



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
Mike Robinson

REGULAR MEETING – Wednesday, January 20, 2021 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

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

2.) Advanced Funding Agreement for SP 013-630-017 CSAH 30 Reconstruction Project TAB 2

3.) Equipment Purchase Approval – Street Sweeper TAB 3

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 – Funding Agmt for CSAH 30 Reconstruction Project TAB 2
- 3.) R&B Committee Recommendation – Equipment Purchase Approval – Street Sweeper TAB 3
- 4.) Minutes from the January 5, 2021 Regular Meeting TAB 4
- 5.) AMENDED Minutes from December 16, 2020 Regular Meeting TAB 5
- 6.) Payment of County's Warrants and Miscellaneous Bills TAB 6

Environmental Services/Zoning Report – Kurt Schneider, Director

- 7.) Director's Report TAB 7
- 8.) Credit Card Request – Joseph Tart, ESD Parks Director TAB 8
- 9.) North Center to North Lindstrom Channel Maint. Aquatic Vegetation Removal and Agmt. TAB 9
- 10.) 2021 LID Engineering Budget Adjustment with Emmons & Olivier Resources TAB 10
- 11.) John & Karen Schulte "Second Lake Estate" Preliminary Plat TAB 11
- 12.) Tony Zerwas "Amador Hilltop Estates" Preliminary Plat TAB 12

Arrowhead Transportation Presentation - Brandon Nurmi, Assistant Director

13.) Beyond the Yellow Ribbon (BTYR) Presentation TAB 13

Other Business of the County Board

- 14.) 2021 Citizen Appointments to Various Boards/ Committees/Commissions TAB 14
- 15.) Annual Report - 2021 Records Office TAB 15
- 16.) Remote Access Plan – Recorder's Office TAB 16
- 17.) Report and Recommendations from the January 12, 2021 Meeting of the B/F Committee TAB 17

Discussion Items:

- Correspondence
- Administrator Updates
- Commissioner Committee Reports

CORR.

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

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 Shummon
Finance | Office Manager

PUBLIC WORKS MEMORANDUM

TO: Chisago County Board of Commissioners
FROM: Joe Triplett, P.E.
DATE: January 12, 2020
RE: Public Works Director's Report

Project Update:

- CSAH 30 – TH 95 to CSAH 10 – Currently out for bid. Will open bids on Jan. 26th
- CSAH 4 – CSAH 7 to CSAH 2 – Plans complete and going out for bid. Will open bids on Feb. 9th
- CR 64-65 Reconditioning Project – Plans complete and going out for bid. Will open bids on Feb 9th
- CR 56 Bridge Replacement – Final plans complete and routing through Mndot

Project Development Update:

- CSAH 26 between CSAH 37 and TH 8. We are working on preliminary alignments and profiles. We will send an informational letter out to the residents along the highway very soon to kick off the project.
- CSAH 17 extension between CSAH 14 and CSAH 30. We will be meeting with the Township to begin discussions about this project. We are looking to begin preliminary design type activities this summer on this project and look to get it into the T.I.P.

TH 8 Reconstruction Project Update

Over the last 2 weeks I have been able to meet with and give project updates to the City Councils of Wyoming and Chisago City. The purpose was not only to give them a general project status update, but also to share intersection options with them so they can review, analyze and give us comments back that will help to guide our design. Once we get these comments back, we will finish our predesign layout and work toward some sort of public engagement to share what we are proposing to Mndot. We would like to be able to do this prior to submitting our layout to Mndot.

I have been working with Mndot to secure additional funding out of a Project Delivery fund. Not sure what we will settle on as far as a figure goes, but I am looking to get between \$2.5M and \$5M from the fund.

Maintenance Projects

We are currently working on developing our maintenance mill & overlay and seal coat projects for this summer. I should be able to discuss at the February Road & Bridge Committee meeting.

Streetsweeper Acquisition

We have been given the opportunity to acquire a used 2015 streetsweeper at a 4 year, 0% lease purchase. As a new unit can be \$300k, I recommend this purchase. Budget & Finance has already approved moving forward on this piece of equipment.

Advance Construction Agreement for CSAH 30 Project

As the federal funding for our CSAH 30 project comes in 2 years (2021 & 2022) from Mdnor, we have to execute an agreement with Mndot to advance the 2022 funding.

G:\Admin PW Director County Board-Committees Road & Bridge 2021 PW Director Report for 1-20-21.doc

Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 2
Title of Item for Consideration: Advanced Funding Agreement for SP 013-630-017 CSAH 30 Reconstruction Project	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: None.	
Background: Federal funding for the CSAH 30 reconstruction project in North Branch and Harris was awarded over 2 fiscal years (FY 2021& 2022). In order to construct the project in 2021 as we have planned, we will need to enter into an agreement with Mndot to Advance Construct the project otherwise we would need to wait until all federal funds have been received by Mndot. Mndot will convert the project to "real" federal funds in FY 2021 and 2022 or sooner if the funds become available. Attachment(s): - Agreement No. 1045746 - Resolution	
Action Requested/Recommended: The County Board is respectfully requested to pass the resolution and approve the agreement to advance the funding for the for SP 013-630-017 CSAH 30 Reconstruction Project. The following motion is suggested: <i>"Move to pass the Resolution and approve the Agreement for SP 013-630-017 CSAH 30 Reconstruction Project."</i>	
Implications of Action: Board approval at tonight's meeting will allow for the CSAH 30 project to be constructed in 2021 as planned. Budget/Financial Implications: The project is currently funded with Local, State Aid and Federal 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
Board of Commissioners
CSAH 30 Federal Funds Advance**

**RESOLUTION NO: 21/0120-X
CSAH 30 FEDERAL FUNDS ADVANCE**

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

BE IT FURTHER RESOLVED, the Board Chair is hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1045746", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 3
Title of Item for Consideration: Equipment Purchase Approval – Street Sweeper	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: The Budget and Finance Committee recommended purchase of street sweeper at the January 12 th Budget and Finance meeting.	
Background: Public Works is requesting approval to purchase a street sweeper. We are proposing to purchase using our lease/rental line item in our operating budget. We are able to utilize a 4 year, 0% interest lease purchase program that would put payments at \$19,000/yr.	
Attachment(s): - Equipment Request - Memo	
Action Requested/Recommended: The County Board is respectfully requested to approve the equipment purchase of a street sweeper. The following motion is suggested: <i>“Move to approve the Public Work’s Department request to purchase a street sweeper.”</i>	
Implications of Action: Board approval at tonight’s meeting will authorize the Public Works Department to purchase the equipment lifts.	
Budget/Financial Implications: Sweeper will be paid out of 03-330-6343 line from Public Works operating budget.	
Legal/Policy Implications: The proposed activities are in 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 _____

CHISAGO COUNTY
Equipment Expenditure Request
for assets \$1,000 or more
Fill out form **completely**



Date 1/12/2021

Asset Description - Streetsweeper

Estimated Cost - \$95,000 or \$19,000/yr

Was this item budgeted for this year's department budget? Yes _____ No X

If yes, what budget? _____

If no, please explain Will use operating budget

AND source of funds 03-330-6343

Department and/or location of equipment - Center City Shop

Is this a replacement? If yes, explain - _____

Reference asset tag number and/or description of item you are replacing

COMPLETED FORM AND APPROVAL IS REQUIRED PRIOR TO PURCHASE

This request has been reviewed by the Department Head, County Administrator and County Auditor for consistency, uniformity and budget planning. Including information on total cost such as tax, interest and rental costs.

**SIGNATURES
REQUIRED**

Requestor - <u>[Signature]</u>	DATE <u>1/12/21</u>
Department Head - <u>[Signature]</u>	DATE <u>1/12/21</u>
County Administrator - <u>[Signature]</u>	DATE _____
County Auditor - _____	DATE _____

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: _____
Vendor: _____
Inventory Y or N: _____

Approved: _____
Date: _____

AUDITOR'S OFFICE USE

DEPUTY AUDITOR INITIALS _____

Vendor Paid - _____
G/L Account - _____
Amount - _____

Warrant Number - _____
Date Paid - _____



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DEPARTMENT OF PUBLIC WORKS
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Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Utech
Traffic Operations Manager

Barbara J. Shimon
Finance and Office Manager

PUBLIC WORKS MEMORANDUM

TO: Chase Burnham
FROM: Joe Triplett, P.E. 
DATE: January 6, 2021
RE: Streetsweeper Opportunity

A streetsweeper has been on our capital equipment list for quite some time. At about \$300k, they can be quite expensive. As it sits, we are only sweeping in the spring and in the fall. We should be doing more, but it is not easy to get the contractors in to sweep as there are only a couple of them and demand for their services is high.

We have been presented an with opportunity to acquire a used 2015 unit. The chassis has 15,444 miles on it and 2698 engine hours. The cost to outright purchase is \$95,000. However, we are able to do a 4 year, 0% lease purchase for \$19,000/yr.

To put this into a bit of context, we spend between \$6,000 and \$8,000 each time we farm this out and it seems to never be on our schedule. The last time we rented a unit (2019), it cost us \$12,500.

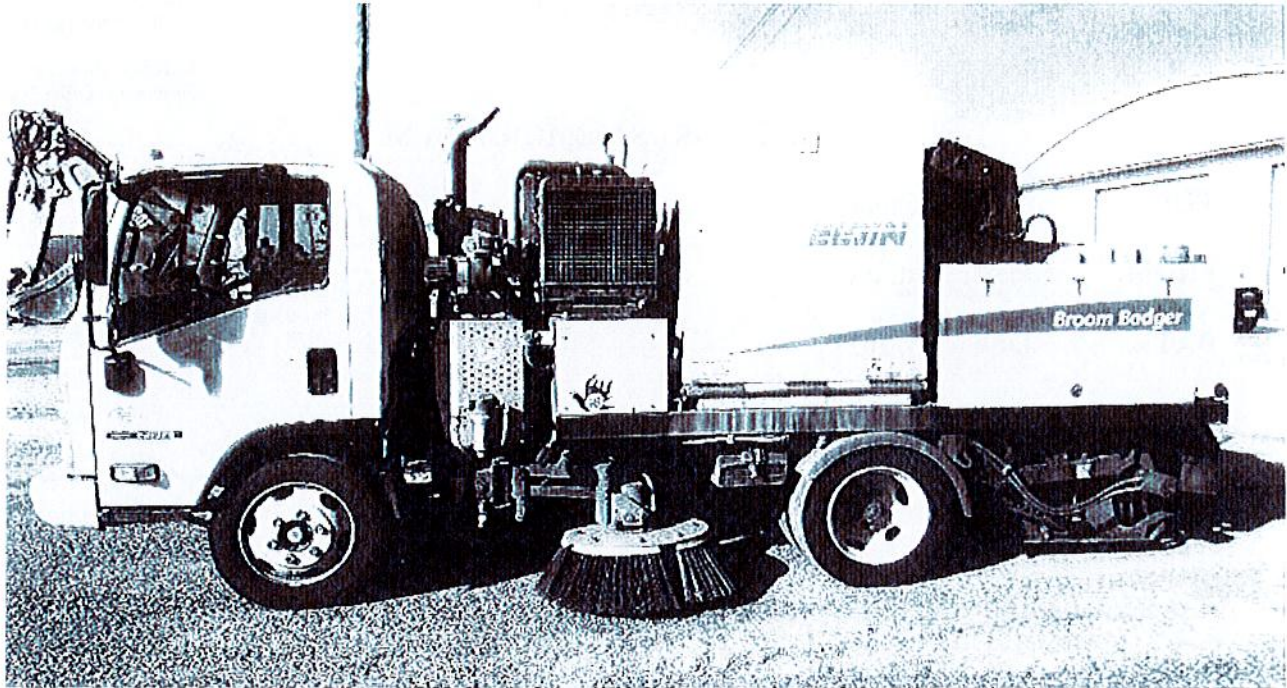
While I would prefer to use the capital equipment fund to purchase our equipment, I believe this opportunity is too good to pass up and would propose to use our budget funds from our lease equipment line item to fund the \$19,000/yr expense.



2015 Elgin Broom Badger

STOCK #: C034644

ENGINE: Kubota V2403M 59 HP HOURS: 2612 Available: December 2020



Features

- | | | |
|---|---|---|
| ☒ Front mounted strobe light | ☒ 4.0 yard high dump hopper up to 10' | ☒ TRANSMISSION: automatic |
| ☒ Dual rear mounted strobe lights | ☒ 220 gallon water tank | ☒ AXLE GVWR: 21,775 |
| ☒ LED tail lights | ☒ Conveyor Flush | ☒ RH drive only |
| ☒ PM10 compliant | ☒ ENGINE: Isuzu 215 HP | ☒ Air Conditioning |
| ☒ RH and LH side broom tilt | ☒ CHASSIS VIN #: JALE5W162F7301560 | ☒ Power windows |
| ☒ Rear air suspension on chassis | ☒ CHASSIS MILES: 15444 | ☒ Back up camera |
| ☒ A Squeegee style conveyor | ☒ ENGINE HOURS: 2698 | |

We serve the industries that protect our daily quality of life, offering quality products and support long after the sale. Whether it is sales, service, parts or training, we are here to meet your environmental and emergency equipment needs.

\$95,000



✉ info@macqueengroup.com

☎ 800-832-6417

Bruce A. Lind

From: Bob Larson <Bob.Larson@macqueengroup.com>
Sent: Monday, January 4, 2021 2:53 PM
To: Bruce A. Lind
Cc: Bob Larson
Subject: MacQueen Equipment 2015 Elgin Broom Badger 0% Muni-Lease Purchase Special
Attachments: BroomBadgerBrochure.pdf; MacQueen-Equipment-Group-Store-Catalog-1609777866 lb.pdf

This is an external email message!

This message originated from outside the Chisago County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Bruce,

We might want to take advantage of this 0% Municipal Lease Purchase Option 4 Year term, BASED ON \$ 95,000 SELL PRICE

4 Year Muni-Lease Purchase full payout a 0.00%

Annual Payments;

2021 - \$ 19,000.00 - PAYMENT DUE ON DELIVERY

2022 - \$ 19,000.00

2023 - \$ 19,000.00

2024 - \$ 19,000.00

2025 - \$ 19,000.00

I think this deal is too hard to pass up at these numbers. Please run this past Joe, and I can get you additional information.

Deals like this don't happen very often, if ever again.

Thanks,

Bob Larson

Regional Sales Manager | MacQueen Equipment Group | www.macqueeneq.com

D. 612.747.4917 | O. 800.832.6417 E. bob.larson@macqueengroup.com



**MACQUEEN EQUIPMENT
GROUP**

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**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Tuesday, January 5, 2021**

At 9:25 a.m., Tuesday, January 5, 2021 in the Board Room of the Government Center, the Oath of Office was administered to Commissioner Marlys Dunne, Commissioner Mike Robinson, Commissioner Richard Greene, and County Assessor John Keefe by 10th Judicial District Judge Catherine Trevino.

At 9:30 a.m., Tuesday, January 5, 2021 in the Board Room of the Government Center, the Clerk of the Board convened the Annual Business Meeting of the Chisago County Board of Commissioners with the following members present: DuBose, Greene, Dunne, Montzka, and Robinson. Also present: County Administrator Chase Burnham and *Interim* Clerk of the Board Christina Vollrath. County Attorney Janet Reiter participated via video conference call.

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

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

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

The Clerk of the Board then called for nominations for Chair for 2021.

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

The Clerk then called for a roll call vote of the candidates: Commissioner Robinson voted for Commissioner DuBose. Commissioner Montzka voted for Commissioner DuBose. Commissioner Greene voted for Commissioner DuBose. Commissioner Dunne voted for Commissioner DuBose. Commissioner DuBose voted for himself, whereupon the Clerk declared Commissioner DuBose as Chair of the Board for 2021.

The newly declared Chair for 2021, Commissioner DuBose, called for nominations for Vice Chair for 2021.

Commissioner Robinson nominated Commissioner Greene. Upon call, there were no other nominations. Those in favor of Commissioner Greene for Vice-Chair, please say "aye;" whereupon the Chairperson declared Commissioner Greene as Vice-Chair of the Board for 2021.

2021 Board Chair Chris DuBose – Opening Remarks

4 On motion by Montzka, seconded by Dunne, the Board moved to adopt the amended Chisago County Board of Commissioner's Operating Guidelines for 2021. The motion **carried**

as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson
OPPOSED: None.

Commissioner Dunne offered a motion to adopt the 2021 Chisago County Board of Commissioners Meeting Schedule via the attached resolution. The motion failed due to lack of second.

Commissioner Montzka offered a motion to adopt the 2021 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution with the amendment of both Board of Commissioners Meetings each month being held at 6:30 p.m. Motion seconded by Greene. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Robinson **OPPOSED:** DuBose.

Commissioner Montzka offered a motion to establish the 2021 mileage reimbursement rate equal to the federal maximum allowable rate; as \$0.56 per mile, and to establish the 2021 mileage reimbursement rate at \$0.35 per mile, when at the driver's discretion, a personal vehicle is used, rather than an available County vehicle and the rates set by the GSA for lodging and meals. Motion seconded by Greene. The original motion **carried** as follows: The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

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

On motion by Montzka, seconded by Robinson, the Board moved to approve, by Resolution, the 2021 Commissioners' Committee Assignments, as designated at today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Robinson, the Board moved to designate the Chisago County Press as the Newspaper for Official Publications pursuant to M.S. 331A.05 subd. 5, for Official Publications for 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to appoint:

- Gregg Carlson as a representative on the Board of Appeal and Adjustment for District 3 effective January 5th, 2021 thru December 31, 2021.
- John Sutcliffe as representative on the Board of Appeal and Adjustment for District 5 effective January 5th, 2021 thru December 31, 2021.
- Nancy Moe-Mergens as a representative on the Extension Committee for District 3 effective January 5th, 2021 thru December 31, 2021.
- Daniel Hoffman as a representative on the HRA-EDA for District 5 effective January 5th, 2021 thru December 31, 2021.
- Patricia Frank as a representative on the Library Board effective January 5th, 2021 thru

December 31, 2021.

-David Whitney as a representative on the Planning Commission for District 3 effective January 5th, 2021 thru December 31, 2021.

-Frank Storm as a representative on the Planning Commission for District 5 effective January 5th, 2021 thru December 31, 2021.

-Gregg Carlson as a representative on the Park Board for District 3 effective January 5th, 2021 thru December 31, 2021.

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

The Chair opened the Citizen's Forum at 10:32 a.m. 0 citizens spoke at the meeting. No letters or emails were submitted. The Chair closed the Citizen's Forum at 10:32 a.m.

Board of Commissioners' Consent Agenda:

11. Authorize Payment of County's Warrants and Miscellaneous Bills
12. Approve Minutes from the December 16, 2020 Regular Meeting
13. Acceptance of 2020 Chisago County Donations

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

Item 14 Revision of Policy and Procedure 503 Income Maintenance and Collections for HHS was removed from the agenda.

On motion by Greene, seconded by Montzka, the Board moved to approve the Central Minnesota Mental Health Center Detoxification Services Contract 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to approve the Enterprise Services Director to proceed with the 1989 elevator repair and DES office remodel. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the service agreement between Canvas Health and Chisago County for the continuation of a chemical dependency treatment program in the Chisago County Jail. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to approve the Bloom Meadows final plat located in Franconia Township, 16664 Pleasant Valley Road, in Section 7, T. 33, R. 19, PID #04.00111.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Oasis North final plat located in Chisago Lake Township, XXXX Oasis Road, in Section 4, T. 34, R. 20, PID #02.00383.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Montzka, the Board moved to approve the 7M Lakes 1st Addition final plat located in Nessel Township, XXX Crest Way, in Section 23, T. 37, R. 22, PID #06.00518.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to acknowledge and approve County Project No. 2018-214-4-01-09E Swedish Immigrant Regional Trail Change Orders No. 1 and 2 with Peterson Companies, Inc. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the allocation of \$1,090,036.99 Small Business Relief funding to the Chisago County HRA-EDA for the Chisago County Small Business Relief Program which begins on January 6, 2021, the Board additionally moved to authorize the Chisago County HRA-EDA to administrate the program via a grant agreement, subject to County Attorney approval, and to approve the reallocation of the funds received from the State 'County Relief Funding Program' from Chisago County to the Chisago County HRA-EDA. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to approve the resolution transferring Chisago County's Heartland Express Assets to Arrowhead Transit. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve a credit card for Karen Gates, Human Resources Director. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

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

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

Break from 11:10 a.m. to 11:20 a.m.

On motion by Greene, seconded by Montzka, the Board announced a closed meeting session at 11:21 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Interim Clerk of the Board Christina Vollrath read the Closed Meeting Announcement:

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege. Minn. Stat. §13D.05, Subd. 3. The Meeting will be closed to allow the County Board to discuss with legal counsel strategy related to litigation, Michelle Jacobson v. County of Chisago (MN) and Richard Duncan, both individually and in his official capacity as Sheriff of Chisago County (MN)

On motion by Greene, seconded by Montzka, the Board reconvened the Chisago County Board of Commissioners Meeting at 12:24 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board adjourned at 12:24 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka, Robinson **OPPOSED:** None.

Commissioner DuBose, Chair

Attest: _____
Christina Vollrath
Interim Clerk, County Board

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**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, December 16, 2020**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, December 16, 2020 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, McMahon, Montzka, Robinson. County Attorney Janet Reiter participated electronically. Also present: County Administrator Chase Burnham and *Interim* Clerk of the Board Christina Vollrath.

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 Greene. The motion **passed** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

Outstanding Economic Development Award from MN Association of Professional County Economic Developers to Fox Valley Metrology, Stacy, MN.

6:33 p.m. – COVID-19 Update by Courtney Wehrenberg – ended 6:50 p.m.

On motion by Greene, seconded by McMahon, the Board opened the Road and Bridge Committee of the Whole at 6:51 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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

On motion by Greene, seconded by Robinson, the Board moved items 1-6 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Greene, the Board moved to close the Road and Bridge Committee of the Whole at 7:06 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

CITIZENS FORUM - TIME 7:06 p.m. # of **SPEAKERS** – 2
END TIME 7:13 p.m. 0 letters, 1 email

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

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – Larkin Hoffman Federal Lobbyist US Hwy 8
- 3.) R&B Committee Recommendation – FINAL 2021 Chisago County TIP
- 4.) R&B Committee Recommendation – Contract with SRF for Final Design TH 8 Recon.
- 5.) R&B Committee Recommendation – Public Works Joint Powers Mutual Aid Agreement
- 6.) R&B Committee Recommendation – Contract with Chisago SWCD
- 7.) Minutes from the December 2, 2020 Regular Meeting
- 8.) Payment of County’s Warrants and Miscellaneous Bills
- 9.) Authorization for County Auditor to Transfer Funds
- 10.) Acceptance of 2020 Chisago County Donations

RESOLUTION NO: 20/1216-1
ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2020:

- Chisago Lakes Restoration Association: \$723.05.00 for the 2021 LID Budget for the North Center North Lindstrom Channel (618-6834)

The Board was given a brief update on the Environmental Services from Director Kurt Schneider. *No action was taken.*

On motion by Robinson, seconded by Greene, the Board moved to approve Move to Approve the Joe Charles JC Homes, Inc. “Nessel Court” final plat in Section 02. T. 37, R. 22; PID 06.00133.20, subject to the following condition: Submitting a drainage and grading plan for site development with building permit application. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by DuBose, the Board moved to approve the Joe Charles JC Homes, Inc. "Oasis View" final plat in Section 33, T. 35, R. 20; PID #09.00393.50. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by McMahon, the Board moved to approve the Tony and Kristine Mariette "Mariette One" final plat in Section 18, T. 35, R.20; PID #09.00198.00 and 09.00198.10. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Greene, the Board moved to approve the Oasis North preliminary plat located in Chisago Lake Township, XXXX Oasis Rd., in Section 4, T. 34, R. 20, PID #02.00383.00. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by McMahon, the Board moved to approve the Diamond Acres preliminary plat located in Fish Lake Township, 42370 Diamond Avenue, in Section 36, T. 36, R. 22, (PID #03.00564.00) with the following condition: Prior to submittal of the Final Plat application, the Applicant or Owners will provide Chisago County with financial surety in the amount of \$20,000 in accordance with the plan as presented for compliance with Zoning Code Section 4.08.1.A. Failure to properly remove all detached structures or obtain a building permit for construction of a dwelling in accordance with Chisago County Zoning Ordinances by June 1, 2021, will result in the County acting upon said surety and/or assess charges against the property in order to bring the property into compliance with ordinance requirements. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by McMahon, the Board moved to approve the Mueller Addition preliminary plat located in Chisago Lake Township, XXXX Oasis Rd., in Section 4, T. 34, R. 20, PID #02.00848.00 with the following conditions:

- 1) Silt fencing be installed around the building envelope and all delineated wetlands, particularly where sedimentation due to construction is likely to occur given close proximity to wetlands.
- 2) The Surveyor of said project shall locate and survey all delineated wetland areas.

The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by Robinson, the Board moved to amend Conditions #3 and #4 of the Teri Meads Abella Weddings and Events Conditional Use Permit to read as follows:

3. Sunday through Thursday event hours of operation shall be 8:00 a.m. to 10:00 p.m. with the exception of the Sunday of Memorial Day and Labor Day weekends, and New Year's Eve on Sunday through Thursday in which case the event hours shall be allowed from 8:00 a.m. to midnight and Friday-Saturday event hours of operation shall be 8:00 a.m. to midnight.
4. All gathering events that include music shall be conducted indoors, and building doors and windows shall remain closed during music (low level acoustic music for wedding ceremonies shall constitute an exception).

The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

19 On motion by Greene, seconded by DuBose, the Board moved to approve the 2021 Hauler Recycling Contract Renewals with the following companies: Chisago Lakes Sanitation; Croix Valley Pick-Up; and SRC, Incorporated and move to approve the 2021 Recycler Contracts with the following companies: AAA Recycling, Evergreen Recycling; Recycling For Wildlife; SRC, Incorporated and The Steel Chick Recycling. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

Presentation by Doug Green from Baker Tilly regarding the 2011A HRA-EDA Bonds the 2012B County Board bonds.

On motion by DuBose, seconded by Robinson, the Board moved to approve the date and time of the Annual Organization meeting of January 5, 2021 at 9:30 a.m. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Greene, the motion was made to increase the proposed elected officials and salary amounts by \$5,000. Commissioner McMahon, seconded by Robinson, made an adverse motion to increase the salaries by \$6,000 and the Chief Deputy by \$7,000. On motion by McMahon, seconded by Greene, the salaries were adjusted as originally discussed by Commissioner DuBose with an additional increase to the Chief Deputy was put to vote against the original motion. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Robinson **OPPOSED:** Montzka.

22 On motion by Greene, seconded by DuBose, the Board moved to approve via the attached Resolutions the proposed 2021 Salary and Compensation Amounts for Elected Officials and Contracted and Non-Represented County Employees, and the proposed 2021 Per Diems for County Commissioners and Volunteers, as recommended [and/or modified] at tonight's meeting. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

RESOLUTION NO. 20/1216-2
ESTABLISHING COUNTY COMMISSIONER
COMPENSATION AND PER DIEM RATE FOR 2021

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

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

NOW, THEREFORE, BE IT RESOLVED, that the annual salary to be paid each Chisago County Commissioner for 2021 shall be \$ 32,580.54, a 2% increase over 2020;

Note: 2007, 2008 & 2009 salary was \$27,419, a 0% increase over 2006

Note: 2010 salary was \$26,871, a 2% DECREASE over 2009

Note: 2011 & 2012 salary was \$26,871, a 0% increase over 2010

Note: 2013 budget salary was \$27,274, a 1.5% increase over 2012

Note: 2014 budget salary was \$27,683, a 1.5% increase over 2013

Note: 2015 budget salary was \$28,234, a 2% increase over 2014

Note: 2016 budget salary was \$28,798, a 2% increase over 2015

Note: 2017 budget salary was \$29,662, a 3% increase over 2016

Note: 2018 budget salary was \$30,255, a 2% increase over 2017

Note: 2019 budget salary was \$31,011, a 2.5% increase over 2018

Note: 2020 budget salary was \$31,941.71 a 3% increase over 2019

BE IT FURTHER RESOLVED, that Commissioners may receive payment of per diem in the amount of \$50.00 for meetings and conduct of official county business pursuant to statutory definition and further subject to County Attorney approval.

Note: 2007 - 2020 per diem rate was \$50.00

Note: 2021 proposed per diem rate is \$50.00

BE IT FURTHER RESOLVED, that in instances in which a commissioner might be separately authorized to receive a per diem for which there is a statutory basis

apart from the one authorized for work as a county commissioner, Chisago County will deny the per diem payment to that Commissioner. Accordingly, a County Commissioner may not receive two per diems for the same meeting.

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

BE IT FURTHER RESOLVED, that the following list of committees be deemed eligible for per diem reimbursement under provisions of M.S. 375.055 and 375.06 and that, while an individual commissioner shall usually attend and participate in the work of the respective committees as the designated representative or seated alternate, any Commissioner may participate in the committee's work and receive mileage only for said participation:

Association of MN Counties
Board of County Commissioners
Budget & Finance Committee (if meeting separately from Board of Commissioners' Meeting)
Chisago County Emergency Preparedness Committee
Chisago County Jail/Law Enforcement Center Building Committee/ Radio Upgrade Project
Chisago Lakes Joint Sewer Commission
Chisago/Isanti Heartland Express Joint Powers Transit Board
Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force
East Central Regional Library Board
East Central Solid Waste & 2-County Landfill, Recycling
ECRDC; *(PLUS, Subcommittees)* – *Central MN Council on Aging and Metro Area Transportation*
EMS Task Force
UofMN Extension Committee
Health & Human Services Committee of the Whole (if meeting separately from Board of Commissioners' Meeting)
Highway 8 Task Force
HRA-EDA Board
Human Resources/Labor Relations/Personnel/Insurance Committee
Joint Job Training Board *(PLUS, Subcommittees)* – *CMJTS, Inc. Operations Committee, WIB Executive Committee, Workforce Development Committee*
Lakes & Pines Board: *(PLUS, Subcommittee)* - *Negotiations*
Law Library, Court Liaison
Legislative Committee – Mileage ONLY. NO Per Diems (Per Diems if meeting as Committee of the Whole separately from Board of Commissioners' Meeting)
Library Service Delivery and Collaboration Group (Greater Minnesota/AMC)

Metro Alliance for Healthy Families – Governing Board
 Metropolitan Emergency Services Board (MESB); *(PLUS, Subcommittees) – Executive & Radio Cost Allocation Committee*
 NACO – Mileage ONLY, NO Per Diems
 Parks Board
 Planning Commission
 Public Health Commission
 Regional Juvenile Detention Facility – Lino Lakes
 Road & Bridge Committee of the Whole (if meeting separately from Board of Commissioners' Meeting); *(PLUS, Subcommittee) – East Metro Transportation*
 So. Center/So. Lindstrom Sanitary Sewer District
 Solid Waste Advisory Committee
 Township Association
 Water Plan Policy Team

RESOLUTION NO. 20/1216 - 3
ESTABLISHING ELECTED OFFICIALS & CONTRACTED EMPLOYEE SALARIES

WHEREAS, M.S. 384.151; M.S. 385.373; M.S. 387.20; M.S. 388.18; M.S. 387.14 and M.S. 375A.06 respectively call for the annual establishment of the salaries of County Auditor, County Treasurer/County Recorder, County Sheriff, County Attorney, Chief Deputy Sheriff, and County Administrator; and

WHEREAS, the salaries of said elected officials are exempt from the provisions of the Minnesota Pay Equity Act; while the salary of the Chief Deputy Sheriff and County Administrator, are not exempt from the provisions of the Minnesota Pay Equity Act; but all do remain within the prerogative of the County Board to establish, and

WHEREAS, this Board has considered the relevancy of these salaries to other management salaries within the County and to the salaries of comparable positions in other jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salaries for the County's elected officials in the following amounts effective January 1, 2021, a 2% cost of living adjustment increase over 2020, the same increase as that afforded County employees represented by the largest bargaining units:

County Sheriff					
2016	2017	2018	2019	2020	2021
<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Amount</u>	<u>Proposed</u>
\$116,832.84	\$120,338	\$122,745	\$125,814	\$129,588	\$138,179.76

County Attorney

\$105,144.66 \$108,299 \$120,000 \$123,000 \$133,900 \$142,578.00

BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salary for the Chief Deputy Sheriff in the following amount effective January 1, 2021, a 2% cost of living adjustment increase over 2020, the same increase as that afforded County employees represented by the largest bargaining units:

Chief Deputy Sheriff

2016	2017	2018	2019	2020	2021
Amount	Amount	Amount	Amount	Amount	Proposed
\$95,757.60	\$98,630	\$100,603	\$103,118	\$106,211	\$117,429

BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salary for the County Administrator in the following amount effective January 1, 2021:

County Administrator:

2015	2016	2017	2018	2019	2020
Amount	Amount	Amount	Amount	Amount	Amount
\$119,766	\$122,161	\$125,826	\$128,336	\$131,544	\$135,490

*****In 2020, the County Board budgeted **\$135,490** for the County Administrator position, however the actual amount paid for 2020 was \$122,949.00*****

	2020	2021
	Actual	Proposed
County Administrator	\$122,949.00	\$131,407.98

County Auditor-Treasurer 2021 Salary = \$115,581

**RESOLUTION NO. 20/1216-4
ESTABLISHING COMPENSATION FOR
VOLUNTEER/CITIZEN COMMITTEES
FOR 2021**

BE IT RESOLVED, that the Chisago County Board of Commissioners hereby establishes the per diem rate of \$ 50.00 /meeting, plus mileage for members of voluntary/citizen committees appointed by the Board or for other volunteers who serve in an official capacity under this Board's jurisdiction and for whom per diem is declared appropriate.

NOTE: 2007-2020 was \$50.00/meeting
NOTE: 2021 Proposed Rate is \$50.00/meeting

**RESOLUTION NO. 20/1216-5
AUTHORIZING A COST OF LIVING
ADJUSTMENT FOR NON-UNION
EMPLOYEES FOR 2021**

WHEREAS, the County Board of Commissioners is authorized to establish the pay system for employees under its jurisdiction and is further authorized to adjust said system as it deems appropriate; and

WHEREAS, the County Board of Commissioners has previously approved wage adjustments of 2% for represented county employees, effective January 1st, 2021; and

WHEREAS, on December 16th, 2020, the County Board of Commissioners considered a 2% wage increase for certain County Elected Officials and Contracted Employees, consistent with that made previously for other represented county employees, effective January 1st, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes the county's master wage schedules to be adjusted by 2% for non-union employees, not otherwise subject to statutory provisions, consistent with the adjustment made for other represented county employees, and that said adjustment is effective January 1st, 2021.

On motion by DuBose, seconded by McMahon, the Board moved to set the 2021 Ditch Levies at the 10% increase over 2020 as shown in the December 16, 2020 County Auditor-Treasurer Memo. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

On motion by McMahon, seconded by Greene, the Board moved to approve the property changes for taxes payable in 2021, due to changes, corrections, and clerical errors since the County Board of Equalization. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

On motion by Greene, seconded by McMahon, the Board moved to approve the dissolution of relationship with Minnesota Merit System. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

On motion by McMahon, seconded by Greene, the Board moved to approve the

State of Minnesota Department of Human Services County Grant Contract- Child and Teen Checkups Program, 2021-2023. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by Robinson, the Board moved to approve the Lighthouse Child & Family Services contract through 2022. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by Robinson, the Board moved to approve the Memorandum of Understanding between North Branch Area Public Schools and Chisago County for Baby Café. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to approve the Covid-19 Vaccination Planning Grant Agreement. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by Greene, the Board moved to authorize negotiations and execution of Service Contracts with up to three attorneys to provide Legal Representation for eligible persons in Child Welfare matters under Juvenile Protection Provisions of the Juvenile Court Act. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Greene, the Board moved to approve the recommendation of Chisago County to join the Minnesota Inter-County Association for 2021. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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

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

On motion by McMahon, seconded by DuBose, the Board adjourned the meeting at 8:44 p.m. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None

Ben Montzka, Chair

Attest: _____

Christina Vollrath
Interim Clerk of the Board

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**CHISAGO COUNTY
BOARD OF COMMISSIONERS
January 20, 2021**

Item # 6

Payment of County's Warrants & Miscellaneous Bills

County Warrants = \$446,499.10

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>
1/8/2020	\$60,245.77		Commissioner's Warrants
1/8/2020	\$49,659.05	1/20/2020	Auditor's Warrants

Lake Area Bank; Derek Anklan; Sheriff; supplies; \$491.00

Lake Area Bank; Chase Burnham; Administration; supplies; \$221.35

Lake Area Bank; Amy Chavez; Probation; supplies; \$5.31

Lake Area Bank; John Keefe; Assessor; training; \$970.00

Lake Area Bank; Jamie Kelley; Wellness; supplies; \$88.63

Lake Area Bank; Andrew Mahowald; Sheriff; supplies; \$1,565.00

Lake Area Bank; Mary Melby; Wellness; supplies; \$500.00

Lake Area Bank; Lori Olson; Sheriff; supplies; \$150.39

Lake Area Bank; Kyle Puelston; Sheriff; training; \$825.00

Lake Area Bank; Janet Reiter; Attorney; registration; \$252.00

Lake Area Bank; Kurt Schneider; ESD; training, supplies; \$648.68

Lake Area Bank; Joseph Triplett; Public Works; training; \$540.00

Lake Area Bank; Justin Wood; Sheriff; registration; \$1,097.20

Lake Area Bank; Polly Zais; Sheriff; supplies; \$9.89

Lake Area Bank; Ami Helmbrecht; HHS; supplies; \$155.28

*******All Warrants/Bills Available with the Clerk of the Board*******

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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: January 13, 2021
Re: January 20, 2021 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 January 20, 2021, Board meeting.

Action Items:

1. Directors Report
2. Tony Zerwas Preliminary Plat
3. John and Karen Shulte Preliminary Plat
4. CLLID North Center to North Lindstrom Channel Project / Budget Adjustment
5. CLLID Engineering Services General Services Agreement Supplement / Budget Adjustment
6. Parks Department Credit Card Authorization

Informational Item(s):

Board of Adjustment and Appeals:

The next regularly scheduled Board of Adjustment meeting is scheduled for January 28, 2021 at 6:00 pm. Item(s) for consideration include:

1. **William and Jean Charles** – Property at 12220 Mentzer Trail, Chisago Lake Township; Sec.5, T.33, R.20, (PID #02.01648.00). William and Jean Charles, Property Owners, are requesting a variance to add an addition onto the second story of the house closer to OHW and an attached garage closer to the road than the required setbacks.

Planning Commission:

The regularly Planning Commission meeting is scheduled for Thursday, February 4, 2021, at 7:00 p.m. via remote attendance. Individuals wishing to observe the meeting or provide public hearing comment

during the meeting may do so by telephone or electronic means. The Commission tour of Tuesday, February 2, 2020 has been cancelled. Items for consideration include:

1. **Robb Medin** - Mike Bufalini, MN 121819 LLC on behalf of Robb Medin. Property Owner, is seeking an Interim Use Permit (IUP) to construct and operate a one megawatt community solar garden on seven acres that is located within a ¼ mile of an existing solar array. The property is located east of Park Trail and south of St. Croix Trail/HWY 95, Amador Township; Sec.25, T.35, R.20 (PID #01.00354.50).
2. **Keith Johnson** - Mike Bufalini, MN 121819 LLC on behalf of Keith Johnson. Property Owner, is seeking an Interim Use Permit (IUP) to construct and operate a one megawatt community solar garden on seven acres that is located within a ¼ mile of an existing solar array. The property is located east of Oriole Avenue and south of 375th Street, Amador Township; Sec.35, T.35, R.20 (PID #01.00401.10).
3. **Keith Johnson** - Mike Bufalini, MN 121819 LLC on behalf of Keith Johnson. Property Owner, is seeking an Interim Use Permit (IUP) to construct and operate a one megawatt community solar garden on seven acres that is located within a ¼ mile of an existing solar array. The property is located west of Oasis Road/County Road 9 and south of 375th Street, Sunrise Township; Sec.28, T.35, R.20 (PID #09.00303.10).

Zoning Ordinance Discussion – 1 Acre Buildable Ordinance Subcommittee Report (Potential March Public Hearing)

Septic System Ordinance / Shoreland Ordinance Discussion – SSTS Types (I, II, III, IV, V) & Requirements Ordinance Subcommittee Report (Potential March Public Hearing)

General Department Informational Item(s):

December construction & permit activity included 16 new home permits - 136 YTD, surpassing 2019 year-end count of 133 by 2%. Permit and land use application revenues as of December 31st total \$895,036 or 114% of budgeted revenue for 2020. In total the department's inspection division has issued and processed over 1,550+ permits of various types thru December. Attached is a reporting of permits and permit types by general location for reference purposes.

At their January 7th meeting, the Planning Commission carried on with their buildable area and septic systems ordinance(s) discussion. The discussion was extensive and extended the meeting to 10 P.M. As noted, a subcommittee has been established and future hearing calendar identified. Also of note, Commissioner Shellene Johnson (At-Large) is elected Chairperson and Commissioner Yeager (Dist. 4) is elected Vice-Chair for 2021.

Short Term Rental licensing applications for 2021 are actively being received and processed. The program, new in 2020, appears to be coming together effectively and many STR owners are receptive. Some STR owners have also opted to stop operating due to on-site septic/occupancy limits, well, or other complications with their local or associated State Lodging License requirements from MN Dept. of Health.

The Department received recent copy of the GMRPTC Press Release concerning Sunrise Prairie Regional Trail and is again excited to formally share the \$1,182,000 funding recommendation news. The selected Chisago County project is 1 of 11 projects recommended for funding and is the 2nd highest

grant award from the total \$7,755,429 in allocated funds. Representatives from the Cities of North Branch and Harris are also excited to see and support this news.

**Chisago County
2020 Construction Permit Activity**

1. New Houses:						OTHERS:	
	Dec	Year to Date		Dec	Year to Date		
Amador	0	6	Lindstrom	0	15	Site Permits	0
Center City	1	3	Nessel	0	8	Septic Permits	2
Chisago City	12	29	Rush City	1	23	Septic Permits YTD	88
Chisago Lake	0	14	Rushseba	0	0	Septic Certifications 2019	245
Fish Lake	1	7	Shafer	0	7	Septic Certifications 2020	301
Franconia	1	10	Sunrise	0	13	Houses December 2019	4
Harris	0	1	Total	16	136	Houses December 2020	16
						New House YTD December 2019	133
						New House YTD December 2020	136

2. Additions/Alterations/roofs/decks/foundation:					
	Dec	Year to Date		Dec	Year to Date
Amador	1	8	Lindstrom	8	109
Center City	0	22	Nessel	4	47
Chisago City	7	142	Rush City	3	77
Chisago Lake	8	111	Rushseba	1	20
Fish Lake	4	40	Shafer	0	10
Franconia	3	39	Sunrise	1	42
Harris	4	13	Total 2020		680
			Total 2019		762
			Total 2018		639
3. Mechanical (Gas Conv. Mh setup, mech/plmbg, woodstove fireplace):					
	Dec	Year to Date		Dec	Year to Date
Amador	1	10	Lindstrom	4	52
Center City	0	8	Nessel	1	8
Chisago City	9	58	Rush City	0	7
Chisago Lake	3	32	Rushseba	0	2
Fish Lake	1	13	Shafer	0	5

Franconia	2	12	Sunrise	2	9
Harris	1	9	Total 2020		225
			Total 2019		225
			Total 2018		152

4. Accessory/ pole, garage, shed, pool, fence, sign – not including site permits

	Dec	Year to Date		Dec	Year to Date
Amador	0	5	Lindstrom	0	4
Center City	0	1	Nessel	2	20
Chisago City	0	8	Rush City	0	12
Chisago Lake	3	31	Rushseba	0	2
Fish Lake	0	13	Shafer	0	7
Franconia	1	3	Sunrise	1	13
Harris	0	6	Total 2020		125
			Total 2019		113
			Total 2018		102

5 & 6. Commercial – New and addn/alteration/mechanical

	Dec	Year to Date		Dec	Year to Date
Amador	0	4	Lindstrom	2	10
Center City	0	1	Nessel	0	0
Chisago City	0	15	Rush City	0	10
Chisago Lake	0	1	Rushseba	0	1
Fish Lake	0	1	Shafer	0	0
Franconia	1	2	Sunrise	0	2
Harris	1	2	Total 2020		32
			Total 2019		47
			Total 2018		46

7. Multi Family

	Dec	Year to Date		Dec	Year to Date
Center City	0	0	Lindstrom	0	0
Chisago City	0	0	Rush City	0	0
Lindstrom	0	0	Total 2020		0
			Total 2019		0
			Total 2018		3

****All permit and construction data *excludes* activity that occurred in jurisdictions where Chisago County ESD does not perform contract inspection/permitting work (City of Shafer, Taylors Falls, Wyoming, Stacy, North Branch, Lent Twp).**

Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 8
Title of Item for Consideration: Credit Card Request – Joseph Tart, ESD Parks Director	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services Dept. – Parks Division
Previous Action on this Matter: None.	
Background: These cards will be used for registrations and training and equipment/supplies purchases for the Parks Department. The Parks Department currently utilizes the general ESD Credit Card (Issued to Kurt Schneider) which has been causing routine limit constraints for other training and supplies needs within the broader department. Joseph Tart, Parks Director - \$1,000	
Action Requested/Recommended: The County Board is respectfully requested to approve credit card for Joseph Tart, Parks Director. The following motion is suggested: <i>“Move to approve a credit card for Joseph Tart, Parks Director.”</i>	
Implications of Action: Board approval at tonight’s meeting will allow the County Auditor Office to request a credit card for Joseph Tart, Parks Director. 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 CJS	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

**COUNTY OF CHISAGO
REQUEST FOR COUNTY ISSUED CREDIT CARD**

TO: COUNTY AUDITOR

FROM: Kurt Schneider
Name (Dept Head)
Environmental Services
Department

RE: Request for County Issued Credit Card
(Place an X in the applicable box)

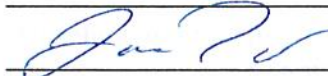
☐ Commissioner \$1,500
☒ Department Head \$1,000
☐ Employee \$500

Department Head Portion:

I request the following employee be issued a Chisago County Credit Card:

Employee Full Name (print): Joseph Raymond Tart

Title & Department: Parks Director / Environmental Services

Employee Sample Signature: 

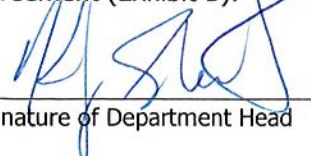
Reason why credit card is needed: Allows Parks division to make online purchases, renew professional membership, apply for permits, and sign-up for training classes/conferences/Dues

The Department Head may recommend an account limit for an employee not to exceed \$500. Without exception, the County Board of Commissioners will establish all account limits.

Use of County Issued Credit Card:

County provided credit cards are to be used only for conducting officially approved County business. Official County business includes approved travel (hotels & travel expenses) and registration fees per County policy and any other items approved, per County policies, prior to actual purchase. No alcoholic beverages may be purchased with said card.

I hereby certify that I have reviewed with the employee the Chisago County Issued Credit Card Policy and the Credit Card User Agreement (Exhibit B).


Signature of Department Head

1-13-21
Date

Employee Portion:

I have reviewed the Chisago County Issued Credit Card Policy and the Credit Card User Agreement. I agree to abide by these policies and other policies of the County. I consent to the County running a background credit check on my personal credit history if the County deems it necessary.



Signature of Employee

1-13-2021

Date

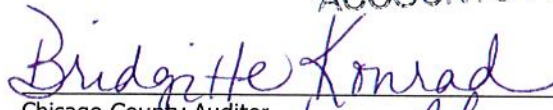
***** PLEASE RETURN TO AUDITOR'S OFFICE *****

RECEIVED

County Auditor Portion: ♦ **13 JAN 2021** ♦ 

Received request on

ACCOUNTS PAYABLE



Chisago County Auditor


1/13/2021

Date

resented to the Chisago County Board on

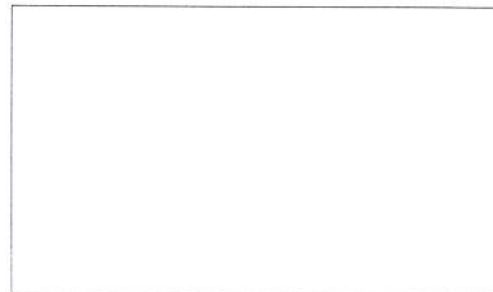
1/20/21

Date

Action taken by Chisago County Board on

Date

- ☐ Approved as requested
☐ Denied
☐ Other



Board Approval Stamp

Employee Portion:

I acknowledge receipt of credit card bearing number

Employee Signature

Date

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Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 9
Title of Item for Consideration: North Center to North Lindstrom Channel Maintenance Aquatic Vegetation Removal and Agreement	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning - on behalf of the Chisago Lakes Lake Improvement District (CLLID)
Previous Action on this Matter: In 2020, the Chisago County Board of Commissioners approved a Chisago Lakes Lake Improvement District (CLLID) channel maintenance project to remove bogs within a 30 foot wide path through the North Center to North Lindstrom Channel.	
Background: In 2018, Chisago County rebuilt the CSAH 20 bridge between North Center and North Lindstrom Lakes. This allowed, for the first time in decades, boats to navigate between North Center and North Lindstrom lakes during times of high water. In 2019 lake levels were at their highest point in the past 15 years. For the first half of the 2019 boating season boats were able to navigate between North Center and North Lindstrom Lakes. In the second half of the boating season, water levels were lower and cattail bogs floated into the channel areas restricting navigation. In 2020, the CLLID sponsored project removed bogs in the channel route except for 100 feet from the channel narrows west of Olinda Trail. This 2021 project is proposed to complete bog removal in the remaining 100 feet of channel west of the narrows by Olinda Trail. In addition, a few floating bogs will be removed from the main channel route. The CLLID respectfully requests that the County Board approve an agreement with Lakes Aquatic Weed Removal to provide labor and equipment necessary to remove complete the project. The CLLID Board respectfully requests \$14,650 be transferred from CLLID reserves to finance the 2021 North Lindstrom to North Center channel maintenance. No direct County levy funds are requested. On January 4, 2021, the CLLID board unanimously approved a motion recommending that the County Board approve an agreement with Lakes Aquatic Weed Removal to carry out the channel project in an amount not to exceed \$14,650. Attachment(s): • 2021 Agreement by and between Chisago County and Lakes Aquatic Weed Removal for the Chisago Lakes Lake Improvement District • 2021 Potential Bog Removal Project • 2020 MN DNR Aquatic Plant Management Permit #2019-3387 (2021 renewal request in process) • 2021 Lakes Aquatic Weed Removal Quote • 2021 Budget Adjustment Request – NC NL Channel Aquatic Vegetation Removal	

Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider approving the Agreement by and between Chisago County and Lakes Aquatic Weed Removal for the Chisago Lakes Lake Improvement District, along with the associated Budget Adjustment Request. The suggested motion to approve this action is as follows:

“Move to Approve the Agreement by and between Chisago County and Lakes Aquatic Weed Removal; and the associated \$14,650 Budget Adjustment Request in support of the Chisago Lakes Lake Improvement District 2021 North Center to North Lindstrom Channel maintenance project as presented.”

Implications of Action: Recommended Board action would improve navigation in the North Center to North Lindstrom channel by removing aquatic vegetation.

Budget/Financial Implications: The proposal is being brought before the County Board for consideration because the 2021 program in its entirety will exceed \$5,000. Up to \$14,650 in additional reserve funds are needed to cut and remove aquatic vegetation in the North Center to North Lindstrom channel to improve navigation. Use of CLLID reserve funds is consistent with the policy to maintain approximately 50% reserve carryover of the CLLID budget, according to recommendations of the State of Minnesota Office of the State Auditor “Fund Balances for Local Government – Office of the State Auditor Statement of Position. No county levy funds are requested.

Legal/Policy Implications: The proposed activity is in 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 _____

AGREEMENT BY AND BETWEEN CHISAGO COUNTY AND LAKES AQUATIC WEED REMOVAL FOR THE CHISAGO LAKES LAKE IMPROVEMENT DISTRICT

County of Chisago, a body politic and corporate (hereinafter "the County"), and Lakes Aquatic Weed Removal (hereinafter "LAWR"), in exchange for mutual undertakings, do hereby agree to enter into this agreement and the following:

WHEREAS, the County has the authority, pursuant to Minn. Stat. 373.01, to enter into contracts to carry out the duties and obligations of the County; and,

WHEREAS, the Chisago Lakes Lake Improvement District (CLLID) is an organized lake improvement district, established by resolution of the Chisago County Board of Commissioners in April 1976 and reactivated by resolution of the Chisago County Board of Commissioner in August 1984 pursuant to Minnesota Statutes 103B.501 – 103B.581, and re-established by findings of fact, conclusions of law and order in September 2015.

WHEREAS, LAWR is a qualified firm, with expertise, appropriate licensures, and specialties in the area of aquatic weed removal.

WHEREAS, the capabilities of LAWR currently meets the needs of the CLLID.

NOW THEREFORE, it is agreed:

1. **SCOPE OF WORK**: Work to be performed by LAWR includes, but is not limited to:
 - a. LAWR will provide labor and equipment necessary to remove floating & submerged cattail vegetation in the channel between North Lindstrom and North Center Lakes, up to 30 feet wide, between the narrows near Olinda Trail to 100 feet west of the narrows. In addition, scattered floating bogs in the remaining channel area will be removed.
 - b. LAWR will comply with all provisions of the MN DNR Aquatic Plant Management Permit number 2019-3387. (2021 permit renewal applied for but not yet DNR approved)
 - c. LAWR will follow the channel path designated in EOR Bog Removal memo dated October 11, 2019.
 - d. LAWR will coordinate with CLLID as to location of debris removal.
 - e. LAWR will fix with the best of their abilities and is responsible for any damage done to properties where the loading and unloading of debris will occur.
 - f. LAWR not leave any material left on shore on the ground overnight.
 - g. LAWR will transport and deposit vegetation to the final destination of the Chisago Lakes compost site.
2. **FEES AND COMPENSATION**: An invoice that details the work performed by LAWR shall be submitted to the County upon satisfactory completion of the project. Invoices will be itemized and total project cost will not exceed \$14,650. Payment shall be made promptly by County after presentation of validated invoice and acceptance of the service by the County's authorized representative.

3. **TERM OF AGREEMENT:** The effective date of the agreement is January 20, 2021 and will continue until September 1, 2021.

4. **CANCELLATION AND TERMINATION:** This Agreement may be canceled by the County or LAWR at any time, with or without cause upon thirty (30) days written notice to the other party. In the event of such a cancellation, LAWR shall be entitled to payment, determined on a pro rate basis for work or services satisfactorily performed.

5. **INDEMNIFICATION:** Notwithstanding any other provisions to the contrary LAWR agrees to indemnify, defend and hold harmless the County, its officers, employees and agents for claims arising out of the activities of LAWR, its staff, employees, agents or assigns, related to the service provided under this agreement.

6. **INSURANCE REQUIREMENTS:** LAWR agrees that it will at all times during the term of the agreement keep in force insurance coverages of the kind and in the minimum amount as identified below. All such policies shall provide that they shall not be canceled, materially changed, or not renewed (expired) without thirty days *prior* notice thereof to the County.

General Liability at coverages of: \$500,000/claim; \$2,000,000/occurrence or aggregate;
Automobile Liability at coverages of: \$500,000/claim; \$2,000,000/occurrence or aggregate;
Workers' Compensation, as required by Minnesota law;

LAWR will name the County as an additional insured on such policies and LAWR will provide the County with a certificate of insurance for such coverage within 5 business days after signing this agreement.

7. **DATA PRIVACY:** All data collected, created, received, or used for any purposes in the course of LAWR's performance of this agreement is governed by Minn. Stat. 13.01, et seq., and/or any and all other applicable state and federal provisions. LAWR agrees to abide by these statutes, rules and regulations as in effect and as amended.

8. **RECORDS/AUDITS:** Pursuant to Minn. Stat. 16C.05, subd. 5, the books, records, documents and accounting procedures and practices of LAWR relevant to the Agreement are subject to examination by the County, and either the legislative auditor or the state auditor. LAWR agrees to maintain these records for a period of six (6) years from the date of the end of this agreement.

9. **NON-DISCRIMINATION:** During the performance of this agreement, the contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, creed or national origin, be excluded from full employment rights in participation in, be denied the benefits or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.

10. **COMPLIANCE WITH LAW:** The Contractor shall abide by all federal, state or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted insofar as they relate to the performance of the provisions of this agreement.

11. **FIREARMS PROHIBITED:** Unless specifically required by the terms of this Agreement, no provider of services pursuant to this contract, including but not limited to employees or agents of the Contractor

shall carry or possess a firearm on County premises or while acting on behalf of Chisago County pursuant to the terms of this agreement. Violation of this provision shall be considered a substantial breach of the agreement; and, in addition to any other remedy available to the County under law or equity, violation of the provision is grounds for immediate suspension or termination of this agreement.

12. **INDEPENDENT CONTRACTOR:** Parties agree that LAWR is acting as an independent contractor under this agreement.

13. **SUBCONTRACTING AND ASSIGNMENT:** LAWR shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign any interest in the agreement without the prior written approval of the County. Any assignment may be made subject to such conditions and provisions as the County may impose. If specifically authorized by the County, LAWR is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

The undersigned attest that this AGREEMENT has been duly approved and executed.

COUNTY OF CHISAGO

LAKES AQUATIC WEED REMOVAL

BY: _____ / _____
Chris DuBose, Chair, Chisago County Board (Date)

BY: _____ / _____
Name: _____ (Date)
Authority: _____

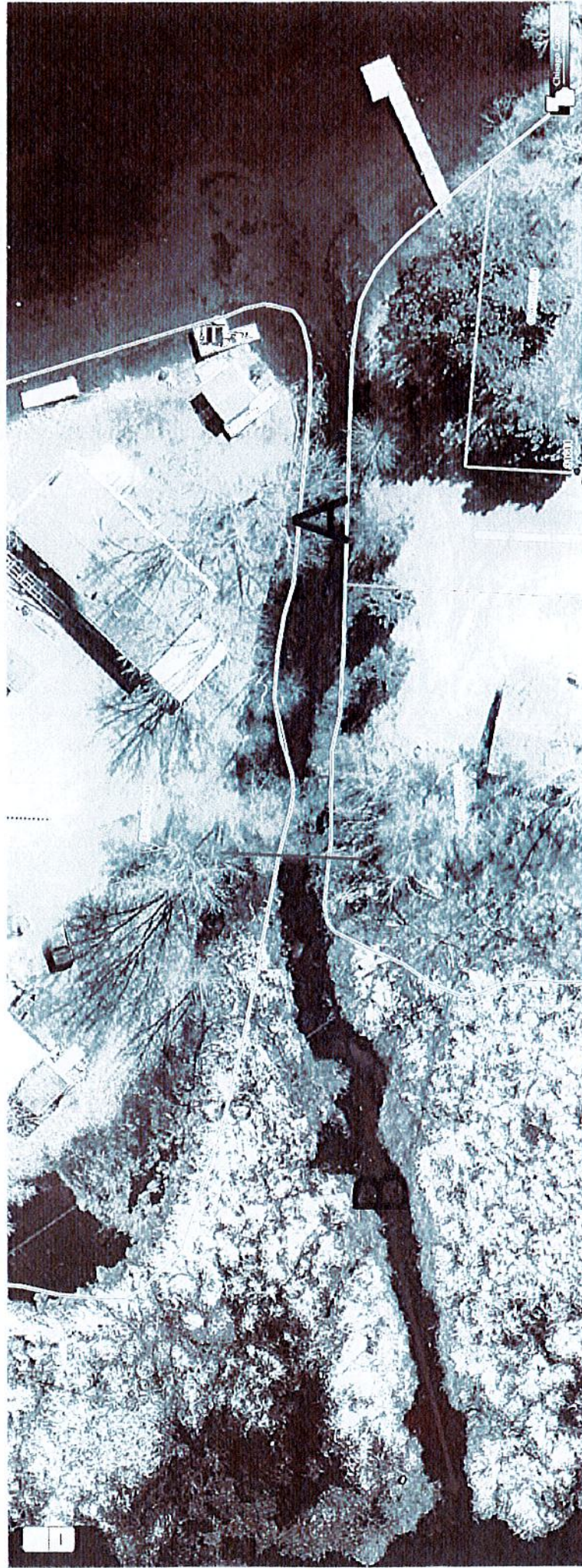
Witnessed: _____ / _____
Clerk to the Board (Date)

REVIEWED AND APPROVED AS TO FORM:

JANET REITER, CHISAGO COUNTY ATTORNEY

BY: _____
JEFFREY B. FUGE, ASSISTANT COUNTY ATTORNEY (DATE)

Narrows between Blue Waters Road and Olinda Trail



A – Narrows between Blue Waters Road and Olinda Trail

C – Potential 2021 bog removal project location



DEPARTMENT OF
NATURAL RESOURCES
MNDNR PERMITTING AND REPORTING SYSTEM

Permit Number
2019-3387

AQUATIC PLANT MANAGEMENT PERMIT
(AMENDED)

EXPIRATION DATE: 09/01/2020

Contact the Authorized Issuer (listed below) if you have any questions regarding this permit.

The Commissioner of the Natural Resources, pursuant to authority by law, hereby **GRANTS THIS PERMIT** to the person whose name appears below, for the purpose specified, dates inclusive as shown, in the conditions hereinafter set forth:

Project Name: North Center Lake/North Lindstrom Lake Channel Maintenance		Control Method: Mechanical Control
County: Chisago	Watershed: Lower St. Croix River	Resource: Unnamed (13015400)
Permittee: CHISAGO LAKES LAKE IMPROVEMENT DISTRICT CONTACT: SPETZMAN, JERRY 313 NORTH MAIN STREET CENTER CITY, MN 55012 (651) 213-8383		Authorized Agent: (N/A)
Lake Address (if different):		

Authorized Control Area:

Mechanical control of emergent plants in a 30.0-foot wide by 2500.0-foot long channel adjacent to permittee's property (NHIS: Blanding's Turtle). The channel must remain in the same location every year.

Harvester must stay 100 feet from narrows between Blue Waters Rd and Olinda Trl that contains the outlet.

T34N-R20W-S28 Meandered water body; UTM zone 15N, 512445m east, 5027982m north

Authorized Action:

Mechanical control of emergent plants by permittee or a licensed commercial harvester. All plants cut and pulled must be immediately removed from the water body and deposited above the ordinary high watermark. Mechanical removal must be done in a manner that does not alter the course, current, or cross-section of the lake bottom.

This permit does not authorize work to be done with draglines, bulldozers, excavators, suction dredges, hydraulic jets or other power-operated earth-moving equipment.

Issued Date: 05/29/2020	Effective Date: 05/29/2020	Expiration Date: 09/01/2020	
Authorized Issuer: Rob Dodd	Title: Aquatic Plant Management Specialist	Email Address: Rob.Dodd@state.mn.us	Phone Number: 651-259-5816

This permit is granted **subject to the following CONDITIONS:**

NOTICE OF CONTROL DATES: The permittee or their agent must notify the DNR of the planned pesticide treatment date(s) at least 24 hours but no more than 10 days prior to treatment. This notification requirement does not apply to permanent channel nor AAPCD permits. Failure to notify prior to beginning work or violation of other terms and conditions of this permit, including failure to remove signs in a timely manner, shall be grounds for revocation of this permit or refusal to renew. Notifications are to be submitted via MPARS by clicking on the Treatment Notifications tab, unless instructed otherwise.

Conditions (Continued):

ANNUAL SURVEY: The permittee or their agent must complete an annual survey indicating the actual treatment dates and the amount and type of herbicide used no later than December 31st. The survey will be sent to you in the fall.

ENFORCEMENT: Impacts to aquatic plants outside permitted area or without valid permit may result in enforcement action.

CONTROL EFFECTIVENESS: The Minnesota Department of Natural Resources does not vouch for the effectiveness of any treatment method or operation nor does it stand as arbiter whether or not any such method or operation has been satisfactory. This permit is permissive only and no liability shall be incurred by the State or by any of its offices, agents, or employees by reason of the issuance of it or by reasons of acts or operations of the permittee. The permittee shall be solely responsible for any damage or injury to persons, domestic or wild animals, waters, or property, real or personal of any kind, resulting from the permittee's acts or operations, and at all times the State of Minnesota, its officers, agents, and employees, shall be held harmless from any liability for such damage or injury.

PERMIT EXPIRATION: This permit is only valid until the expiration date listed at top of the permit and must be renewed if you want to continue plant control in future years. To renew, go to www.mndnr.gov/mpars and create or log in to your MPARS account. Then find your permit number and click Renew permit.

NON-TRANSFERABLE: This is a non-transferable permit. If property ownership changes, this permit is invalid.

ANNUAL INTERNAL REVIEW: This permit provides reasonable access during higher water level years. Internal review will occur on annual basis to prevent unintentional impacts to lake bottom. Renewal after expiration date is not guaranteed.

cc: Blong Lor, Conservation Officers, Center City; blong.lor@state.mn.us

Proposal for BID Chisago Lake Improvement District

LAKE AQUATIC WEED REMOVAL AGREEMENT TO PERFORM SERVICES

This agreement sets out the terms and conditions under which Lakes Aquatic Weed Removal, Po box 274, Orr, Minnesota 55771, hereinafter referred to as "LAWR" will provide certain services to Chisago Lake Improvement District. Hereinafter referred to as "CLID."

I. Services to be Performed

- A. Lakes Aquatic Weed Removal will provide labor and equipment necessary to remove floating & submerged Cattail vegetation based upon the variously colonizing acreage of the proposed channel area. LAWR will transport (1) Cookie Cutter to the proposed lake area. The cookie cutter with its specially designed blades will be used to chop up the cattail mats. LAWR will also transport (1) Aquarius Systems Large H-220 Aquatic Plant Harvester and other necessary equipment to an appropriate landing at the proposed lake area at a date and time agreed upon by both parties. LAWR will use the harvester to remove floating vegetation and invasive floating cattails from what the cookie cutter has chopped. Only associated within the contract agreed upon by LAWR and CLID.
- B. **Inclement Weather**, LAWR reserves the right to postpone scheduled work if inclement weather starts negatively affecting harvesting production.
- C. CLID will, to the best of their ability, designate and mark the area in a manner agreed to by both parties and provide LAWR with information necessary to perform the services in the area intended to be cleared. (stakes with flags)

II. Compensation

- A. In consideration of the services to be performed by LAWR, the client shall pay LAWR the sum calculated as set out below within 30 days after the vegetation has been removed as agreed upon by both parties.
- B. Compensation shall be calculated as follows:

1. Cutting, Collecting & Transporting vegetation to haul spot

Price for channel and small bogs	\$8400
Mobilization Cookie Cutter	\$1500
Mobilization Harvester	\$1500
Removal and Hauling	\$3250
Total for Finishing the Project to the channel And loose floating bogs in the channel.	\$14,650

III. Insurance

- A. LAWR has acquired and will maintain commercial liability and motor vehicle insurance coverage for damages or injuries to persons and property arising from performance of the services.

IV. Permits/Vegetation

- A. Lakes Aquatic Weed Removal will use best practices to prevent the introduction of harmful plants or animals into the water system
- B. Clid will, at their own expense obtain any permits or approvals required by any governmental entity to perform the services and travel of trucks down any roads. Clid will provide to LAWR copies of any permits or approvals

obtained. The Client will hold LAWR harmless from and defend against any claims of any person or entity arising from an allegation that a permit was required but not obtained.

I. Spill Control

- A. LAWR will have a spill control kit on site during the entire project. Re-fueling activities shall not purposefully result in fuel spillage into any waterway or on land. In the event of a hazardous material spill, LAWR shall use the spill kit available or call the proper authorities if it can not be contained, immediately followed by a call to the Project Manager.
- B. The Mechanical Harvester uses a ECO Friendly biodegradable hydraulic fluid in its reservoir and hydraulic lines. We take pride in keeping our equipment in great shape while keeping harmful chemicals out of the waterways. The only harmful fluids that are used in the harvester is diesel fuel and grease.

II. Disclaimer of Warranty

- A. LAWR does not warrant or represent that the removal of vegetation from the specified area will be permanent. The Client understands and agrees that the removal of the existing vegetation may result in growth of other vegetation, including undesirable and/or invasive species, and LAWR has no control over future variability in vegetation species and growth patterns.

III. Removal of Weeds

A. Weeds will be dumped on shore and removed with skid steer and grapple or conveyor trailer and removed with trailers or dump truck.



Budget Adjustment Request 2021

Department Name: Environmental Services
Chisago Lakes Lake Improvement District

Department Head: Kurt Schneider

Reason and description of the proposed change to the Budget:

This expense was not included in the 2021 LID budget request. The LID Board is respectfully requesting \$14,650 be transferred from reserves to North Center to North Lindstrom channel (618-6834) to cover the cost of aquatic vegetation removal for a channel up to 30 feet wide comencing from the channel narrows near Olinda trail to 100 feet west of the narrows. No county levy funds are requested.

Is this proposed budget change a net expenditure to the county?

If yes, can other expenditures be cut from this department to offset this net expenditure?

If a net expenditure, can this change be deferred until next budget year?

Yes/No

No

Auditor-Treasurer's comments:

2021 Budget Adjustment

Account Description	Account #					Additional \$ Amounts	
	Fund	Dept	Program	Service	Object	Revenue	Expenditure
North Center North Lindstrom Chan		618	6834				14,650
Reserves						(14,650)	
Total Revenue & (Expenditures)						(\$14,650)	\$14,650
Net Revenue/ (Expenditure) change vs. 2021 Budget							\$0

County Administrator approval

YES	No
-----	----

 Date

dd mo yr

Board approval

YES	No
-----	----

 Date

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After the above approvals have been received, the Auditor-Treasurer's department will forward a copy of this document along with a copy of the "revised" 2021 Budget schedule to the department head requesting the change.

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Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 10
Title of Item for Consideration: 2021 LID Engineering budget adjustment between Chisago County and Emmons & Olivier Resources, Inc. (EOR)	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning – on behalf of the Chisago Lakes Lake Improvement District (LID)
Previous Action on this Matter: Chisago County approved the 2021 General Engineering and Administrative Services agreement with EOR on November 18, 2020.	
Background: The LID is considering potential projects to improve navigation in the channel area between North Center and North Lindstrom Lakes. The LID is also considering potential amendments to the Channel & Weir Operation and Maintenance Plan. This work began in 2020 but is anticipated to continue into 2021. Emmons & Olivier Resources Inc. engineering services, in addition to the previously approved 2021 General Services Agreement, are needed. Proposed Activities • Continue to attend subcommittee meetings regarding channel widening and potential modifications to the channel and weir operations plan • Continue investigation into past flood modeling and review of model data once obtained • Minor update of channel widening concepts and costs estimates as requested • Drafting potential amendment to Operations and Maintenance plan • Additional subcommittee or Board requests as they arise On December 7, 2020, the LID Board passed a motion respectfully requesting that the County Board approve a \$7,500 increase in the Emmons & Olivier Resources Inc. General Service Agreement to cover the increased cost of a potential channel navigation project and potential amendments to the Channel & Weir Operation & Maintenance Plan. Attachments: • 2021 Chisago County – EOR – General Engineering Services Agreement - Approved • 2021 LID/EOR Budget Adjustment supplementing the General Services Agreement • 2021 EOR memo General Engineering Services budget increase request	
Action Requested/Recommended: The LID Board respectfully requests that the Chisago County Board of Commissioners affirmatively consider approval of the 2021 LID General Engineering budget adjustment of \$7,500. The suggested motion to approve this action is as follows: <i>“Move to Approve the 2021 LID General Engineering Services budget adjustment between Chisago County and Emmons & Olivier Resources, Inc.”</i>	

Implications of Action: Affirmative action by the Board of Commissioners will allow LID Engineering Consultant to continue working on a potential channel navigation project along with a possible adjustment to the Channel & Weir Operation & Maintenance Plan.

Budget/Financial Implications: Currently, there is \$10,000 in reserve funds and \$723.05 in donations in the 2021 LID Navigation Channel budget. It is requested that the \$723.05 donation and \$6,776.95 in reserve funds be used to support increased engineering services.

Legal/Policy Implications: The proposed activity is in conformity with applicable state statutes and County authority and policies. County Attorney will review document as to form.

Administrator's Recommendation

Approve 

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

**GENERAL ENGINEERING AND ADMINISTRATIVE SERVICES AGREEMENT BETWEEN
CHISAGO COUNTY AND EMMONS & OLIVIER RESOURCES, INC. FOR
THE CHISAGO LAKES LAKE IMPROVEMENT DISTRICT**

This agreement is made and entered into between Chisago County, located at 313 North Main Street, Center City, Minnesota, and Emmons & Olivier Resources, Inc., at 1919 University Avenue W, St. Paul, Minnesota, 55104, hereinafter referred to as "CONSULTANT."

WHEREAS, Chisago Lakes Lake Improvement District (LID) is an organized lake improvement district, established by resolution of the Chisago County Board of Commissioners in April 1976 and reactivated by resolution of the Chisago County Board of Commissioner in August 1984 pursuant to Minnesota Statutes 103B.501 – 103B.581, and re-established by findings of fact, conclusions of law and order in September 2015.

WHEREAS, CONSULTANT is a qualified engineering firm, with expertise, appropriate licensures, and specialties in the area of water resource engineering, water quality, channel and structure maintenance, and invasive species management;

WHEREAS, the capabilities of the CONSULTANT and their personnel currently meet the needs of LID;

THEREFORE, based upon the mutual consideration of the parties, the County and the CONSULTANT hereby enter into this Agreement effective for the time set forth herein.

1. Scope of Work: Work to be performed by Consultant includes, but is not limited to:
 - a. Exhibit A: Goal 2: General Engineering Services Scope of Work: \$26,000
 - b. Exhibit B: EOR 2020 Hourly Fee Schedule
 - c. Exhibit C: Goal 8: EOR Memo 2021 Carp Management Work Plan: \$3,000
 - d. Exhibit D: Goal 8: EOR Memo 2021 Aquatic Plant Point Intercept Survey: \$6,000
 - e. Total: \$35,000

I. Term; Cost; Cancellation of Agreement.

- a. Term - The CONSULTANT agrees to furnish services to the County during the period commencing January 1, 2021 and terminating December 31, 2021 (irrespective of the dates of execution below) or as may be terminated herein.
- b. Cost of Agreement -
 - i. The CONSULTANT shall be paid for services delivered at rates set forth in Attachment E, which is attached and incorporated herein.
 - ii. The total cost of this Agreement shall not exceed \$35,000 for the term of this Agreement, unless amendments or task orders are authorized per Section II.d.
- c. Termination or Cancellation- Either party may terminate the Agreement for any reason, or for no reason at all, under the circumstances provided herein.
 - i. Termination by either party shall require at least 30 days written notice to the other party to this Agreement.

- ii. The CONSULTANT will provide true and correct copies (including paper, electronic, photo, and digital) of all working and archived files in the possession of the CONSULTANT to the County within 30 days after termination of the Agreement.
- iii. Cancellation of Agreement by the County - The Cancellation Notice shall state specifically what, if any, ongoing Administrative Services or Work is to be completed by CONSULTANT within the remaining 30-day cancellation period. The CONSULTANT shall be entitled to full compensation for all satisfactory work performed to the date of the Cancellation Notice and through the cancellation period (and all costs in connection therewith) which have been performed in accordance with the terms and provision of this Agreement if authorized in the cancellation notice.
- iv. Cancellation of agreement by CONSULTANT - The CONSULTANT shall remain responsible for completing and satisfactorily fulfilling obligations under each authorized Task Order. The County shall have available to it any remedies available in law or equity. By agreement of the parties to this agreement the CONSULTANT may complete services and/or projects authorized under an executed Task Order or arrange for mutually agreed upon alternative provider(s).

II. Scope of Services

- a. The CONSULTANT shall perform all professional engineering or consulting services the CONSULTANT is qualified to provide and which the Board of the LID is authorized to direct. These general services may include, but are not limited to, the planning, design and construction support services for capital improvement projects or studies engineering and economic analyses related to the project financing and implementation, wetland delineations, natural resources inventories, water monitoring, data collection and preparation of databases, general and technical administration support;
- b. Standard of Performance – the standard of care for all professional engineering, consulting and related services performed or furnished by CONSULTANT and its employees under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under the same or similar circumstances at the same time and in the same locality;
- c. Addendums and Task Orders –
 - i. Any services outside the terms, conditions and services set forth in this agreement shall be specifically set forth in a "Task Order;"
 - ii. No Task Order shall be binding or enforceable unless and until it has been properly approved by the County Board.
 - iii. Task Orders, or any one task order, which increase(s) the total authorized payments to EOR beyond the amount set forth in Paragraph I.b.ii, of this agreement must be separately authorized and executed by the County Board and the Consultant.

III. Liaison

- a. To assist the parties in the day-to-day performance of the Agreement and to develop service, ensure compliance and provide ongoing consultation, a liaison shall be designated by the CONSULTANT and the County. The parties shall keep each other informed, in writing, of any change in the designated liaison. At the time of the execution of this Agreement the following persons are designated:

CONSULTANT

Name: Greg Graske
Position: Client Representative

Phone: 651-203-6025
e-mail: ggraske@eorinc.com

COUNTY

Jerry Spetzman
Administrator Chisago Lakes Lake Improvement
District

(651)213-8383
jerry.spetzman@chisagocounty.us

IV. Payment for Services

- a. Payment for services authorized under this agreement shall be made directly to the CONSULTANT upon the presentation of a claim or invoice in the manner provided by law for payment of claims against the County, upon satisfactorily completed services pursuant to Section II or as set forth in duly authorized Task Order.
- b. Statement or Invoices shall identify the staff members that have performed the services during the previous invoicing period and a detailed description of the work performed.
- c. The Consultant shall not assign, subcontract, or transfer any interest in this Agreement or any of the services or duties it is obligated to perform hereunder, without the prior consent of the LID.
- d. Prompt payment of subcontractors – CONSULTANT shall pay any subcontractor for work performed under this Agreement, within ten days of receipt of payment from the County for undisputed services provided by any subcontractor, as provided in Minn. Stat. 16A.1245. Any delays in payment to the subcontractor for undisputed services shall require the CONSULTANT to pay any and all interest and penalties due a subcontractor, for said delays, as allowed by law.

V. Use of Documents

- a. All documents (defined to include all text, digital, video, regardless of the manner in which the information is created, collected, stored, utilized or maintained by the parties) as a result of this Agreement are instruments of service in respect to the services provided. CONSULTANT shall retain ownership and property interest therein (including the copyright and the right of reuse at the discretion of the CONSULTANT) whether or not services are continued or project(s) completed.
- b. Within thirty (30) days, at the natural conclusion of the term of this Agreement or upon Termination or Cancellation pursuant to paragraph I.c., the County and LID shall receive from the CONSULTANT full, complete, printed signed and sealed copies of all current working or service documents, as well as all archived documents and files held

by Consultant relative to the County and LID. Consultant shall be reimbursed for cost of creating copies.

- c. The CONSULTANT grants to the County a perpetual license to use the documents and files as the County deems appropriate, subject to the following limitations: (1) The County acknowledges that documents and files are not intended or warranted to be suitable for additional use, application or reliability for other projects or endeavors, without written verification or adaptation by the CONSULTANT; (2) Use, re-use or modification of the documents without written verification, completion, or adaptation by the CONSULTANT, as appropriate for the specific purpose intended, will be at the County's risk, without liability or legal exposure to CONSULTANT, except as provided herein; (3) the County shall indemnify and hold harmless the CONSULTANT from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification without written verification, completion, or adaptation by the Consultant; (4) Such limited license to the County does not create any rights in third parties.

VI. Insurance and Indemnification

- a. CONSULTANT agrees to procure and maintain at all times, at its expense:
 - i. Workers' Compensation insurance as required by law;
 - ii. Automobile Liability insurance of \$1,500,000 combined single limit for bodily injury and property damage covering all vehicles including hired vehicles, owned by CONSULTANTS and non-owned vehicles;
 - iii. Commercial General Liability insurance of \$3,000,000 aggregate amounts;
 - iv. Professional Liability insurance of \$2,000,000 aggregate;
 - v. Coverage maintained by CONSULTANT, for a single incident/claims or for any number of claims arising out of a single incident, in coverage amounts greater than those limits set forth in Minn. Stat. Sec. 466, shall in no way constitute a waiver of the tort liability limits afforded the County by law.
- b. To the fullest extent permitted by law, CONSULTANT shall defend, indemnify and hold harmless the County, LID, their managers, advisors, agents, attorneys, accountant, other consultants and employees from and against any and all costs, losses, and damages (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) caused or incurred solely due to the negligent acts or omissions of the CONSULTANT, or CONSULTANT's officers, directors, partners, employees, and any subcontractors or agents in the performance and furnishing of CONSULTANT's services under this Agreement.
- c. To the fullest extent permitted by law, the County on its own behalf, and on behalf of the LID, shall defend, indemnify and hold harmless CONSULTANT, CONSULTANT's officers, directors, partners, employees, subcontractors or agents from and against any and all costs, losses and damages (including but not limited to all fees and charges of

engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of the County, the IID, their manager's advisors, agents attorneys accountant, other consultants and employees with respect to this agreement.

VII. Records – Availability and Retention

- a. Pursuant to Minn. Stat. 16C, Subd. 5 the CONSULTANT agrees that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures of the CONSULTANT and involve transactions relating to this agreement.
- b. The CONSULTANT agrees to maintain these records for a period of six (6) years from the date of the natural conclusion or termination of this agreement.

VIII. Merger and Modification

- a. It is agreed and understood that the entire agreement between the parties is contained here and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached, as provided for in Section II. d. (above) of this Agreement.
- b. Any material alternations, variations, modification or waivers of provision of the Agreement shall be valid only when they have been reduced to writing as an amendment and signed by the parties.

IX. Severability

- a. If any provision of this agreement is held invalid or unenforceable, the remaining provision shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

X. Controlling Law

- a. This Agreement shall be governed and construed in accordance with the substantive and procedural laws of the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in the State of Minnesota.

XI. Successors and Assigns

- a. The CONSULTANT binds themselves, their partners, successors, assigns and legal representatives to the covenants of this agreement or claims arising there from. The CONSULTANT shall inform the County of the identity of any successor or assigns to this Agreement immediately.

IN WITNESS HEREOF, the parties have executed this Agreement on the dates indicated below and shall be binding upon the parties for the times set forth above.

AS TO FORM:

By: [Signature]
Chisago County Attorney's Office

Date: 11/18/2020

COUNTY:

By: [Signature]

Chair of Chisago County Board

Date: 11/18/2020

Attest: [Signature]

Clerk to the Board

STATE OF MINNESOTA)
) SS.
COUNTY OF CHISAGO)

CONSULTANT

By: [Signature]

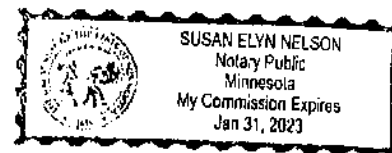
Title: CFO

Date: 12-17-2020

This instrument was acknowledged before me on December 21, 2020, by Greg Gruske the CFO (title) of Emmings & Clark Resources, Inc. (company name), who, being duly sworn, represent and warrants that he/she is authorized by law and all necessary action to execute this agreement on behalf of the organization/corporation, intending this Agreement to be legally binding obligation of the entity.

Sworn before me this 21 day of December, 2020

[Signature]
Notary Public



NOV 18 2020

[Signature]

EXHIBIT A

General Engineering Scope of Work

- a. Upon request of the LID, CONSULTANT shall provide the following services during the term of this Agreement:
 - i. Attend monthly and annual LID meetings, as requested (LID shall provide 10 days notice of request for attendance.);
 - ii. Provide progress reports at meetings; if a meeting is not attended by CONSULTANT, a written progress report will be provided in advance of the meeting;
 - iii. Attend special meetings or committee meetings, as requested by LID;
 - iv. Investigate "specific problems" or "technical issues" and provide recommendations for appropriate action in response to the identified circumstances;
 - v. Perform site visits within the LID in order to recommend engineering solutions and recommend appropriate action;
 - vi. Perform periodic maintenance inspections of the lake system channels and overflow weirs; Coordinate and initiate debris clearing activities by independent contractors;
 - vii. Coordinate with independent contractors and governmental agencies to assist in identifying the permits that are required for maintenance or County authorized construction activities;
 - viii. Submit all necessary permitting paperwork;
 - ix. Review plans and specification submitted by developers, cities, the County or other persons or entities;
 1. The CONSULTANT will provide comments on said plans and specifications to the LID and the governmental unit that has permitting authority over the project.
 2. The review and subsequent comments will be provided in advance of scheduled meetings wherein said plans and specifications will be discussed and/or approved by the LID and governmental unit(s).
 - x. Provide recommendations for proposed projects or studies;
 - xi. Attend city council meetings, city planning commissions meetings, or county commissioner meetings to advocate for the interests of the LID, provide technical services updates, or request support for activities projects or studies;

Exhibit B
EOR 2021 HOURLY FEE SCHEDULE

<u>Classification</u>	<u>Hourly Rate</u>
Professional 1	\$103.00
Professional 2	\$129.00
Professional 3	\$153.00
Professional 4	\$174.00
Technician 1	\$74.00
Technician 2	\$90.00
Technician 3	\$109.00
Support Staff	\$70.00

	<u>Meeting Rate</u>
Fixed Fee for Board Meeting Attendance	\$250.00

Professionals:

Includes licensed and nonlicensed engineers, landscape architects, geologists, scientists, surveyors, field professionals, and geospatial professionals with bachelor's or advanced degrees.

Technicians:

Work requires a combination of basic scientific knowledge and manual skills which can be obtained thorough two years of post high school education, such as is offered in technical schools, community colleges, or through equivalent on-the-job training.

Support Staff:

Non-manual clerical work performed by office administrators, administrative assistants, bookkeepers, messengers, office helpers, and clerks.

Additional Notes:

- *Reimbursable expenses (Reproduction, Printing, Mileage at current government rates, DGPS equipment, field supplies, use/rental of special equipment, etc.) will be billed at cost.*
- *Fixed fee for Board meetings is inclusive of travel time, meeting attendance and mileage costs.*
- *Subcontracted services will be billed at cost plus 5% to cover overhead expenses.*
- *Expert witness trial and deposition testimony will be billed at the above hourly rates times 1.5.*
- *Payment is due upon receipt of invoice. If the invoice is not paid within thirty (30) days after invoice date, Client will also pay a finance charge thereon of 1.5 percent or the maximum rate allowed by law, whichever is less, for each month thereafter or portion thereof that an invoice remains unpaid.*
- *Rates will be reviewed and updated on an annual basis.*

**Budget Adjustment supplementing the 2021 General Services Agreement
between Chisago County and Emmons & Olivier Resources, Inc.
For the Chisago Lakes Lake Improvement District**

The County of Chisago, a body corporate and politic, for and on behalf of the Chisago Lakes Lake Improvement District (LID), and Emmons & Olivier Resources, Inc., ("EOR") located at 1919 University Avenue W, St. Paul, MN 55104, hereinafter referred to as "Contractor".

Whereas, the County, pursuant to its authority under Minnesota Statutes 373.01 and 373.02, wishes to purchase such services from the Contractor so as to further the goals and objectives of Chisago County and the LID as previously set forth in the General Engineering and Administrative Services Agreement, dated November 18, 2020;

Whereas, the Contractor represents that it is duly qualified and willing to perform such services.

Whereas, the specified Activities, Service and Cost is outside the scope of the original General Engineering and Administrative Services Agreement.

Now, Therefore, the County and Contractor agree to amend the existing General Engineering and Administrative Services Agreement as follows:

- (I) **Amend 1. Scope of Work**
Add Exhibit E: Goal 5: EOR Memo General Engineering Budget Increase Request:
\$7,500

Total 2021 Contract: \$42,500

Unless specifically modified by this or other duly executed Amendment(s), all terms and conditions of the existing General Engineering and Administrative Services Agreement apply to this agreement and shall govern all other terms and conditions shall remain in full force and effect.

IN WITNESS WHEREOF, the above named parties have executed this Amendment on the Date(s) indicated below and shall take effect upon the date of the final signature below.

1. COUNTY OF CHISAGO

APPROVED:

By:
Title: Chair, Chisago County Board
Date:

CERTIFIED:

By:
Title: Clerk to the Board
Date:

2. Emmons & Olivier Resources, Inc.:

By:
Title:
Date:

AS TO FORM:

By:
Title: Chisago County Attorney's Office
Date:

memo



Project Name | Channel Navigation - Engineering Support
To / Contact info | Jerry Spetzman
Cc / Contact info |
From / Contact info | Greg Graske, PE
Regarding | 2021 Budget Request

Date | 12/1/2020

Project Background

EOR has been requested to provide support for the activities related to channel navigation between North Center and North Center Lake. This work began in 2020 but it is anticipated to continue into 2021.

Proposed Activities

- Continue to attend subcommittee meetings regarding channel widening and potential modifications to the channel and weir operations plan
- Continue investigation into past flood modeling and review of model data once obtained
- Minor update of channel widening concepts and costs estimates as requested
- Drafting potential amendment to Operations and Maintenance plan
- Additional subcommittee or Board requests as they arise

Summary

EOR is requesting that an additional \$7,500 be allocated to the General Engineering Budget for support of these activities in 2021. Actual cost for 2021 activities will be dependent on the direction of the Board and major project activities may require additional funds.

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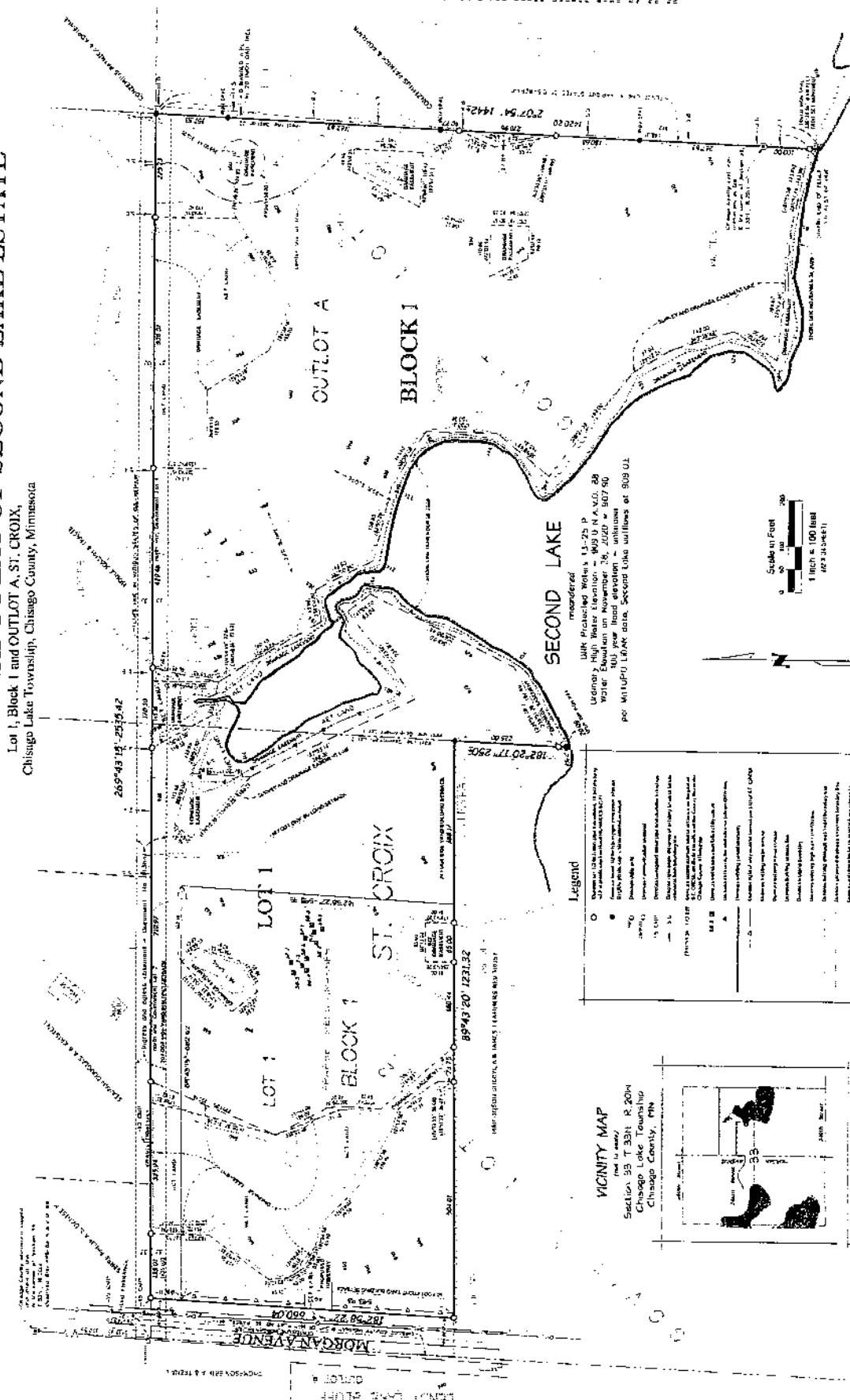
Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 11
Title of Item for Consideration: John & Karen Schulte "Second Lake Estate" Preliminary Plat	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services on behalf of the Chisago County Planning Commission
Previous Action on this Matter: None.	
Background: : Milo Horak, on behalf of owners John & Karen Schulte are requesting preliminary plat (<i>Re-plat or St. Croix Plat</i>) approval of a one (1) lot subdivision to be known as "Second Lake Estate". The subject property is located on a 47.2 acre property in Chisago Lake Township, XXXX Morgan Avenue, in Section 33, T. 33, R. 20, (PID #02.00317.01 and 02.00317.02). At their meeting of January 7, 2021, the Planning Commission conducted the requisite public hearing and unanimously recommended approval of the request. The Fish Lake Township Board reviewed this request at their meeting of December 15, 2020, and recommended approval with no conditions. The 60 day review deadline is January 29, 2021. Attachment(s): • Second Lake Estate • PowerPoint Presentation to the Planning Commission • Staff Report To The Planning Commission • Draft January 7, 2021 Planning Commission Minutes	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the January 7, 2021, recommendation of the Chisago County Planning Commission to approve the Second Lake Estate preliminary plat. The suggested motion to approve this action is as follows: <i>"Move to Approve the Second Lake Estate preliminary plat located in Chisago Lake Township, XXXX Morgan Avenue, in Section 33, T. 33, R. 20, (PID #02.00317.01 and 02.00317.02).</i>	
Implications of Action: Recommended Board action would grant the requested Preliminary Plat in Chisago Lake Township. 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 conformity with applicable state statutes and County authority and policies.	

Administrator's Recommendation			
Approve <u>CTB</u>	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

Lot 1, Block 1 and OUTLOT A, ST. CROIX,
Chisago Lake Township, Chisago County, Minnesota

PREPARED FOR
Adam A and Karen K. Schott
8405 Deer Point Trail
Luke, Minnesota, MN 55042



OFFICIAL COPIES OF THIS MAP ARE GRAP-SEALED

Melinda

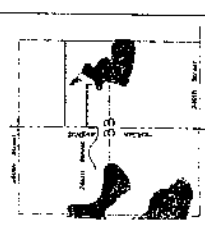
DATE: 11/1/01

please

USDA Protected Waters 1.1-25 p
Ordinary High Water Elevation = 909.0 N.A.D. 28
Water Elevation on November 26, 2020 = 907.90
This year flood elevation = unknown
per MntFtD LIDAR data. Second LIDAR profiles of 909.01

VICINITY MAP
(not to scale)

Section 33 T 33N R 20W
Chicago Lake Township
Chicago County, MN



Landmark Surveying, Inc.
Office number: 651-432-3442
Cell number: 651-755-5760
E-mail: info@landmarksurveying.net
10000 14th Avenue South
P.O. Box 60
Brooklyn, Minnesota 55429

Landmark Surveying, Inc.



John and Karen Schulte Preliminary Plat "Second Lake Estate"

PID# 02.00317.01 & 02.00317.02

Chisago Lake Township: xxx Morgan Avenue



Property Description

- North portion of Second Lake
- Zoned Agricultural (AG) within Shoreland Overlay
- Combined 48 acre tract

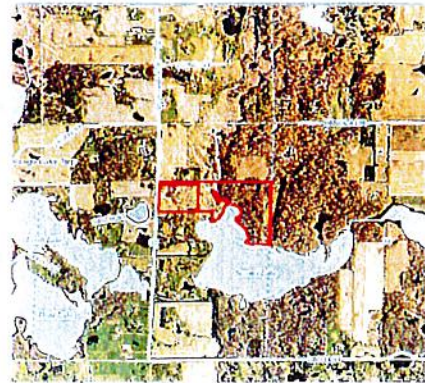




Property Background

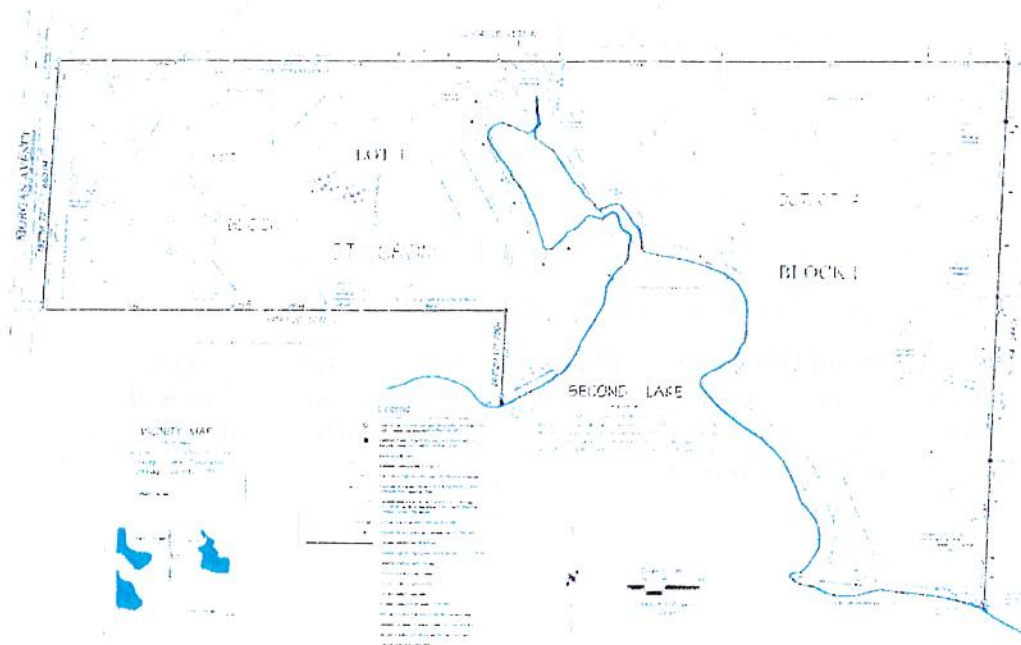
"Second Lake Estate"

- Replat PIDs #02.00317.01 & 02.00317.02 into 1 lot
- In 2003 – St. Croix Plat was created to subdivide 2 lots
 - 12.2 acre parcel (Lot 1) – To be sold for development
 - 35 acre parcel (Outlot A) – Plat approval stipulated restrictive language that there was to be no further development that will take place on the Outlot until such time as another application for further subdivision is processed.



Staff Research

- Schulte's purchase agreement on both parcels and would like to build house on Outlot A and build a detached accessory building on Lot 1
- Verified that "Lot Combination" could not be handled administratively
- Due to restrictive language of the plat approval that there was to be no further development that will take place on the Outlot until such time as another application for further subdivision is processed



Preliminary
Plat
of
Second Lake
Estate



Lot 1 with AG & Shoreland District Requirements

	Lot Size	Lot Width*	Lot Depth
AG Minimum Requirements	5 acres	300 feet	300 feet
Shoreland District – Natural Environment	80,000 square feet	200 feet	300 feet
Lot 1	48 acres	660 feet	2,535 feet



Plat Review

60 – Day Deadline

January 29, 2021

Chisago Lake Township

December 15, 2020

- Approval with no conditions

Plat Review Committee

December 9, 2020

- Lot 1 demonstrated one acre of buildable area in 2003. Staff considered condition satisfied as one buildable lot.
- Wetland Delineation Report was verified and approved with the following recommendations:
 - The Surveyor shall locate and survey all delineated wetland areas.
 - Silt fencing shall be installed around all delineated wetlands along driveway to be installed and building envelopes/construction areas, including detached structures.
 - Driveway location on the property shall be shifted to south edge to avoid wetland impacts. (Note: Public Works Director had no issues with access as shown. Access permit will be required.)
 - Installation of a culvert will be required in the lowest point of the driveway at the drainage easement as shown on the plat.



Staff Recommendation

During any review or unknown evidence of compliance is uncovered after the completion of this report or during the course of the public hearing, Staff has provided below the following recommendation for your consideration:

Approval of the Preliminary Plat "Second Lake Estate" as requested by Milo Horak, on behalf of John and Karen Schulte – Property Owners, XXX Morgan Avenue, PID# 02.00317.01 and 02.00317.02 for one residential lot as outlined in Staff's report and subject to the conditions as recommended by the Wetland Specialist:

- The Surveyor of said project shall locate and survey all delineated wetland areas.
- Silt fencing shall be installed around all delineated wetlands along driveway to be installed and building envelopes/construction areas (i.e. including detached structures).
- Driveway location shall be shifted to south edge of property to avoid wetland impacts.
- Installation of a culvert will be required in the lowest point of the driveway at the drainage easement as shown on the plat.



Staff Report

TO: Chisago County Planning Commission

FROM: Jessica Jagoe, Land Services Coordinator

DATE: December 18, 2020

RE: Schulte, Preliminary Plat "Second Lake Estate"
PID#02.00317.01 and 02.00317.02
Chisago Lake Township, XXX Morgan Avenue

Action to Consider

The Applicant is seeking approval of a preliminary plat to replat the two parcels into one - 48 acre tract.

Property Background/Description

Milo Horak, on behalf of John and Karen Schulte – Property Owners, is seeking to replat PID# 02.00317.01 and 02.00317.02 located in Chisago Lake Township. These parcels are the only two lots within the St. Croix plat that was approved in 2003. In 2003, the plat was created to subdivide one 12.2 acre parcel identified as Lot 1 and one 35 acre parcel identified as Outlot A. The 12 acre lot was to be sold for development. The plat was stipulated that there was to be no further development that will take place on the Outlot until such time as another application for further subdivision is processed.

The Schulte's have a purchase agreement for both parcels. The future landowner is interested in combining the properties with the intention to build their house on Outlot A and a detached accessory building on Lot 1. It should be noted that in our review of an earlier proposed site layout, Planning Staff did research whether or not the parcels could be combined administratively as a "lot combination" through the Auditor's Office. Unfortunately, the combination of parcels in this manner does not alter the legal descriptions, but merely combines them under one PID# (ex. description: Lot 1 Block 1 and Outlot A). Due to the restrictive language of the plat that development could not occur on any portion of the Outlot, the Owners are replatting the properties into one 48 acre lot identified as Lot 1 Block 1.

The parcels are situated on the east side of Morgan Avenue between Lendt and Second Lake. Outlot A abuts the N/NW portion of Second Lake and would be considered a riparian lot. The properties are zoned AG, Agricultural within the Shoreland Overlay. The surrounding area is also zoned AG, Agricultural with a mixture of five to 20 acre tracts. The purpose of the AG

District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. As previously noted, the intent is to build a single-family residential dwelling on the newly combined parcel. Future design plans for the home are unknown at this time.

Site Plan/Proposal Analysis

Staff has provided below a table that outlines the AG and Shoreland District dimensional requirements, plus I've shown the proposed dimensions for Lot 1 in the preliminary plat:

	Lot Size	Lot Width*	Lot Depth
AG Minimum Requirements	5 acres	300 feet	300 feet
Shoreland District – Natural Environment	80,000 square feet	200 feet	300 feet
Lot 1	48 acres	660 feet	2535 feet

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

As proposed, the newly created lot complies with the County lot dimensional requirements.

As part of the review process, the Plat Review Committee met on December 9th. The newly created parcel is not located in a flood plain and there are no severe slope conditions impacting the proposed development. There are no new roads as part of the proposal. The Public Works Director/County Engineer has reviewed the preliminary plat and has no issues with the proposed.

Additionally, the County Wetland Specialist has verified the wetland boundaries as identified in the delineation performed by Jacobson Environmental, PLLC. The delineation report was approved. Upon review of an earlier concept site plan and the wetland delineation report, the Wetland Specialist recommends the following conditions as part of the plat approval:

- 1) The Surveyor of said project shall locate and survey all delineated wetland areas.
- 2) Silt fencing shall be installed around all delineated wetlands along driveway to be installed and building envelopes/construction areas (i.e. including detached structures).
- 3) Driveway location shall be shifted to south edge of property to avoid wetland impacts.
- 4) Installation of a culvert will be required in the lowest point of the driveway at the drainage easement as shown on the plat.

Lastly, County Staff did not require resubmittal of soil borings as part of this preliminary plat application. In 2003, Lot 1 demonstrated one acre of buildable area and the plat was approved with one buildable lot. Since this application is not creating any additional lots, County Staff has considered this requirement to be satisfied from the "St. Croix" plat approval. There are no other

mandatory environmental reviews required and no other concerns identified as part of that review.

60-Day Agency Action

The application was deemed complete on November 30, 2020. The 60-day deadline would be January 29, 2021.

Township Recommendation

Chisago Lake Township Board met on December 15, 2020 and has recommended Approval with no conditions.

Staff Findings and Recommended Action to Consider

Following the review by the Plat Review Committee and Planning Staff, the proposed preliminary plat is determined to be in compliance with the Zoning and Subdivision ordinances as well as consistent with the intent of the Comprehensive Plan for Chisago County. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, Staff has provided below the following recommended motion for your consideration:

- **Approval** of the Preliminary Plat "Second Lake Estate" as requested by Milo Horak, on behalf of John and Karen Schulte – Property Owners, XXX Morgan Avenue, PID# 02.00317.01 and 02.00317.02 for one residential lot as outlined in Staff's report and subject to the conditions as recommended by the Wetland Specialist:
 - The Surveyor of said project shall locate and survey all delineated wetland areas.
 - Silt fencing shall be installed around all delineated wetlands along driveway to be installed and building envelopes/construction areas (i.e. including detached structures).
 - Driveway location shall be shifted to south edge of property to avoid wetland impacts.
 - Installation of a culvert will be required in the lowest point of the driveway at the drainage easement as shown on the plat.

Alternate Options

Alternatively, should the Planning Commission determine differently upon completion of the Public Hearing and/or upon discovery of any new or unknown evidence of compliance or concerns affecting the proposal, staff has provided below other motions for your consideration:

1. Recommend to the County Board *Move to Table Action* and extension of the initial 60-day period for required action on this Preliminary Plat application for up to an additional 30 days, so to allow for further review of the record and to make a decision on this application, as allowed under Minnesota State Statute 15.99 Subd. 3(f).
2. Recommend *Denial* of the Preliminary Plat for "Second Lake Estate" as it is deemed to be inconsistent with the zoning regulations and Comprehensive Plan for Chisago County (or other factors deemed appropriate by the Planning Commission and the following

Findings of Fact *(note: the Commission will need to insert factor(s) for denial and findings in motion language)*:

- 1.
- 2.

CC: Milo Horak, Applicant
County File

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
January 7, 2021 - **DRAFT**

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, January 7, 2021 in a synchronous e-meeting due to Declaration of Local Emergency.

Staff Present: Jessica Jagoe; Land Services Coordinator, Diane Sander; Land Services & Parks Specialist, and Kurt Schneider; Environmental Services Director.

The Coordinator Jagoe 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: Jim McCarthy, Shellene Johnson, Frank Storm, John Sutcliffe, Dave Whitney, Jim Froberg, and Chip Yeager. Ex Officio: County Commissioner Chris DuBose. A quorum was established with members present.

Coordinator Jagoe provided an overview of the electronic meeting format, review of muted microphones, speaking order, how to "raise hand", with the Chair leading and following meeting order/procedures.

NOMINATIONS OF OFFICERS – Coordinator Jagoe called for nominations for 2021 Chair. Jim Froberg nominated Shellene Johnson for Chair. Second by Chip Yeager. Upon multiple calls, no other nominations were made. Roll call vote was taken and motion carried unanimously.

Coordinator Jagoe called for nominations for 2021 Vice Chair. Dave Whitney nominated Chip Yeager for Vice Chair. Second by Jim Froberg. Upon multiple calls, no other nominations were made. Roll call vote was taken and motion carried unanimously.

APPROVAL OF AGENDA – Motion to approve the amended agenda with the addition of five public comments and Commissioner Whitney's comments made by John Sutcliffe. Second by Jim McCarthy. Roll call vote was taken and motion carried unanimously.

APPROVAL OF MINUTES – Motion to approve the December 3, 2020 minutes by Jim Froberg. Second by Chip Yeager. Roll call vote was taken and motion carried unanimously.

ADOPTION OF MATERIALS AND SUBMITTALS INTO THE RECORD - Motion that all applications, submittals, reports with attachments, and other materials were adopted into the record by reference; excluding Commissioner Whitney's comments due to limited time to review and need for staff feedback on questions with the document made by Frank Storm. Second by Jim McCarthy. Roll call vote was taken. The motion passed with Jim McCarthy, Frank Storm, John Sutcliffe and Chip Yeager in favor. Opposed were Jim Froberg, Dave Whitney, and Shellene Johnson. Meeting materials distributed in advance to the Planning Commission for their review included: Public Hearing Staff Reports with Attachments, Commission Appointment Staff Report, Review of 2021 Meeting Schedule Staff Report, 2021 Rules of Order and Operating Policy Staff Report, Ordinance Review Staff Report, Five - Public Hearing Comments for Zerwas PID#01.00212.00. Copies of all correspondence and meeting materials were made available for electronic distribution.

Public Hearing Items:

Tony Zerwas - Coordinator Jagoe presented background information on Zerwas's preliminary plat application for "Amador Hilltop Estates". The parcel size is 20 acres, zoned Agricultural (AG), with proposed subdivision of four lots. The property originated as an 80 acre tract and was subdivided into four – 20 acre parcels earlier this year. The three – 20 acre lots are exempt from platting and is not included in the review. The proposal includes four new five acre lots. Mr. Zerwas intends to sell the newly created parcels for development as single-family residential. Lot 4 will retain the existing development with two dwellings and three detached structures. Bob Boyce, on behalf of Mr. Zerwas has indicated the residential dwelling located closest to Peterson Avenue will be removed. Technical Review was held on December 9, 2020 and the

subject parcels are not located in a floodplain and there are no severe slope conditions. There are no new roads as part of the proposal. Staff has recommended as a condition of approval that the applicant be required to apply for a demolition permit for one dwelling and documentation of abandonment of the current septic system be provided to the County Sanitarian. Driveway locations have not been shown on the preliminary plat. Access for each lot will be subject to review and approval by Amador Township. Amador Township Board recommended approval with no conditions at their December 15, 2020 meeting. Chair Johnson asked each Planning Commission member and Mr. Boyce for additional questions and comments.

Mr. Boyce indicated he has been working with the County Sanitarian and an escrow has been established to update the septic system. Commission members inquired to the buildable acre location, future driveway locations to the township road, and Lot 1 - 66 foot easement. Mr. Boyce indicated he would work with Amador Township on driveway locations to Peterson Avenue and the north side on Lot 1 is the access easement serving the three 20-acre parcels to the east. Coordinator Jagoe provided an overview the plat review process and satisfaction of subdivision ordinance for dedication of right-of-way width. The preliminary plat shows an additional 16.5 feet of ROW to be dedicated as measured from centerline of road. The Township has raised comment that 33 feet of ROW be dedicated. Mr. Boyce indicated he was agreeable to either width of ROW dedication as requested by the Township.

Submitted Public Correspondence:

Timothy Devick – 41629 Peterson Avenue, is opposed to the development. First concern is the road will not be able to handle the load and stress of additional traffic. Second concern is the County GIS maps indicated the property is divided into four twenty acre parcels. If fully developed, it would include sixteen new homes, septic systems, and wells with impact on water quality and sanitation. Third concern is the impact of additional homes to surrounding wildlife and quality of life due to noise pollution as well as unsightly yards. The development will have a ripple effect through this area and will continue to grow through the final phase on this 80 acre parcel. It will impact those living on Peterson Avenue as well as those living nearby.

Fred Peterson – 41615 Peterson Avenue, is disappointed in Amador Township that has determined this subdivision was the best thing for our township. I am against any subdivision of less than 10 acres on Amador Hill. The new landowner purchased the 80 acres and divided it down to four – 20 acre plots and this request is only the beginning of the development of this beautiful agricultural acreage. Acreage that I was told was purchased for hunting. This proposal would destroy some of the best farmland in the area and ruin the tranquility on Amador Hill. If this request is granted, the whole 80 acres will be developed at an additional 16 residences or more using a single lane dirt road. I want the request denied to this initial replatting until the landowner shows a well thought out plan for the entire 80 acres that should include: Keeping some acreage in agricultural and solar farm, hunting area, develop the old "Peterson farm" first, maintain the historic silo, road easement placed down the center of the 80 acres not along the north edge of the property, and road improvements of the "old cart path" should not be placed on existing residents it should be on the owner and developer of the land. Also, there are no similar developments this far from a city or town and implore the Planning Commission to slow down and take a look at this request. If this beautiful acreage is destined for development then the landowner should be held responsible and provide a detailed plan for the whole area.

Maureen Peterson – 41615 Peterson Avenue, is in opposition to the approval of the preliminary plat and not aware of, nor party to Amador Township meeting on this matter. First concern is five acre plots would be an eyesore to Peterson Avenue, prefab houses and pole barns would detract from the individuality of the neighborhood. Second concern is the road cannot support additional traffic and load. I do not want my taxes increased to pay for the repair and I am not interested in having the road paved. Third concern is our area is quiet and neighbors are far enough apart that we do not impede in each person's daily lives. Additional noise will be unacceptable. Fourth concern is my ability to work from home and additional noise and occupancy of new residents will be very distracting and will cause me to shut the windows. Fifth

concern is impact on wildlife in the area. Once gone, the wildlife will never come back. Mr. Zerwas could buy all the land around Amador Hill and develop it. His interests are purely financial, with no regard to the concerns outlined above. This proposal has long-reaching implications and this development in our peaceful, quiet community will shatter the existing tranquility of our neighborhood.

Jacquelyn Zita – 41960 Peterson Avenue, is against the proposed subdivision on Amador Hill along Person Avenue, a back-country gravel road that runs into a dead end. Many of us who live and work on Amador Hill deeply appreciate the beauty and quiet while cherishing the remarkable AG land. As a farmer on the Hill, I can attest to the productivity of the land and the subdivision is exceptionally poor use of agricultural land. This proposal will double our population and create more congestion on a narrow dead end road. This kind of subdivision should be closer to our towns and cities and in areas that can sustain increased traffic and pop-up compacted neighborhoods. I believe 10 or even 20 acres per home would be a better policy and more appropriate land use in the AG District. I urge you to stop this ill-plotted request and consider a change in the county policy that would no longer allow multiple five acre per house subdivisions to cut up and cut away our precious farmland. Residential homes and farms on Amador Hill are owned by people who moved to the country to get away from crowded neighborhoods, congested traffic, and small acreage. This request is located in the wrong place and without serious consideration from the residents on Amador Hill.

Warren White – Amador Township Engineer, listed concerns on behalf of Amador Township for the proposed plat. First concern is drainage patterns were not shown on the preliminary plat drawing, since some of the land drains towards Peterson Avenue and other portions of land drain toward the Saint Croix River. Second concern is the 1987 Road Declaration by Amador Township which is not reflected in the preliminary plat drawing. The recorded document declared 33 foot either side dedication and the proposed plan only offers 16.5 foot of street dedication off the west side of the subject property. The preliminary plat should reflect the 1987 declaration. Third concern is the condition and safety of Peterson Avenue in current condition; which needs to be considered as the township enters into a Developer Agreement. Mr. White provided additional documentation on upgrading and changes needed for Peterson Avenue to assure safe road standards are met. The developer will need to escrow funds and Mr. White provided a proposed budget that totaled \$250,000 to bring Peterson Avenue up to standards. The township developed a ghost plat of the remaining property of 24 properties at \$400,000 each. A total value of the ghost plat was \$9.7 million. To accomplish the criteria of the Township's adopted road policy, the plat proposer should escrow 16% in 2021 of the estimated improvement cost to the township's road fund. The developer will be expected to contribute \$40,000 escrow (16% of \$250,000) towards Amador Township road fund to bring the road up to standards.

Coordinator Jagoe identified members from the public on audio and asked if they would like to speak on the Zerwas preliminary plat. Mr. White was available for comments and questions on behalf of Amador Township. Mr. White reviewed the documentation he provided and summarized the ghost platting, road budget and developer agreement. John Sutcliffe questioned Mr. White on the escrow amount and if that has been negotiated with the developer. Mr. White indicated the agreement has not been discussed yet with the developer. The road improvements will be widening to 32 ft., upgrade the roadbed, laying additional gravel, and paving. It was discussed if the developer agreement needed to be established prior to final plat or decision from the County Board.

Lin Strong - Amador Township Chair reported the Township would like to amend the Township's approval and include Warren White's recommendations due to concerns and comments from neighbors.

With no additional person wishing to speak, **motion** by Frank Storm to closed the public hearing. Second by John Sutcliffe and carried unanimously. Chair Johnson asked each Planning Commission member for additional questions and comments. Mr. Boyce provided brief background on the property and owner's intent for the whole 80 acre parcel. He reviewed the reason for the easement on the north end, drainage

and progress towards improving the original homestead and septic. Mr. Boyce asked clarifying questions on the township's developer agreement and process of the proposal. Coordinator Jagoe indicated a developer's agreement is not a requirement of all plats and varies by proposal. The Planning Commission could add a condition to the motion that the Developer establish an appropriate development agreement with Amador Township as the road authority concerning the dedication of ROW, road treatment, maintenance, and access prior to final plat approval. Jim Froberg indicated Amador Township has road authority and the developer agreement should have been done when the township reviewed the project. Jim McCarthy reviewed concerns on five acre subdivisions, lack of preserving agricultural land and not complying with the County's Comprehensive Plan. Frank Storm indicated the Planning Commission does not get involved with the developer agreement since it is between the township and developer. John Sutcliffe indicated the developer agreement should have been negotiated prior to review and the township road should be brought up to standard. Frank Storm and Chair Johnson inquired on tabling for a time extension. Coordinator Jagoe indicated the Planning Commission could recommend to the County Board to extend the 60-days or the Applicant could express a willingness to extend the review timeline based on discussion. **Motion** by Frank Storm to recommend an extension of the initial 60-day period for Preliminary Plat "Amador Hilltop Estates" for four residential lots, 41275 Peterson Avenue, PID# 01.00212.00. Second by Chip Yeager. **Motion** by Frank Storm to amend the motion that the 60-day extension is to allow time for further discussion between the Applicant and Township as the road authority in satisfaction of concerns raised which may include changes to the preliminary plat and establishing a development agreement with Amador Township. Second by Chip Yeager. Roll call vote was taken and motion carried unanimously. Jim Froberg was absent from the vote due to loss of internet connection.

John and Karen Schulte - Coordinator Jagoe presented background information on Schulte's preliminary plat application for "Second Lake Estate". The Schulte's have a purchase agreement to purchase both parcels. Their intention is to build their house on Outlot A and a detached accessory building on Lot 1. The parcels combined total 48 acres, zoned AG within the Shoreland Overlay on the north side of Second Lake and would be considered a riparian lot. In 2003, the St. Croix Plat was created to subdivide two lots. Lot 1 was 12.2 acre parcel to be sold for development. Outlot A was 35 acre parcel with restrictive language that no further development that will take place on the Outlot. Due to the restrictive language of the plat approval on no further development on the Outlot a "lot combination" could not be handled administratively. Chisago Lake Township Board reviewed the preliminary plat on December 15, 2020 and approved with no conditions. Plat Review was held on December 9, 2020 and Lot 1 has demonstrated one acre of buildable area when platted in 2003. Public Works Director had no issues with access as shown, access permit will be required. The wetland delineation was verified and approved with the following recommendations: Surveyor shall locate and survey all delineated wetland areas, silt fencing shall be installed around all delineated wetlands along driveway and building envelopes/construction areas, including the detached structures, driveway location shall be shifted to south edge to avoid wetland impacts, and installation of a culvert will be required in the lowest point of the driveway at the drainage easement as identified on the plat. Milo Horak was available to address questions and concerns on behalf of John and Karen Schulte. Chair Johnson asked each Planning Commission member for additional questions and comments. Chip Yeager inquired to the location of the buildable area on the preliminary plat. Coordinator Jagoe indicated it was not displayed on the preliminary plat under review since the ordinance requirement was satisfied with one buildable lot as exists today.

Coordinator Jagoe identified members from the public on audio and asked if they would like to speak on the Schulte's preliminary plat, but no one wished to comment. With no additional person wishing to speak, **motion** by Frank Storm to closed the public hearing. Second by Jim Froberg and carried unanimously. Each Planning Commission member was asked for additional questions and comments. **Motion** by Jim Froberg to approve Preliminary Plat "Second Lake Estate" for one residential lot at XXX Morgan Avenue, PID#02.00317.01 and 02.00317.02 as outlined in the Staff's report, site plan, and narrative of record. Second

by Frank Storm. **Motion** by Jim Froberg to amend the approved Preliminary Plat with the following conditions.

Conditions:

1. The Surveyor of said project shall locate and survey all delineated wetland areas.
2. Silt fencing shall be installed around all delineated wetlands along driveway to be installed and building envelopes/construction areas (i.e. including detached structures).
3. Driveway location shall be shifted to south edge of property to avoid wetland impacts.
4. Installation of a culvert will be required in the lowest point of the driveway at the drainage easement as shown on the plat.

Second by Frank Storm. Roll call vote was taken and motion carried unanimously.

Chair Johnson asked if the group would like a recess. **Motion** by Jim McCarthy to recess for ten minutes. Second by Frank Storm. Roll call vote was taken. The motion passed with Jim McCarthy, Frank Storm, John Sutcliffe, Chip Yeager, Dave Whitney, and Shellene Johnson in favor. Opposed was Jim Froberg. Meeting resumed at 8:40 pm. Chair Johnson conducted a roll call. A quorum was established with members present.

Old Business:

One Acre Buildable/Septic Ordinance Review & Update

Director Schneider provided a brief overview of the December 3, 2020 meeting and draft ordinance amendments with striking and/or incorporating language as directed from the Planning Commission. The revisions prepared of existing ordinance(s) provisions and strike/adjust language based on four ordinance requirements presented by Chair Johnson and are under consideration:

1. Remove one acre buildable from the Chisago County Ordinance; and amend the Chisago County Septic Ordinance.
2. Follow the Minnesota State Septic System Construction Standards which were developed by experts and soil scientists at the University of Minnesota and are reflected in Minnesota Statutes/Rules to determine whether a lot is buildable or not.
3. Allow Type 1, Type 3, and 4 septic systems as allowable and defined by the State of Minnesota guidelines/statutes/rules for new, and already existing, parcels to meet septic requirements.
4. Allow holding tanks for seasonal property, or if no other septic option is available.

Director Schneider indicated staff has not inserted, substituted or amended language in place of the one acre buildable standard. Chisago County Ordinance 10-1 Section 6.02.D is more restrictive than requirements by the Minnesota Pollution Control Agency (MPCA). Director Schneider briefly reviewed MPCA's minimum septic system site/type requirements of MN Rule 7080. Chisago County does allow holding tanks as a replacement system, but as a last resort. MPCA staff stated, at a minimum, a standard three to four bedroom house would require a minimum 3,000 square feet of tested soils and puts emphasis on the outcome of two sites that can support a Type I septic system. Jim Froberg inquired as to why Type 2 septic systems were not listed in #3. Chair Johnson acknowledge the error and noted she had missed listing Type 2 septic systems in her request. Director Schneider concluded the documents and information provided were to address concerns related to the ordinance and changes under consideration and asked how the Planning Commission would like to move forward. Chair Johnson asked each Planning Commission member for additional questions and comments.

Chip Yeager stated he supported using 5,000 sq. ft. per septic site, but would not remove the one acre buildable from the ordinance, and would like community input on the ordinance review. Chair Johnson affirmed her opinion that one acre buildable was far reaching, unreasonable and beyond the scope of building a home. A septic system is separate from building a home. The County could use smaller sq. ft. for septic and buildable area for a new home. Frank Storm stated concerns with removing one acre buildable and reducing the sq. ft. for septic systems. Homeowners have put

detached accessory buildings on the second septic site without a reduction in sq. ft. and questioned what homeowners would do with less sq. ft. Frank Storm stated he was not in favor of removing one acre buildable and supported gathering additional input and consideration prior to a public hearing.

Jim McCarthy discussed his vision to update the zoning districts. He questioned if a ¼ acre or what the minimum lot size would be to support a standard house with detached buildings. He supported finding areas for denser development. County Commissioner DuBose stated one acre buildable has nothing to do with building a house, installing a driveway, or connection to septic system as far as in terms of the word buildable. Director Schneider reviewed a typical five acre lot that included a house, driveway, detached building and area for two septic systems. Dedicated space totaled ½ acre. Director Schneider confirmed the one acre buildable ordinance had been used for some time and had been initiated to slow development. Dave Whitney supported additional input and consideration prior to a public hearing. He requested clarification if outside soils could help meet the 12" mottled soil requirement. He supported striking the needed 10,000 sq. ft. for septic systems and let professionals decide the minimum sq. ft. required for a septic and double it on an individual lot basis. Dave Whitney questioned if the County or City of Lindstrom would administer septic standards for Lindstrom's Extraterritorial Subdivision area. He stated new lots in the Extraterritorial Subdivision will not meet standards and questioned if one acre buildable is removed; what would be the sq. ft. standard.

John Sutcliffe inquired as to why the county has the one acre buildable on a five acre lot. Director Schneider provided brief overview on one acre buildable and noted one acre buildable has helped prevent lower quality land/poorer drained soils from being built on. Based on building experience, houses built on poorly drained soils may have foundation issues and septic systems may not function properly. Chair Johnson asked if one acre buildable was separate from the required 10,000 sq. ft. for septic systems. Director Schneider reported since 1997 the ordinances have applied the same soil parameters; however, one acre buildable and septic systems are separate. Chair Johnson stated the County had arbitrarily set one acre buildable. Jim McCarthy indicated split level house foundations in wet soils are impacted. One acre buildable has helped reduce development on wet soils, but perhaps pushed development on prime agricultural land. He probed what the Planning Commission would like to accomplish with/without the ordinance changes. Chip Yeager reiterated he supported adjusting and reducing the septic system sq. ft. He stated even though one acre buildable was arbitrarily set, it was not necessarily a bad idea for the ordinance. John Sutcliffe supported removing 12" of mottled soils from one acre buildable and not developing prime agricultural land; however, people should not be discouraged to develop of their land. In his experience, he has seen landowners build detached buildings on the second septic system site and 10,000 sq. ft. does allow room for septic installers to expand on an existing system. John Sutcliffe indicated he would like to discuss some questions with the County Sanitarian on MN Rule 7080.

Dave Whitney reported Jim Froberg had lost internet connection with the meeting and will not be attending the remaining portion of the meeting. Dave Whitney agreed with Jim McCarthy's comments and concerns regarding five acre developments along roads. He supported exploring options for one acre buildable in order to assist proposed developments to cluster because it forces lot sizes to be larger. Jim McCarthy indicated townships are bearing the cost burden of paving roads. Goal is finding the most cost effective way while minimizing infrastructure and maximize revenue off of land; we are not doing a good job either way.

Lengthy discussion followed by all members on the logistics of gaining expert input on changes with the septic ordinance, community engagement and scheduling a public hearing. **Motion** by Frank Storm to have staff establish a special meeting date for discussion with MPCA staff, County Sanitarian, and other local experts. Second by Chip Yeager. Discussion followed on the nature and form of

community engagement/open house to be held and a public hearing. County Commissioner Chris DuBose suggested holding the public hearing. **Motion was withdrawn** by Frank Storm. Second withdrawn from Chip Yeager. Jim McCarthy suggested creating a list of questions and changes on the ordinances and invite a panel/experts to educate and address the questions of the Commission prior to a public hearing. Chair Johnson reviewed an assortment of options that have been presented. Director Schneider indicated MPCA staff are likely to provide a written response to questions instead of in-person attendance at a public hearing. A subcommittee would be beneficial to assure all concerns and questions have been gathered and help determine who would be appropriate to address them. **Motion** by Dave Whitney to have staff and a subcommittee collect and assemble Planning Commission Members questions on the septic and one acre buildable ordinances for the February Planning Commission meeting. Second by Frank Storm. Subcommittee members are Chair Shellene Johnson and Commissioner Dave Whitney. Roll call vote was taken with Jim Froberg absent from discussion and vote. Motion carried unanimously.

Commercial Shooting Range Ordinance

Motion by Frank Storm to table the Commercial Shooting Range Ordinance to the Planning Commission's June 3, 2021 meeting. Second by Jim McCarthy. Roll call vote was taken and motion carried unanimously.

New Business:

Review of 2021 Meeting Dates

Coordinator Jagoe reviewed the 2021 Planning Commission meeting schedule. Planning Commission Meetings will be held on the first Thursday of every month, starting at 7:00 pm. and affiliated tour is conducted on the preceding Tuesday, starting at 9:00 am. Discussion was held on Special Work Sessions to continue working on the ordinance review. Discussion included meeting start time and electronic vs. in person. **Motion** by Jim McCarthy to approve the 2021 Planning Commission meeting schedule with Special Work Sessions scheduled for the third Thursday of each month, starting at 6 pm, using the electronic meeting format. Second by Chip Yeager. Roll call vote was taken and motion carried unanimously.

Review of Rules of Order and Operating Policy

Motion by John Sutcliffe to establish Resolution #20/0617-1 for Commission Structure, Meeting Order, and General Procedure. Second by Frank Storm. Roll call vote was taken and motion carried unanimously.

ADJOURNMENT: There being no further business, motion by Frank Storm and second by John Sutcliffe to adjourn. Meeting was adjourned at 10:16 p.m.

Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 12
Title of Item for Consideration: Tony Zerwas "Amador Hilltop Estates" Preliminary Plat	
Action Requested by: Kurt Schneider. Director	Department: Environmental Services on behalf of the Chisago County Planning Commission
Previous Action on this Matter: None.	
Background: Bob Boyce, on behalf of owner Tony Zerwas is requesting preliminary plat approval of a four (4) lot subdivision to be known as "Amador Hilltop Estates". The subject property is located on a 20 acre property in Amador Township, 41275 Peterson Avenue, in Section 01, T. 35, R. 20, (PID #01.00212.00). At their meeting of January 7, 2021, the Planning Commission conducted the requisite public hearing and recommended tabling and extending the 60 day agency action calendar in consideration of this request. The public hearing revealed additional concerns not previously expressed by Township Representatives concerning the need for a road authority development agreement involving potential upgrade and/or changes to Peterson Avenue. The Commission recommended extension of the 60 day deadline and scheduling further consideration of the preliminary plat as a Twp. Road Authority and applicant agreement is reached. To accommodate this calendar extension, anticipated County Board consideration would be adjusted to be no later than the regular Board meeting of March 17, 2021, but could occur earlier depending on Road Authority (twp.) and Applicant agreement progress. The Amador Township Board reviewed this request at their meeting of December 15, 2020, and recommended approval with no conditions. As noted above, Township Representatives subsequently presented road authority related questions/concerns and agreement requests at the public hearing. The 60 day agency action review deadline is January 29, 2021. Attachment(s): • Amador Hilltop Estates • PowerPoint Presentation to the Planning Commission • Staff Report To The Planning Commission • Draft January 7, 2021 Planning Commission Minutes	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the January 7, 2021, recommendation of the Chisago County Planning Commission to extend the 60 day agency action deadline for this request for purposes of further Township Road Authority review and/or agreement establishment. The suggested motion to approve this action is as follows: <i>"Move to extend the 60 day agency action consideration of Amador Hilltop Estates Preliminary Plat located in Amador Township at 1275 Peterson Avenue, in Section 01, T. 35, R. 20, (PID #01.00212.00) to March 31, 2021, (60 days) for purposes of further Township Road Authority review and/or right-of-way dedication and agreement establishment."</i>	

Implications of Action: Recommended Board action would table action on the requested Preliminary Plat in Amador Township to allow further road right of way evaluation and agreement establishment with the Road Authority.

Budget/Financial Implications: None

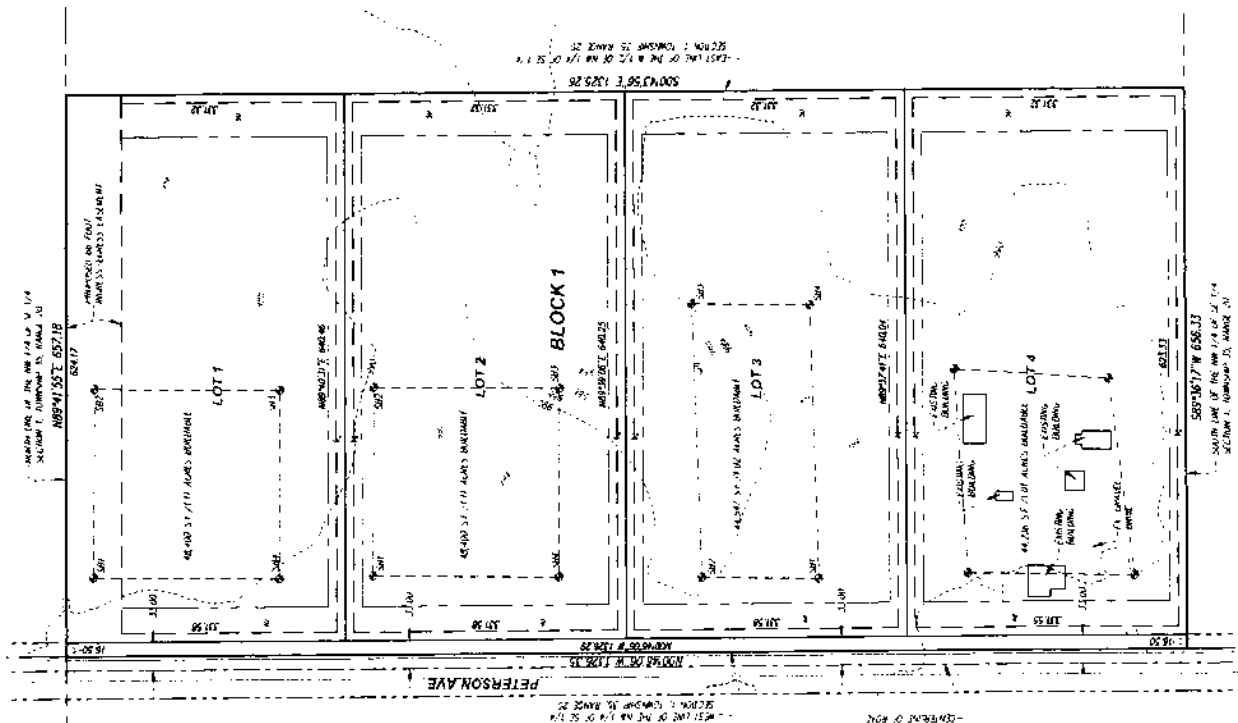
Legal/Policy Implications: No further extension of consideration of this request can occur beyond March 31, 2021 (March 17, 2021 Regular meeting of the County Board).

Administrator's Recommendation

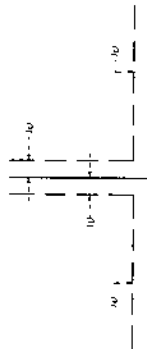
Approve 	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____

Preliminary Plat of AMADOR HILLTOP ESTATES

CITY OF CHICAGO
AMADOR TOWNSHIP
SEC. 1, T. 35, R. 20

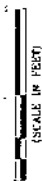
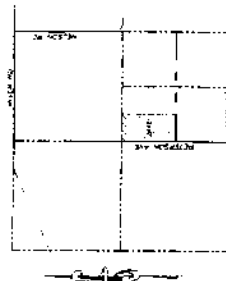


UNIMAGE AND UTILITY EXHIBITS ARE SHOWN THIS



BEING 10 FEET IN WIDTH AND ALUMINUM, ALL LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

UTILITY MAP
SECTION 1, T. 35, R. 20
CHICAGO COUNTY
ILL. 30, 1900



EXHIBIT

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**ZERWAS
PRELIMINARY PLAT**
"AMADOR HILLTOP ESTATES"

PARCEL ID# 01.00212.00
AMADOR TOWNSHIP
41275 PETERSON AVENUE

TONY ZERWAS - OWNER
BOB BOYCE - APPLICANT

SITE DETAILS



Zoning

- AG - Agriculture

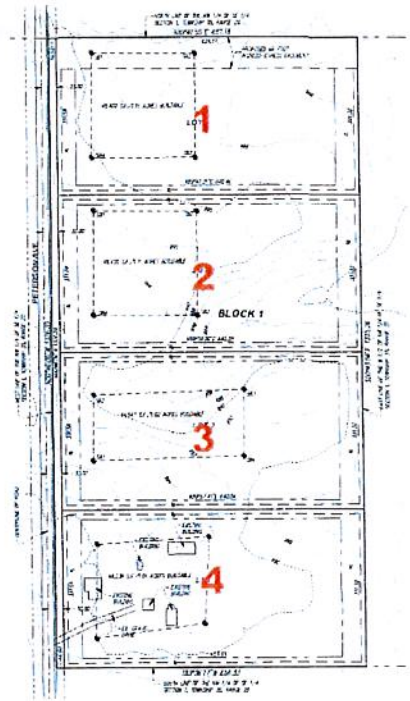
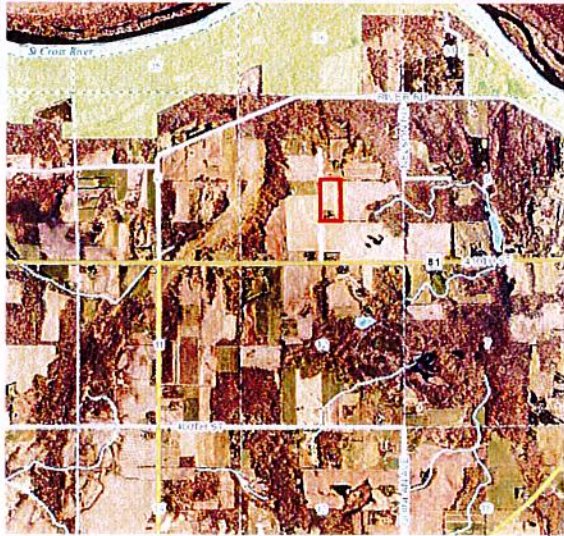
Overall Lot Size

- 20 Acres

Subdivision

- 4 Lots (5.0 acres each)

PRELIMINARY PLAT



PROPOSED LOT DIMENSIONS

AG Minimum Requirements
Lot Size – 5 acres

AG Minimum Requirements
Lot Size – 5 acres

Lot 1
Lot Size – 5 acres
Lot Width – 331 ft.

Lot 1
Lot Size – 5 acres
Lot Width – 331 ft.

Lot 2
Lot Size – 5 acres
Lot Width – 331 ft.

Lot 2
Lot Size – 5 acres
Lot Width – 331 ft.

Lot 3
Lot Size – 5 acres
Lot Width – 331 ft

Lot 3
Lot Size – 5 acres
Lot Width – 331 ft

Lot 4
Lot Size – 5 acres
Lot Width – 331 ft

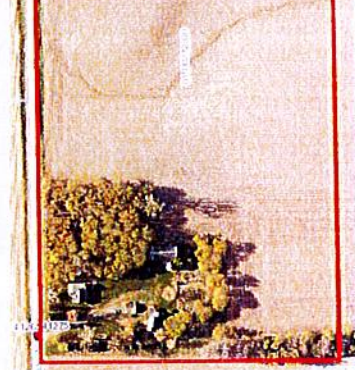
Lot 4
Lot Size – 5 acres
Lot Width – 331 ft

PLAT REVIEW COMMENTS

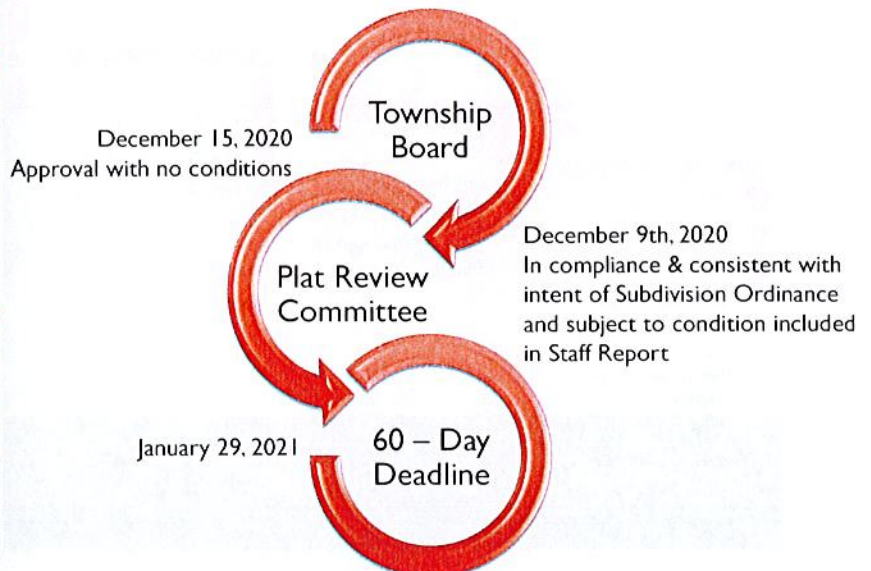
- Lot 4 will retain the existing development – 2 dwellings & 3 detached structures.
- Mr. Boyce has indicated that the Property Owner is planning to remove/demo the residential dwelling located closest to Peterson Avenue.
- Zoning ordinance language only allows one dwelling per parcel. Removal of this dwelling would bring the property into compliance with the number of structures as allowed in the AG District.
- No timeline specified for removal.
- Staff has recommended a condition that the Applicant/Owner be required to apply for a demolition permit of one dwelling on Lot 4 prior to filing for Final Plat. As part of the demolition, the abandonment of the current septic system to this house will need to be completed with proper documentation provided to the County Sanitarian.



House to be removed



SITE DETAILS





STAFF RECOMMENDATION

Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing -

Approval of the Preliminary Plat "Amador Hilltop Estates" as requested by Bob Boyce, on behalf of Tony Zerwas – Property Owner, 41275 Peterson Avenue, PID# 01.00212.00 for four residential lots as outlined in Staff's report and subject to the following condition:

- * Application for a demolition permit shall be submitted to Chisago County for removal of the dwelling on Lot 4 closest to Peterson Avenue as identified by the Applicant for removal prior to filing for Final Plat.



Staff Report

TO: Chisago County Planning Commission

FROM: Jessica Jagoe, Land Services Coordinator

DATE: December 29, 2020

RE: Bob Boyce, Preliminary Plat "Amador Hilltop Estates"
Amador Township, 41275 Peterson Avenue. PID# 01.00212.00

Action to Consider

The Applicant is seeking approval of a preliminary plat to be known as "Amador Hilltop Estates" to create four lots out of a 20 acre tract.

Property Background/Description

Bob Boyce, on behalf of Tony Zerwas - Property Owner, is seeking approval of a preliminary plat of four – five acre lots out of a 20 acre tract. The property originated as an 80 acre tract and was subdivided into four – 20 acre parcels earlier this year by metes and bounds legal description as allowed under the Subdivision Ordinance. The three – 20 acre tracts to the east of the parcel to be platted are provided access via a 66 foot easement located on Lot 1 of the proposed plat. The three – 20 acre lots are exempt from platting and are not included in the plat review.

The preliminary plat is requesting to further subdivide the 20 acre tract along Peterson Avenue with the existing development. The parcel is situated about a mile south and two miles west of the St. Croix River in the northern part of Amador Township. Peterson Avenue is a Township Road that is accessed from County Road 81/410th Street. The parcel is zoned AG, Agricultural. The surrounding parcels are also zoned AG with a mix of residential and agricultural uses on larger 20+ acre tracts.

The purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Mr. Zerwas intends to sell the newly created parcels for development as single-family residential. No buyers have been identified and future design plans for the homes are unknown at this time.

Site Plan/Proposal Analysis

Staff has provided below a table that outlines the AG dimensional requirements, plus I've shown the proposed dimensions for all four parcels in the preliminary plat:

	Lot Size	Lot Width <i>(as shown at front property line)*</i>	Lot Depth
AG Minimum Requirements	5 acres	300 feet	300 feet
Lot 1	5.0 acres	331 feet	640 - 656 feet
Lot 2	5.0 acres	331 feet approx.	640 feet
Lot 3	5.0 acres	331 feet	640 feet
Lot 4	5.0 acres	331 feet	624 – 640 feet

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

As proposed, all four parcels comply with the County lot dimensional requirements.

As part of the review process, the Plat Review Committee met on December 9th. The newly created parcels are not located in a flood plain and there are no severe slope conditions impacting the proposed development. There are no new roads as part of the proposal. The Public Works Director/County Engineer has reviewed the preliminary plat and has no issues with the proposed. As indicated earlier, the Township is the road authority for access on all four lots. Proposed driveway locations have not been shown on the preliminary plat. Access for each lot will be subject to review and approval as required by Amador Township.

Lot 4 of the preliminary plat will retain the existing development which includes two dwellings and three detached structures. Mr. Boyce has indicated that the Property Owner is planning to remove/demo the residential dwelling located closest to Peterson Avenue. Current zoning ordinance language only allows one dwelling per parcel. Removal of this dwelling would bring the property into compliance with the number of structures as allowed in the AG District. The Applicant has not included in the application a timeline for removal, but Staff has included as a recommended condition that the Applicant/Owner be required to apply for a demolition permit of one dwelling on Lot 4 prior to filing for Final Plat. As part of the demolition, the abandonment of the current septic system to this house will need to be completed with proper documentation provided to the County Sanitarian.

Lastly, Staff has found the soil verification to be accurate and satisfactory. The County Wetland Specialist has verified that there are no wetland impacts with the proposed. There are no other mandatory environmental reviews required and no other concerns identified as part of that review.

60-Day Agency Action

The application was deemed complete on November 30, 2020. The 60-day deadline would be January 29, 2021.

Township Recommendation

Amador Township Board reviewed at their meeting on December 15, 2020, and has recommended Approval with no conditions.

Staff Findings and Recommended Action to Consider

Following the review by the Plat Review Committee and Planning Staff, the proposed preliminary plat is determined to be in compliance with the Zoning and Subdivision ordinances as well as consistent with the intent of the Comprehensive Plan for Chisago County. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, Staff has provided below the following recommended motion for your consideration:

- **Approval** of the Preliminary Plat "Amador Hilltop Estates" as requested by Bob Boyce, on behalf of Tony Zerwas – Property Owner, 41275 Peterson Avenue, PID# 01.00212.00 for four residential lots as outlined in Staff's report and subject to the following condition:
 - Application for a demolition permit shall be submitted to Chisago County for removal of the dwelling on Lot 4 closest to Peterson Avenue as identified by the Applicant for removal prior to filing for Final Plat.

Alternate Options

Alternatively, should the Planning Commission determine differently upon completion of the Public Hearing and/or upon discovery of any new or unknown evidence of compliance or concerns affecting the proposal, staff has provided below other motions for your consideration:

1. Recommend to the County Board *Move to Table Action* and extension of the initial 60-day period for required action on this Preliminary Plat application for up to an additional 30 days, so to allow for further review of the record and to make a decision on this application, as allowed under Minnesota State Statute 15.99 Subd. 3(f).
2. Recommend *Denial* of the Preliminary Plat for "Amador Hilltop Estates" as it is deemed to be inconsistent with the zoning regulations and Comprehensive Plan for Chisago County (or other factors deemed appropriate by the Planning Commission and the following Findings of Fact *(note: the Commission will need to insert factor(s) for denial and findings in motion language)*:
 - 1.
 - 2.

CC: Bob Boyce, Applicant
County File

Chisago County Request For Board Action

Meeting Date: January 20, 2021		Item Number: 13	
Title of Item for Consideration: Presentation Beyond the Yellow Ribbon			
Action Requested by: Board of Commissioners		Department: Administration/Board of Commissioners	
Previous Action on this Matter: None.			
Background: In continuing Minnesota's proud history of supporting our nation's military, the Yellow Ribbon Network is a diverse group of county and community leaders uniting key areas within the county to leverage existing support activities, build awareness and take action to recognize and support local communities, Veterans, Service Members and Military Families. The purpose of support is to establish and sustain a cross-community Yellow Ribbon Steering Committee that proactively synchronizes resources in support of service members, veterans, military families, first responders and first responder families. The goal of the 'Yellow Ribbon' is to: a. Improve access to Aging and Senior Care Resources b. Improve Suicide Awareness and Prevention Efforts c. Improve access to Medical and Mental Health Resources d. Improve Substance Abuse and Chemical Dependency Prevention Efforts e. Improve access to State and Federal Benefits and Resources f. Increase Community Awareness and Support g. Improve access to Quality Employment			
Attachment(s): • Action Plan Template – Beyond the Yellow Ribbon County Program			
Action Requested/Recommended: The County Board is respectfully to pass a statement of support to form a Countywide 'Beyond the Yellow Ribbon' organization. The following motion is suggested: <i>"Move to pass a statement of support that Chisago County is united in forming a sustainable Yellow Ribbon Network within all the key areas to support, honor and recognize Veterans, Service Members and Military Families within our County and local communities."</i>			
Implications of Action: By passing the statement of support, Chisago County supports the forming of a sustainable Yellow Ribbon Network within all the key areas to support, honor and recognize Veterans, Service Members and Military Families within our County and local communities.			
Budget/Financial Implications: None.			
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.			

Administrator's Recommendation

Approve CB

Deny _____

Other _____

Motion By: _____

Seconded by: _____

To: _____

Action on Motion:

Aye _____

Nay _____

Abstain _____



Action Plan Template Beyond the Yellow Ribbon County Program

Objective

Establish and sustain a local Yellow Ribbon Network that proactively works together at the county level in order to meet the needs of Veterans, Service Members and Military Families.

Mission Statement

In continuing Minnesota's proud history of supporting our nation's military, the Yellow Ribbon Network is a diverse group of county and community leaders uniting key areas within the county to leverage existing support activities, build awareness and take action to recognize and support local communities, Veterans, Service Members and Military Families.

Key Areas

- ✓ *County Leadership*
- ✓ *Yellow Ribbon Steering Committee*
- ✓ *Public Safety/Judicial*
- ✓ *County as Employer (Human Resources)*
- ✓ *Social Services/Medical Providers*
- ✓ *Education/Youth*
- ✓ *Service Member, Veteran or Military Family Member Employee*

Action Ideas

County Leadership:.

Minimum Requirement/Other Action Items	Owner (Who will be in charge)	Time (When you plan to accomplish)
County Leadership support of Yellow Ribbon efforts and county leader representation on County Yellow Ribbon Steering Committee:		
Receive an annual county leadership update of Yellow Ribbon Steering Committee goals and objectives:		
County level leadership support of Yellow Ribbon Communities within County (if applicable):		
Other action items:		

Yellow Ribbon Steering Committee:

Minimum Requirement/Other Action Items	Owner (Who will be in charge)	Time (When you plan to accomplish)
Creation of Yellow Ribbon Steering Committee with representation from all key county areas:		
Regular committee meeting with annual goals and objectives to meet county needs:		
Continuous commitment at the county level to identify and support service members, veterans and military families:		
Provide an annual review of Yellow Ribbon Action Plan and Steering Committee Goals and objectives to County Leadership:		
Continuous education on military support issues throughout the county:		
A "Welcome Home" for all Service members:		
Other action items:		

Public Safety/Judicial:

Minimum Requirement/Other Action Items	Owner (Who will be in charge)	Time (When you plan to accomplish)
Representative of county public safety/judicial group on Yellow Ribbon Steering Committee:		
Continuous commitment to identify and support Veterans, Service Members and Military Families		
An annual training/awareness program of military specific resources for all county public safety personnel:		
Ongoing process to respond to service member, veteran and military family issues within the county and local communities:		
Other ideas:		

Company as Employer (Human Resources):

Minimum Requirement/Other Action Items	Owner (Who will be in charge)	Time (When you plan to accomplish)
Representation of Human Resources on the Yellow Ribbon Steering Committee:		
Ongoing processes to recruit, hire and retain Service Member, Veteran and Military Family employees:		
Full support of service member, veteran and military family employees through formal and informal policies and procedures:		
Other ideas:		

E ducation/Youth:

Minimum Requirement/Other Action Items	Owner (Who will be in charge)	Time (When you plan to accomplish)
Representation of county education/youth organizations and programs on Yellow Ribbon Steering Committee:		
Full support of service members, veterans and military families within all county youth programs:		
Annual training/awareness program for all county youth/family personnel on military support resources:		
Other ideas:		

This is to certify that our county has united to form a sustainable Yellow Ribbon Network within all key areas to support, honor and recognize Veterans, Service Members and Military Families within our county and local communities.

County Commissioner

Military POC

Steering Committee Chair

Date: _____

Steering Committee Chair: PHONE: _____ EMAIL: _____

Chisago County Request for Board Action

Meeting Date: January 20, 2021	Item Number: 14
Title of Item for Consideration: 2021 Citizen Appointments to Various Boards/Committees/Commissions	
Action Requested by: County Administrator	Department: Administration
Previous Action on this Matter: Annually, the Board of Commissioners is asked to appoint citizens to specific County Committees. The Board of Commissioners determine who will be on the committees by reviewing citizen's application and then appointing eligible applicants to each Board/ Committee/Commission. The Board appointed Citizens to various Boards/Committees/Commissions at the Yearly Organizational meeting on January 5th, 2021.	
Background: The Board of Commissioners establishes committee assignments every year. A motion, voted on by the entire Board, is required to appoint a citizen to a committee. There are currently seven Boards/Committees/Commissions that require appointments/reappointments. - Planning Commission – District 3 - Extension Committee – District 1 (Vacant) and District 3 - Water Plan Policy Team – 1 Vacancy	
Attachments: - List of Citizens applying for Open Committee Seats - Citizen Applications	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners appoint/reappoint citizens to the designated open Boards/Committees/Commissioners for the identified terms. The following motion is suggested to appoint/reappoint each individual: <i>“Move to appoint _____ as a representative on the _____ ; effective January 5th, 2020 thru _____.”</i>	
Implications of Action: If the recommended actions are undertaken, the County Board will have appointed citizens to its various Boards/Committees/Commissions for the proper durations.	
Budget/Financial Implications: None. Applicable per diems and mileage accounts have been established and approved as part of the 2021 Budget for the identified Boards/Committees/Commissions.	
Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	

Administrator's Recommendation

Approve

CB

Deny _____

Other _____

Motion By: _____

Seconded by: _____

To: _____

Action on Motion:

Aye _____

Nay _____

Abstain _____

2021 Citizen Appointments to Various Boards/ Committees/Commissions

APPLICATIONS

Planning Commission

District 3:

Katie Roche – Lindstrom, MN

List experience or skills you have relating to the appointment you are seeking:

I have been active in local government for the past few years, serving the City of Lindstrom on the Planning Commission, the City Council, and the Economic Development Authority. As a commissioner and council member, I took my leadership role in city government very seriously, never missing a meeting, pre-reading all of the materials provided by city staff and city residents, and engaging in discussion prior to making any decisions. I believe that it is my responsibility to not only ask questions to better understand each item for which a decision has to be made, but also to thoroughly understand each situation and the benefits and consequences surrounding it. In addition to monthly planning commission business, I was given the opportunity, as a commissioner, to play an integral role in rewriting our Lindstrom City Code over the past few years. This process has involved working at length with our city planners, touring other communities to better understand where we are going as a community, reviewing our previous code structure and the reasoning behind it, having lively discussions about what works in our community and what doesn't, and considering how the new code structure will align with where we are going as a community, using our city's Comprehensive Plan as a guide.

The skills sets that I bring to this position include my experience in local government, my close attention to detail through analysis and inquiry, my communicative skills both as a member of a commission as well as an intent listener and processor, and my understanding of future planning, zoning, conditional use permits, interim use permits, subdivision ordinances, and the language used to have necessary conversations about land use.

I believe that I am the best candidate for this role on the Planning Commission because I will provide to the commission an unwavering commitment of my time and abilities with the clear intention to promote the proper planning and development of Chisago County: a willingness to learn through research, cooperation, conversations with residents, and guidance from county staff; a willingness to engage in the process of being a member on an advisory board to the County Board; and a

contribution of knowledge of my community, hopes for its future, and key information that I have acquired through land use trainings and understanding my role as an appointed official.

List special or personal interests relating to the appointment you are seeking:

Having gratefully served my city on both advisory boards and the city council, I have a great amount of respect for our local government processes, our elected officials, and the foundation upon which our community rests—its rich history, our natural resources, and the goals that we share to continue to provide a community that our families can thrive in. I have a personal investment in the success of our area and county as someone who chose to raise my family here, and it would be an honor to be given the opportunity to continue to share my leadership skills and passion for Chisago County.

Why do you want this appointment?

I really enjoy and value being an actively engaged citizen in local government, serving my neighbors and community, and participating in conversations with others about where our cities and county are going—the plans that we have. I have a passion for providing leadership and representation at a local level to a younger demographic of individuals in our county who are typically overlooked. I am seeking this appointment on the Planning Commission because I would like to continue to serve my community, through the county, in a leadership role while also making a positive impact on decisions at the county level through recommendations for plan execution.

Finally, I would like to be transparent with the County Board and county staff that I am intending on applying for three different county commission/team appointments with the hope that I will be given the opportunity to serve on at least one. I would like to be involved in county level planning and decision making, understanding that I still have much to learn and that I would be serving in an advisory capacity. Being given an opportunity to serve on the Planning Commission would be my first choice. Thank you for your consideration.

If YES, please explain your knowledge and/or experience:

As a previous city Planning Commissioner, I am knowledgeable about land use, as explained by city planners, engineers, and city staff. To some extent, this also includes land use in the township. I am familiar with zoning issues as it pertains to subdivision ordinances, conditional use permits, interim use permits, and the language used to have necessary conversations about land use.

If YES, please tell us where you served and how long you served:

Lindstrom Planning Commission, 2 years
Lindstrom Economic Development Commission, 2 years
Lindstrom City Council, 9 months (by appointment)

District 5:

Paul Sandel – Rush City, MN

List experience or skills you have relating to the appointment you are seeking:

I have been a member of the Chisago County Water Policy Team for the past couple of years and would like to explore more roles in the county. I am an account manager for a Department of Defense contractor specializing in military sales of ammunition handling systems. This work along with my experience in the Marines as a helicopter mechanic and my education where I hold an MBA would position me to bring experience to this role if selected.

List special or personal interests relating to the appointment you are seeking:

I am a resident of the county and feel that I have a duty to give back were I can. I would also like to be involved in the planning process for the county.

Why do you want this appointment?

I feel a special sense of duty to be more involved in the the county and think that this position would allow me to work with county leadership and decision makers and effect change were I can.

If YES, please explain your knowledge and/or experience:

My experience has mainly been around property issues with regards to real estate. However in college we did some work with environmental zoning and land use issues.

If YES, please tell us where you served and how long you served:

I was on the water policy board and have just reapplied since my term ended on Jan 1.

Extension Committee

District 1: VACANT

District 3:

Jennifer Penzenstadler – Chisago City, MN

List experience or skills you have relating to the appointment you are seeking:

I have served as a 4-H volunteer for Chisago County for almost 15 years.
We have a small hobby farm within the township and raise swine and beef cattle. We also crop farm.
I serve as the secretary of the Chisago County Fairboard.

List special or personal interests relating to the appointment you are seeking:

I have an interest in how Extension can help the community with education, how to get community members the assistance they need and overseeing the mentoring today's youth who will become tomorrow's leaders.

Why do you want this appointment?

I would like this appointment because I would like to learn more about partnership with the University of MN and Chisago County and the services that community members have access to.

Katie Roche – Lindstrom, MN

List experience or skills you have relating to the appointment you are seeking:

As a public official and a licensed educator, I understand and fully support the need for extension services in Chisago County. The experience that I have as a public servant, a commissioner, and a licensed educator make me a great candidate for the Extension Committee. Having served as a city council member, I recognize the importance of program development and budget development, and have had the experience of working with staff and the other council members to provide planning and reasoning for program and budget development. As a planning commissioner and an economic development commissioner, I know the benefits of working in cooperation with other groups to provide services to our area that can benefit not only our residents but also those coming to our area to support our local economy and utilize our natural resources. As a licensed Minnesota educator for the past eight years who is committed to both quality personnel and quality educational programs for learners, I believe that I would bring valuable insight, perspective, and skills to this committee. Additionally, roles that I have held in programming that I have been a part of in Girls Scouts, Boy Scouts, and 4H will allow me to share ideas and bring collaboration to this role that provides invaluable programming to our county.

List special or personal interests relating to the appointment you are seeking:

As a resident who has enjoyed the programming provided by Minnesota Extension Services throughout the county, and specific to particular needs that we have as Chisago County residents, I have a personal interest in seeing these services continue to be successful. The success of our Extension services are dependent on an adequately funded budget, well-trained personnel, communication with residents in order to identify the needs for programming, and evaluation of our programs so as to measure growth and address improvement opportunities. I believe that I have a good grasp on each of these components, which would allow me to serve the committee well.

Why do you want this appointment?

I would like the opportunity to bring my knowledge of education in our area, experience in local government representing citizens who utilize these extension services, skills that I've acquired as an educator and program leader, and investment in the opportunities provided to Chisago County residents to this appointment.

Water Plan Policy Team

1 Vacancy: VACANT

Katie Roche – Lindstrom, MN

List experience or skills you have relating to the appointment you are seeking:

I have been active in local government for the past few years, serving the City of Lindstrom on the Planning Commission, the City Council, and the Economic Development Authority. As a commissioner and council member, I took my leadership role in city government very seriously, never missing a meeting, pre-reading all of the materials provided by city staff and city residents, and engaging in discussion prior to making any decisions. I believe that it is my responsibility to not only ask questions to better understand each item for which a decision has to be made, but also to thoroughly understand each situation and the benefits and consequences surrounding it. As a city council member, I was well-informed and knowledgeable as to our community's water quality, specifically relating to the Chisago Lakes Joint Sewage Treatment Facility. As a citizen, I have always been keen as to the state of our waterways' water quality, utilizing the lakes, rivers, and wetlands of our area for recreation with my family. I have also been invested in learning more about how our water resources are protected, improved, and conserved, as an inquisitive citizen of the Chisago-Lindstrom Lakes Association and the Chisago Lakes Lake Improvement District association.

List special or personal interests relating to the appointment you are seeking:

As someone who utilizes the natural resources that surround us in the Chisago Lakes area on a daily basis, who knows the work that must be done to reach the goals that are decided upon, who is knowledgeable as to the importance of protecting our water quality and actively communicating with surrounding counties, and who is incredibly invested in being a part of the conservation of this area in seeing out the Chisago County Local Water Management Plan through education at the Chisago County Water Festival and in responsibility communicating with both the Resource Manager and those who play a vital role in providing data necessary to assess our growth toward set goals, I would describe my personal interest in serving on the Water Plan Policy Team as an opportunity to serve our county that would

benefit our Chisago County lifestyle, the economic opportunities of the area, and future generations.

Why do you want this appointment?

I feel that I am the best candidate for this appointment for several reasons, outlining my enthusiasm for serving in this position as well as my commitment to serving our county. I am an avid user of our water resources in Chisago County: from swimming to kayaking to boating to fishing to hiking, my family and I experience the wonders of our natural oasis every day, through all seasons, and through exploration and respect of the area that we call home. Secondly, I feel that my experience in working with others in local government has prepared me for the work that needs to be done through communication, collaboration, and transparency in not only setting priorities for the county's Water Plan but also seeing these priorities through and actively communicating that information to others in the county, however the team decides that that is most appropriate. Lastly, as a younger member of our community who has chosen to raise my four children here and call Chisago County home, I have a great investment in seeing our water resources preserved for generations to come. This personal investment in the future health of our natural resources provides that I will be an informed, cooperative, engaged leader on the Water Plan Policy Team if given the opportunity.

Finally, I would like to be transparent with the County Board and county staff that I am intending on applying for three different county commission/committee positions with the hope that I will be given the opportunity to serve on at least one. I would like to be involved in county level planning and decision making, understanding that I still have much to learn and that I would be serving in an advisory capacity. Being given an opportunity to serve on the Water Plan Policy Team would be my third choice.

Paul Sandel – Rush City, MN

List experience or skills you have relating to the appointment you are seeking:

I just finished up my first tenure on the water policy team and would like to come back for another term. I enjoyed working on the 1W1P. I also have a BA in Environmental Science.

List special or personal interests relating to the appointment you are seeking:

I enjoy being out on the water and hiking in the forests and wetlands as much as possible. I also enjoy being active in assisting in creating policy to protect water rights.

Why do you want this appointment?

I would like this appointment to continue the work on the water policy team and to bring my experience to the group to help Chisago County.

Jason Houle – Chisago City, MN

List experience or skills you have relating to the appointment you are seeking:

I am a local business owner in the community for over 20 years. I have over 15 years ownership and management of commercial lease properties in multiple counties. Extensive experience working with other cities and planning commissions in the past that will present a great asset to the planning commission team. I am well-acquainted with building codes, ordinances, and other circumstances that may be on the planning commission agendas. I am also very open to research and learning to ensure the best suggestions for all situations.

List special or personal interests relating to the appointment you are seeking:

As a member of the city, county, with children attending Chisago schools I want to become more involved in the community. Not only for today, but for possible future positions.

Why do you want this appointment?

The willingness to understand what the city's goals are for the future, and help drive these in a positive direction for our next generation to enjoy this beautiful small town we live in.

In closing, I may be interested in running for a commissioner position in the future, and know that this step of knowledge will help ensure a broader understanding while in a commissioner position.

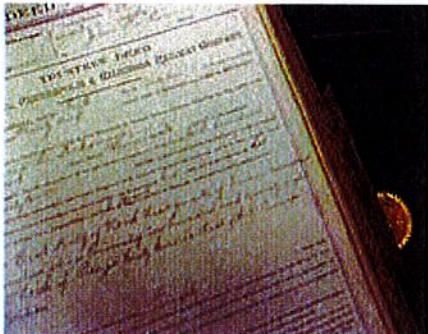
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Annual Board Report 2021

Chisago County Recorder



Janet Converse, County Recorder

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Center City, MN 55012

(651)213-8585

janet.converse@chisagocounty.us

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1 - Mission Statement

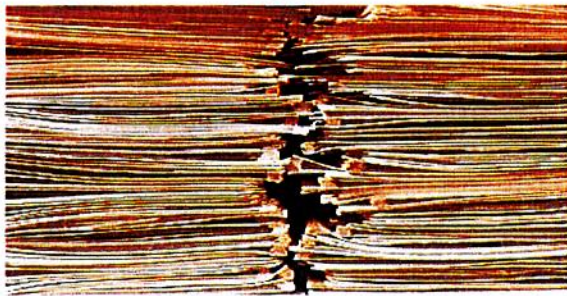
To protect, preserve, and record documents relating to real estate and vital statistics in a methodical manner for posterity, legal and security purposes. To serve the public in a prompt, courteous, and effective manner.

This office is currently made up of the Recorder, a Senior Deputy Lead, and two Deputy I's. I have one open position that we have not had time to fill.

2 - Documents

Who could have predicted that we would be having a global pandemic in 2021 and how that would change our business. I budgeted similar to past years because there hadn't been much movement in the real estate markets or interest rates. What we saw was increased documents perhaps because of the unrest in the cities or because interest rates were low. For whatever reason, the real estate market boomed with new construction and refinances perhaps to help with expenses for those that had job worries or needed money for businesses where business has slowed just to make ends meet.

We ended with an increase in real estate documents of 3,338 above last year and more documents recorded annually since at least 2016. That was an increase of 25%. Below you can see the recorded real estate document counts for the last couple of years. Also keep in mind that I had one person not come back after the county shut down and we have not hired for her position yet because that would take another person away from daily tasks to train a new person in. The market is bracing for a surge in foreclosures as soon as orders are lifted that are holding those procedures back because of failing businesses. This won't be the foreclosures of the last surge because those were mostly homes. It will mean more document recordings of foreclosure type documents. I would be shocked to see documents this high again in 2021 however, we do here from title companies that they are busier than they have been for some time. They are also bracing for when the bottom falls out.



2020	14,166
2019	10,828
2018	10,559
2017	10,899

This office saw a large increase in our erecorded documents that started when the counties shut down and that hasn't slowed since our doors opened to the public again in June. Numbers for previous year's erecording percentages as well as 2020 are below:

2020 80%

2019 68%

2018 62%

2017 50.5%

In my last report, I let you know that I am currently on an erecording subcommittee under the legislative committee of the Minnesota County Recorder's Association. We are looking at how we can move Minnesota further along in erecording statewide. All but one county in the state erecords. Many county offices are struggling with erecording Torrens documents because of the preference of the Torrens Examiner or staff. Others are struggling with the offices not being a one-stop-shop. This county is not a one-stop-shop either because the Auditor/Treasurer still collects the state deed tax and mortgage registration tax and handles all the parcel maintenance in the tax system. I am thrilled with how well this county is doing as far as erecording even though we are not a one-stop shop and hope it remains this high or continues to increase. This subcommittee was hoping to make its recommendation to the legislative committee at the Recorder summer conference but that was cancelled so we will be making our recommendation to the Minnesota Association of County Officers virtual conference in February. Some items we are looking at implementing are reducing the number of document types that each county has available for their erecording

and reducing the amount of indexing that is required of the trusted submitters for erecording. We are hoping that this will make erecording more desirable for those that aren't doing it now. Districts will also be working with some of those counties that are not erecording all document types yet or that are not erecording Torrens documents. This office records all document types except for plats because per statute those have to be in mylar form. We also do erecord Torrens property type documents. We are hoping that those more successful recorders that are doing these things can work with others within their district to get all on the same page making it again desirable for those that aren't doing it currently and get the state more consistent between counties as this is what is being asked of Recorders statewide by the Minnesota State Bar Association and trusted submitters. Some counties desire being a one-stop-shop. I have had a conversation with the Auditor/Treasurer and we have agreed that we are happy with the way we currently have it with the Auditor/Treasurer collecting the state deed tax and mortgage registration tax and handling the parcel maintenance in the tax system.

3 - Vital Records

Vital records for the county include births, deaths, marriages, notaries, ordinations and military discharges. Like real estate documents, vital records are equally as difficult to predict. Below are some vital records numbers for last year. Our vitals numbers were very similar to last year for a couple of reasons. During the county shutdowns, it was difficult for people to get their documents notarized as is required for some of our records if they are not appearing in person. So those requests had to wait until the doors opened again. We did make up for some of that income because many other county offices are still closed or are by appointment only. If someone needs a record now, they are coming to us. The new Real ID that had a deadline of this last fall was moved to this coming fall because of COVID so we will be expecting many to be coming to us for marriage records and birth records to get that done in 2021. This office has moved to ordering additional vitals paper and ordering it sooner than we did previously because of the uptick in requests. There is also a delay if someone tries to get their birth record from the Minnesota Department of Health that hasn't improved with COVID. This is also why this office went over in our budget for supplies but

that difference was offset by the income we received for the additional vital records ordered and document recordings.

Death certificates will only be going one direction and that is up with the aging population until the Baby Boomers have cycled through and the death certificates start to decline again.

2017 Marriages	273 – licenses applied for
2017 Notaries	133 – registered
2017 Ordinations	81 - registered
2017 Military Discharges	66 – recorded DD214



2018 Marriages	273 – licenses applied for
2018 Notaries	127 - registered
2018 Ordinations	103 - registered
2018 Military Discharges	71 – recorded DD214

2019 Marriages	233 – licenses applied for
2019 Notaries	199 - registered
2019 Ordinations	60 - registered
2019 Military Discharges	22 – recorded DD214

2020 Marriages	202 – licenses applied for
2020 Notaries	176 - registered
2020 Ordinations	75 - registered
2020 Military Discharges	7 - recorded DD214

4 - LandShark

This is the Recorder's Office online tract index of our real estate records. We have our tract index (which is the real estate record on each piece of property) in the computer back to 1988 with some images back to 1950. The documents between 1988 and 1950 are not indexed to date and can only be found by their document numbers. The annual income from this program is listed below and as you can see that income was up from last year:

2020	\$63,145 (\$50,250 + \$12,894.50 One-time user income)
2019	\$51,332 (\$48,184 + \$3,167.50 One-time user income)
2018	\$48,650
2017	\$52,900

LandShark was a life saver for us and for our customers during the county shutdown. Having the tract books imaged also assisted during this time because then customers only had to email or call for us to send them documents that were not imaged yet. This has also cut down on the traffic we are seeing in our public room. That traffic will be reduced further when we get the images back and loaded for fiche that we had digitalized. We saw a 19% increase in LandShark income for the year which more than paid for implementing the one-time user program.

5 - Compliance - MN State Statute 357.182

Each of the 87 counties in Minnesota is to be in compliance in regards to when we return real estate documents. \$11 from each real estate document recorded goes to a compliance fund to assure that each of these counties is returning paper real estate documents within 10 business days and returning electronically recorded documents in 5 business days. Below are our compliance numbers for this county for the last couple of years. One thing to note about this compliance fund, if a county is in compliance those funds, with the County Board's consent, can be used for such things as data integration projects. Statute requires a goal of at least 90%. The compliance funds can only be used by the Recorder's Office per Minnesota State Statute. We did meet compliance for 2020 but there were a few months that we didn't which was during the shutdown because I was only allowed myself and one other during that time and we had all that we could do with recording documents and handling phones and emails. Luckily we look at compliance on an annual basis. Compliance numbers are below for the last couple of years:

2020 98.02%
 2019 99.77%
 2018_ 98.78%
 2017 99.77%

6 - Technology Fund – MN State Statute 357.18

This is another fund that is to be segregated in the county budget and comes from the \$10 of each real estate record recorded in this office to update technology or maintain technology and equipment. These funds have been used for countless projects within the county inside and outside the Recorder's Office including a commitment towards the CAMA project for the Assessor's Office or paying for the pictometry pictures used on GIS. Between this fund and the compliance fund, we are hoping that sometime in the near future, to get the books imaged within the Recorder's Office before disaster strikes and those records are gone forever. This fund was originally brought about to assist counties within the state of Minnesota in their efforts to erecord. At this point, all but one Minnesota county is erecording at least some documents. It is hard to know if this part of the recording fee will continue or will sunset at some time in the near future.

7 – Milestones

Land Notification to prevent fraud was activated in the fall of 2020 and we do have customers signing up for the program. The Press did an article on the program to alert the public, we have flyers at our counter and we will continue to promote this program. I will remind you that this is a free service that we are providing the customers of our county to assist them in dealing with fraud against their property.

We are in the process of getting our fiche digitalized. We have images back but are waiting for the fiche and indexes so that we can get these loaded into our systems. This was over 300 books of documents. This is wonderful from a disaster recovery point of view and will make obtaining these historical documents easier for our customers.

8 – Goals

1. Continue work on imaging, indexing and proofing of historical vital records.
2. Once we have all of our materials back from the vendor we will get the records that we got digitalized loaded into our system and look at getting the balance of the books imaged to eliminate the need to have the two aging fiche machines in our public room. Both of the machines we have are

old and it is getting harder to find parts or supplies for them and the cost of repairs has been increasing over the last few years.

3. Work is yet to be done on the scanning, indexing and proofing of all of the financing statements that were found in the vault.
4. Get this office set up with remote access in case someone on staff causes the office to have to quarantine as happened in another department or some other situation.
5. Fill our open position that we have not had time to get filled and get that person trained in.

9. Radar

I do not have much on the radar for this coming year because I don't know what to expect as far as documents, vitals or COVID. Should things slow during 2021, I will look into getting more books imaged. I would especially like to get the Numerical and Grantor/Grantee books imaged as those are used the most in the public room and these were not on fiche. These are very important and I would like to get that done sooner rather than later for disaster recovery purposes. These documents make it easier to find documents when we don't have legal descriptions as they go by dates/years and buyer/seller names.

We will train in one of our Deputy Recorder 1's in on some of the Deputy Recorder II duties as she is looking for advancement. My Senior Deputy was a promotion to that position from the Deputy II position and I hired a Deputy I to take her place so I do have room for that advancement as long as she meets requirements.

10. Legislature

Because so much of the year was COVID, there wasn't much that got accomplished other than that. Well disclosures are still a topic that will be coming up in legislature. They are looking at making all well disclosures efiled, the state will now get the entire \$50 fee where the county was getting \$7.50 from each well certificate recorded. This does not amount to a lot and if this bill passes all this office will have to do is make sure the buyer's name is on the well disclosure and validate it on the state website. We no longer need to look at legals for them or at the sketches of where the well(s) are. It is well worth the losing that fee.

There are some additional changes to the Safe at Home program. I am not sure at this point how many, if any of these items will go all the way through but will be following them all during this session.

11. Closing

This office has and will continue to work hard on our projects to preserve our records permanently as required by law by continued imaging, indexing and proofing of current and historic records while staying in compliance. We worked very hard this past year because of the COVID requirements and increased document recordings all while being short staffed. We typically work on projects during down times over the winter but this hasn't happened and I am not sure when we will get back to them at this point. I was asked to speak at the Chisago County Association of Township Officers in the fall of this last year to let them know what services this office provides. This was just about the time that Land Notification program became operational and there was quite a bit of interest in that and a copy of that article is attached.

Thank you,
Janet Converse
Chisago County Recorder

January 2021

12. News Article



8/1/2019 4:21:00 PM

County documents can be accessed on web at Landshark

Now-a-days where people have come to expect instant access to information, one of the most document intensive Chisago county departments is keeping up with the demand, and even leading public records colleagues elsewhere when it comes to information access.

Janet Converse, Chisago County Recorder, is overseeing efforts underway to both digitize vintage land records while also bringing newer paperwork to the Internet.

Converse shared with the County Board that Chisago County was recognized during the Public Records Association professional conference in South Carolina, last winter, for its web-based document search and printing function. The county developed a system where deeds, etc easily can be accessed without even traveling to the recorder's offices, working with the county's software vendor Trimin.

Go to the county's main webpage which leads you to a grouping of icons at the bottom, select "Landshark" documents and you can search a parcel by address or PIN and access records attached to that parcel (from 1988 and forward.)

Converse said, "It is exciting to have these enhancements for the public." This makes it simpler for someone who needs a document. They don't have to connect with the recorder's office during business hours and they can pull what they need, create an account and password and get the material without having to go to the government center. The page is integrated with the county's tax information data and GIS (geographic information) so users don't have to search multiple places, Converse added.

The next big thing on the horizon will be the ability to register for notices when any document has been filed against your property. You will be able to register under our PIN or your property owner name or a business name.

Converse said this notification system is coming soon, the focus now is the loading of historical tract index onto the electronic files.

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Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 16
Title of Item for Consideration: Remote Access Plan – Recorder's Office	
Action Requested by: Janet Converse, County Recorder	Department: Recorder's Office
Previous Action on this Matter: None.	
Background: The County shutdown earlier this year brought about the realization that this office could have remained in compliance during this time if staff had the ability to work from home. Currently no staff have that ability and currently we are getting 80% of our documents coming to us electronically. This would allow staff to work from home should another shutdown be required, should a disaster happen or should an employee be required to remain quarantined due to COVID but is still able to work. This will open efficiencies not available to us currently. This functionality would allow for electronic real estate document recordings but would also allow for the functions of indexing those records and verification of that indexing. Some staff would still be required to be on site in the office to handle any paper documents and any customer requests via phone or email if allowed. Productivity can be easily tracked by the numbers of documents recorded/processed and projects processed.	
Attachment(s): • Remote Access Plan • Equipment Expenditure Request Form	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the County Recorder's Remote Access Plan. The suggested motion as follows: <i>"Move to approve the Remote Access Plan for the County Recorder's Office staff."</i>	
Implications of Action: If approved, the Remote Access Plan allows employees to work on the network at alternative work sites and allows this office to remain in compliance.	
Budget/Financial Implications: Recorder Compliance funds could be used with the Boards approval for any equipment/licensing needed and the Recorder Tech fund could be used for the internet costs. The quotes received from the Enterprise services are attached.	
Legal/Policy Implications: The proposed activities appear to be in 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 _____

Recorder

1 Complete laptop setup and 3 complete Wifi VDI terminal setups:

Recorder:

Dell Latitude 5410	1206.93
Dell 24 Monitor -\$146.36 each x 2	292.72
Keyboard/Mouse	16.00
Headset	25.00
DUO FOB Security Licensing	<u>150.00</u>
Total cost for at home/work	\$2103.63

With a laptop you will not need a camera as it has a built in device.
 The laptop has a built in sim so you also will not need a hotspot.
 But you will still need to pay for a monthly data fee with Verizon of 39.99

Staff:

1 VDI Terminal with WiFi Antenna	368.88
2 24" Ergonomic monitors	323.98
1 Keyboard & mouse	16.00
1 Microsoft Camera	80.00
1 Microphone/Headset	25.00
1 DUO Security Fob	<u>150.00</u>
Hardware Total=	\$963.86

Verizon Service per Month \$39.99 per month for connection service

This staff quote will be times 3 for a total staff quote of \$2,891.58 and then the connection fees.



Form Center

*Re-submitted
11/18
Gard. Sullivan*

Remote Access Plan

CHISAGO COUNTY REMOTE ACCESS PLAN

The Department Head (including Elected Officials), in consultation with the Human Resources Director, and Enterprise Services Director will determine which position(s) may be authorized to utilize Remote Access. Any Remote Access to County network(s), program(s) or data will require compliance with all applicable state and federal laws and regulations, the County's Remote Access Policy, the Chisago County Electronic Data Security Policy Policy, Wireless Telecommunication Policy, and other policies, as applicable.

Prior to authorizing any Remote Access Plan within a Department, a Department Head must present a Remote Access Plan to the County Board for review and approval. Departments should include any provisions for purchase of office or technological equipment that may be required for the Remote Access Employee within their department plans including payment and/or reimbursement of costs for such items and subsequent technical support of County-owned equipment.

The Department Head will review each Remote Access request on a case-by-case basis to determine if the request is consistent with the Department's Remote Access Plan. Either the employee or the Department Head may initiate a request. The Department Head will consider the unique circumstances of each request in light of the factors listed below.

Workgroup or Employee Name:*

Recorder's Office Staff

Date Submitted:*

11/04/2020

This field is required.

Recorder, Senior Lead and Deputies

Recorder

Regular Work Hours:*

8-4:30 Monday through Friday

Describe why the Workgroup or employees need Remote Access and what benefits there are to the Department:*

In a case such as what happened this year with the county shutdown, in case of bad weather, disaster or quarantines, this office could continue their work without having to be in the office and allow this office to remain in compliance. With 80% of our real estate documents being filed electronically, this opens the opportunity for working from home when necessary.

Describe the Employee's work duties and the supervisor's ability to monitor and measure work performed:*

Supervision, proofing real estate documents, recording real estate documents, indexing and verification of those documents as well as the ability to work on projects.

Are the Employees required to print documents at their Remote Access locations as part of their assigned work duties?*

- ☐ Yes
☒ No

What equipment is needed?*

- ☒ Laptop
☐ Tablet
☒ Cell Phone
☒ Remote Fob (DUO)
☐ Printer
☐ Other

Describe what effect the remote access will have on the rest of the work group, unit, or department:*

Department Head has a cell phone already. If possible some staff will remain in the office to handle paper recordings and any customer emails or calls. If no staff could be in the office, mail would have to be picked up and processed and calls would have to be forwarded.

Are there any Local, State or Federal laws, rules or regulations restricting the access to data that will be generated using Remote Access?*

- ☒ Yes
☐ No

If YES, please describe specifically the plan to comply with laws, rules or regulations:

Data practices and statutes would continue to be adhered to.

☒ Yes

☐ No

The Remote Access Employees shall be required to designate a remote work location as identified in the terms and conditions of the Remote Access Agreement.*

☒ Yes

☐ No

Department Head Signature:*

Janet Converse

Date Approved/Denied:*

mm/dd/yyyy

I agree and consent to providing a digital signature.

This field is required.

Remote Access Plan is:*

☒ Approved

☐ Denied

Send to next person to sign:*

☒ Yes

* indicates a required field

Government Websites by [CivicPlus®](#)

Help

CHISAGO COUNTY
Equipment Expenditure Request
for assets \$1,000 or more
Fill out form **completely**



Date 1/11/2021

Asset Description - See attached list of equipment being requested

(Attach copy of RBA and quotes)

Estimated Cost - \$4,995.21 + monthly fees

Was this item budgeted for this year's department budget? Yes _____ No X

If yes, what budget? _____

If no, please explain Just preparing department in case of another shutdown, quarantine or other situation

AND source of funds Recorder Compliance Funds/Recorder Tech Fund

Department and/or location of equipment - Individuals homes - remote access & laptop both in office/home

Is this a replacement? If yes, explain - This would be replacing the vdi for the Recorder only

Reference asset tag number and/or description of item you are replacing

COMPLETED FORM AND APPROVAL IS REQUIRED PRIOR TO PURCHASE

This request has been reviewed by the Department Head, County Administrator and County Auditor for consistency, uniformity and budget planning. Including information on total cost such as tax, interest and rental costs.

**SIGNATURES
REQUIRED**

Requestor - _____ DATE _____
Department Head - _____ DATE _____
County Administrator - _____ DATE _____
County Auditor - _____ DATE _____

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	
Serial Number _____	Capital Asset Tag # _____
Year/Make/Model _____	

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: _____
Vendor: _____
Inventory Y or N: _____

Approved: _____
Date: _____

AUDITOR'S OFFICE USE

DEPUTY AUDITOR INITIALS _____

Vendor Paid - _____
G/L Account - _____
Amount - _____

Warrant Number - _____
Date Paid - _____

Chisago County Request For Board Action

Meeting Date: January 20, 2021	Item Number: 17
Title of Item for Consideration: Report and Recommendations from the January 12, 2021 Meeting of the Budget and Finance Committee	
Action Requested by: Budget & Finance Committee	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 January 12th Budget and Finance Meeting. Of note are the following, items, along with any recommended Board actions: Street Sweeper Purchase: The B/F Committee discussed purchasing a used Street Sweeper and recommended approval. Rush City Library Furnace: The B/F Committee received and discussed the invoice from Aerotek to replace the two furnace/AC's that service the Public Library in Rush City. The County has two options for this installation. The Aerotek estimates include the replacement of two furnaces and two roof mounted residential condensers. Aerotek recommends some fundamental changes including downsizing both furnace and AC capacities sizes as there oversized but also include upgrading return drops as they are currently undersized. The current thermostat will remain as there in great shape and are a room sensor module system. Two options the 'Better' option = \$14,854.20 or the 'Best' option = \$17,658.60. Attachment(s): • Wheelage Tax and Local Option Sales Tax Totals to Date • Aerotek Estimates for Rush City Library Furnaces	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board approve the . Recommended Board Action, if any, may be undertaken via the above individual motions or via the following encompassing motion: <i>"Move to approve fixing and replacing the furnaces at the Rush City Library and accept the Wheelage and Local Option Sales Tax totals to date."</i>	
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. Specific legal actions/decisions are subject to final approval as to form by the County Attorney.

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

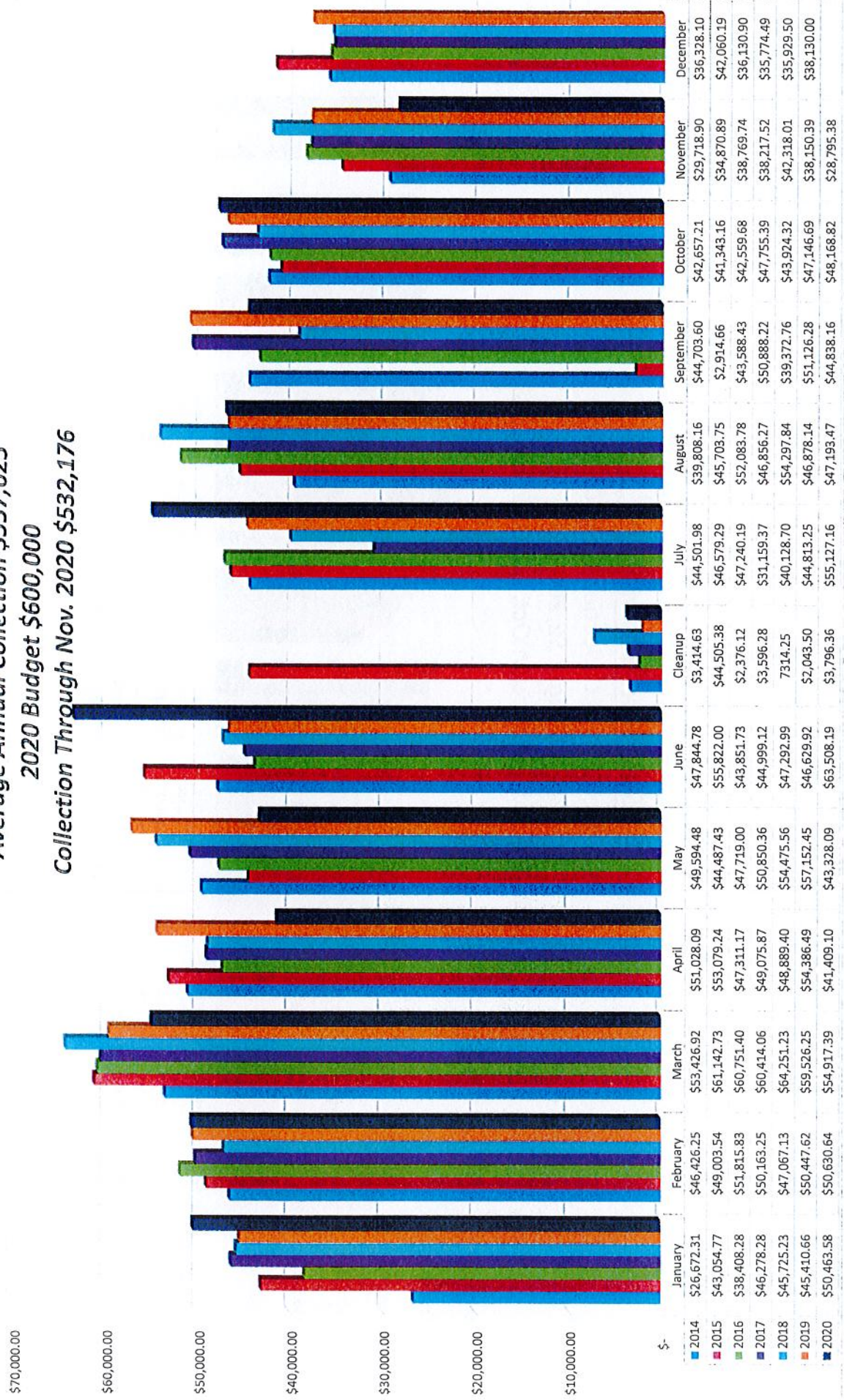
Abstain _____

Wheelage Tax

Average Annual Collection \$557,025

2020 Budget \$600,000

Collection Through Nov. 2020 \$532,176

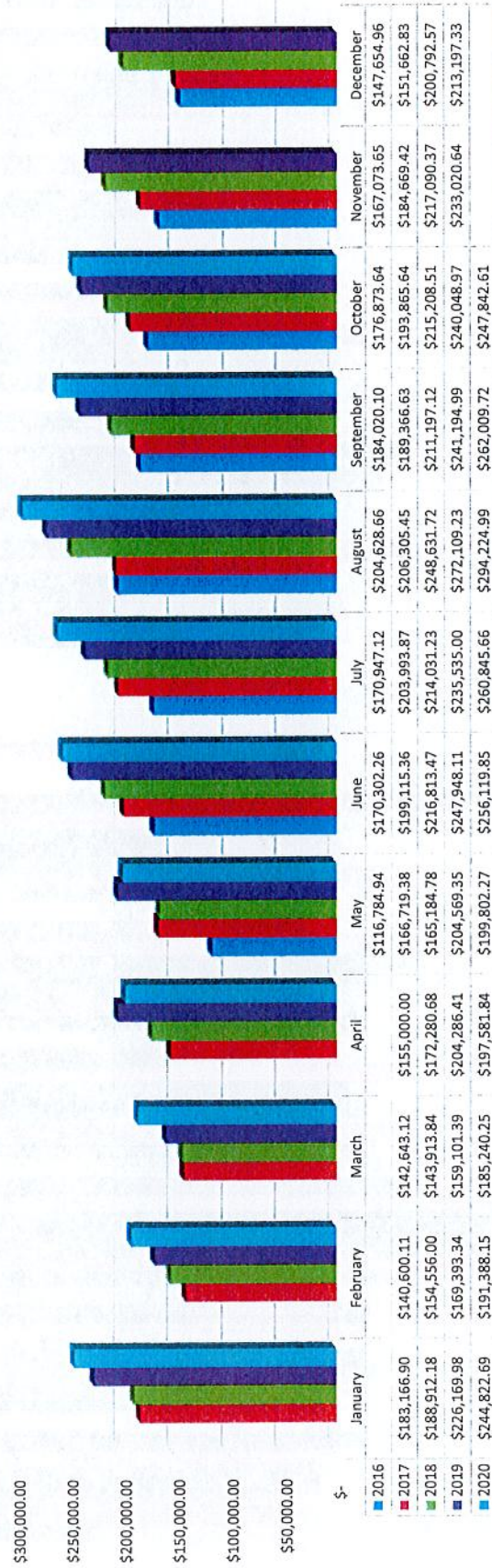


Sale Tax - By Month

Average Annual Collection \$2,370,765

2020 Budget \$2,200,000

Total Collection Through Oct. 2020 \$2,339,878





13245 Andrews Avenue
Lindstrom Minnesota 55045
651-237-1753
aerotech@aerotechinc.com

Estimate

ESTIMATE# 44919927
DATE 12/04/2020
PO#

CUSTOMER

Rush City Library/Chisago County
Ward Brown
240 West 4th Street
Rush City, MN 55069
(651) 346-8817

SERVICE LOCATION

Rush City Library/Chisago County
Ward Brown
240 West 4th Street
Rush City, MN 55069
(651) 346-8817

DESCRIPTION

Project includes the replacement of the two furnace/AC's that service the Public Library in Rush City.

We have give two options for this installation. You will find an option under "Better" for 95% efficient single gas stage furnaces and 13 SEER AC's. For the "Best" option, we have included 96% efficient two gas stage furnaces and 16 SEER AC's. Rebates may be available - depending on your gas and electric provider.

These estimates include the replacement of two furnaces and two roof mounted residential condensers. With either choice, I recommend some fundamental changes includes downsizing both furnace and ac capacity sizes as there oversized. I also include upgrading return drops as there currently undersized. The current thermostat will remain as there in great shape and are a room sensor module system.

Better

Description	Qty	Rate	Total
Ruud 95% 85K single gas stage torque ECM motor furnace	2.00	3,937.00	7,874.00
Ruud 95% 85K single gas stage, torque ECM motor furnace			
Ruud residential installs carry a 10 year parts and 5 year labor warranty. Annual maintenance is required to keep warranty in good standing and extend the life of the equipment.			
Ruud commercial installs carry a 1 year parts and 1 year labor warranty. Annual maintenance is suggested to extend the life of this equipment.			
Ruud 13 SEER 4 T Air Conditioner	2.00	3,881.00	7,762.00
Ruud 13 SEER 4 T Air Conditioner			
Ruud residential installs carry a 10 year parts and 5 year labor warranty. Annual maintenance is required to keep warranty in good standing and extend the life of the equipment.			
Ruud commercial installs carry a 1 year parts and 1 year labor warranty. Annual maintenance is suggested to extend the life of this equipment.			

Description	Qty	Rate	Total
Chisago County Tax		7.375%	0.00
Contractor Discount		5.00%	-781.80

CUSTOMER MESSAGE

Estimate Total:

\$14,854.20

Best

Description	Qty	Rate	Total
Ruud 96% 85K Btu 2 gas stage. variable speed ECM blower furnace	2.00	4,354.00	8,708.00
Ruud 96% 85K Btu 2 gas stage. variable speed ECM blower furnace			
Ruud residential installs carry a 10 year parts and 5 year labor warranty. Annual maintenance is required to keep warranty in good standing and extend the life of the equipment.			
Ruud commercial installs carry a 1 year parts and 1 year labor warranty. Annual maintenance is suggested to extend the life of this equipment.			
Ruud 16 SEER 4 T Air Conditioner	2.00	4,940.00	9,880.00
Ruud 16 SEER 4 T Air Conditioner			
Ruud residential installs carry a 10 year parts and 5 year labor warranty. Annual maintenance is required to keep warranty in good standing and extend the life of the equipment.			
Ruud commercial installs carry a 1 year parts and 1 year labor warranty. Annual maintenance is suggested to extend the life of this equipment.			
Contractor Discount		5.00%	-929.40

CUSTOMER MESSAGE

Estimate Total:

\$17,658.60

PRE-WORK SIGNATURE

Signed By:

Corr.



Minnesota Inter-County Association

(651)222-8737 | www.MICA.org

MICA Weekly Legislative Update

Issue No. 2

January 11, 2021

BENTON • BLUE EARTH • CARVER • CHISAGO • CROW WING • DAKOTA • OLMTED • OTTER TAIL • RICE • ST. LOUIS • SCOTT • SHERBURNE • STEARNS • WASHINGTON • WINONA

QUICK LINKS TO CONTENTS

Leadership & Overall
Bonding / Capital Investment
Taxes & Fiscal Policy
Transportation
Health and Human Services

Corrections & Public Safety
Environment
Local Governance & Other

QUICK LINKS TO UPCOMING HEARINGS

Bonding/Capital Investment
Taxes & Fiscal Policy
Transportation
Health & Human Services (HHS)

Corrections & Public Safety
Environment
Local Governance & Other

LEADERSHIP & OVERALL

The 2021 Session of the Minnesota legislature got under way on Tuesday, January 5, with a Thursday floor session for both chambers. Among the 201 legislators sworn in were 23 newly-elected House members (2 former members) and 10 newly-elected senators. Representative Melissa Hortman was re-elected Speaker of the House with 70 votes (all DFL) to 57 votes for Minority Leader Kurt Daudt; 7 Republicans abstained from the vote.

Although there were only a handful of legislative hearings this past week, the coming week is jammed packed with hearings scheduled in both chambers ([Legislative calendar for the next 7 days](#)). Nearly all of the 31 committees in the House and 27 in the Senate are holding at least one hearing, with the agendas for many of those meetings being introductions of members and staff, and overviews of the committee's jurisdiction and relevant policy topics. Several hearings are aimed at time sensitive legislation and updates on issues directly relevant to county issues, including hearings on vaccine allocation, local government use of CARES/CRF funds, implementation of business relief passed in December, local government priorities, Minnesota climate impacts, federal COVID relief grants for childcare and other COVID-19 response actions, and extending the waiver for the in-person required for marriage license application. See below for more details.

Bill introductions were significant, but perhaps lighter than has historically been the case in the first week of session as new systems and the overall operational challenges related to the ongoing pandemic are reportedly slowing the legislative drafting process. In the House, 36 bills were introduced, along with 25 in the Senate (32 more will be introduced at Monday's session). Many initial bill introductions lay out majority

caucus priorities in each Chamber, respectively. House introductions call for increased economic, housing and other assistance, additional worker protections related to COVID layoffs and worker's compensation, and elections law changes. In the Senate, various legislation relates to modifying peacetime emergency powers, allowing businesses to remain open, and requiring direct legislative appropriation of federal COVID relief and stimulus funds.

BONDING / CAPITAL INVESTMENT— MATT MASSMAN (651-222-8737) LAST WEEK

LAST WEEK

No committees or action last week.

THIS WEEK

Tuesday, the House Capital Investment—now Chaired by Representative Fue Lee of Minneapolis—will receive an overview of state bonding. A second hearing is scheduled for Thursday to receive an MMB' overview of the August 2021 Bond Sale and the November 2020 Debt Capacity Report.

Senate Capital Investment is not scheduled to meet.

Senator Bakk (St. Louis County) has stated he intends to propose another bonding bill this session, focused on funding deteriorating local sewer and water projects and state structures.

House Majority Leader Ryan Winkler has indicated the House will also attempt to pass a bonding bill in 2021.

TAXES & FISCAL POLICY— MATT MASSMAN (651-222-8737)

LAST WEEK

No meetings last week.

THIS WEEK

On Monday, the new Chair of **House Ways and Means Committee**—Representative Rena Moran of St. Paul—will hold the committee's first 2021 hearing to receive an update from MMB on federal stimulus legislation and state covid-relief funds.

The **Senate Committee on Taxes**—now Chaired by Senator Carl Nelson (Olmsted)—will hold two hearings: on Tuesday the committee will hear an overview of state taxes from Senate staff; and on Thursday a presentation from new Revenue Commissioner Robert Doty and Revenue staff.

Wednesday morning at 8:30, the **Senate Finance Committee** will receive an overview on the November State Budget Forecast. Given legislative action during the December 7th SS of 2020, the passage of a federal stimulus bill and other changes since November, this hearing may well shed light on the upcoming February forecast. On Thursday, the Committee will review the Coronavirus Relief Fund (CRF) and COVID-19 Minnesota Fund.

The **House Tax Committee** will hold its initial meeting of 2021 on Wednesday, with a legislative staff overview of the Minnesota Tax System.

On Wednesday, Senate jobs will hold a hearing on covid business relief and unemployment insurance.

Also Wednesday morning at 8:30, the **Senate Taxes Subcommittee on Property Taxes** will hold an initial

meeting, receiving a presentation from the Revenue Commissioner and staff.

updates on COVID-19 business relief and unemployment insurance.

Wednesday afternoon at 3:00 pm, the **Senate Jobs and Economic Growth Finance and Policy Committee** will hold an initial hearing and receive

On Wednesday at 3:00 p.m. the House Property Tax Division will meet to receive an overview of how local governments used CARES CRF funds.

TRANSPORTATION — STEVE NOVAK (763-458-8232)

The 2021 legislature convened on Tuesday, January 5, 2021. No votes were taken on any policy bills including transportation. The House and Senate Transportation Committees did not meet. Initial bills were introduced in the House and Senate. The following is a summary selection of a few of the transportation bills which were introduced. All bills were referred to the transportation committee unless otherwise stated.

Jurgens introduced H.F. 25, appropriating money to install lighting along the marked U.S. Highway 61 corridor in Cottage Grove.

Hansen, R., and Ecklund introduced H.F. 29, designating a bridge on marked U.S. Highway 52 in West Saint Paul as Private Joseph Marthaler Memorial Bridge; amending Minnesota Statutes 2020, section 161.14, by adding a subdivision.

Elkins introduced H.F. No. 31, appropriating money for telework activities.

Elkins introduced H.F. 32, modifying classification and regulation of electric assisted bicycles; amending Minnesota Statutes 2020.

LAST WEEK

The House and Senate both met on Tuesday and Thursday. Committees did not meet. No work was done on policy issues. However, committees were reconstituted. Committee memberships were established and committee time schedules were announced. The following are the House and Senate transportation memberships and schedules:

Transportation Finance & Policy (House)

545 State Office Building- 296-9281

Meets: Tuesday and Thursday, 1:00 p.m.

Members:

Committee Chair: Rep. Frank Hornstein- DFL

Vice Chair: Rep. Erin Koegel- DFL

Republican Lead: John Petersburg- R

Cal Bahr- R

Connie Bernardy- DFL

Steve Elkins- DFL

Luke Frederick- DFL

Alice Hausman- DFL

John Heinrich- R

Jon Koznick- R

Sandra Masin- DFL

Mary Murphy- DFL

Michael Nelson- DFL

Bjorn Olson- R

Ruth Richardson- DFL

Paul Torkelson- R

Nolan West- R

Staff

Committee Administrator: John Howe 651-296-3208

Committee Legislative Assistant: Dan Dodge 651-296-5807

Transportation Finance & Policy (Senate)

Office: Room 3105 MSB

Meets: Tuesday and Thursday, 3:00- 4:00 p.m.

Members:

Chair: Newman, R

Vice Chair: Jasinski, R

Coleman-R

Kiffmeyer-R

Osmek-R

Dibble – Lead DFL

Johnson Stewart-DFL

McEwen-DFL

In addition, our MICA engineers held their January monthly meeting on Friday. House Transportation Chair, Frank Hornstein, DFL, Mpls. and Erin Koegel, his Vice Chair, DFL, Spring Lake Park met with our engineers and gave presentations on the session. We had a good question and answer exchange. Quality information was delivered and much was learned by all.

THIS WEEK

The House and Senate will meet on Monday and Thursday. It is expected that the transportation committees will begin to meet on Tuesday and Thursday. County lobbyists will meet at 10 a.m. Monday. Matt and I will have direct meetings with Senator Bakk, Capital Bonding Chair and Senator Susan Kent, Minority Leader on Wednesday.

HEALTH AND HUMAN SERVICES – NANCY SILESKY (612-747-7242)

Tuesday's start of the 2021 legislative session was largely ceremonial, with members being sworn in for the two-year biennium.

The Senate Aging and Long Term Care Committee met on Wednesday and received an update from the Minnesota Department of Health regarding vaccine distribution. Highlights:

- Minnesota has been receiving an average of 65,000 doses a week.
 - So far, we have received a total of almost 400,000 doses.
 - Facilities that have received product include hospitals, Local Public Health, pharmacies, tribal sites and correctional facilities.
- 132,280 people have been vaccinated as of January 9.
- We are on track to vaccinate all 500,000 health care workers and long-term care residents by the end of January - the first phase of Minnesota's vaccination program.

The Senate Human Services Reform Finance and Policy Committee met briefly on Thursday to introduce members and review the committee's plans for the session.

THIS WEEK:

Both bodies will be holding a number of hearings where members will be introduced to the process, and legislative staff will provide committee jurisdiction overviews. COVID-related impacts will be a central theme.

On Monday, the House Ways and Means Committee will receive an update from Minnesota Management and Budget on federal stimulus legislation and status of state COVID-relief funds.

On Wednesday, the Senate Human Services Reform Finance and Policy Committee will receive an update from DHS Commissioner Jodi Harpstead.

The Department will also provide overviews on COVID mitigation in Direct Care and Treatment Facilities and DHS licensed programs. Finally, the MFIP, DWP and FSS programs, as well as MOE requirements for the TANF block grant and

allowable uses of the TANF reserve fund, will be addressed.

CORRECTIONS & PUBLIC SAFETY – CARLI STARK (612-414-1869)

With the first week of session focusing mostly on passing rules and setting up committees, the public safety committees laid low last week and prepared for future meetings.

This week, the Senate Judiciary and Public Safety Finance and Policy Committee is kicking off session with two informational hearings related to the impact of COVID-19 where the committee will hear from the Department of Corrections, the Judicial Branch, and the Department of Public Safety. The Committee meets Monday and Wednesday from 1 PM – 2:30 PM.

The House Judiciary Finance and Civil Law Committee will meet Tuesday from 8:30 AM – 10 AM and is jumping right in to session hearing HF 17 (Becker-Finn) which extends the waiver for the in-person requirement for marriage applications to May 31, 2021. The Judiciary Committee will also hear an overview of the Judicial Branch on Tuesday, and from the Board of Public Defense and Civil Legal Aid organizations on Thursday.

The Senate's new Committee on Civil Law and Data Practices Policy will also hear the remote marriage license extension bill when it meets on Tuesday from 1 PM – 2:30 PM, but has not yet posted the bill.

The House Public Safety and Criminal Justice Reform Finance and Policy Committee will meet three times this week hearing overviews of different groups including the Board of Private Detectives, the Minnesota Sentencing Guidelines Commission, The Department of Public Safety and the Police Officer Standards and Training Board. The Friday meeting, which is new this year, will be an overview of Minnesota's probation and corrections system with presentations from the Department of Corrections, the Minnesota Association of Community Corrections Act Counties, and the Minnesota Association of County Probation Officers. It will be a good opportunity for counties to educate new and existing legislators on the large role that counties play in the probation system.

THIS WEEK

On Monday, Senate Public Safety will hold a hearing on the impact of COVID in MN Correctional Facilities. On Friday, the House PS committee will

receive an overview on the MN DOC and the community probation services system.

GENERAL GOVERNMENT, ENVIRONMENT & OTHER – MATT MASSMAN (651-222-8737)**LAST WEEK**

There were no hearings in the first week.

THIS WEEK

On Tuesday morning, the House Judiciary Finance and Civil Law Committee will hear HF17, a bill to extend the waiver of the in-person requirement for marriage licenses. Early in the pandemic, the legislature passed a variety of temporary flexibilities to allow the continuation of services through remote means, including a temporary suspension of the marriage application in-person requirement through January 15, 2021. With the pandemic ongoing, HF17 would extend that temporary authority through May 31. On Tuesday afternoon, the Senate companion bill (SF26) will be heard in the Senate Civil Law and Data Practices Policy Committee.

Also Tuesday morning, the Senate Local Government Policy Committee—Chaired by Senator

John Jasinski (Rice)—will hold its initial hearing consisting largely of introductions and an overview. No bills are yet scheduled.

On Wednesday, the House Local Government Division chaired by Representative Sandra Masin (Dakota County) will hold a hearing with local government associations—including MICA—on their legislative priorities for 2021 relative to that committee.

The House State Government Finance and Policy Committee will meet twice next week. On Tuesday morning, the Committee will receive an overview from House staff and on Thursday, will hear a presentation from State Auditor Julie Blaha on “What We Do” and OSA’s budget proposal for 2021. Senate State Government Finance is also scheduled to meet Tuesday and Wednesday at 10:30 AM—but no agenda has yet been posted.

ENVIRONMENT**THIS WEEK**

The House Environment and Natural Resources Finance and Policy will meet twice this week, taking up HF30 on Tuesday—the Environment and Natural Resources Trust Fund Appropriations bill that did not make it over the finish line in 2020, and an overview of the Board of Water and Soil Resources (BWSR) on Thursday.

There were extensive discussions between the House and Senate in 2020 toward revisions to

Minnesota Energy policy. While no legislation made it over the finish line, both chambers will begin taking up those issues this week as the **House Climate and Energy Finance and Policy Committee** holds two hearings on climate impacts and climate solutions in Minnesota, and the **Senate Energy and Utilities Finance and Policy Committee** receives presentations from utilities on progress toward meeting Renewable Energy Standards (RES).

HEARING SCHEDULES

Combined Legislative Meeting Calendar Upcoming 7 days

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Greater Minnesota Regional Parks and Trails Commission Announces Legacy Grant Recommendations for FY22

Contact: [Renee Mattson](#) – Executive Director (218) 310-2627
Renee.Mattson@gmrptcommission.org

January 12, 2020

The Greater Minnesota Regional Parks and Trails Commission has announced grant recommendations for the FY22 funding cycle.

As a result of the Clean Water, Land and Legacy Amendment, the Greater Minnesota Regional Parks and Trails Commission was established in 2013. Their role is to conduct system planning and designate regionally significant parks and trails in the 80 counties that make up Greater Minnesota. Grant recommendations to the legislature are made through the Parks and Trails Legacy Fund. These funds may only be spent to support parks and trails of regional or statewide significance.

From the 64 regionally designated parks and trails in the Greater Minnesota system (at the time of application), the Commission received 14 applications and selected 11 projects totaling \$7,755,429 to recommend for legislative approval. Due to lower than anticipated tax collections resulting from COVID-19, reductions to FY21 awards were made to meet the reduced Legacy apportionment. With the cooperation of three FY21 funding recipients, GMRPTC was able to balance the loss of funding out of the FY22 apportionment.

Successful applicants submitted projects that met the 25-Year Legacy Plan Strategic Directions:

- Connect People to the Outdoors
- Acquire Land, Create Opportunities
- Take Care of What We Have
- Coordinate Among Partners

"The wisdom of Minnesotans to tax themselves and bring to fruition the Clean Water, Land and Legacy Amendment is never more welcome than in this year, when use of our natural resources provided calm and peace in turbulent times," said Tom Ryan, Commission Chair.

In addition to helping create and maintain recreation resources, Parks and Trails Legacy grants contribute to the state's economy through job creation and visitor spending. Furthermore, it is important to recognize the public health value outdoor recreation brings to a community.



The complete list of grant recommendations for Fiscal Year 2022

Project	Award
Olmsted County Oxbow Park and Zollman Zoo	\$350,000
Goodhue County Byllesby Park	\$180,000
Otter Tail County Perham to Pelican Rapids Regional Trail	\$781,000
Mesabi Trail	\$300,000
Lake County Mountain Bike Trails	\$400,000
Gull Lake Trail	\$2,434,922
Moorhead River Corridor Trail	\$660,925
Chisago County Sunrise Prairie Trail	\$1,182,282
Wright County Connecting People with the Outdoors	\$67,000
Luverne Loop & Blue Mounds Trail	\$839,300
Winona Bluffs Traverse	\$560,000
TOTAL AWARDED	\$7,755,429

These projects are recommended for FY22 funding if Minnesota Management and Budget forecasts are better than anticipated.

Sandstone Robinson Park	\$321,750
Olmsted County Oxbow Park and Zollman Zoo	\$192,000
Total	\$513,750

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