities, 28 E2 slaughter plants, 28 E2 processing plants (no slaughter), and 164 USDA inspected facilities in the state of MN (these facilities include poultry and egg). Each of these facilities not only has to comply with MN Dept. of Ag regulations, but regulations set forth by the MN Pollution Control Agency for septic and wastewater management and the MN Board of Animal Health for carcass and by-product disposal.

The Dept. of Ag does not have data to divide the rural and commercially located facilities, so further research was done to see what a small rural, well and septic, meat processing facility looked like in other regions of the state. The following is a list of just a few rural facilities and their respective capacity and county jurisdiction.

Business Name	Animal Capacity (units of cattle)	County
Wild Hog Meats	9-11 per week	Isanti
Bergen Meats	9 per week	Jackson
Sherpsky Meat Processing	15 per week	Wadena
PStar Meats	12 per week	Redwood
Brent's Butchering	10 per week	Aitkin

These facilities have similar characteristics to the facility planned by Heinen Farm & Ranch (especially that they are all rural and on well and septic) and one, Wild Hog Meats in Princeton, allowed a visit to gather information and ask questions about their processes and facility.

Set back off of MN County Rd 5 NW in Princeton, MN, Wild Hog Meats operates under an Interim Use permit in a building that combines their residence with the meat processing. Owner Dean Sundeen has a mobile slaughter unit which he takes to the customer's ranch and brings back beef quarters (or halves of hogs) for processing. Once the meat is brought into the facility, it hangs in the 12' x 14' meat cooler for 10 days (beef) and is then ready for cutting, further processing and packaging in a separate room (about 16' x 14'). With a Custom Exempt license from the MN Dept of Ag, Wild Hog is inspected a minimum of quarterly and keeps all records needed for the inspector. Though not a state-of-the-art facility, they are able to process 9-11 animal units per week and even offer services such as grinding (standard for most facilities), smoking, and sausage making. They have a private well and septic that service the home and business portions and have a rendering service that picks up animal by-products weekly. The owners of Wild Hog have never had an infraction and are to capacity with work for returning customers. According to Trina Bergloff in the Isanti County Zoning Dept., meat processing is permitted on Ag land with an Interim Use permit under "Extended home occupation", which is the permit Wild Hog is under. In addition, Mrs. Bergloff advised that in October 2021 an ordinance was passed (proposed by a citizen) that allowed for Slaughterhouses on Ag land (see Appendix A).

Most other rural facilities in the state of MN offer on-site slaughter and either compost by-products or have them taken out by a rendering service. Heinen Farm & Ranch is planning for on-site slaughter, a capacity of 10-20 beef animal units per week (cattle and pigs, where 2 pigs = 1 cow) and a rendering service for animal hides and by-product collection. We are working with Boettcher Excavating & Septic in Cambridge, MN on design, installation and maintenance of the

septic and water treatment systems, as they are certified by the MN Pollution Control Agency for these services and will ensure everything is to code. Rendering services would be performed by Sanimax with a plant in S. St. Paul, MN (see Appendix B). There are several ways to accomplish the same goal in this industry. What's important is to meet or exceed the requirements of the governing bodies.

Another facility, PStar Meats in Clements MN, has been in operation for 3 years and started as a butcher for his own as well as friends' and families' animals because he was unable to find availability at regional processors. Located in Redwood County, he also had to work with the county to gain the ability to butcher on his rural land. As a result of his efforts, Redwood County recognized the need and currently has Draft Ordinances that include livestock processing on Ag land under a Conditional Use Permit (Source:

<https://redwoodcounty-mn.us/departments/environmental-office/draft-redwood-county-zoning-or-dinance/>). More and more, the subject of meat processing is causing counties to reevaluate and update regulations. Sherburne County, in fact, has a separate document for slaughterhouse activities that defines "animal", "custom processing", "custom processor", "meat food product" and "slaughter house". Unfortunately for that county, the Slaughterhouse Activities Ordinance 1. Ignores the effectiveness of small scale operations in slaughter and processing operations 2. Sets them up to have to establish and enforce a slew of regulations concerning odors, noise, traffic and waste disposal even for operations processing even 1 animal per day and 3. Focuses only on non-inspected facilities calling them "custom processors" without acknowledging licensed custom exempt processors who are under intermittent inspection by the Mn Dept of Ag. In effect, they have created conditions that would allow only large scale processors to consider jumping through the hoops to operate in their county.

Regional Impact of Meat Processing

Ranchers, especially small-scale, in the region, state and nation are looking at lead-times in excess of a year if they can find a slot at all. Lack of meat processing capacity means decreasing herd sizes and / or more expense to feed animals waiting for slaughter, which keeps available product lower and prices higher to local consumers. As a critical component to our food supply and economic health, meat processing is a necessary industry that creates jobs and revenue for Minnesota.

As an illustration of the regional meat processing shortage, we called four processors to process 4 beef cattle (In early May 2022) and this was the response:

Cherry Hill Meat Processing - No bookings available / Not taking new customers

Deutschland Meats - Was not interested in taking on any more meat processing

Lutz Cuts Meat Processing - Booked out until April 2023 and not taking new customers

The Hungry Farmer Meat Co. - Availability for February 2023

Each of these establishments welcomed a new meat processor in the area - they are overwhelmed. We are looking to ease that burden by building a small facility on our 120 acres in Sunrise Township.

Obviously, the positive impact of meat processing on the local economy and food supply chain is substantial. But, drilling down to a smaller scale, what is the immediate impact of a meat processing facility on Ag land?

First, it is important to note that the size of the facility dictates the capacity. The cooler is where the meat spends the most time prior to processing, therefore the square footage of the cooler will ultimately limit the number of animals that can be slaughtered and hung. Heinen Farm & Ranch plans for a maximum capacity of 20 cattle units (2 hogs = 1 cow unit) per week.

What about traffic, odor and noise? A meat processing facility is not necessarily a retail facility - that is a separate license. Traffic certainly increases to a small degree as ranchers drop off their animals and consumers pick up their processed meat. Remember, a licensed custom exempt facility can not sell the meat they process - they are only offering the service. The rancher is the one selling "shares" via private treaty of their animal. An E2 or USDA facility can sell to the public (E2 can sell only to MN consumers). This requires an additional license and can be done by internet sales or a retail location, which is subject to another round of local, state and federal laws. Animals brought in for slaughter and processing services are typically only held for less than a day and holding pens are cleaned daily. Waste product produced inside the facility or outside is handled according to the MN Pollution Control Agency regulations. Essentially, Agricultural land is ideal for meat processing because it is already subject to animal sounds and smells and land owners have distance from each other. The rest of the concerns such as water, wastewater, and byproducts are regulated by state governing bodies such as the MN Dept. of Ag and Pollution Control Agency.

Proposal

We are asking Chisago County's governing bodies to review, research and rewrite the ordinance(s) that govern the business of meat processing. We, Mike and Erica Heinen, have excellent technical resources to share as well as individuals with real world knowledge and experience. We can set up a facility tour with an existing operation in MN, bring in MN Dept of Ag inspectors and program managers and will do whatever else helps to make sense of the subject.

What we are asking today is to consider the following ordinance amendment:

In Section 5 (Zoning Districts), Subsection 5.06 (Agricultural District), C. (Conditional Uses), Line 6, change to:

"Agriculture oriented businesses such as grain and feed sales, sawmills, implement

sales, implement repair and the processing, packaging and retail sales of agricultural products." *(NOTE: Please consider how this language interacts and affects the MN Cottage Food Producer Laws and other applicable state and federal laws.)*

In Section 5 (Zoning Districts), Subsection 5.06 (Agricultural District), B. (Permitted Uses), add Line 16:

"16. Slaughterhouse and meat processing facilities

- a. Slaughterhouse and meat processing facilities must be licensed and regulated by the applicable Minnesota and federal governing bodies and comply with all applicable state and federal health and safety regulations.
- b. Maximum processing capacity of no more than 20 animal units per week.
- c. Minimum lot size of 10 acres"

In addition, the Definitions section will need updating to include definitions for:

Slaughterhouse - A building establishment in which animals are slaughtered, eviscerated or dressed for human consumption.

Meat processing facilities - A business that slaughters animals and processes the meat for human consumption.

Animal units - As defined by MN Statutes, Definition 7020.0300 subparagraph 5.

Processing capacity - The maximum number of animal units that a facility is able to slaughter, hang, cut and package.

Alternately, please consider leaving meat processing in the Conditional Use section with language such as:

"Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and processing, packaging and retail sales of agricultural products that are licensed and regulated by applicable state and federal governing bodies."

Ultimately, we believe the goal is to encourage businesses, especially small scale like farm-to-table operations, to add to our economy and food supply chain. We hope that we've helped in understanding the process and we welcome questions and further discussion.

THANK YOU FOR YOUR TIME AND CONSIDERATION

Appendix A
Pg. 1

A498206

Fees: \$0

Pages: 2

Isanti County Office of

Recorder/Registrar of Titles

Certified, Filed, and/or Recorded on:

November 17, 2020 8:34 AM

Karen M Long Recorder

Well Cert. () Rec'd () Not Req'd

Received from: ISANTI COUNTY ZONING

Returned To: ISANTI COUNTY ZONING

555 18TH AVE SW

CAMBRIDGE, MN 55008

NOTICE IS HERBY GIVEN that the Isanti County Board of Commissioners took action at a public hearing on October 21, 2020, to make the following amendment to the Isanti County Zoning Ordinance as it relates to a Slaughterhouse.

The ordinance as amended will read as follows:

Section 4 Rules and Definitions

Subdivision 2. Definitions

Slaughterhouse. A building establishment in which animals are slaughtered, eviscerated, or dressed for human food.

Section 6 Agriculture District

Subdivision 4. Interim Uses

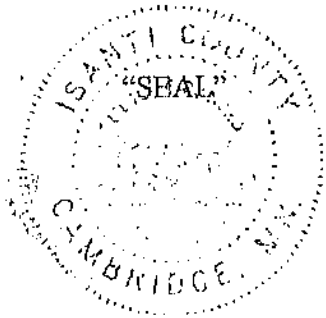
#18. Slaughterhouse

- a. Owner/operator must reside on the premises and have homestead status.
- b. Minimum lot size of ten acres.
- c. Slaughtering of livestock including the harvested waste must take place indoors inside a closed building and the harvested waste must be properly composted onsite or offsite disposal via a licensed rendering company.
- d. Must adhere to licensure requirements from the Minnesota Department of Agriculture and US Department of Agriculture.
- e. The facility must obtain/maintain all necessary federal, state and county licenses and approvals and comply with all state and federal health and safety regulations.
- f. Animal holding areas must be compliant with Minnesota Pollution Control regulations.

Appendix A

pg. 2

Adopted by the Isanti County Board of Commissioners on the 21st day of October 2020.



A handwritten signature in cursive script, reading "Julie Lines", is written over a horizontal line.

Julie Lines

Isanti County Administrator



Appendix B
Pg. 1

Proud to transform it all

7/27/2022

To: Whom it may Concern

From: Sanimax-South Saint Paul

Re: Heinen Farm and Ranch LLC rendering service

Please be advised that Sanimax will provide inedible rendering service to Heinen Farm and Ranch LLC in North Branch, MN. The material Sanimax will pick up at this location is not for human consumption. The material we will collect for rendering includes animal harvest biproduct and fat & bone trim from processing. The intent is to service the location weekly on harvest day collecting animal harvest biproduct. An additional weekly service for fat & bone trim can also be done. Sanimax also intends to collect beef hides from the animals harvested at Heinen Farm and Ranch LLC.

Our facility is located in South Saint Paul, MN and is licensed by the Minnesota Board of Animal Health.

After processing, the finished products we produce from these by-products are classified as inedible and not for human consumption; but are used in the oleo-chemical, feed, and fuel industries.

If you have any questions or need further information, please feel free to contact me.

Thank You,

Please find attached current Sanimax Renderer License.

Larry Heacock
Procurement Account Manager



Proud to transform it all

Permit Number: **MN 143286**

SANIMAX

located at 505 Hardman Ave in South St. Paul, Dakota Co., MN has permission to engage in the following within the state of Minnesota for a period of one year ending June 30, 2023:

- ☒ Rendering animal carcasses
- ☒ Rendering by-products of animals, including scraps and grease
- ☒ Hauling carcasses or renderable by-products over public roads
- ☒ Contract with business(es) for hauling
- ☐ Collecting/reload station
- ☐ Fur Farm
- ☐ Pet food processing
- ☒ Haul for private producer(s)/owner(s)

It is the responsibility of the above named facility to fully comply with all applicable MN statutes and rules.

June 30, 2022

Issue Date

Brian J. Hoefs, DVM

Brian Hoefs, DVM
Authorized Official

RESOLUTION NO. PC2022-0903

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF AN ORDINANCE AMENDMENT PERTAINING TO SLAUGHTERHOUSE
AND MEAT PROCESSING FACILITIES WITHIN THE AGRICULTURAL (AG) DISTRICT**

WHEREAS, Chisago County Zoning Ordinance Section 5.06 states that the purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas; and

WHEREAS, Zoning Ordinance Section 5.06 expressly prohibits “custom processing or slaughter of animals” within the AG District; and

WHEREAS, Mike Heinen & Erica Heinen, applicants, submitted an application dated received August 1, 2022 and considered complete on August 3, 2022 for an Ordinance Amendment to Zoning Ordinance Section 5.06 Agricultural (AG) District, B. Permitted Uses and C. Conditional Uses in order to allow Slaughterhouse and Meat Processing Facilities as Permitted Uses subject to specific performance standards; and

WHEREAS, notice was provided and on September 1, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Amendments and made the following findings per Zoning Ordinance Section 8.08, D.:

Factor #1 Whether the amendment will create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #1 The proposed Ordinance Amendment itself will not create an excessive demand on existing public facilities and/or utilities. However, of the identified public facilities and utilities, the most likely impact of Slaughterhouse and Meat Processing Facilities will be an increased demand on county and township roads. The County finds that applying performance standards to limit the number of animal units allowed on a weekly basis will minimize the impact on roadways and will therefore not create an excessive demand.

Factor #2 Whether the amendment is sufficiently compatible so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #2 The proposed Ordinance Amendment itself cannot be evaluated in terms of compatibility with existing development. However, the County finds that the proposed use of Slaughterhouse and Meat Processing Facilities is a compatible use with the Agricultural (AG) District and meets the goals of the AG District.

Factor #3 The amendment will not cause traffic hazard or congestion;

Finding #3 The proposed Ordinance Amendment itself will not cause traffic hazard or congestion. It is possible that the proposed use of Slaughterhouse and Meat Processing Facilities will

cause an increase in traffic; however, the County finds that applying performance standards to limit the number of animal units allowed on a weekly basis will minimize the impact on roadways and will therefore not cause traffic hazards or congestion.

- Factor #4 The amendment, in the opinion of the County, is reasonably related to the land use goals of the County and the needs of the greater community; and
- Finding #4 *The County finds that the proposed Ordinance Amendment is in keeping with the land use goals identified by the Comprehensive Plan and Zoning Ordinance, as described below in Finding #5. The County further finds that the proposed Ordinance Amendment will serve the greater community by improving the current demonstrated lack of meat processing facilities within the County and State, improve circumstances for both farmers and consumers, improve the local food supply, encourage agriculture related businesses, and add to the local economy.*
- Factor #5 The amendment is consistent with the intent and purposes of the Comprehensive Plan, Zoning Ordinance, and other relevant official land use controls.
- Finding #5 *The 2017 Chisago County Comprehensive Plan includes an entire chapter (Chapter 5 – Agricultural Element) devoted to agriculture. This chapter emphasizes the importance of agricultural uses, the economic role and impact of agricultural uses, and the need to support agricultural uses. The proposed use of Slaughterhouse and Meat Processing Facilities has a direct connection to traditional agricultural uses (i.e, farming) and is therefore consistent with the goals of the Comprehensive Plan. Further, the Zoning Ordinance provides a zoning district – the Agricultural (AG) District – that has an established goal of providing areas to be utilized for agriculture and agriculture related uses. The proposed use of Slaughterhouse and Meat Processing Facilities is an agriculture related use. The County finds that the proposed amendment is consistent with both the Comprehensive Plan and Zoning Ordinance.*

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends approval of the request for Ordinance Amendment as follows (deleted language shown ~~struck through~~; added language shown underlined):

SECTION 3 DEFINITIONS

Animal Units

As defined by MN Statutes, Definition 7020.0300 subparagraph 5.

Meat Processing Facilities

A business that slaughters animals and processes the meat for human consumption.

Processing Capacity

The maximum number of animal units that a facility is able to slaughter, hang, cut and package.

Slaughterhouse

A building establishment in which animals are slaughtered, eviscerated or dressed for human consumption.

SECTION 5.06 AGRICULTURAL DISTRICT (A), B. PERMITTED USES

16. Slaughterhouse and meat processing facilities in accordance with Section 7.32.

SECTION 5.06 AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and the processing and packaging of agricultural products, ~~excluding the custom processing or slaughter of animals.~~

SECTION 7 PERFORMANCE STANDARDS

7.32 Slaughterhouse and Meat Processing Facilities

A. Purpose.

The purpose of this Section is to allow for slaughterhouse and meat processing facilities to be established in appropriate area and developed in a manner as to not adversely impact surrounding land uses and the public safety.

B. Performance Standards.

1. Slaughterhouse and meat processing facilities must be licensed and regulated by the applicable Minnesota and federal governing bodies and comply with all applicable state and federal health and safety regulations.
2. Maximum processing capacity of no more than twenty (20) animal units per week.
3. Minimum lot size of twenty (20) acres.

Adopted by the Planning Commission of Chisago County, Minnesota, this 1st day of September, 2022.

James McCarthy _____
Frank Storm _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Chip Yeager
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator

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15 CHISAGO COUNTY, MINNESOTA
16 ORDINANCE NO. _____
17

18 AN ORDINANCE AMENDING SECTION 3. DEFINITIONS AND SECTION 5.06.
19 AGRICULTURAL DISTRICT (A), B. PERMITTED USES AND C. CONDITIONAL
20 USES OF THE CHISAGO COUNTY ZONING ORDINANCE NO. 08-03 BY ADDING
21 DEFINITIONS AND AMENDING LANGUAGE PERTAINING TO
22 MEAT PROCESSING FACILITIES
23

24 Now therefore be it resolved that the Chisago County Board of Commissioners hereby ordains
25 that Section 3 and Section 5.06, B. and C. of Chisago County Zoning Ordinance No. 08-03 are
26 amended as follows:
27

28 SECTION 3. DEFINITIONS
29

30 *Section 3 shall be amended to include the following definitions (new language shown*
31 *underlined):*
32

33 Animal Units

34 As defined by MN Statutes, Definition 7020.0300 subparagraph 5.
35

36 Meat Processing Facilities

37 A business that slaughters animals and processes the meat for human consumption.
38

39 Processing Capacity

40 The maximum number of animal units that a facility is able to slaughter, hang, cut and
41 package.
42

43 Slaughterhouse

44 A building establishment in which animals are slaughtered, eviscerated or dressed for
45 human consumption.

SECTION 5.06. AGRICULTURAL DISTRICT (A), B. PERMITTED USES

Section 5.06, B. shall be amended to include the following language (new language shown underlined):

16. Slaughterhouse and meat processing facilities:

- a. Slaughterhouse and meat processing facilities must be licensed and regulated by the applicable Minnesota and federal governing bodies and comply with all applicable state and federal health and safety regulations.
- b. Maximum processing capacity of no more than twenty (20) animal units per week.
- c. Minimum lot size of ten (10) acres.

SECTION 5.06. AGRICULTURAL DISTRICT (A), C. CONDITIONAL USES

Section 5.06, C. shall be amended as follows (deleted language shown ~~stricken~~):

5. Agriculture oriented businesses such as grain and feed sales, sawmills, implement sales, implement repair and the processing and packing of agricultural products, ~~excluding the custom processing or slaughter of animals.~~

This Ordinance shall become effective upon passage and publication.

Passed and approved this ____ day of _____, 2022, by the Chisago County Board of Commissioners.

Richard Greene
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Published on the ____ day of _____, 2022.

Drafted by:
Chisago County Department of Environmental Services
313 N. Main Street, Suite 240
Center City, MN 55012

Chisago County Request For Board Action

Meeting Date: September 21, 2022	Item Number: 10
Title of Item for Consideration: Subdivision Ordinance No. 99-2 Amendment - Forms of Title Evidence for Plat Approvals	
Action Requested by: County Board	Department: Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: On April 20, 2022, the County Board of Commissioners requested that the County Attorney's Office review the provisions of the Chisago County Subdivision Ordinance that address and require the submission of certain forms of title evidence for the review and approval of final plats. The Board of Commissioners also requested the County Attorney's Office draft proposed amendments to the Subdivision Ordinance to require title evidence if the law allows forms of title evidence other than an abstract of title and title opinion or certificate of title and title opinion. On August 3, 2020, the County Attorneys Office presented formal summary and Legal Memo of July 27, 2022, to the County Board of Commissioners concerning Title Evidence Options for Final Plat Review and Approval under the 1999 Chisago County Subdivision Ordinance and Minnesota Statutory Language – Both Past and Present. Statutory amendment changes resulting from 2015 Minnesota Session Laws and the importance, types, and forms of evidence of title were specifically discussed within the legal review. On August 3, 2020, the Board was presented with two options for consideration; Option 1 take no action and leave the Subdivision Ordinance in its present form; Option 2 consider, develop, and eventually enact amendments to the Subdivision Ordinance that would provide for the submission of title evidence in one or more of the five forms allowed pursuant to present law (Ref. 2015 Minnesota Session Laws). The County Board furthered consideration of Option 2 referring to the Chisago County Planning Commission a Draft Amendment to the Chisago County Subdivision Ordinance to Revise the Title Evidence Requirements for Review and Approval of Final Plats and to Call for a Public Hearing.	
Background: Chisago County Subdivision Ordinance 99-2 identifies the type of title evidence that a subdivider must submit for final plat review and approval. The present language of Subdivision Ordinance 99-2 reflects the types of title evidence that the State law then recognized at that time as being acceptable forms of title evidence. When the County Board of Commissioners enacted the Subdivision Ordinance in May 1999, Minnesota Statutes section 505.03, Subd.1, required plats to be presented for approval with “an abstract and certificate of title.” State law only allowed title evidence to be submitted in the form of either an abstract of title, if abstract property, or a certificate of title, if registered title or “Torrens” property. Cities and counties could not allow the submission of other forms of title evidence for plat review and approval at that time. In May 2015, the Minnesota Legislature amended Minnesota Statutes section 505.03, Subd 1 to its present language, which affords municipal bodies such as the board of county commissioners to accept and choose from five forms of satisfactory title evidence. The five forms of satisfactory title evidence include abstract of title, certificate of title, title opinion, title commitment, or title policy.	

At their meeting of September 1, 2022, the Planning Commission accepted the County Board of Commissioners referral for consideration and conducted a public hearing concerning the Draft Amendment to Chisago County Subdivision Ordinance 99-2 to Revise the Title Evidence Requirements for Review and Approval of Final Plats. Upon conclusion of the requisite public hearing, the Planning Commission recommended unanimous (5-0) approval of the Subdivision Ordinance 99-2 amendment language as provided and prepared by the County Attorney's Office as attached.

Attachment(s):

- Draft Ordinance #----- Amendments to Sections 2, 3.06 and 3.07 of Chisago County Subdivision Ordinance 99-2 (*In summary publication form*)
- Planning Commission Minutes (draft)

Action Requested/Recommended: It is respectfully requested that the Chisago County Board consider the forms of title evidence that the County requires subdividers to submit for approval of final plats and to adopt one of the following two motions:

- ☐ Option 1: *"Move to adopt Ordinance #_____, Amending Sections 2, 3.06 and 3.07 of Chisago County Subdivision Ordinance 99-2 as presented and for summary publication and recording pursuant to law."*

OR

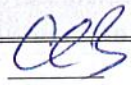
- ☐ Option 2: *"Move that the County Board of Commissioners take no present action toward amending the current title evidence requirements of the Chisago County Subdivision Ordinance"*

Implications of Action: The adoption of the motion offered by Option 1 directs adoption, publication, and enactment of the Subdivision Ordinance amendments as presented. The adoption of the motion offered by Option 2 makes no policy changes to the existing title evidence provisions of County Subdivision Ordinance 99-2.

Budget/Financial Implications: With the exception of publication costs, there are no direct county fiscal impacts presented with either course of action.

Legal/Policy Implications: Each of the two presented courses of action is consistent with state law. The Draft Amendment to the Subdivision Ordinance has been reviewed and approved as to form by the County Attorney's Office. Adoption would change the policy/submission requirements set forth in the Subdivision Ordinance for the review and approval of final plats.

Administrator's Recommendation

Approve _____	Deny _____	Other 
Motion By:		Seconded by:
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____

CHISAGO COUNTY
STATE OF MINNESOTA ORDINANCE NO. _____

AMENDMENTS TO THE CHISAGO COUNTY SUBDIVISION ORDINANCE ORDINANCE
NO. 99-2, SECTION 2 DEFINITIONS; SECTION 3.06 PREPARING AND FILING THE
FINAL PLAT; AND SECTION 3.07 REVIEW OF THE FINAL PLAT

NOW, THEREFORE, The County Board of Commissioners of Chisago County, does ordain to amend the Chisago County Subdivision Ordinance, Ordinance No. 99-2, as follows:

1. Section 2, Definitions of the Chisago County Subdivision Ordinance shall be amended to create the definitions for "Acceptable Form of Title Evidence" and "Satisfactory Evidence of Title", reading as follows:

Acceptable Form of Title Evidence: Evidence of title in the form of either an up-to-date abstract of title or certificate of title with a title opinion of the attorney of the subdivider that is addressed to the County Board; or a current and in force title policy. A title commitment is not an acceptable form of title evidence.

Satisfactory Evidence of Title: Title Evidence that demonstrates, in the opinion of the County Attorney, that fee simple title to the platted property is in the names of the subdividers.

2. Section 3.06, Preparing and Filing of the Final Plat of the Chisago County Subdivision Ordinance shall be amended to read as follows:

3.06 Preparing and Filing the Final Plat

- A. After the approval and endorsement of a preliminary plat, the procedures set forth in 3.06A to 3.06G shall be followed. The final plat shall be prepared by a land surveyor who is registered in the State of Minnesota and shall conform to all the requirements of state and county law.
- B. Unless an extension of time is requested by the subdivider and granted by the County Board upon recommendation of the Planning Commission, the subdivider shall within one (1) year, following approval of the preliminary plat, submit to the Zoning Administrator all of the following:

1. Twenty-five (25) copies of the final plat;
2. Acceptable form of title evidence which satisfactorily demonstrates, in the opinion of the County Attorney, that fee simple title to the platted property is in the name of the subdivider;
3. The surveyor's worksheet or computation sheet for the subdivision;
and
4. An estimated time schedule for future staging of the platting and recording of each stage of the development

If the subdivider fails to submit the final plat to the Zoning Administrator within the designated period without requesting and receiving an extension of time, the approval and endorsement of the preliminary plat, including any rezoning necessitated by the preliminary plat, will be deemed void, and the subdivider shall initiate a new proceeding in the manner provided in Section 3.02.

C. Extensions of the period in which to file the final plat may be granted where the preliminary plat, because of its size, is to be developed in stages. ~~The subdivider must submit an estimated time schedule for future staging of the platting and recording of each stage of the development.~~ Final plats for the portion of the approved plan which is proposed for immediate development, conforming to all requirements of this Ordinance, must be filed within the required time, and the final plat for each succeeding stage of the development must be filed in accordance with the extensions granted by the County Board. Each final plat shall incorporate all changes, modifications and revisions of the preliminary plat as recommended by the Planning Commission and approved by the County Board. Except as so modified, the final plats shall conform to the preliminary plat. Where the subdivision is to be developed in stages, the final plat may constitute only that portion of the preliminary plat which the subdivider proposes to record and develop at that time.

D. The final plat shall comply with the provisions of Chapter 505 of Minnesota Statutes.

E. The taxes on the parcels of land being platted must be paid in full in the year the plat is recorded. Along with submission of the final plat, the subdivider shall furnish proof of payment of these taxes.

F. The land surveyor shall certify on the plat that the plat is a correct representation of the survey, that all the distances are correctly shown on the plat, that all monuments have been correctly placed on the ground as shown, that the outside boundary lines are correctly designated on the plat. The surveyor shall also state on the plat if there are no wetlands or public highways to be designated in accordance with Minnesota Statutes, Section 505.02.

3. Section 3.07, Review of the Final Plat, of the Chisago County Subdivision Ordinance shall be amended to read as follows:

3.07 Review of the Final Plat

- i. The Zoning Administrator shall refer copies of the final plat to the Surveyor, the Engineer, the Planning Commission and the Attorney. The County Attorney shall also receive ~~an up-to-date abstract of title or a Certificate of Title and the opinion of title prepared the title evidence in acceptable form provided~~ by the subdivider's attorney and addressed to the Chisago County Board.
- ii. The following reports shall be submitted to the County Board within 45 days after the submission of the final plat to the Zoning Administrator:
 1. Before a final plat is filed, a letter must be submitted from the County Surveyor or from another acceptable Registered Minnesota Land Surveyor stating the final plat was checked for mathematical accuracy, conforms with Minnesota State Statutes, Chapter 505, and conforms to the provisions of the County Ordinances. A fee shall be paid by the developer to cover public expenses in checking of the final plat, when done by the County Surveyor;
 2. The Engineer shall state whether the final plat and the proposed improvements conform to all engineering standards, including requirements of the Minnesota Department of Transportation, if applicable;
 3. The Attorney shall state whether the fee simple title to the platted property is in the names of the subdividers;
 4. The Zoning Administrator shall confirm that the final plat substantially conforms to the preliminary plat as modified and approved by the County Board.
- iii. If any of the reports required by Section 3.07B cannot be made within the prescribed period because of the non-conformity of the final plat to the preliminary plat or the non-compliance with any applicable statute or county ordinance, the County Board shall refer the final plat to the Planning Commission. Within 45 days after the final plat is received by the Planning Commission from the County Board, the Planning Commission shall report its recommendations to the County Board.
- iv. The County Board shall act on the final plat within 60 days of the date on which it was accepted by the Zoning Administrator, except that if the final plat is referred back to the Planning Commission pursuant to Section 3.07C, final action must be taken within 60 days after the date on which it was referred to the Planning Commission.

- v. Prior to the approval of the final plat, the subdivider shall either have installed all required improvements or executed an agreement with the County for their installation. Required improvements shall conform to standards set forth in this Ordinance or other applicable standards. When the final plat is approved by the County Board, the subdivider shall submit hard copies of the final plat for recording and plat data in an electronic format, as specified by the County Surveyor. In addition to one of the full size reproducible copies, a transparent reproducible copy of a scale of 1 inch to 200 feet shall be filed with the office of the County Surveyor. Other reproducibles may be required by local governments.
 - vi. The predetermined park fee shall be paid prior to recording the final plat.
 - vii. The subdivider shall record the final plat in the office of the County Recorder within 120 days of its approval by the County Board. Any plat not recorded within the prescribed period shall be void.
4. The provisions of the Chisago County Subdivision Ordinance, Ordinance No. 99-2, that are not affected by this amendment shall continue in full force and effect without change

Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 11
Title of Item for Consideration: Report and Recommendations from the September 13, 2022 Meeting of the Budget and Finance Committee	
Action Requested by: Budget & Finance	Department: County Board of Commissioners
Previous Action on this Matter: From time to time, the County Board discusses issues of importance/interest to the Board and/or its Committees or individual members.	
Background: Time has been set aside at tonight's meeting to review items discussed by the Budget & Finance Committee at its September 13th Budget and Finance Meeting. Of note are the following, items, along with any recommended Board actions if the Board of Commissioners chooses to approve the Budget and Finance Committee's recommendations:	
<u>Current Year-to-Date Financial Update:</u> The Committee reviewed the current up to date financials; operating budget activity, cash flow considerations, monthly-to-annual payroll, and the local option sales and wheelage tax numbers. <u>The Committee recommended accepting the reports.</u>	
<u>2023 Budget and Levy Budget Discussion:</u> The Committee discussed the 2023 Operating and CIP Budget and the 2023 Property Tax Levy. The Committee did not discuss specifics about personnel costs due to a lack of health insurance costs estimates and upcoming labor negotiations. In the course of discussion, the Committee recommended removing \$82,500 in the operating budget. The Committee recommend a preliminary levy of 6.69% or an increase in the levy of \$2,976,923 from 2022 for a total levy of \$47,453,001. The total budget would be \$82,316,204.	
<u>2023 CIP and ARPA:</u> The Committee briefly discussed the redundancy between the 2023 CIP and the available ARPA funds. At October 12th B/F, the Committee will be discussing and recommending proposing of the CIP.	
Attachment: • Year to Date Financials	

Action Requested/Recommended: It is respectfully requested that the Chisago County Board accept the September 12th Budget and Finance Report and approve the recommendations from the Budget and Finance Committee with the following motions below. Recommended Board Action, if any, may be undertaken via the above individual motions or via the following encompassing motion:

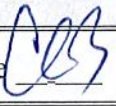
"Move to accept the September 12th Budget and Finance Report."

Implications of Action: County Board consideration and approval at tonight's meeting will allow the County to continue with its various financial planning and budgeting activities.

Budget/Financial Implications: Tonight's recommended actions may approve certain specific expenditures. Tonight's actions may also have implications for future county budgets.

Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.

Administrator's Recommendation

Approve 

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

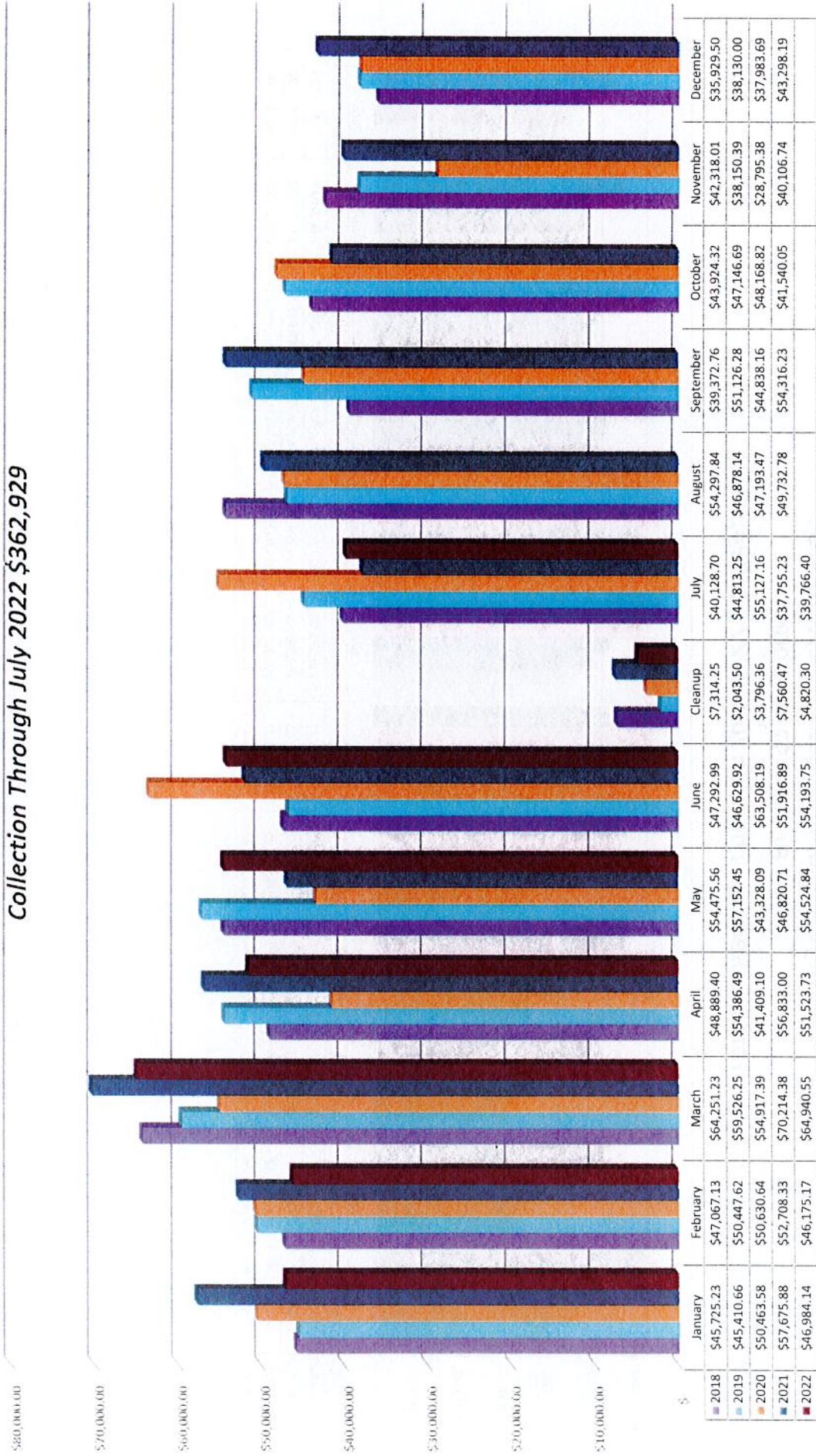
Abstain _____

Wheelage Tax

Average Annual Collection \$565,349

2022 Budget \$600,000

Collection Through July 2022 \$362,929

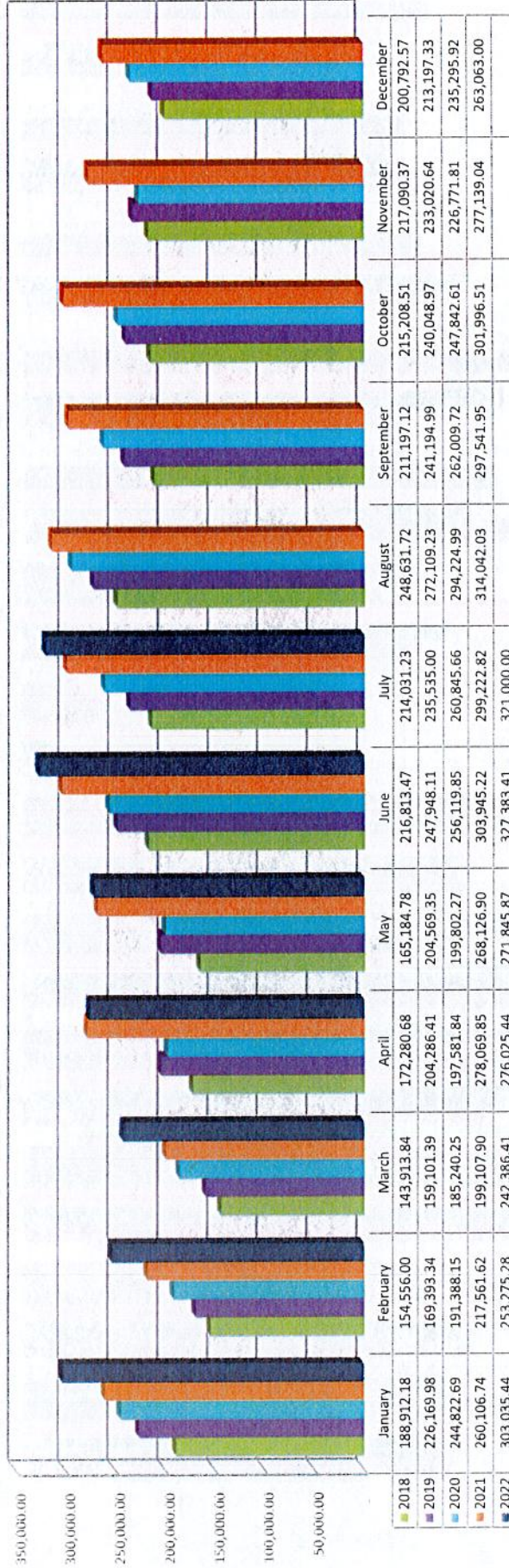


Sale Tax - By Month

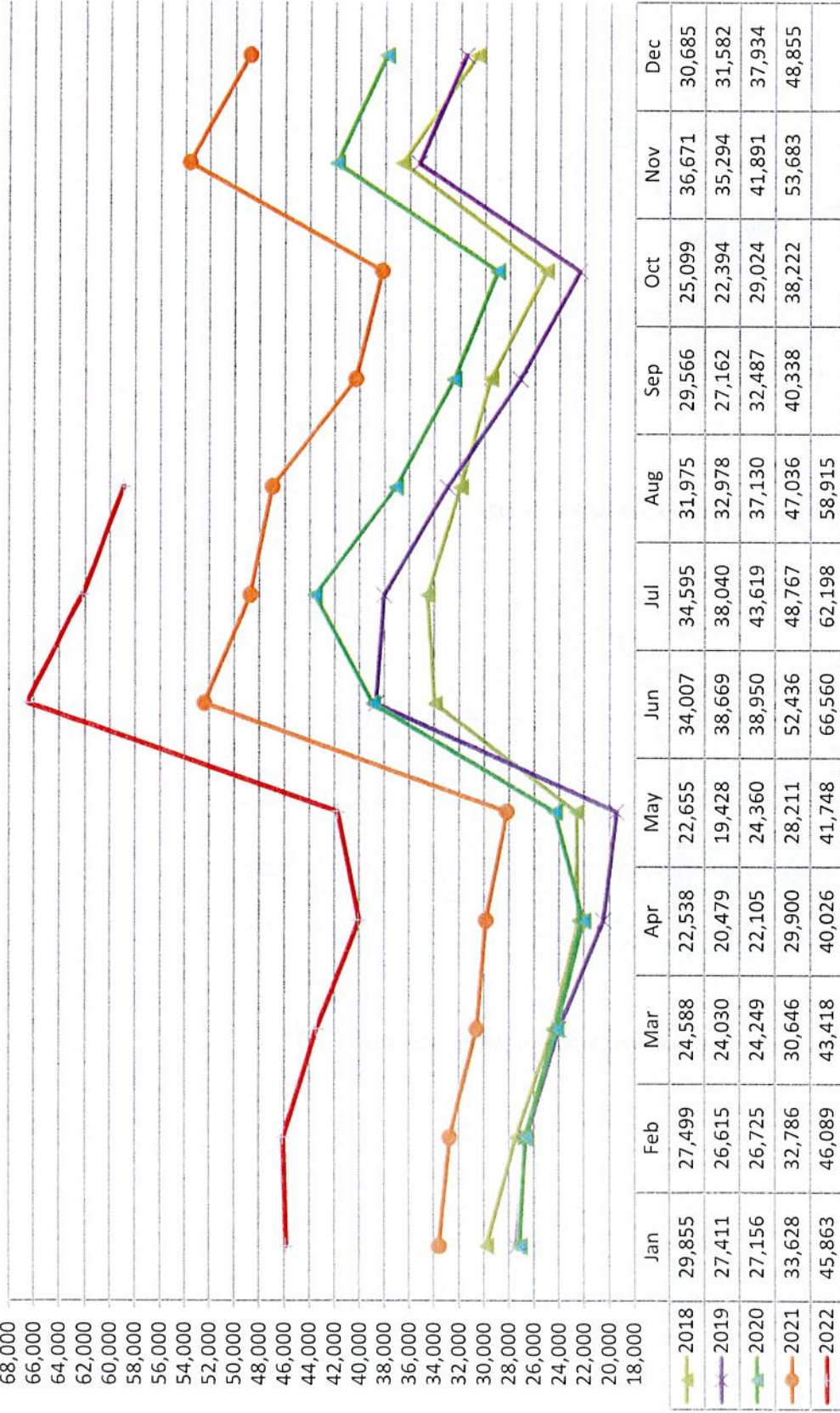
Average Annual Collection \$2,638,888

2022 Budget \$2,800,000

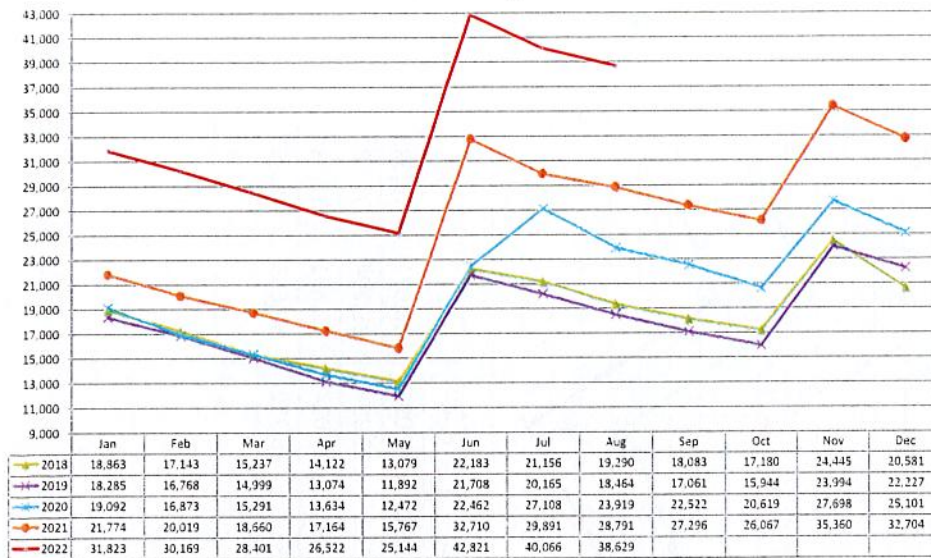
Total Collection Through July 2022 \$1,994,952



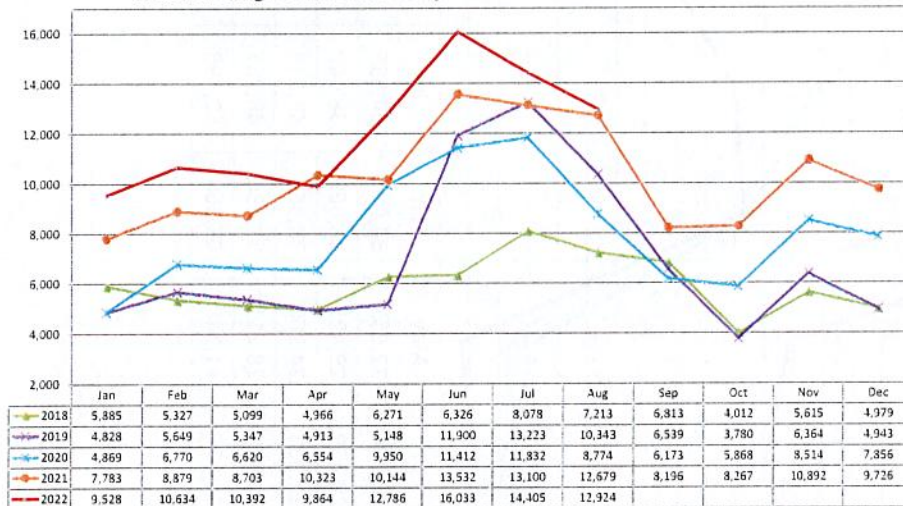
Fund Balance (000's) Revenue, Highway and HHS Funds: Cash Fund Balance by Month 2018-2022



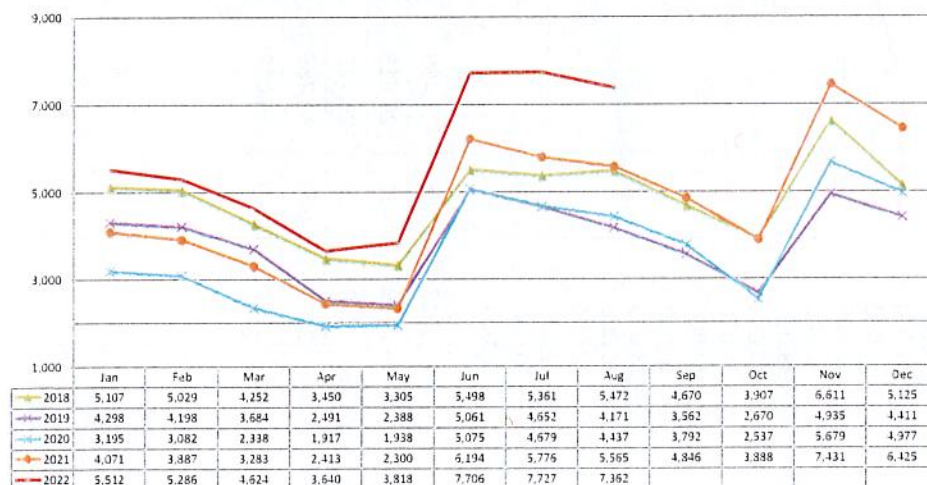
General Fund: Cash Fund Balance by Month 2018-2022



Road & Bridge Fund Balance by Month 2018-2022



Health & Human Services: Cash Fund Balance by Month 2018-2022



Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 12
Title of Item for Consideration: Discuss and Consider Approval of <i>Preliminary</i> 2023 Levy and Annual Budget	
Action Requested by: County Board of Commissioners (Statutory)/ Budget & Finance Committee	Department: County Board of Commissioners/Administration
Previous Action on this Matter: - Budget Preparation Discussions at previous meetings of the County Board of Commissioners; - Budget & Finance Committee Meetings to craft and review the DRAFT <i>Preliminary</i> 2023 Levy and Annual Operating Budget; - Budget & Finance Committee Workshop meeting on August 24th, to review and discuss the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget. - The County Board of Commissioners postponed approving the Preliminary 2023 Levy and Annual Budget until the September 21st Board meeting. - The Budget & Finance Committee met on September 13th and further reviewed and discussed the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget.	
Background: Board action is respectfully requested to receive a brief update on the DRAFT <i>Preliminary</i> 2023 Levy and Annual Operating Budget. By state law, the County Board of Commissioners must adopt the <i>Preliminary</i> 2023 Levy by the end of September. The Budget & Finance Committee has reviewed the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget at its August 24 th workshop meeting and recommends the following steps be undertaken at tonight's Meeting: 1) The County Board should receive a brief update from the Committee and staff and then discuss the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget; and then 2) The County Board should take action on the <i>Preliminary</i> 2023 Levy and Annual Budget via consideration of the attached Resolution. Board action to adopt and certify a proposed property tax levy is required under Minnesota Statute 275.065. Attached for Board consideration is the <i>Preliminary</i> 2023 Levy and Annual Budget, as prepared by County staff and reviewed by the Budget & Finance Committee. The <i>Preliminary</i> 2023 Levy and Annual Budget reflects the work over the past months of County staff, the County Auditor - Treasurer, County Administrator, Department Directors and County Staff; and follows the direction of the Budget & Finance Committee and prior Board review/action. Of note: - With respect to <u>expenditures</u> - changes in 2023 employee compensation and benefits	

represent *by far* the largest increase; including a projected COLA, and an increase in health care costs.

- Additionally, the County has proposed budgeting for cost increases in non-personnel categories; reflecting increases in fuel, supplies and other consumables (due to inflation);
- Proposed 2023 Debt Service expenditure reflect current obligations from past County debt issuances and the proposed 2023 Capital budget (CIP/CPA) reflects little change from 2022.

The *Preliminary* 2023 Levy and Annual Budget does include adjustments to various line items undertaken at the direction of the Board and/or the Budget & Finance Committee, including requests for additional funding for select outside organizations/supporting governments, including:

- Adjusting the *Preliminary* 2023 Levy and Annual Budget to reflect the JPA formula-based increase in levy support for the East Central Regional Library, to reflect the contract-based amount for Medical Examiner (ME), and the estimated amount for ME transports.
- Adjusting the *Preliminary* 2023 budgeted support for the Chisago County Soil and Water conservation District (SWCD), U of MN Extension, and Agricultural and Historical Society.

Attachment(s):

- *Draft* Resolution Establishing the Preliminary 2023 Levy for Chisago County
- *Preliminary* 2023 Levy and Annual Operating Budget Summary- DRAFT
- List of Adjustments to the Budget

Action Requested/Recommended: It is respectfully recommended that the County Board receive a short update on the *Preliminary* 2023 Levy and Annual Budget, discuss the same, and approve, if ready, the *Preliminary* 2023 Levy and Annual Budget. Staff *specifically recommends the following affirmative Board consideration:*

- Approval by County Board Resolution of a *Preliminary* 2023 Levy of \$47,453,001.
- Approval of a *Preliminary* 2023 Annual Budget of \$82,316,204

Following conclusion of the staff update and Board discussion, consideration of the *Preliminary* 2023 Levy and Annual Budget is appropriate, as presented and/or modified at tonight's Meeting, by acting upon the proposed Resolution below:

"Move to approve by Board Resolution the Chisago County Preliminary 2023 Levy and Annual Budget, as presented [and/or "as modified"] at tonight's meeting; to include:"

- ☐ A 2023 *Preliminary* County Levy of \$47,453,001
- ☐ A 2023 *Proposed* Annual Budget with Expenditure of \$82,316,204
- ☐ Establishment of Wednesday, December 7th, 2022 at 7:00 PM as the date and time required for public review of and comment on the *Proposed* 2023 Annual Budget & *Final* 2023 Levy

Implications of Action: Affirmative Board action will allow the County to approve the *Preliminary* 2023 Levy, as required by state statute, as well as begin preparations to implement the *proposed* 2023 Annual Budget. Additional action is required at a later date to complete the update to the County's 2023 Capital Improvement Program.

Budget/Financial Implications: Tonight's action is to approve the *Preliminary* 2023 Levy, as required by state statute. The County Board may consider further changes to the *Final* 2023 Levy, up to and including the recommended December 7th, 2022 public review and comment (Truth In Taxation Hearing). However, the *Final* 2023 Levy cannot be increased beyond the *Preliminary* 2023 Levy approved tonight.

While not statutorily required at this time, adoption of the *proposed* 2023 Annual Budget at tonight's meeting allows the County to begin initial preparations to implement such, starting in early 2023. Increases or decreases to the *proposed* 2023 Annual Budget and adoption of a *Final* 2023 Annual Budget remain at the Board's discretion, subject to certain statutory requirements (such as minimum maintenance requirements for libraries).

Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority, policies and past practices.

Administrator's Recommendation

Approve CB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

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**Chisago County
Board of Commissioners**

**ADOPTING THE CHISAGO COUNTY
PRELIMINARY BUDGET AND LEVY FOR 2023**

**RESOLUTION NO. 22/0907-XX
ADOPTING THE CHISAGO COUNTY
PRELIMINARY BUDGET AND LEVY FOR 2023**

WHEREAS, pursuant to Minn. Stat. Sec. 275.065, the Chisago County Board of Commissioners must certify to the County Auditor the proposed tax levy for taxes; and

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* Levy for 2023 of \$47,453,001, with overall 2023 expenditures of \$82,316,204;

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* LID Levy for 2023 of \$327,520;

NOW THEREFORE BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes Wednesday, December 7th, 2022 at 7:00 PM as the date and time for public review of and comment on the proposed *Final* 2023 Levy and Annual Budget.

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2023 PROPOSED SUMMARY BUDGET & LEVY CALCULATION

	2022 Budget Non-Salary Expenditures	2023 Non-Salary Expenditures	Inc/Dec	2022 Budget Non-Levy Revenues	2023 Non-Levy Revenues	Inc/Dec
Assessor	56,476	39,400	(17,076)	-	-	-
Auditor-Treasurer	38,150	28,110	(10,040)	49,200	49,200	-
Audit	70,000	100,000	30,000	-	-	-
Elections	128,500	131,400	2,900	12,000	10,000	(2,000)
Other Gen Govt	1,200,350	1,049,100	(151,250)	1,697,500	1,788,190	90,690
Non-Co Income/Expense	4,700	4,700	-	-	-	-
E911	137,000	137,000	-	137,000	137,000	-
Economic Development	82,000	70,000	(12,000)	-	-	-
Self Insurance	300,000	300,000	-	300,000	300,000	-
Debt - Road	2,162,979	2,009,910	(153,069)	38,000	-	(38,000)
Debt HHS Building	276,854	261,765	(15,089)	-	-	-
Debt Library	493,238	469,088	(24,150)	-	-	-
Debt Jail	1,047,729	1,048,465	736	628,925	628,925	-
Debt Business Park	267,862	241,815	(26,047)	200,000	200,000	-
Debt 800 Mghz	670,520	667,199	(3,321)	-	-	-
Property Tax - All Funds	-	-	-	400,000	410,000	10,000
AUDITOR-TREASURER TOTAL	6,879,882	6,518,552	(361,330)	3,462,625	3,523,315	60,690
Board of Commissioners	163,750	161,200	(2,550)	-	-	-
Law Library	30,500	30,000	(500)	40,000	40,000	-
County Administrator	38,050	71,800	33,750	7,500	7,500	-
Central Services	114,750	111,250	(3,500)	12,600	3,100	(9,500)
Contingency	109,747	109,747	-	-	-	-
Historical Society	30,210	35,210	5,000	-	-	-
Library	701,000	748,331	47,331	-	-	-
Agricultural Society	16,000	16,000	-	-	-	-
County Extension	133,500	138,700	5,200	-	-	-
Soil & Water	718,700	804,000	85,300	618,700	654,000	35,300
Heartland Express	-	-	-	-	-	-
Building Fund - Gen Gov	-	-	-	-	-	-
Capital Equipment	2,531,752	2,444,232	(87,520)	2,531,752	2,444,232	(87,520)
COUNTY ADMINISTRATION TOTAL	4,587,959	4,670,470	82,511	3,210,552	3,148,832	(61,720)
County Attorney	66,600	71,450	4,850	113,800	133,800	20,000
County Attorney Forfeiture	-	-	-	-	-	-
COUNTY ATTORNEY TOTAL	66,600	71,450	4,850	113,800	133,800	20,000
Data Processing	3,824,069	3,836,329	12,260	347,568	348,873	1,305
Maintenance	1,093,180	1,005,378	(87,802)	-	-	-
ENTERPRISE SERVICES TOTAL	4,917,249	4,841,707	(75,542)	347,568	348,873	1,305
District Court	216,500	212,500	4,000	76,000	76,000	-
Planning & Zoning	278,200	261,500	(16,700)	926,043	935,043	9,000
Parks	112,150	131,000	18,850	30,000	30,000	-
Water Quality	73,500	76,670	3,170	32,743	32,743	-
Wetland Grant	5,000	5,000	-	27,700	27,700	-
Watercraft Inspection	83,999	83,500	(499)	173,000	172,000	(1,000)
Score Grant	250,250	263,250	13,000	298,760	291,000	(7,760)
Household Hazardous Waste Operations	407,610	721,250	313,640	534,840	489,000	(45,840)
Park Acquisition & Improvement	1,396,802	1,396,802	-	1,187,282	1,187,282	-
Lake Improvement District	308,100	186,000	(122,100)	7,500	-	(7,500)
ENVIRONMENTAL SVC TOTAL	2,915,611	3,124,972	209,361	3,217,868	3,164,768	(53,100)
Veterans Services	37,298	37,150	148	17,500	15,500	(2,000)
Income Maintenance	788,892	768,800	(20,092)	2,267,156	2,227,200	(39,956)
Social Services	4,162,278	3,918,493	(243,785)	4,880,071	4,678,297	(201,774)
Collaboratives	-	-	-	-	-	-
Public Health	281,002	348,470	67,468	1,096,886	1,294,513	197,627
HEALTH & HUMAN SERVICES TOTAL	5,264,470	5,072,913	(191,557)	8,261,613	8,215,510	(46,103)
Probation	37,740	37,120	(620)	354,000	359,000	5,000
Electronic Monitoring	22,000	22,000	-	22,000	22,000	-
Caseload Reduction Grant	-	-	-	64,797	64,797	-
PROBATION TOTAL	59,740	59,120	(620)	440,797	445,797	5,000
Recorder	16,950	16,950	-	285,000	285,000	-
Recorder Tech/Compliance	1,500	1,500	-	315,000	315,000	-
RECORDER TOTAL	18,450	18,450	-	600,000	600,000	-
Surveyor	14,050	8,050	(6,000)	15,000	15,000	-
Highway Administration	99,200	38,500	(60,700)	20,000	20,000	-
Highway Engineering	584,450	2,646,450	2,062,000	1,000	2,000,000	1,999,000
Highway Construction	11,350,000	9,500,000	(1,850,000)	8,825,000	7,085,000	(1,740,000)
Highway Maintenance	2,975,800	2,739,300	(236,500)	3,210,000	3,502,000	292,000
Equipment Maintenance/Shop	814,700	898,700	84,000	10,000	230,000	220,000
Traffic Operations	323,000	391,500	68,500	-	-	-
ROAD & BRIDGE TOTAL	16,161,200	16,222,500	61,300	12,081,000	12,852,000	771,000
Sheriff	893,850	961,760	67,910	1,950,460	1,968,250	17,790
Sheriff Forfeitures	-	-	-	-	-	-
Boat & Water	11,000	-	(11,000)	32,400	-	(32,400)
Sheriff's Reserve	-	-	-	-	-	-
Snowmobile Safety	-	-	-	-	-	-
Gun Permits	-	-	-	-	-	-
Project Lifesaver	-	-	-	-	-	-
PS Grants TZD	-	71,700	71,700	-	95,458	95,458
PS Grants Boat & Water	-	25,000	25,000	-	25,000	25,000
PS Grants Snowmobile	-	6,900	6,900	-	6,900	6,900
PS Grants ATV	-	7,100	7,100	-	7,100	7,100
PS Grants Miscellaneous	5,000	-	(5,000)	5,000	-	(5,000)
Coroner	136,869	153,159	16,290	-	-	-
County Jail	773,926	742,150	(31,776)	123,500	111,000	(12,500)
Jail Canteen	-	-	-	-	-	-
Sentence to Serve	76,352	78,986	2,634	-	-	-
Emergency Management	26,500	30,500	4,000	33,500	53,000	19,500
TOTAL SHERIFF	1,923,497	2,077,255	153,758	2,144,860	2,266,708	121,848
TOTAL NON-SALARY EXPENDITURES	\$ 43,067,634	\$ 42,929,289	\$ (138,345)	\$ 33,956,683	\$ 34,775,603	\$ 818,920

*Using \$20K
ARPA, \$10k Moved

*Use \$40K fund
balance

2023 Levy Calculation

	Expenditures			Revenues		
Total Non-Salary Exp/Non-Levy Rev	42,929,289			34,775,603		
Salary & Benefits/Use of Fund Balance/ARPA		39,714,435		87,600		
Levy Revenues					47,780,521	
	42,929,289	39,714,435	82,643,724	34,863,203	47,780,521	82,643,724

LID						
Non-Salary Exp/Non-Levy Rev	186,000					
Salary & Benefits		141,520				
Fund Balance					327,520	
Levy Revenue						327,520
	186,000	141,520	327,520	-	327,520	327,520
2023 LID Levy					\$ 327,520	
2022 Levy Increase					\$309,654	
					17,866	
					5.77%	

General Fund						
Non-Salary Exp/Non-Levy Rev	42,743,289			34,775,603		
Salary & Benefits/Use of Fund Balance/ARPA		39,572,915		87,600		
Levy Revenue					47,453,001	
	42,743,289	39,572,915	82,316,204	34,863,203	47,453,001	82,316,204
2023 Levy - Excluding LID					\$47,453,001	
2022 Levy Increase					\$44,476,078	
					\$2,976,923	
					6.69%	

*\$27,600 Recorders
Tech Fund to MICS

Budget & Financial Changes

Adjustments to Budget

Dept/Description	Acct Code	Exp Decrease	Exp Inc	Rev Decrease	Rev Increase	Notes
7/13/2022 BF Meeting						
AT-Electricity	01-149-6253	\$ 115,000.00				
AT-Gas	01-149-6255	\$ 20,000.00				
AT-Sewer	01-149-6257	\$ 14,000.00				
Assessor Vehicle Leases	01-050-6630					Additional vehicle appv'd 8/24
Assessor Mileage	01-050-6330					Additional vehicle appv'd 8/24
Probation Refunds	01-255-6803	\$ 300.00				
Probation Mileage	01-255-6330	\$ 2,000.00				
Commissioner Mileage	01-003-6330	\$ 1,500.00				
Probation Training	01-255-6245	\$ 1,000.00				
AT Audit Cost	01-042-6211			\$ 20,000.00		Use ARPA
Attorney Misc	01-091-6802	\$ 500.00				
8/10/2022 BF Meeting						
Surveyor	03-105-6501	\$ 2,500.00				
Maintenance	03-330-6513	\$ 6,500.00				
Equip Maint	03-340-6562	\$ 50,000.00				
Traffic Operations	03-345-6273	\$ 10,000.00				
Water Quality Grant	01-611			\$ 40,000.00		Use of Fund Balance
Data Processing Gas & Oil	01-061-6561	\$ 2,000.00				
Soil & Water		\$ 50,000.00				
Historical		\$ 9,790.00	\$ 47,331.00			
Library						
Courts	01-011-6280	\$ 2,000.00				
Courts	01-011-6284	\$ 2,000.00				
8/17/2022 Dept Requests						
HHS Contingency	05-430-700-6826	\$ 5,000.00				Mark Florin email 08/17/22
HHS Purchase of Service	05-430-740-3890-6051		\$ 545.00			Mark Florin email 08/17/22
HHS Purchase of Service	05-430-740-6051	\$ 23,545.00				Mark Florin email 08/17/22
Zoning Prof Svcs	01-127-6271	\$ 25,000.00				Kurt Schneider email 8/11/22
AT-Work Comp Ins	01-149-6179	\$ 18,800.00				Ins quote received from MCIT 8/22
AT-Liability Ins	01-149-6805	\$ 6,100.00				Ins quote received from MCIT 8/22
8/24/2022 BF Work Session						
Striping	03-345-6508	\$ 200,000.00				
MICS Phones	01-061-6203	\$ 65,280.00				
Payroll Changes		\$ 220,000.00				
Recorder - TriMin	01-061-6341			\$ 23,000.00		1 - A/T, 1 - Hwy, 1 - HHS .8, 1 - PH .5
Recorder - OnBase	01-061-6341			\$ 4,600.00		Use Compliance Tech Funds
Assessor - Contract Svcs	01-050-6273	\$ 20,000.00				Use Compliance Tech Funds
9/7/2022 Board Meeting						
Payroll Changes		\$ 500,000.00				Roll over funds from 2022 to 2023
9/13/2022 Board Meeting						
MICS - Equip Maint & Repair	01-061-6303	\$ 50,000.00				
MICS - Office Supplies	01-061-6400	\$ 2,000.00				
MICS - Furniture & Equipment	01-061-6601	\$ 2,000.00				
Env Svcs - Conferences/Dues	01-127-6245	\$ 2,000.00				
Env Svcs - Contracts Payable	01-127-6273	\$ 9,500.00				
HHS - Computer Support	05-420-600-6260	\$ 2,000.00				
HHS - Computer Hardware	05-420-600-6481	\$ 7,500.00				
HHS - Worker Travel	05-420-600-6335	\$ 2,500.00				Split evenly among accounts in OpenGov
HHS - Equipment	05-420-640-6482	\$ 5,000.00				
Total						
		\$ 1,455,315.00	\$ 47,876.00	\$ -	\$ 87,600.00	

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Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 13
Title of Item for Consideration: Acceptance of a Donation – GearGrid Corporation	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy (Policy 2007-4) regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.	
Background: GearGrid would like to donate 10 drag recovery bars with accessories. This equipment is used in water recovery incidents.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners Approve the Donation from GearGrid. The following motion is suggested: <i>“Move to Approve the Donation of 10 drag recovery bars and accessories from GearGrid.”</i>	
Implications of Action: Approving this donation will provide the Sheriff's Office updated water recovery equipment.	
Budget/Financial Implications: This donation will provide equipment valued at \$4,330 to the Sheriff's Office.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

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Chisago County Request For Board Action

Meeting Date: September 21, 2022	Item Number: 14
Title of Item for Consideration: 2021 Emergency Management Performance Grant	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: This grant allows Emergency Management Director Sellman to submit for reimbursement for approximately half of his yearly wage. This is a yearly grant that has been approved numerous times in the past. Attachment(s): 2021 Emergency Management Performance Grant	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the 2021 Emergency Management Performance Grant. The suggested motion is as follows: <i>“Move to approve the 2021 Emergency Management Performance Grant.”</i>	
Implications of Action: Accepting the grant will give Chisago County up to \$30,873 to be used to assist in wages for Director Sellman.	
Budget/Financial Implications: This grant will provide Chisago County \$30,873.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

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Chisago County Request for Board Action

<i>Meeting Date:</i> September 21, 2022	<i>Item Number:</i> 15
<i>Title of Item for Consideration:</i> Revised Axon Enterprise Purchase Agreement	
<i>Action Requested by:</i> Sheriff Brandon Thyen	<i>Department:</i> Sheriff's Office
<i>Previous Action on this Matter:</i> No previous action on the revised lease contract.	
Background: In October 2020, the Board approved the Sheriff's Office Axon body worn camera program. In 2021, with board approval, the program expanded to the jail division. The Sheriff's Office recently presented the need to replace all Taser devices due to the devices being outdated and beyond end of life. This revised purchase agreement will consolidate all prior approved Axon Enterprise agreements, with the addition of the Taser devices. Attachment(s): - Axon Enterprise Purchase Agreement - Axon Master Services and Purchasing Agreement	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the revised Axon Enterprise purchase agreement. The following motion is suggested: <i>"Move to approve the Revised Axon Enterprise Purchase Agreement."</i>	
Implications of Action: Approving this purchase agreement will secure Axon body worn camera technology and Taser less lethal devices for all Sheriff's Office required staff for a five-year period. Budget/Financial Implications: Funds to cover the equipment costs in the agreement for 2023 are allocated in the Sheriff's Office operating budget. The 2023 storage fees will be covered by Enterprise Services and included in their operating budget. Consolidating the existing purchase agreements with Axon Enterprises will create a total savings of \$73,772. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has reviewed the contract as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request For Board Action

Meeting Date: September 21, 2022	Item Number: 16
Title of Item for Consideration: Board Appointments to the Chisago County Citizen Review Panel	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None	
Background: The Citizens Review Panel consists of volunteer community members that analyze trends, provide independent insights and outside validation of the child protection system. They recommend and advocate for the needed changes and resources. Citizen Review Panel members promote cooperation among community resources and child protection services agencies. They work to increase community understanding as well as have an investment in protecting all children. They examine child protection policies, procedures and practices of the state and county agencies. They evaluate the extent to which the agency is discharging their child protection responsibilities. Panel members gather information through interviews, observations, review records, case files and reports. The members prepare and make available to the public an annual report containing a summary of the panel's activities and recommendations to improve the child protection system. These individuals have completed all necessary paperwork requirements to be appointed under MN Stats 256.01: Subd. 15.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the appointment of Allyssa Houle - Sowka and Karen Kennedy to the Chisago County Citizen Review Panel. The suggested motion is as follows: <i>“Move to approve the appointment of Allyssa Houle - Sowka and Karen Kennedy to the Chisago County Citizen Review Panel.”</i>	
Implications of Action: The Board appointment of Allyssa Houle - Sowka and Karen Kennedy will allow them the opportunity to promote cooperation among community resources and child protection services agencies. Budget/Financial Implications: Paid from State funds. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 17
Title of Item for Consideration: Affiliation Agreement with Northern Illinois University	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health & Human Services periodically offers clinical experiences for qualified nursing students preparing for nursing careers. Attachment(s): Affiliation Agreement between Northern Illinois University and Chisago County Health & Human Services	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners Approve the Affiliation Agreement between Northern Illinois University and Chisago County Health & Human Services. The suggested motion is as follows: <i>“Move to Approve the Affiliation Agreement between Northern Illinois University and Chisago County Health & Human Services”</i>	
Implications of Action: Approval of this Agreement will allow Chisago County and Northern Illinois University to work cooperatively to offer clinical experiences for students preparing for nursing careers. Budget/Financial Implications: There will be no Budget or Financial implication to Chisago County Health and Human Services. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

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Chisago County Request for Board Action

Meeting Date: September 21, 2022	Item Number: 18
Title of Item for Consideration: SHIP Grant Agreement – Williams Park Community Garden	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health & Human Services has been awarded funding from the Minnesota Department of Health to work with communities, schools, healthcare, and worksites to promote policy, system and environmental changes with a focus on improving nutrition, increasing physical activity and decreasing tobacco use and exposure. Grants will be awarded to various approved grant applicants to assist them in these efforts. Grantees are required to provide a minimum of 10% in-kind matching funds toward the completion of their project as a condition of grant acceptance. Attachment(s): SHIP Grant Agreement – Williams Park Community Gardens	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the SHIP grant agreement – Williams Park Community Garden. The following motion is suggested: <i>“Move to approve the SHIP Grant Agreement – Williams Park Community Garden.”</i>	
Implications of Action: Approval of this Ship grant agreement will allow Wyoming Elementary to purchase supplies for raised garden beds, landscaping cost, and miscellaneous supplies so that community members can expand their gardens. Budget/Financial Implications: The budget will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$2,500.00. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve <u> CB </u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
Nay _____	
Abstain _____	

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HOMETOWN FIBER
STATUS REPORT

Report Date: Sept. 14, 2022

Project: Chisago County Construction Costs and Financing Report

Project Status: On budget, behind schedule, progressing.

Progress: 60%

Scope of Work

Broadband Construction and Financing Report

Status of Key Project Phases

LINE	DESCRIPTION	COMPLETE
1	Designs for private municipal and residential/business networks	70%
2	Engineered cost estimates, bill of materials and labor estimates	70%
3	Community-specific scoring criteria for available grants	53%
4	Community-specific financial analysis	53%
5	Analyze township/city projects where it makes financial or practical sense to collaborate	45%
6	Identify properties to consider for the MN Broadband Line Extension Pilot Program	75%
7	Financial Analysis	56%
8	MN Broadband Grant Application	60%
Overall Completion:		60%

Needed from Chisago County

- None

Upcoming Activities

- Complete the project

Project Calendar

Project Started: Deposit Check received July 10, 2022

Project Completion/Deadline October 7th, 2022

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