COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Room 160
Center City, MN 55012-9663

Phone: 651-213-8830 FAX: 651-213-8876

Commissioners:
District 1
Jim Swenson
District 2
Rick Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
Dan Dahlberg

BOARD OF COMMISSIONERS
ANNUAL ORGANIZATION MEETING AGENDA
TUESDAY, January 3, 2023

9:00 a.m. Oath of Office Administered to All County Commissioners

- 10th Judicial District Judge Catherine Trevino

Oath of Office Administered to Chisago County Attorney Janet Reiter, County Sheriff Brandon Thyen

- 10th Judicial District Judge Catherine Trevino

Convene Annual Meeting; Pledge of Allegiance; Approve Agenda

Annual Business Items:

1.)	Election of 2023 Board Chair	TAB 1
2.)	Election of 2023 Board Vice Chair	TAB 2
3.)	2023 Board Chair - Opening Remarks	TAB 3
4.)	Confirming the Board of Commissioner's Operating Guidelines for 2023	TAB 4
5.)	Establish 2023 Meeting Schedule	TAB 5
6.)	Establish 2023 Mileage, Lodging, and Meal Reimbursement Rates	TAB 6
7.)	Annual Review of Perfunctory Personnel/Human Resources Actions	TAB 7
8.)	Discuss/Establish 2023 Board Committee Assignments	TAB 8
9.)	Affirmation of Official Publication/Newspaper	TAB 9
10.)	2023 Citizen Appointments to Various Boards/Committees/Commissions	TAB 10
11.)	Setting the Ditch Levies for 2023	TAB 11
12.)	Designation of County Bank – First Resource Bank	TAB 12

Citizen's Forum

"The Citizen's Forum is provided so you may make a comment, statement, question or proposal. Comments, Statements, questions or proposals shall be directed to the Board as a whole, and not to individual commissioners or the audience. 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."

Consent Agenda:

13.)	Authorize Payment of County's Warrants and Miscellaneous Bills	TAB 13
14.)	Approve Minutes of December 28, 2022 Regular Meeting (*available at meeting*)	TAB 14
15.)	Application for Exempt Permit – Chisago Lakes Area Wrestling Foundation	TAB 15

Business Meeting:

16.)	MN Opioid Settlement Funds and Local Assistance and Tribal Consistency Funds	TAB 16

Discussion Items:

- Correspondence
- Administrator Updates

- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 1
Title of Item for Consideration: Election of 2023 Chisago County Board Chair	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Board of Commissioners is asked to nominate and select a new Chairperson for the upcoming Business year.	
Background: The Clerk of the Board is requesting the Board select a Chairperson for the upcoming 2023 Business year. The Clerk of the Board will call for nominations of the Chair for 2023. Then the Clerk will call for a voice vote of the Commissioners and, after voting, the Chair for 2023 will be declared.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners select the 2023 Chair with the following suggested motion: ***Those in favor of Commissioner _____ for Chair, please say 'aye'; whereupon the Clerk declared Commissioner _____ as Chair of the Board for 2023.***	
Implications of Action: If the suggested election is undertaken, the County Board will have a Chairperson for the upcoming 2023 Business year. ***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 CLB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 2
Title of Item for Consideration: Election of 2023 Chisago County Board Vice Chair	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board
Previous Action on this Matter: Every year the Board of Commissioners is asked to nominate and select a new Vice Chairperson for the upcoming Business year.	
Background: The Board of Commissioners selects a new Vice Chairperson for the upcoming 2023 Business year. The newly elected 2023 Chairperson will call for nominations for Vice Chair for 2023. The Board Chairperson will then call for a voice vote of the Commissioners and, after voting, declare the Vice Chair for 2023.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners select the 2023 Vice Chair with the following motion: ***Those in favor of Commissioner _____ for Vice-Chair, please say 'aye';*** ***whereupon the Chairperson declared Commissioner _____ as Vice-Chair of the Board for 2023.***	
Implications of Action: If the action is undertaken by the County Board, the Board will have a Vice-Chairperson for the upcoming 2023 Business year. ***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 CCS	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 3
Title of Item for Consideration: 2023 Chisago County Board Chair Opening Remarks	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Chisago County Board of Commissioners' newly selected Chairperson is allotted time to make a few opening remarks.	
Background: The County Board has reserved time in the Agenda for the newly selected Chairperson to provide some opening remarks. Such remarks will be published in the January 3, 2023 minutes.	
Action Requested/Recommended: It is respectfully requested that the newly elected 2023 Chisago County Board Chairperson provide a few opening remarks at this, the start of the new year.	
Implications of Action: Remarks made will be published in the Chisago County Board of Commissioners minutes for January 3, 2023. ***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 CLS	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 4
Title of Item for Consideration: Confirming the Chisago County Board of Commissioner's Operating Guidelines for 2023	
Action Requested by: County Board of Commissioners	***Department:*** Administration/Clerk of the Board
Previous Action on this Matter: Every year the Board of Commissioners adopts Rules of Conduct and Rules of Order for the Meetings of the Chisago County Board of Commissioners.	
Background: The County Board functions within the statutory framework of Minnesota Law. General duties, powers, and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules, and policies established by the Board. The Operating Guidelines of the County Board are intended to facilitate the transaction of business by the County Board, County staff, and the established committees. The principles shall guide the County Board in its interpretation and application of the Guidelines. ***Attachment:*** • Chisago County Board of Commissioners Operating Guidelines 2023	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners adopt Chisago County Board of Commissioner's Operating Guidelines for 2023. The suggested motion is as follows: ***"Move to adopt the attached Chisago County Board of Commissioner's Operating Guidelines for 2023."***	
Implications of Action: The Operating Guidelines set a standard of conduct and rules to guide the Board, staff and the citizens we serve in the conduct and rules of meetings and to address agenda items. ***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 CBS	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County

Board of Commissioners

Operating Guidelines

2023

ADOPTED 1/3/2023

Chisago County Board of Commissioners

2023

District 1 – Jim Swenson

District 2 – Rick Greene

District 3 – Marlys Dunne

District 4 – Ben Montzka

District 5 – Dan Dahlberg

County Administrator – Chase Burnham

County Attorney – Janet Reiter

County Sheriff – Brandon Thyen

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I. OVERVIEW

A. Purpose

The Chisago County Board of Commissioners hereinafter may also be referred to as "Board" or "County Board", is the body charged by law with the management of the affairs of Chisago County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of State and Federal Law.

The County Board functions within the statutory framework of Minnesota Law. General duties, powers, and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules, and policies established by the Board.

The Operating Guidelines of the County Board are intended to facilitate the transaction of business by the County Board, County staff, and the established committees. The following principles shall guide the County Board in its interpretation and application of the Guidelines.

B. Statement of Principles

The Operating Guidelines are designed to produce a procedural balance that considers all principles and articulates a specific process by which those principles interact and work.

C. Effective Date

These guidelines shall become effective upon passage by the County Board on January 3, 2023.

II. AMENDMENTS TO THE OPERATING GUIDELINES

Any member of the County Board may initiate action to amend the Operating Guidelines. Amendments to the Operating Guidelines may also be initiated by the County Administrator.

During the annual organizational meeting, also known as statutory meeting (see page 9), the County Board shall adopt the Operating Guidelines for the year.

At any time throughout the year the County Board may amend the Operating Guidelines by an affirmative vote of the members. Changes shall be effective immediately upon passage.

Any changes in statute or law affecting the guidelines are effective immediately and will be reflected in the next draft of the guidelines.

III. COUNTY BOARD ORGANIZATION

A. Membership

The County Board consists of five (5) members elected from single-member districts appointed on the basis of population as provided by law.

B. Commissioner District

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minnesota Statutes 375.025.

C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minnesota Statutes 375.03.

D. Vacancy

A vacancy in the office of County Board is filled pursuant to Minnesota Statutes 375.101:

Subdivision 1. **Option for filling vacancies; special election.** (a) Except as provided in subdivision 3, a vacancy in the office of County Commissioner may be filled as provided in this subdivision and subdivision 2, or as provided in subdivision 4. If the vacancy is to be filled under this subdivision and subdivision 2, it must be filled at a special election. The County Board may by resolution call for a special election to be held according to the earliest of the following time schedules:

(1) Not less than 120 days following the date the vacancy is declared, but no later than 12 weeks prior to the date of the next regularly scheduled primary election;

(2) Concurrently with the next regularly scheduled primary election and general election; or

(3) No sooner than 120 days following the next regularly scheduled general election.

(4) The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term. If the county has been reapportioned since the commencement of the term of the vacant office, the election shall be based on the district as reapportioned.

Subd. 2. **When victor seated immediately.** If a vacancy for which a special election is required occurs less than 120 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at that election for the ensuing term who shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

Subd. 3. **Inability or refusal to serve.** In addition to the events specified in section 351.02, a vacancy in the office of County Commissioner may be declared by the County Board when a commissioner is unable to serve in the office or attend Board meetings for a 90-day period because of illness, or because of absence from or refusal to attend Board meetings for a 90-day period. If any of the preceding conditions occurs, the County Board may, after the Board by resolution has declared a vacancy to exist, make an appointment to fill the vacancy at a regular or special meeting for the remainder of the unexpired term or until the ill or absent member is again able to resume duties and attend County Board meetings, whichever is earlier. If the original member is again able to resume duties and attend Board meetings, the Board shall, by resolution, so determine and remove the appointed officeholder and restore the original member to office.

Subd. 4. **Vacancies of less than one year; appointment option.** Except as provided in subdivision 3, and as an alternative to the procedure provided in subdivisions 1 and 2, any other vacancy in the office of County Commissioner may be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered in the minutes and shall continue until an election is held under this subdivision. All elections to fill vacancies shall be for the unexpired term. If one year or more remains in the unexpired term, a special election must be held under subdivision 1. If less than one year remains in the unexpired term, the County Board may appoint a person to fill the vacancy for the remainder of the unexpired term, unless the vacancy occurs within 90 days of the next county general election, in which case an appointment shall not be made and the vacancy must be filled at the general election. The person elected to fill a vacancy at the general election takes office immediately in the same manner as for a special election under subdivision 1, and serves the remainder of the unexpired term and the new term for which the election was otherwise held.

Subd. 5. **County Boards vacancy appointment; public hearing.** Before making an appointment to fill a vacancy under subdivision 4, the County Board must hold a public hearing not more than 30 days after the vacancy occurs with public notice given in the same manner as for a special meeting of the County Board. At the public hearing, the Board must invite public testimony from persons residing in the district in which the vacancy occurs relating to the qualifications of prospective appointees to fill the vacancy. Before making an appointment, the Board also must notify public officials in the affected district on the appointment, including town board and city council members, and must enter into the record at the Board meeting in which the appointment is made the names and addresses of the public officials notified. If after the public hearing, the Board is unable or decides not to make an appointment under subdivision 4, it must hold a special election under subdivision 1, but the time period in which the election must be held begins to run from the date of the public hearing.

E. Officers

The County Board, at its annual meeting, elects from its members a Chair and a Vice Chair. The Chair presides at the County Board meetings, decides on questions of order, and signs all documents requiring signature on the Board's behalf. The Chair's signature, attested to by the County Administrator, Clerk of the Board or designee, is binding as the signature of the County Board.

The County Board elects from its membership a Vice Chair at the same time and place and in the same manner as provided for the election of the Chair. The Vice Chair performs the duties of the Chair when the Chair is unable to perform the duties.

If the Chair and Vice Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the County Administrator (Minnesota Statutes 375.13). Robert's Rules of Order defines majority as "'more than half' of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or properly called meeting."

F. Compensation

County Board members receive, as compensation for services, an annual salary as set by resolution of the County Board. The salary must be established prior to the end of the preceding year, and is effective January 1 of the new year. The resolution shall contain a statement of the new salary as defined on an annual basis and must be published in the official County newspaper.

G. Indemnification

Chisago County Board members are protected by the defense and indemnification provisions through Chisago County's membership in the Minnesota Counties Intergovernmental Trust.

IV. COUNTY MEETINGS

A. Regular Meetings

Members of the County Board are entitled to ten (10) days' notice of regular Board meetings (Minnesota Statutes 375.07). At the annual organizational meeting of the Board, the County Board shall adopt a schedule of regular Board meetings for the upcoming year. The schedule will include the location, date, and time of the meetings. During the year, the schedule may be amended by vote of the County Board.

Unless otherwise stated, all regular meetings of the County Board will be convened in the Board Room of the Chisago County Government Center in Center City, Minnesota. All regular meetings of the County Board are open to the public.

Anyone attending a County Board meeting, excluding emergency response personnel, will be required to have cell phones or any other electronic device on silent mode. This includes all meetings of the County Board referenced in Section IV. of the Operating Guidelines.

According to the Open Meeting Law, at any meeting that must be open to the public, there must be at least one copy of any printed materials relating to the agenda available for inspection in the meeting room.

B. Statutory Meeting

By state law (Minnesota Statute 375.07) the County Board must meet at the county seat on the first Tuesday after the first Monday in January, which is when the terms of new Board members begin. The County Board transacts the following organizational business during this annual organizational meeting:

1. Administration of the Oath of Office (if required).
2. Election of Officers.
3. Appointments of Commissioners to commissions, committees, and boards.
4. Appointment of voting delegates to AMC.
5. Awarding of Official County Newspaper (or confirming Official Newspaper).

C. Open Meeting Law

All meetings of the County Board and Board Committees are subject to the Open Meeting Law (Minnesota Statutes 13D).

D. Closed Meetings

The County Board may, by motion, convene in closed session for the purposes of transacting business. Business which may be considered in closed session are as follows:

- In accordance with the attorney/client privilege;
- To consider strategy for labor negotiations;
- To consider real estate negotiations;
- To consider security measures;
- Or as otherwise required or permitted by the Minnesota Open Meeting Law.

Before closing a meeting, the Board will state, on record, the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

E. Special/Emergency Meetings

The Chisago County Board may, by Board action, establish a special or emergency meeting. Special meetings shall be preceded by three (3) days' notice, including a posting of the meeting notice on the Chisago County website, outside the County Boardroom and either (1) mailed or delivered notice to persons who have requested such notice, or (2) publication of the notice in the official newspaper (Minnesota

Statutes 471.705). Procedures to schedule a special meeting shall be in accordance with Minnesota Statutes.

Adjourned or reconvened meetings may be held at any specific time, date, and place the Board may adopt without additional notice. However, the time, date, and place must be publicly specified by the Board prior to adjourning the meeting in which the time, date, and place are established.

F. Work Sessions and Informal Meetings

From time to time, the County Board may schedule work sessions, workshops, retreats, forums, or additional meetings at such times and concerning such subjects as may be established by action of the Board. A schedule of such meetings shall be maintained in the County Administration office. Work sessions and other informal meetings of the Board not regularly held, shall be subject to the same notice requirements of the Open Meeting Law.

At the beginning of each year, the County Board will schedule a time, at a regular Board meeting or a work session, to discuss and review topics of importance such as the County's Strategic Plan, the County's financial status, current and future levies, County goals and priorities, and other department or committee/commission topics/issues, if needed.

G. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration. The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose.
2. Brief description of issue by County staff.
3. Presentation, if applicable, by affected or interested persons.
4. Open discussion by members of the general public.
5. Discussion by the County Board.
6. Public hearing closed by Chair.
7. Decision of the County Board.

At any time during the process, the County Board may address any questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair, and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.

All comments by members of the public shall be made at the microphones, if available, and individuals making comments shall first give their name and address. This is required for an official record of the public hearing. Members of the public interested in addressing the County Board are requested to sign in and make it known at the appropriate time that they wish to speak.

H. Audience/Citizen Requests

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the County Board agenda.

If an individual seeks to appear before the County Board, he/she should notify County Administration of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue, and, if necessary, schedule the issue accordingly on the County Board agenda after consultation with the County Board Chair.

Chisago County also has a public comment session during each regular Board meeting. At the call of the Chair and after signing in, individuals will have an opportunity to address concerns to the County Board. The Rules of Conduct for the public comment session are posted in the County Board Room. Each comment is limited to 3 minutes. However, the Chair has the discretion to allow individuals greater than the 3 minute time limitation during for topic experts, or for individuals speaking for multiple parties.

Generally, all Planning Commission and/or Zoning matter shall be decided before Citizen's Forum, or any other items where the Board of Commissioners acts as a 'quasi-judicial' Board.

I. Board Committees

For the purpose of assisting the Board in carrying on its business, committees shall be formed and shall be composed of members as determined by resolution of the Board. Minutes of the committee meetings shall be kept and shall become official upon approval of the committee. All actions of the committees are considered recommendations to the County Board or appropriate committee.

J. Quorum

A quorum is necessary for transaction of business. A majority of the members of the Board constitutes a quorum and no business shall be transacted unless approved by a majority (three votes) of the whole County Board (Minnesota Statutes 375.07).

Less than a majority of members may convene a meeting, but no business may be transacted. Less than a majority may adjourn the meeting.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting, is encouraged to contact the County Board Chair or the County Administrator to indicate his or her planned absence.

K. Role of Presiding Officer (Chair)

The presiding officer of the meeting is the Chair. In the absence of the Chair, the presiding officer will be a Vice Chair. The duties and powers of the presiding officer include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Vote all questions regularly moved and announce the result.
4. Serve as representative of the Board in execution of contracts, orders, determinations, and minutes of the Board.
5. At discretion of the Chair, the Chair may allow individuals greater than the 3 minute time limitation during Citizen's Forum for topic experts, or for individuals speaking for multiple parties.

L. Addressing the County Board

Formal protocol is used when speaking to the County Board. The County Board Chair is addressed as Mr. /Madam Chair and other Commissioners are addressed as Commissioner or Commissioner "last name". Members of the public may speak on any matter before the County Board when recognized by the Chair and within established procedures as outlined in the guidelines.

M. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator represents the staff at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Administrator to participate in the discussion or request a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee shall also:

1. Makes regular entries of all Board resolutions and decisions upon all questions.
2. Records the vote of each member on any question submitted to the Board.
3. Preserves and files all business acted upon by the Board.

4. Certifies, under seal of the County, copies of any and all resolutions or decisions of the Board.
5. Performs such further duties as designated by the Board.

V. RULES OF PROCEDURE

A. Statement of Purpose of the Board

The County Board is the body charged by law with the ultimate management and control of all of the affairs of Chisago County. As such, it operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the framework of state and federal law and ordinances the County Board may adopt. The various elected and appointed officials charged by law or the County Board with the operation of substantive areas of service delivery must conduct the management of their respective departments within the limits established by law and the County Board.

B. Statement of Principles of the Rules

The foundation for Rules of Order lies in the basic and enduring principles of rights. Specifically enunciated, these rights include the right of the majority to rule, the right of the minority to be heard, and the right of the individual to participate in the decision-making process. Along with these rights are important canons of efficiency; namely, attend to one matter at a time, and the balancing of the affirmative and negative factions to a pending matter.

Finally, the Rules foster courtesy and decorum, holding firm to the maxim that one must debate motions, not members. All members should conduct themselves in a professional manner at all times.

C. Statement of Purpose of the Rules

The Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The Rules are representative of principles, both to give specific guidance on method and to provide a reasonable compromise in the event of conflict.

IF AN ISSUE IS NOT COVERED UNDER THE CHISAGO COUNTY BOARD OF COMMISSIONERS RULES OF PROCEDURE, ROBERT'S RULES OF ORDER (NEWLY REVISED) WILL APPLY.

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

The County Board takes formal actions by resolution (Minnesota Statutes 373.02), ordinance (Minnesota Statutes 375.51), or a motion, second and majority support

by members of the Board. A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business only one subject may be considered at a time and the main motion may be postponed only when no other motions are before the County Board.

B. Ordinance

The County Board may take formal action by ordinance (Minnesota Statutes 375.51.) An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the County Board. Action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.

C. General Consensus

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

Authority for the development of policies in Chisago County is granted to the County Board through Minnesota Statutes Chapter 373 (Counties, Powers, Duties and Privileges), Minnesota Statutes Chapter 375 (County Boards) and other statutes.

With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate. These delegations on authority may be rescinded at any time by the Board.

The County Board may at any time refer an item or resolution to the appropriate Committee for further review and deliberation.

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

The County Administrator shall cause preparation of the agenda and supporting material for each regular and special meeting. Members of the Board may request an item to be placed on the agenda by informing the County Administrator.

Copies of the agenda and supporting material are made available to County staff, public, and media as appropriate. A distribution list is maintained in the County Administration office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Administration to be placed on the agenda distribution list.

The agenda and minutes are available on the Chisago County web site at www.chisagocounty.us.

B. Order of Business

The order of business for each regular meeting of the County Board shall be as follows:

1. Call to order
2. Pledge of Allegiance
3. Committee of the Whole – either Road and Bridge or Health and Human Services
4. Approval of agenda
5. Approval of Previous Meeting Minutes
6. Public Comment
7. Business
8. Committee reports
9. Miscellaneous
10. Adjournment

The order of business may be changed as needed to accomplish objectives and priorities of the meeting. The order of business may be changed at the recommendation of the Chairperson, any members of the Board, or the County Administrator, subject to County Board consensus.

C. Agenda

The agenda consists of all items which require discussion, review, or action. Items of business within the agenda are considered individually and in the order of business noted on the agenda or at the discretion of the Board Chairperson.

D. Committee Reports/Commissioner Updates

Commissioners will give reports or updates on various meetings attended on a monthly basis.

E. Official Records

The County Administrator or designee (Clerk of the Board) shall cause preparation of the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions.

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minnesota Statutes 375.12). The official Board proceedings are distributed to staff and interested parties, and are also available on the Chisago County web site at www.chisagocounty.us.

The official public record of County Board meetings is available in the County Administration office.

All regular County Board meetings will be broadcast on the Chisago County website at www.chisagocounty.us.

VIII. COUNTY BOARD COMMITTEES

A. Special Committees

The Board may establish a special committee or task force as deemed necessary. A special committee or task force shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special committee or task force, it shall automatically dissolve when its work is accepted by the Board.

IX. ADVISORY COMMITTEES

A. Policy

The County Board appoints individuals/citizens to various boards, committees, or commissions, (hereinafter referred to as committees) which have been established by the County Board or pursuant to Minnesota Statutes and in Board policy. The County Administration will maintain a complete list of committees and their underlying source of creation.

The current list of committees is available in the office of the County Administrator.

B. Role and Purpose of Committees

Each committee serves a statutory, policy, or operational purpose to further the interests of Chisago County. Each committee may have specific staff assigned and designated to support its function. The function and reporting relationship to the Board varies from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing committees in support of County government are:

1. To involve members of the public in the decision making process.

2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding-board for issues, ideas, and policy matters.

C. Operating Procedures

Appointments are made by the County Board. Individuals appointed by the County Board to committees are authorized to receive a per diem reimbursement for attendance at regular or special meetings of such committees. An annual resolution establishing the per diem rate is adopted by the County Board at the annual organizational meeting.

Additionally, Minnesota Statutes 375.06 provides, in part, that "members of the County Boards in counties other than Hennepin, Ramsey, and St. Louis may be paid a per diem pursuant to section 375.055, subd.1, for each day necessarily occupied in the discharge of their official duties while acting on any committee under the direction of the Board..." Furthermore, the Minnesota Attorney General has concluded:

Thus, County Commissioners are authorized to receive annual salaries and may also be paid "per diem" for performing the duties of office, including work on committees "under the direction of the Board," and individual services as commissioners "when required by law."

Compensation shall not be authorized for public officials or employees of other jurisdictions who serve on such committees or advisory bodies by virtue of their office.

D. Resignations

All written and verbal resignations of committee members are acknowledged by the Board and authorization is given to begin the open appointments process to fill the vacancy.

E. Terms

The terms of the appointees to the various committees vary per committee, pursuant to Minnesota Statutes or at the discretion of the County Board. The County Administrator maintains a complete list of all committees, including information on member terms and applicable term limits. Annually, the County Administrator will request all advisory committee members to express their interest in remaining on their respective committee.

F. Ex-Officio Members

Ex-Officio members on any committees are non-voting members.

G. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

X. CODE OF ETHICS

Effective county government is premised upon public respect and confidence in the integrity and principles of the elected Board members.

It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements serve to augment the Code of Ethics and further emphasize the priority and commitment the County Board has placed on ethical standards.

In the execution of their official duties, all County Board members shall strive to:

- Observe the highest moral and ethical standards.
- Maintain and respect confidentiality or private and confidential information.
- Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, marital status, place of residence, or status with regard to public assistance.
- Comply with the ethical obligations imposed by law, including Minnesota Statutes 10A.07, 10A.071, 382.18, 471.87-895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful, attentive and professional at all times. Avoid comments, body language, or distracting activity that conveys a message of disrespect for the presentations from citizens, staff, or colleagues.

XI. CITIZENS

A. Public Communication

Individual Citizen Outreach. The County Board believes members of the public have the right to be informed of the Board's process and decisions and should have the opportunity to present their views to the Board. Meetings are open to the public. Board agendas are available on the county website, by email, or mailed to interested parties at their request. The County Board encourages the residents of Chisago County to participate in all aspects of the Board's business, including citizen committees, commissions, and advisory groups.

Information/News Media Outreach. Chisago County information is distributed through announcements to local news media and in articles provided by staff to local news publications. Information is also available on the Chisago County web site.

Public Hearings Outreach. The County Board is interested in securing optimal public input on matters of business. In addition to hearings required by law, public hearings and open forums may be conducted at the discretion of the Board.

B. Open Meeting Law

All regular and committee meetings of the County Board and notice of such meetings are subject to Minnesota Statutes Chapter13D.01: Open Meeting Law.

The County Board may hold closed meetings as authorized by Minnesota Statutes Chapter 13D.01. Before closing a meeting, the Board will state on record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

C. Audience Participation at Board Meetings

It is the intention of these rules to support the interest of the general public in following Board business during their meetings.

Audience/Citizen's Comments. Interested citizens have an opportunity to appear and speak on any issue or topic related to County Board business in accordance with the Rules of Conduct.

To the extent possible, interested citizens shall notify the County Administration office of their intent to speak at the meeting and the issue to be discussed. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting.

Distribution of the Agenda. Members of the public who are interested in following issues considered by the County Board may register their name and email address with the County Administrator to be placed on the agenda distribution list. The agendas are emailed prior to the regularly scheduled County Board meeting. As previously stated, the agenda and supportive materials are made available to the public at the County Board meeting.

D. Responding to Correspondence/Inquiries/Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Chisago County.

Written. Upon receipt of a written inquiry, request for information, or complaint about Chisago County business which has been sent to a Board member, upon notification and directions from the County Administrator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled as directed with the County Administrator or designee advising the Board member(s) upon completion.

Telephone. Incoming telephone calls requesting a specific Board member are forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred methods of handling telephone inquiries. Every effort will be made to maintain open lines of communication between Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate department. Customer service is of primary importance to the County Board and staff.

XII. STAFF

A. County Administrator

The position of County Administrator is established pursuant to Minnesota Statutes 375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statutes and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator supervises the departments which function under the jurisdiction of the Chisago County Board. The County Administrator coordinates the various activities of the County, unifies the management of its affairs, and makes recommendations to the Board regarding the structure of County departments and functions, including reporting relationships, physical facilities, and locations. The County Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates.

The County Administrator recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. The County Administrator has authority over

the non-elected department heads, recommends short and long-term goals to the Board, and periodically measures organizational and individual accomplishments against goals, objectives, and timetables.

The County Board is responsible for annually evaluating the performance of the County Administrator and will review the evaluation with the Administrator. The evaluation results will be reviewed with the County Board and a copy of the evaluation will be placed in the Administrator's personnel file. During the course of the year, if Commissioners have performance concerns regarding the Administrator, they are encouraged to discuss said concerns with the Chair and Vice Chair.

B. Role of Staff

The County Administrator, with the support of staff, in a timely and responsible manner, answers inquiries and requests regarding issues and concerns brought by Board members or the citizens of Chisago County. In certain instances, Board members may want assistance of County staff in evaluating policy and/or programmatic changes. Board members who wish to initiate policy or program change are encouraged to first present such requests for discussion and possible direction to the County Administrator and staff.

Functions which are deemed routine, such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed, by the Board or individual member, to the County Administrator or designee for action.

C. Legislative Protocol for Staff

Staff participation should be immediately communicated to the County Administrator.

If a member of staff lobbies in a professional capacity, either at the request of a legislator or a professional association, she/he must note in testimony that she/he is speaking as a professional, not as a County representative. Any testimony given or contacts made by staff should be communicated to the County Administrator. Staff should not presume to speak for the County Board unless the Board's positions have been reviewed or staff has checked with the Board on specific issues.

When the County is paying the dues for membership in a professional association, staff should not take a position within that professional association that is inconsistent with County Board policy.

Staff and appointed representatives shall notify the County Board of a pending appointment to an advisory board or task force initiated outside of the scope of County Board authority.

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 5
Title of Item for Consideration: 2023 Meeting Schedule	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board

Previous Action on this Matter: Every year, the Chisago County Board of Commissioners is asked to establish the Regular Meeting schedule for Chisago County Board Meetings.

- In 2015 - 2022, the Chisago County Board of Commissioners met at 6:30 p.m. on the first and third Wednesdays of each month.
- The Board would then immediately recess for the monthly Health and Human Services Committee of the Whole meeting, to begin at 6:30 p.m. on the first Wednesday of the month.
- The Board would similarly recess for the monthly Road and Bridge Committee of the Whole meeting, to begin at 6:30 p.m. on the third Wednesday of the month.

Background: The Board is respectfully requested to determine the dates of the Regular Meetings of the Chisago County Board of Commissioners. The Board may also elect to set the dates and times of when the Health and Human Services Committee of the Whole meets and when the Road and Bridge Committee of the Whole meets.

Attachment:

- *Draft* Resolution Establishing Dates and Times for the Regular Meetings of the 2023 Chisago County Board of Commissioners
- *Draft* 2023 Meeting Dates of the Chisago County Board of Commissioners

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners establish the Board Meeting Schedule for 2023 via the attached Resolution. The following motion is suggested:

"Move to adopt the 2023 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution"

Implications of Action: By adopting the attached Resolution, the Chisago County Board of Commissioners will establish the dates and times of the Regular Meetings of the Board of Commissioners, as well as of the Regular Meetings of the Health and Human Services Committee of the Whole and the Road and Bridge Committee of the Whole.

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

BOARD AGENDA
January 3, 2023

Defining the 2023 Meeting Schedule for the Chisago County Board of Commissioners

RESOLUTION NO. 23/0103-X
DEFINING THE 2023 MEETING SCHEDULE
FOR THE CHISAGO COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED, by the Chisago County Board of Commissioners that next regular meeting of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on Wednesday, January 18th, 2023, commencing at _____; and

BE IT FURTHER RESOLVED, by the Chisago County Board of Commissioners that from and after January 3rd, 2023, regular meetings of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on the first and third Wednesday of each month, commencing at _____ on the first Wednesday of each month and commencing at _____ on the third Wednesday of each month; and

BE IT FURTHER RESOLVED, that the meetings on the first Wednesday of each month shall start with the Health & Human Services Committee of the Whole and followed by the Citizen's Forum at _____; and

BE IT FURTHER RESOLVED, the meetings on the third Wednesday of each month shall start with the Road & Bridge Committee of the Whole and followed by the Citizen's Forum at _____; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 1, Minnesota Statutes, a schedule of the regular meetings of the Chisago County Board of Commissioners shall be kept on file at its primary offices, located in Suite 170 of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota; and

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Subd. 5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 2, Minnesota Statutes, Special Meetings of the Chisago County Board of Commissioners may be called by posting notice of the meeting on the County's principal bulletin board and with three days' notice published in the official newspaper or mailed to each person who has filed a written request for such meetings; and

BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 3, Minnesota Statutes, Emergency Meetings may be called when, in the judgment of the Chisago County Board of Commissioners, circumstances require immediate consideration and a good faith effort is made to contact the media and each person who has filed a written request for notice of such meetings.

2023 MEETING SCHEDULE
CHISAGO COUNTY BOARD OF COMMISSIONERS

January
- January 3rd, 2023 (Tuesday @ AM)
  - *Annual Meeting, pursuant to M.S. 375.07*
- January 18th, 2023

February
- February 1st, 2023
- February 15th, 2023

March
- March 1st, 2023
- March 15th, 2023

April
- April 5th, 2023
- April 19th, 2023

May
- May 3rd, 2023
- May 17th, 2023

June
- June 7th, 2023
- June 21st, 2023

July
- July 5th, 2023
- July 19th, 2023

August
- August 2nd, 2023
- August 16th, 2023

September
- September 6th, 2023
- September 20th, 2023

October
- October 4th, 2023
- October 18th, 2023

November
- November 1st, 2023
- November 15th, 2023

December
- December 6th, 2023
- December 20th, 2023

Notes:
- *All meetings are held on the 1st and 3rd Wednesdays of each Month, unless noted otherwise*
- *1st Meeting of each month is held and 6:30 p.m., 2nd Meeting of each month is held at 6:30 p.m.*
- *All meetings are held in Suite 160 of the Chisago County Government Center, 313 N. Main Street, Center City, MN, unless noted otherwise*
- *2024 Organizational Meeting - Tuesday, January 2nd, 2024 (annual Meeting M.S. 375.07)*

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 6
Title of Item for Consideration: 2023 Mileage, Lodging, and Meal Reimbursement Rates	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board

Previous Action on this Matter: Every year, the Board of Commissioners establishes the authorized mileage, lodging and meal reimbursement rates.

For the past several years, the County Board has adopted an authorized mileage reimbursement rate equal to the federal maximum allowable rate. The Board has also established a separate mileage reimbursement rate for drivers who choose to use a personal vehicle when a County vehicle is available.

Traditionally, the Board has set the lodging and meal reimbursement rates at the rates established by the GSA (General Services Administration).

Background: The Board of Commissioners establishes/reaffirms the mileage, lodging and meal reimbursement rates every year because it recognizes that employees and elected officials may be required to travel to perform their assigned duties.

By establishing a mileage reimbursement rate, the County defines reimbursement costs paid to employees when employees are required to drive to perform their duties and a County vehicle is unavailable for use.

For 2023, the federal maximum allowable rate is $.625 (2022 = $.625 and .585). For the past several years, the County Board has adopted an authorized mileage reimbursement rate equal to the federal maximum allowable rate. The Board has also established a separate mileage reimbursement rate for drivers who choose to use a personal vehicle when a County vehicle is available ($.35 in 2022)

Action Requested/Recommended: It is respectfully requested that the Chisago County Board establish the 2023 mileage reimbursement rate at $.625 per mile and $.35 per mile when a personal vehicle is used when a county vehicle is available for usage and the rates set by the GSA for lodging and meals. The following motion is suggested:

"Move to establish the 2023 mileage reimbursement rate equal to the federal maximum allowable rate; as $.585 per mile, and to establish the 2023 mileage reimbursement rate at $.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."

Implications of Action: If the recommended action is undertaken, the County Board will have set the mileage, lodging and meal reimbursement rates for 2023.

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

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 7
Title of Item for Consideration: Annual Review of Perfunctory Personnel/Human Resources Actions	
Action Requested by: Board of Commissioners	***Department:*** Administration/Human Resources
Previous Action on this Matter: January 2nd, 2018 County Board approval of revised Perfunctory Personnel/HR Procedures via Resolution (with annual review) and approved again in January 8th, 2019, 2020, 2021 and 2022.	

Background: In an effort to streamline Personnel/Human Resource practices and procedures, the County Board of Commissioners made the following administrative adjustments, effective in 2012 and reaffirmed in 2013 - 2022.

Step Increases/Promotions:

- Authorized the Administrator/Human Resources Department to execute perfunctory Step Increases when duly included in the Board-approved Annual Budget and in Board-approved labor agreements (represented) and personnel policies (non-represented).
- Maintained that irregular Step increases, promotions, and the like will be presented to the Board for individual consideration.

The recommended changes have had the effect of facilitating timely awarding of step increases, increasing organizational efficiency, and reducing perfunctory actions scheduled for the Board.

Recruitment, Selection & Hiring:

- Authorized the Administrator/Human Resources Department to execute routine recruitment, selection and hiring processes for County employees below the level of Department Director, pursuant to County Personnel Policies and Procedures, when such position's FTE is duly established and funding is included in the approved Annual Budget.
- Maintained that positions for Department Director or above, requests for new or modified positions, and actions involving irregular or special circumstances positions are presented to the Board for individual consideration.

The recommended changes have had the effect of facilitating timely recruitment, selection and hiring of certain County employees, increasing organizational efficiency, and reducing perfunctory actions scheduled for Board consideration.

Retirement, Resignation & Discipline:

- Authorized the Administrator/Human Resources Department to execute personnel actions relating to employee retirement, resignation, discipline and termination of County employees below the level of Department Director, pursuant to federal and state statutes, County Board-approved labor agreements, and personnel policies and procedures.
- Maintained that such actions relative to positions for Department Director or above, irregular

actions or actions relating to special circumstances will be presented to the Board for individual consideration.

- Required that staff regularly inform the Board of all personnel actions via written communication and/or oral updates at Board meetings.

The recommended changes have had the effect of facilitating timely action on personnel issues relating to County employees, increasing organizational efficiency, and reducing perfunctory actions scheduled for Board consideration.

Attachment(s):

- 2023 Resolution regarding Perfunctory Personnel/HR Functions

Action Requested/Recommended: From a staff perspective, the current County policy has worked well in streamlining these perfunctory HR functions and aiding County departments in the recruitment, selection and hiring process. A Resolution reflecting the County Board's annual review of these Perfunctory Personnel/HR Actions is attached. Board affirmation of such may be undertaken via the following motion:

"Move to approve the Attached Resolution affirming the County's policy regarding routine Personnel and Human Resource Actions."

Implications of Action: Annual renewal of the current policy will have the effect of continuing timely action on routine personnel issues relating to County employees, increasing organizational efficiency, and reducing perfunctory actions scheduled for Board consideration.

- **ADMIN/HR** - Annual renewal will have the effect of continuing more streamlined and efficient handling of recruitment, selection, hiring and management of County employees.
- **BUDGET** - The proposed policy changes will have no impact on the County's 2023 budget, as all allowed personnel actions will have already been incorporated into the 2023 budget. No additional long-term (i.e. out-year) financial implications are anticipated from this action.
- **POLICY** – Annual renewal will have the effect of continuing County policies with respect to routine personnel actions or Board approval of non-routine or significant personnel actions.
- **LEGAL** – The County Attorney has previously issued an Opinion regarding these changes and approved the enabling Resolution. Annual review by the Board of these perfunctory Personnel/HR actions *is mandated* by the enabling Resolutions. This policy is in conformance with all applicable state and federal regulations and statutes regarding management and implementation of County personnel actions.

Administrator's Recommendation

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

Chisago County
Board of Commissioners

DELEGATING CERTAIN PERSONNEL FUNCTIONS

RESOLUTION NO. 23/0103-XX
DELEGATING CERTAIN HUMAN RESOURCE AND
PERSONNEL FUNCTIONS TO COUNTY ADMINISTRATOR

WHEREAS, Minnesota Statute § 375.18, subd. 2 provides that a County Board has the power to manage county business and make orders concerning them as it deems expedient; and

WHEREAS, Minnesota Statute § 375A.06 sets forth the functions of the County Administrator as exercising general supervision over all county institutions and agencies and responsible for proper administration of county affairs, with those relating to certain Human Resources and Personnel management requiring approval of the County Board; and

WHEREAS, the County Attorney has opined that certain elements of such personnel and human resource functions may be delegated to the Administrator at the discretion of the County Board.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Chisago County that the following Personnel and Human Resource functions are hereby delegated to the Administrator:

- Routine, perfunctory Step Increases for County employees, when duly included in the Board-approved Annual Budget and in Board-approved labor agreements (represented) and personnel policies (non-represented).
- Routine recruitment, selection and hiring processes for County employees below the level of Department Director, pursuant to County Personnel Policies and Procedures, when such position's FTE is duly established and when such position's funding is included in the Board-approved Annual Budget.
- Those personnel actions relating to employee retirement, resignation, discipline and termination of County employees below the level of Department Director, pursuant to federal and state statutes and subject to County Board-approved labor agreements, and personnel policies and procedures.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the County Board of Chisago County that such delegation, intended to facilitate more timely action on certain personnel issues and increasing organizational efficiency, will be annually reviewed and affirmed by the County Board.

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 8
Title of Item for Consideration: 2023 Board Committee Assignments	
Action Requested by: County Board of Commissioners	***Department:*** Administration/Clerk of the Board

Previous Action on this Matter: Every year, the County Board of Commissioners is asked to discuss and/or establish which Commissioners wish to be assigned to which committees.

Typically, the new Board Chairperson then proposes Committee Assignments for final review and action by the Board in January. The Board of Commissioners confirms who will be the designated Member(s) and who will be designated Alternate(s) for each approved Committee.

Background: The Board of Commissioners establishes/reaffirms Committee assignments every year. A motion, voted on by the entire Board, will be needed to affirm/change an assignment of a Commissioner. There are currently 36 committees designated as official committees, wherein Commissioners are seated as official County representatives/members.

Today's discussion provides an opportunity for the entire Board to review current assignments and suggested Board Chair changes or corrections for 2023.

Attachment:

- *Draft* Resolution Establishing County Commissioner Committee Assignments for 2023
- List of 2023 Committee Appointments

Action Requested/Recommended: It is respectfully requested that the Chisago County Board discuss and designate the 2023 Commissioners' Committee Listing. The following motion is suggested, if action is warranted:

"Move to approve, by Resolution, the 2023 Commissioners' Committee Assignments, as designated at Today's meeting."

Otherwise, it is recommended the new Board Chairperson receive input at today's Meeting and prepare this item for consideration at the next Board Meeting.

Implications of Action: If action is taken, the County Board will have established Board Committee assignments for 2023.

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

BOARD AGENDA
January 3, 2023

COMMITTEE ASSIGNMENTS

RESOLUTION NO. 23/0103-XX
COUNTY COMMISSIONER
COMMITTEE ASSIGNMENTS FOR 2023

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 Commissioners may receive payment of per diem for meetings and conduct of official county business pursuant to statutory definition and further subject to County Attorney approval.

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

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
Budget & Finance Committee
Central Minnesota Council on Aging
Chisago County Emergency Preparedness Committee
Chisago County Jail/Law Enforcement Center/Emergency Communications Committee
Chisago Lakes Joint Sewer Commission
Chisago/Isanti Heartland Transit JPA Board
Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force
East Central Regional Library Board

East Central Solid Waste & 2-County Landfill, Recycling

East Central Regional Development Commission; *(PLUS Subcommittee - Metro Area Transportation Partnership)*

Health & Human Services Committee of the Whole *(PLUS Subcommittee - HHS Subcommittee)*

Highway 8 Task Force

HRA-EDA Board

Human Resources/Labor Negotiations/Insurance

Joint Job Training Board (*PLUS Subcommittees: A) CMJTS, Inc. Operations Committee; B) WIB Executive Committee; C) Workforce Development Committee)*

Lakes & Pines Community Action Council Board; *(PLUS Subcommittee – Negotiations)*

Lakes Region EMS Task Force

Law Library, Court Liaison

Legislative Committee – (NOTE - Mileage ONLY/NO Per Diems)

Metro Alliance for Healthy Families – Governing Board

Metropolitan Emergency Services Board (MESB); *(PLUS Subcommittees: A) Executive; B) Radio Cost Allocation Committee)*

NACO

Parks Board

Planning Commission

Public Health Commission

Regional Juvenile Detention Facility – Lino Lakes

Road & Bridge Committee of the Whole

South Center/South Lindstrom Sanitary Sewer District

Solid Waste Advisory Committee

Township Association

U of MN Extension Committee

Water Plan Policy Team *(PLUS Subcommittee – Metro Area Water Supply Advisory Council)*

Lower St. Croix One Watershed One Plan

Lakes Improvement District

MN Inter County Association

CARES/Small Business Relief Committee

Chisago County Facilities Committee

Chisago County Technology Committee

2023 Commissioner's Committee Listing

Montzka Proposed Draft *12/7/2022*

	BOARD OR COMMITTEE	COMMISSIONER(s)	MEETING DATE
1	Association of MN Counties	Full Board	Varies
2	Budget & Finance Committee	Full Board	2nd Wednesday @ 3 p.m.
3	Central MN Council on Aging	Greene (Montzka - Alt.)	Usually 3rd Thursday every other month
4	Chisago County Emergency Preparedness Committee/Emergency Operations Committee	Swenson (Dahlberg - Alt.)	Quarterly
5	Chisago Lakes Joint Sewer Commission	Dunne (Montzka - Alt.)	Monthly. Usually 3rd Monday @ 3:30pm
6	~~Transportation Advisory Committee~~	~~Dunne~~	~~*Quarterly or* as Needed~~
7	Chisago/Ramsey/Washington Commuter Rail Study-Rush Line Task Force	Montzka (Dunne - Alt.)	As Needed. Usually 3rd Thursday @ 3:30pm
8	East Central Regional Library Board	Swenson (Montzka - Alt.)	2nd Monday @ 10:00am
9	East Central Solid Waste & 2 County Landfill, Recycling	Greene (Montzka - Alt.)	2nd Monday @ 9:00am
10	East Central Regional Dev. Commission and Subcom: Metro Area Transpo. Partnership	Montzka (Greene - Alt.)	4th Monday bi-monthly
11	Health & Human Services Committee Subcom: HHS Subcommittee	Full Board Swenson, Dunne (Montzka - Alt.)	1st Wednesday @ 6:30pm SubCom meets Quarterly
12	Highway 8 Task Force	Dunne, Greene (Montzka - Alt.)	Usually meets on Mondays bi-monthly or quarterly
13	HRA-EDA	Dunne, Greene - Board Liaisons (non-voting)	Last Tuesday @ NOON
14	Joint Job Training Board Subcom A.) CMJTS, Inc. Operations Subcom B.) WIB Executive Committee Subcom C.) Workforce Dev. Committee	Greene (Swenson - Alt.)	2nd Friday (March, June, Sep, Dec) @ 12:15pm
15	Human Resources/Labor Relations	Dunne, Greene (Montzka, Swenson - Alts.)	*Quarterly or As Needed*
16	Lakes & Pines Board Subcom: Negotiations	Dahlberg	Bi-Monthly, 3rd Monday
17	Law Library, Court Liaison	Montzka	Quarterly or As Needed
18	Legislative Committee	Full Board	As Needed
19	Metro Alliance for Healthy Families	Swenson (Dahlberg - Alt.)	Quarterly
20	Metro Emer Srvs Board (MESB) Subcom A.) Executive Subcom B.) Radio Cost Allocation	Greene	
21	NACO	Full Board	As Needed
22	Parks Board	Dahlberg	3rd Thursday @ 3:30pm
23	Planning Commission	Greene - Board Liaison	1st Thursday @ 7:00pm
24	Public Health Commission	Dunne (Montzka - Alt.)	As Needed
25	Regional Juvenile Detention Facility-Lino Lakes	Dahlberg (Dunne - Alt.)	Quarterly
26	Road & Bridge Committee of the Whole	Full Board	3rd Wednesday @ 6:30pm
27	So. Center/So. Lindstrom Sanitary Sewer District	Dunne	Bi-Monthly
28	Solid Waste Advisory Committee	Greene (Dahlberg - Alt.)	2nd Thurs-June & Dec. 2pm
29	Township Association	Greene, Montzka, Dahlberg	Last Wednesday @ 7:00pm
30	U of MN Extension Committee	Dahlberg, Greene (Swenson - Alt.)	*Quarterly, 1st or 3rd Thursday*
31	Water Plan Policy Team	Dahlberg (Greene - Alt.)	2nd Monday, *Bi-* Monthly
32	Lower St. Croix One Watershed One Plan Policy Committee	Dahlberg (Greene - Alt.)	As Needed/Quarterly. Next Meeting - 4PM Jan 28 2019

Chisago County Request For Board Action

Meeting Date: January 3, 2023	***Item Number:*** 9
Title of Item for Consideration: Designation of a Newspaper for Official Publications	
Action Requested by: Board of Commissioners	***Department:*** Administration/Clerk of the Board

Previous Action on this Matter: Pursuant to M.S. 331A.04, the Chisago County Board of Commissioners designated the Chisago County Press as the Newspaper for Official Publications in January 2020 for a term of up to three (3) years. Annually, the Board has reaffirmed the designation to continue publishing in the same newspaper.

Background: Pursuant to M.S. 331A.04, the Chisago County Board of Commissioners shall designate a Newspaper for Official Publications of public notices, board proceedings, and other statutory publications. A complete listing of publication requirements is attached.

In January 2017, the Chisago County Press was designated as the Newspaper for Official Publications for a term of three years (2017-20).

As per M.S. 331A.06, Subd. 5, the County may also, *"to better inform the public, increase the frequency of publication of a public notice beyond the minimum required by a particular statute. It may use forms and styles for the notice as it deems appropriate, including the use of display advertisements and graphics. In addition to publication in the newspaper required to be designated under section 331A.04, it may publish or disseminate the notice in other newspapers and by means of standard and electronic mail. Regardless of whether a particular statute specifies "legal notice," "public notice," "notice," or uses similar terms, the governing body may use whatever form for the published notice that it deems appropriate in order to adequately inform the public, subject to the requirements of sections 331A.01 to 331A.11."*

Some Chisago County Departments have budgeted for and published certain notices, publications and advertisements in other local newspapers, including for employment recruitment, elections and tax information, and countywide public notifications.

As the current 3-year maximum statutorily-allowed agreement for designation as the Newspaper for Official Publications has expired, the County conducted a Request for Bids from five identified and potentially-qualified newspapers for consideration for designation as Newspaper for Official Publications for 2023-25.

Three newspapers responded to the County's Request for Bids, with all deemed qualified as per M.S. 331A.02. These were: the Chisago County Press, the ECM Post Review, and the Forest Lake Times. The lowest responsible bid, utilizing the industry's recommended comparative scoring, was submitted by the ECM Post Review (Bid Tab is attached).

However, M.S. 331A.04 Subd. 2 requires that, *"If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated."* The Chisago County Press lists Lindstrom as its "known office of issue." The Post Review lists Cambridge as its "known office of issue" and North Branch as its "secondary office."

The Forest Lake Times lists White Bear Lake as its "known office of issue."

Based upon the information provided in the Request for Bids (establishing qualified newspapers), and Pursuant to M.S. 331A.04 (determining priority for designation), Chisago County "shall designate" the _____as the Newspaper for Official Publications.

Attachments:

- Official Motion and List of Statutes
- Bid Tabulation
- M.S. 331A.04

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners, pursuant to M.S. 331A.04, designate the _____as the Newspaper for Official Publications for 2023-25, subject to annual reaffirmation (M.S. 331a.05 Subd. 5). The suggested motion is as follows:

"Move to designate the _____as the Newspaper for Official Publications for 2023-25, subject to annual reaffirmation."

Implications of Action: Recommended Board action would designate the Newspaper for Official Publications for Chisago County, in compliance with M.S. 331A.04.

Budget/Financial Implications: The approved 2023 Budget included approximately $85,000 for official publications.

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 Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 10
Title of Item for Consideration: 2023 Citizen Appointments to Various Boards/ Committees/Commissions	
Action Requested by: Board of Commissioners	***Department:*** Admin./Clerk of the Board

Previous Action on this Matter: Annually, the Board of Commissioners is asked to appoint citizens to specific County Committees by reviewing citizen's application and then appointing eligible applicants to each Board/ Committee/Commission.

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.

Board of Adjustment and Appeals:

- District 1, District 4 – 3-year term 1/7/2023 – 12/31/2026

HRA-EDA:

- District 4 – 5-year term 1/7/2023 – 12/31/2028

Library Board:

- Citizens needs to be appointed and Chisago County Commissioner must be appointed/reappointed – 3 -year term 1/7/2023 – 12/31/2026

Park Board:

- District 2, District 4 – 3-year term 1/7/2023 – 12/31/2026

Planning Commission:

- District 1, 2, 3, 5 – 3-year term 1/4/2022 – 1/4/2024

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:

"Move to appoint _____ as a representative on the _____ ; effective January 3rd, 2023 thru_____."

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 2023 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 CLG	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

2023 Citizen Appointments to Various Boards/ Committees/Commissions

As of December 28, 2022

Board of Appeal and Adjustment

HRA-EDA

District 4: Chad Lindgren (incumbent)

Library Board

Tracy Quarnstrom (not resident of Chisago County)

Park Board

District 1: John Pantelis

Planning Commission

District 1: Kathy Bloomquist

District 2: Dave Whitney (incumbent of District 3), Kellie Strobel

District 5: Jim McCarthy (incumbent of District 2), Frank Storm (incumbent of District 5)

Extension Committee

District 5: Jeske Noordergraaf (incumbent of District 2)

HRA-EDA

DISTRICT 4:

Name:	CHAD LINDGREN
Address:	[redacted]
City:	WYOMING
State:	MN
Zip:	55092
Home Phone:	651-829-1362
Cell Phone:	651-829-1362
Email Address:	[redacted]
In which Commissioner District do you reside?	District #4
List experience or skills you have relating to the appointment you are seeking:	Current HRA-EDA Member.
List special or personal interests relating to the appointment you are seeking:	Municipal experience as council member, planning commission, and existing HRA-EDA Member.
Why do you want this appointment?	Continue carrying out the mission of the Chisago County HRA-EDA.

LIBRARY BOARD

Last Name:	Tracy Quarnstrom
Address:	[redacted]
City:	Lino Lakes
State:	MN

Zip:	55014
Business Phone:	[redacted]
Cell Phone:	[redacted]
Email Address:	tquarnstrom@wolfcreekhs.org
In which Commissioner District do you reside?	District #3
List experience or skills you have relating to the appointment you are seeking:	I have been a teacher, professor, and school administrator for over twenty years. I have served on the Wolf Creek Online High School board of directors and also in many community organizations, such as lions and roatary. I believe that all these experiences will allow me to be of value to the library board.
List special or personal interests relating to the appointment you are seeking:	As a virtual educator I believe that now is the time to combine the virtual materials that students need with the ability to access them effectively.
Why do you want this appointment?	My twenty plus years of experience in education had lead me to believe that this appointment is an important one for me at this time. I love reading and also want to ensure that all community residents have access to reading materials that instill in them a love of reading as well.

PARK BOARD

DISTRICT 1

Last Name:	John Pantelis, JR
Address:	[redacted]
City:	North Branch
State:	MN

Zip:	55056
Home Phone:	6512770656
Email Address:	jstarsky@hotmail.com
In which Commissioner District do you reside?	District #1
If you reside in a Township, please list:	Note: New District 1
List experience or skills you have relating to the appointment you are seeking:	With over 24 years' at the Minnesota Department of Transportation (MnDOT), I have enjoyed experience in areas such as Library Services, Administrative Services, Maintenance Operations, Materials and Road Research, State Aid for Local Transportation and now as an Engineering Specialist in MnDOT's Cooperative Agreements Unit.
List special or personal interests relating to the appointment you are seeking:	My Grandfather was on Fawn Lake in Stacy for many years, until setting in for retirement on Maple St in North Branch (NB). Our family chose NB eighteen years ago as our home. My daughters are 18 & 17 years old and will graduate from North Branch Area High School. My wife works outside of our county and has been putting up with me since the turn of the century. I enjoy automotive repair, 1980's Jeeps, ATVs, Camping and general outdoor recreation. With my work experience, I was certified in many areas of transportation materials installation and field operations. Evaluating Concrete, Bituminous and Grading & Base per specification for MnDOT is an arduous task, at best. As a Research Specialist, I was a key contact for evaluating pavement failures and paving issues. This requires use and knowledge of many types of destructive and nondestructive test methods across our state. In my time with MnDOT's Road Research office, I was able to study and author papers such as Preventative Maintenance for Recreational Trails (LRRB 2009-25), a research overview of surface treatments within pedestrian facilities. This is a targeted primer to trail owners and public works officials. During my time with State Aid for Local Transportation, I was responsible to track the entire County State Aid Highway (CSAH) roadway system and data for distribution of CSAH Funds to our 87 counties. Currently, I am the Contract Administrator for the MnDOT Cooperative Agreement Unit. We work with locals on all levels of construction agreements at or along trunk highways across the state. I am required to evaluate executable contracts, author, plan & execute detour agreements while processing final payment requests with our city and county partners. This process requires knowledge of contract administration, available funding streams, construction item

experience, and in-depth construction plan knowledge before preparing a final invoice or providing final payment to the locals.

I feel my roadway, trail and general construction knowledge compounded by experience gained through roadway research have been valued assets during my years of appointment to the City of North Branch Parks, Trails and Open Space Commission (PTOS). Complementary to practical construction experience, my pavement condition review skills are often called upon in practical Parks & Trails Owner situations. Attention to detail and the need to work directly with various levels of employees is critical for success overseeing data management for the entire CSAH roadway system. As a comprehensive engineering professional, it is important to leverage partnership values, funding structures and strong policy adherence while recognizing an individual local economic impact. It is important to build relationships with local municipalities with varied economic status.

Why do you want this appointment?

As the City of North Branch PTOS Chairman, I have completed many types of projects and presided over many levels of project successes and challenges. Over those 15 years we've seen our Williams Community Gardens flourish, the development of a regionally recognized Disc Golf Course, some very long overdue equipment replacements, as well as fully designed new park construction along with many trail connections across our city. I have worked toward providing the city with a Comprehensive Strategic Plan, conducted many open house-style meetings and public hearing as PTOS Chairman for well over 10 years. There are many other small projects and successes I'd love to share with you as well, given time and opportunity for an interview. I would like to leverage these lessons, skills and experiences gained over this time in North Branch, while continuing to grow my local community connections for our recreation, leisure, and outdoor enjoyment.

Accepting my appointment at PTOS many years ago posed many personal goals. Of course, I enjoyed the challenges and successes of those efforts. These partnerships and efforts have shaped North Branch and will continue for generations. I hope I've done a good job of it. I have enjoyed the personal growth leading within the chairman position has provided. I have led our group to many successes and feel very proud of these group accomplishments. It has simply come time to for a fresh challenge. I feel certain it is time to retire that appointment, looking to new horizons of regional significance while leveraging the skills I've collected over these years. I would like to learn the facets and fixtures that make a County Park System function and grow. I'd like to earn a place to shape our county. I'd like to learn,

	in depth, about waterway corridor ownership and develop. I'd like to participate in regional trail expansions, as well as long term maintenance of the county presently strives to preserve. I look forward to serving our County Commissioners as well as I have our local City Council. With the current redistricting of the City of North Branch, I'd hope you could find a way to include me as a valued member to your commission.

PLANNING COMMISSION

DISTRICT 1

Last Name:	Kathleen Blomquist
Address:	[redacted]
City:	North Branch
State:	MN
Zip:	55056
Cell Phone:	[redacted]
Email Address:	kblomquist@midco.net
In which Commissioner District do you reside?	District #1
List experience or skills you have relating to the appointment you are seeking:	I have served on the North Branch City Council for 20 years. An important responsibility is to review planning and land uses. With the tremendous growth of our city, we have passed many ordinance changes and adopted various land uses as was necessary for a community that was once mostly rural to meeting the demands of thousands of new residents.
List special or personal interests relating to the appointment you are seeking:	Updating our comprehensive plan in 2018 gave me the opportunity to reflect about how our city has changed since our last update in 2008. Our rapid change has meant that the city council needed to be open to possibilities to address new issues facing the city. I am also interested in preserving the natural features of our city including the Anoka Sand Plain and the North Branch of the Sunrise River. Our tree preservation ordinance ensures to our residents that our trees enhance the beauty of our city.

Why do you want this appointment?	For the first time, the City of North Branch has a voice on the Board of County Commissioners. While my focus must be on planning issues in relationship to the entire county, I can bring up approaches that the City of North Branch has used in various planning situations. I believe that I can add new perspectives to the Planning Commission.

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	50 years
2. Where do you reside? (Please check one)	City
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	A city council member is responsible for passing planning ordinances and dealing with land use issues.
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	I have served on the North Branch City Council for 20 years.
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to	Yes

attendance at monthly meetings?	
7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes

DISTRICT 2

Last Name:	David Whitney
Address:	[redacted]
City:	CHISAGO CITY
State:	Minnesota
Zip:	55013-5007
Home Phone:	6515039270
Cell Phone:	6515039270
Email Address:	qhdirect@frontiernet.net
In which Commissioner District do you reside?	District #2
If you reside in a Township, please list:	Chisago Lake
List experience or skills you have relating to the appointment you are seeking:	Have been active in planning commission issues & concerns since 1995.
List special or personal interests relating to the appointment you are seeking:	I was a professional planner (Manager of Marketing & Adverting) at West Publishing for 20 years. I have been very active in the drafting of the updated ordinance language which will better serve the needs of township residence. I try to work with and seek compromise with all Planning Commission members as well as County Board members regardless of their stance on a particular issue.

Why do you want this appointment?	I have big picture skills when it comes to ordinance language and have been a Chisago County township resident since 1976. I have also served on the Planning Commission for several years.

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	Since 1976
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	I have been an active member of the planning commission for several years. I try and work with all planning commission members and the County Board members to reach good decisions affecting the residence of the county.
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	I served two terms on the Chisago Lake town board.
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to	Yes

attendance at monthly meetings?	
7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes
Last Name:	Kellie Strobel
Address:	[redacted]
City:	Lindstrom
State:	MN
Zip:	55045
Home Phone:	6517556520
Email Address:	kelrae1960@gmail.com
In which Commissioner District do you reside?	District #2
If you reside in a Township, please list:	Chisago Lakes north
List experience or skills you have relating to the appointment you are seeking:	20 years working for Chisago County Environmental Services as the county sanitarian. Part of my duties was interrupting and enforcing zoning ordinances, housing codes and sewer needs for residential and commercial properties. Working with the public directly, by phone and email listening to to the needs of the property owners within the county. 15 years working for Collier County land records in Florida.
List special or personal interests relating to the appointment you are seeking:	1. Land development and protecting the rural living for the county citizens. 2. Pollution of our lakes, river & stream. 3. Recycling 4. Business and where the best areas in our county can handle growth without losing our small town feel.
Why do you want this appointment?	I feel that the pass board members have had personnel agenda and have not stood for the residents of our county. I feel like I have a good

	understanding of the citizen wants and need for the growth of our community.

Step 3

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	22 years
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	over 20 years working for Environmental Services, Zoning & Parks.
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	No
If YES, please tell us where you served and how long you served:	*Field not completed.*
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?	Yes

7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes

DISTRICT 5

Last Name:	James McCarthy
Address:	[redacted]
City:	North Branch
State:	MN
Zip:	55056
Home Phone:	6513360628
Business Phone:	6513360628
Cell Phone:	6513360628
Email Address:	camcreek@gmail.com
In which Commissioner District do you reside?	District #5
If you reside in a Township, please list:	*Field not completed.*
List experience or skills you have relating to the appointment you are seeking:	I have 20+ years of experience on land use planning commissions in Chisago County. I have served 3 terms on the Board of Adjustment and 4 terms on the Planning Commission. I have been an active and engaged member of the commissions in the past and am willing and able to continue to provide service to Chisago County
List special or personal interests relating to the appointment you are seeking:	I have practiced as a professional traffic engineer for 39 years and I bring extensive knowledge of the relationship of land use and traffic impacts to the Planning Commission and the County Board.
Why do you want this appointment?	I have be working hard to help Chisago County develop a new Comprehensive Land Use Plan and a new County Zoning Code. The new zoning code is nearing completion and should be presented in

	draft form to the County Board in early 2023. Since I have had a significant role in the development of the draft code I would like to complete the new code as a Commission Member.

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	30 years
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	3 terms on Chisago County Board of Adjustment 4 terms on Chisago County Planning Commission
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	Sunrise Planning Commission
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?	Yes

7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes

Chiscago County

APPLICATION FOR APPOINTMENT TO AN ADVISORY COMMITTEE, COMMISSION

Planning Commission

Committee of Interest

INSTRUCTIONS:

1. Please see the back *of* this form for a list *of* Advisory Committees/Commissioners in Chisago County, and enter the committee name for which you are applying in the space above.
2. Please complete one application for each committee appointment you are seeking.
3. Notice *of* Rights Identified on back.

(Please Print)

NAME: STORM (Last) Frank (First) Richard (Middle)

ADDRESS: [redacted] (Street) Rush City (City) Minnesota (State) 55069 (Zip)

TELEPHONE 320-566-1109 Home Business

FAX NO. None **E-MAIL ADDRESS:** frstorm@midco.net

IN WHICH COMMISSIONER DISTRICT DO YOU RESIDE? District five (5)

IF YOU RESIDE IN A TOWNSHIP, PLEASE LIST. NO

LIST EXPERIENCE OR SKILLS YOU HAVE RELATING TO THE APPOINTMENT YOU ARE SEEKING:

Seventeen (17) years on Planning Commissions. Wyoming Township five (5) years, City of Wyoming ten (10) years, Chisago County fifteen (15) years. Note I served on more than one commission at the same time.

LIST SPECIAL OR PERSONAL INTERESTS RELATING TO THE APPOINTMENT YOU ARE SEEKING:

I have the time, desire and experience to help the citizens of the county in which I live. I have an institutional memory of facts, concepts, experience and know-how as to what the planning commission should be doing. Having been on planning commissions at all government levels,(township, city and county), I feel I am well qualified.

WHY DO YOU WANT THIS APPOINTMENT?

I have served the County for seventeen years and wish to continue to do so. I have **no personal agendas** and am open-minded when it comes to making recommendations that are in the best interest of the County to the County Board. I may not live in a township any more, but I have always worked for the county as a whole. County Commissioners Montzka, Green and former Commissioner McMahon and deceased Commissioner Robinson would attest to my open minded & unbiassed recommendations to the County Board.

Frank R Storm — Signature *of* Applicant

11-17-2022 — Date

RETURN THIS APPLICATION TO:
CHISAGO COUNTY
County Administration
313 North Main Street, Room 174
Center City, MN 55012
Phone: 651/213-8830
Fax: 651/213-8876

Chisago County is An Equal Opportunity Employer

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the **Planning Commission** or the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County? **Twenty-five years, since 1997**
2. Do you reside in a City____**X**____ or Township? _____ (Please check one)
3. Do you have experience with or knowledge about land use/zoning issues?

____**X**____Yes_____ No; if yes, please explain your knowledge and/or experience.

I have taken the following Workshops sponsored by Government Training Services *, and other agencies.

2005 "Basics of Planning & Zoning"*
2006 "Growing Green Workshop - Land Use Decisions"
2007 "Beyond The Basics of Planning & Zoning"*
2008 "Advanced Zoning Applications"*
"Growing Green Workshop –Rethinking Local Land Use Planning"
"Land Use Law in Minnesota"
2009 "Compression Plan is Done - Now What"*
"Home Occupations: A Growing Concern"*
2010 "Rewrite Your Zoning Ordinance"*
"You're Role as Planning Commission Member"*
"Chisago Area Lakes Spring Checkup"
"Working Nature into Land Use Decisions"
"Chisago Area Lake Workshop - Lessons Across the Landscape"
2011 "Stormwater Management"*
"Shoreland Development" *
2012 Planning and Zoning for Solar & Small Wind Energy*
Practical Guide to Variances in Shorelands & Floodplains*
2013 "Making Solid Land Use Decisions – Land Use Law
"Aquatic Invasive Species Workshop"
"St. Croix Basin Protection Conference workshop"
2015 Land Use Training – Variance Land Use Law
2016 Planning 101 – Presented by WSB
2017 Key Land Uses Issues – IUP's vs. CUP's – Religious Land Use
Zoning for Small Wind & Solar
2022 Webinar – Accessory Dwellings
Webinar – Land Use Regulations for Planning Commissions

4. Have you ever served or do you currently serve on a local town board, city council or local Planning commission?_**X**___ **Yes** ___No; if yes, please tell us where you served and how long you served:

Wyoming Township Planning Commission 2005-2009, Chair 2006-2009
City of Wyoming Planning Commission 2009 to 2018, Chair the whole time
(Note: When the township & city merged, I was asked to form the combined commission)
County Board of Adjustment, 2006, to 2018 Chair 2008 to 2018
County Planning Commission, 2007 to 2023, Chair 2009 to 2018
Rush City Planning Commission 2018 (2 months prior to being elected to the City Council).

5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?____ Yes __**X**_**No** If yes, please explain:

6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings? __**X**__**Yes** __ No

7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice? __**X**__**Yes** __No

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 11
Title of Item for Consideration: Setting the Ditch Levies for 2023	
Action Requested by: Bridgitte Konrad, County Auditor-Treasurer	***Department:*** Auditor-Treasurer
Previous Action on this Matter: The Ditch Levies were set in 2022 with an increase from 2021.	
Background: In order to issue tax statements for 2023 in a timely manner, the County Auditor-Treasurer requests that the 2023 ditch levies be set. For 2023, the County Auditor-Treasurer has included 10% maintenance levy increase. With the County becoming more proactive in dealing with ditch matters, the amount of money needed for expenses incurred on the ditches is going to increase and these costs can only be paid by those properties benefitting from the ditch system. Therefore, additional funds will be needed in the near future. ***Attachment(s):*** • County Auditor-Treasurer Memo – Recommended Ditch Levy Amounts	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board establish the ditch levy amounts at an increase the levy amounts by 10% at this time, in order to be able to issue tax statements on time for 2023. The following motion is suggested: ***"Move to set the 2023 Ditch Levies at a 10% increase over 2022 as shown in the December 28, 2022 County Auditor-Treasurer Memo."***	
Implications of Action: If the motion is made, the County Board will have established the ditch levy amounts for the year. ***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 CLS	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

12.28.2022

Memo

To
Chisago County Board

From
Bridgitte Konrad
Auditor-Treasurer

Re
County Ditch Levies for 2023

Comments:

In order to issue tax statements for 2023 in a timely manner I am requesting the 2023 ditch levies be set at this time. The balances below do not reflect any costs incurred by the Highway Department (if any) and are subject to change. My recommendations for levies for 2023 are as follows:

Ditch #	*Current Balance*	*2022 Levy*	*Recommended Levy for 2023 (10% Increase)*
Unallocated	2,534.56		
1	5,656.98	473.00	520.00
2	4,522.61	1,183.00	1,301.00
3	4,327.13	2,365.00	2,602.00
4	5,697.48	1,183.00	1,301.00
5	2,000.00	None	None
6	7,768.11	1,183.00	1,301.00
7	27,067.78	4,730.00	5,203.00
8	3,408.73	1,183.00	1,301.00
9	14,027.81	4,730.00	5,203.00
10	22,528.74	2,365.00	2,602.00
11	712.00	None	None
12	-	None	None
14	5,432.65	2,365.00	2,602.00
Jud. #1	-	None	Abandoned
Jud. #2	-	None	None
Total	*$105,684.58*	*$21,760.00*	*$23,936.00*

Chisago County Auditor-Treasurer's Office

Tel 651-213-8509
Fax 651-213-8510
313 North Main Street, Room 271
Center City, MN 55012
www.chisagocounty.us
Bridgitte.konrad@chisagocounty.us

Chisago County Request For Board Action

Meeting Date: January 3, 2023	***Item Number:*** 12
Title of Item for Consideration: Designation of County Bank	
Action Requested by: Bridgitte Konrad, Auditor-Treasurer	***Department:*** Auditor-Treasurer
Previous Action on this Matter: None.	

Background: MN Stat §118A.02, subd. 1 a) states the governing body of each governmental entity shall designate, as a depository of its funds, one or more financial institution, and the County Board of Commissioners have the official role to authorize the County Auditor/Treasurer to select depositories and make investments of funds under MN Stat. §118.A01 to 118A.08.

The Auditor-Treasurer Office is required and responsible under MN Stat. §385.07, to deposit all County funds into a designated County depository and the day-to-day cash flow of money and investing of all other funds.

Action Requested/Recommended: The County Board is respectfully requested to authorize County Auditor-Treasurer Bridgitte Konrad to designate First Resource Bank as a depository of Chisago County. The following motion is suggested;

"Motion to authorize County Auditor-Treasurer Bridgitte Konrad to designate First Resource Bank as a depository of Chisago County."

Implications of Action: It will allow the Auditor-Treasurer Office to pay and process all payments via First Resource Bank after Lake Area Bank has changed its name.

***Budget/Financial Implications*:** None

***Legal/Policy Implications*:** The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.

Administrator's Recommendation

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

CHISAGO COUNTY
BOARD OF COMMISSIONERS
January 3, 2023

TAB # 13

Payment of County's Warrants & Miscellaneous Bills

Bills Paid 1/5/2023 $659,830.82

Authorize Payment of County's Warrants for HHS:

Prepared Check Date	Amount	Mail Date	Type of Payment
12/23/2021	$155,235.61		County's Warrants
12/23/2021	$42,891.65	01/04/2023	Auditor's Warrants

Special Clean-up batch – these will be paid 12/30/2022

Date	Vendor Name	Vendor #	Amount
12/30/2022	FAHRNER ASPHALT SEALERS LLC	60053	4,209.90
12/30/2022	GALLS LLC	30401	2,347.40
12/30/2022	GRAINGER INC	23116	2,903.55
12/30/2022	TOWMASTER	20394	143,206.00
		Totals for 12/30/2022:	**152,666.85**
		Voucher Batch Total:	**152,666.85**

CHISAGO COUNTY
BOARD OF COMMISSIONERS
January 3, 2023

TAB # 14

Minutes of December 28, 2022 Regular Meeting

Handed Out on January 3rd, 2023

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 15
Title of Item for Consideration: Application for Exempt Permit – Chisago Lakes Area Wrestling Foundation	
Action Requested by: Chase Burnham, County Administrator	***Department:*** Administration
Previous Action on this Matter: None.	

Background: The current application is from the Chisago Lakes Area Wrestling Foundation, so that the applicants can conduct a lawful raffle on March 25, 2023. The Chisago Lakes Area Wrestling Foundation is a non-profit organization.

Attachments:

- LG220 Application for Exempt Permit – Chisago Lakes Area Wrestling Foundation
- Resolution

Action Requested/Recommended: It is respectfully requested that the Chisago County Board approve the Chisago Lakes Area Wrestling Foundation's application to Conduct a raffle at their event on March 25, 2023. The recommended motion is as follows:

"Move to approve the Chisago Lakes Area Wrestling Foundation's resolution to conduct a raffle at their event on March 25, 2023."

Implications of Action: Approving tonight's action would allow the Chisago Lakes Area Wrestling Foundation to raise money for its non-profit organization and its activities.

Budget/Financial Implications: None – Approving the permit has any budget/financial implications on Chisago County.

Legal/Policy Implications: The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.

Administrator's Recommendation

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

Chisago County
Board of Commissioners

EXEMPT PERMIT FOR GAMBLING

RESOLUTION NO. 23/0103-X
APPROVING THE SUBMISSION OF AN APPLICATION TO CONDUCT A RAFFLE FOR THE CHISAGO LAKES AREA WRESTLING FOUNDATION

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

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

BE IT RESOLVED that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board an application to conduct a raffle at the Lent Town Hall located at 33155 Hemingway Ave., Stacy, MN 55079.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Chisago Lakes Area Wrestling Foundation

Previous Gambling Permit Number: X-[redacted]

Minnesota Tax ID Number, if any: [redacted]

Federal Employer ID Number (FEIN), if any:

Mailing Address: PO Box 103

City: Lindstrom State: MN Zip: 55045 County: Chisago

Name of Chief Executive Officer (CEO): Sharon Frederixon

CEO Daytime Phone: 6513674744 CEO Email: [redacted] clwrestlingfoundation@gmail.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☒ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Lent Town Hall

Physical Address (do not use P.O. box): 33155 Hemmingway Ave

Check one:

☐ City: Zip: County:

☐ Township: Lent Twp Zip: 55079 County: Chisago

Date(s) of activity (for raffles, indicate the date of the drawing): March 25, 2023

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- [X] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- [ ] The application is denied.

Print City Name: Lent

Signature of City Personnel: Nancy Smolke

Title: Town Clerk Date: 12/8/22

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- [ ] The application is acknowledged with no waiting period.
- [ ] The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- [ ] The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Shawn Frederickson Date: 10/17/22
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Chisago County Request for Board Action

Meeting Date: January 3, 2023	***Item Number:*** 16
Title of Item for Consideration: MN Opioid Settlement Funds and Local Assistance and Tribal Consistency Funds	
Action Requested by: Bridgitte Konrad, County Auditor	***Department:*** County Auditor-Treasurer
Previous Action on this Matter: None.	

Background: *MN Opioid Settlement Funds:* Minnesota joined a multi-state settlement agreement August 20, 2021, with pharmaceutical distributors McKesson, Cardinal Health, and AmerisourceBergen as well as opioid manufacturer Johnson & Johnson. This settlement will bring $303 million dollars to the State of Minnesota over an 18-year period. Minnesota's Attorney General's Office announced December 6, 2021, a Memorandum of Agreement with the state's cities and counties on allocating the settlement funds: 75% to counties and cities, and 25% to the state for opioid abatement.

Chisago County will receive a total of $2,209,069.10. All funds must be used for opioid mitigation, such as treatment, prevention, recovery, harm reduction, research, and training.

Local Assistance and Tribal Consistency Funds: On September 29, the U.S. Department of the Treasury announced the release of Local Assistance and Tribal Consistency Fund (LATCF) payments to counties. The LATCF provides $1.5 billion in two equal payments of $750 million for FYs 2022 and 2023 to "eligible revenue sharing counties" under the American Rescue Plan Act (ARPA).

ARPA states that LATCF funds are available "for any governmental purpose other than a lobbying activity." These funds can be treated like general revenue funds or PILT payments. Examples of eligible uses include economic development, affordable housing, transportation infrastructure, and emergency services.

Treasury also clarified that federal Davis-Bacon prevailing wage rate requirements will not apply to projects funded by LATCF, except for construction projects in Washington, D.C., nor will receipt of funds automatically trigger any NEPA requirements, though NEPA and other environmental laws will apply as normally mandated by those individual laws. Counties can transfer and pool funds for specific projects, so long as the funds are used and tracked in a manner consistent with the law, and can use LATCF dollars to meet non-federal matching requirements for other federal programs.

Infrastructure projects financed under the LATCF are subject to the domestic procurement requirements of the Build America, Buy America Act. Non-infrastructure projects or infrastructure projects undertaken in response to COVID-19 are not required to follow these same provisions. However, Treasury announced a waiver from Build America, Buy America's procurement requirements for payments made to counties within the first six months of the LATCF distribution. If your county applies for its share of funds within the first six months of the program, your LATCF dollars will be waived from Build America, Buy America.

Counties receiving LATCF funding must submit an annual Obligation and Expenditure Report by March 31. The first required reports must be filed with Treasury no later than March 31, 2023 to account for the period ending December 31, 2022. Annual reports are required until all funds are expended. Reports will include information on current and cumulative obligations and expenditures, along with a certification that no funds were used for lobbying purposes.

Chisago County will receive a total of $100,000.10 in LATCF.

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners accept $432,050.56 in Opioid Settlement Funds (in 2022) and accept $50,000 in Local Assistance and Tribal Consistency Funds from the US Treasury (ARPA related) (in 2022). The suggested motion is as follows:

"Move to accept $432,050.56 in Opioid Settlement Funds (in 2022) and accept $50,000 in Local Assistance and Tribal Consistency Funds from the US Treasury (ARPA related) (in 2022)."

***Implications of Action*:** Acceptance of these grant funds in public assistance programs

***Budget/Financial Implications*:** $432,050.56 in Opioid Settlement Funds and $50,000 in Local Assistance and Tribal Consistency Funds.

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

Administrator's Recommendation

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

CORR.

January 2023
Chisago County Board Dates

Tuesday, January 3rd

Chisago County Board of Commissioners Organizational Meeting

9:00 am Chisago County Boardroom

Wednesday, January 11th

Budget and Finance Committee Meeting

3:00 pm Chisago County Boardroom

Wednesday, January 18th

Chisago County Board of Commissioners Meeting

6:30 pm Chisago County Boardroom