



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

REGULAR MEETING – Wednesday, February 15, 2023 County Board Room, Room 172

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

Road & Bridge Committee of the Whole:

Discussion

1.) County Engineer's Report TAB 1

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

2.) FINAL Payments for County/Sunrise Township State Park Road Improvements Project TAB 2

3.) FINAL Payments for County Resurfacing Project – SAP 013-060-022 TAB 3

4.) Variance Request Resolution for CSAH 21 Project TAB 4

7:00 p.m. Citizen's Forum

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

Board of Commissioners' Consent Agenda:

1.) R&B Committee Recommendation – County Engineer's Report TAB 1

2.) R&B Committee Recommendation – FINAL State Park Road Improvements Project TAB 2

3.) R&B Committee Recommendation – FINAL County Resurfacing Project TAB 3

4.) R&B Committee Recommendation – Variance Request Resolution for CSAH 21 Project TAB 4

5.) Minutes from the February 1, 2023 County Board Meeting TAB 5

6.) Payment of County's Warrants and Miscellaneous Bills TAB 6

7.) Application for Exempt Gambling Permit – East Central Friends of the NRA TAB 7

8.) Application for Exempt Gambling Permit – Knights of Columbus 15227 TAB 8

9.) Acceptance of 2022 Chisago County Donations TAB 9

Environmental Services/Zoning Report – Kurt Schneider, Director

10.) Director's Report TAB 10

11.) Planning Commission and Board of Adjustment Policy on Meeting Order & Procedures TAB 11

12.) 2023 Board of Water and Soil Resources SSTS Grant Agreement TAB 12

13.) ARPA-0117 – Parks Maintenance Storage Building Project TAB 13

14.) Sunrise Prairie Regional Trail - Segment G Construction Project No. 13-SPT-23 Award TAB 14

Other Business of the County Board

15.) Budget and Finance Report from February 8th, 2023 TAB 15

1. ARPA Broadband Program
2. Sheriff Recruitment Program
3. Harris Shop Improvements – Public Works
4. Grader to 3500 Pickup – Public Works
5. GPS Antenna Replacement – County Surveyor – Public Works
6. Sunrise Prairie Regional Trail Segment G

16.) East Central Energy – Support for Application to MN Border to Border – <i>DISCUSSION</i>	TAB 16
17.) Chisago County Sheriff's Office Wellness Program	TAB 17
18.) Acceptance of Donation – CCSO Foundation Exercise Equipment	TAB 18
19.) Acceptance of Donation and Grant – CCSO AEDs	TAB 19
20.) Out of State Travel Request – Counterdrug Training, Johnston, IA	TAB 20
21.) Continuing LESO Controlled Property Program	TAB 21
22.) SHIP Grant Agreement – Lindstrom Community Gardens	TAB 22
23.) Budget 5 Period for the Minnesota Department of Health PHEP Grant	TAB 23

Discussion Items:

- Correspondence
- Administrator Updates
- Commissioner Committee Reports

CORR.

Announce Closed Meeting

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

Adjourn Meeting of the Board of Commissioners

******* NOTICE*******

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday February 15th at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from Driftwood Worldgate Resort, 3011 Maingate Lane, Kissimmee, FL 34747, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.





CHISAGO COUNTY

DEPARTMENT OF PUBLIC WORKS

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

Joe Triplett, P.E.
Director | County Engineer

Ben Hobert, P.E.
Assistant County Engineer

Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Utech
Traffic Operations Manager

Barbara Shimon
Finance | Office Manager

PUBLIC WORKS MEMORANDUM

TO: Chisago County Board of Commissioners

FROM: Joe Triplett, P.E.

DATE: February 8, 2023

RE: Public Works Director's Report

Project Updates:

CR 76/CSAH 21: Mndot State Aid is requiring a variance for one of our curves. We have prepared the variance request and the required County Board Resolution. I have included the resolution for your consideration at tonight's meeting. We have acquired all right of way needed for this project. We looking to have this project in front of you for award/approval in April.

CR 59/CSAH 40: Project design is complete, and we are work with Assistant County Attorney Fuge on acquiring the property from the Minnesota Land Trust. Compensation with the property owner has been agreed to, however, we still must work through the Land Trust.

CR 70: Working on plan production. Have met with property owners. Looking to bid this project in March and bring for award/approval in April.

Seal Coat & Pavement Marking Projects: Completing the design on these annual projects. Looking to bid them in March and bring for award/approval in April.

2023 Pavement Maintenance Project: Have compiled necessary information and data. Going to wait until the other 3 road projects are bid to evaluate final size and scope for this project. Intention is to have this bid in May.

Harris Shop Improvements

I anticipate final plans this week. Project will receive final City of Harris approval and variance from setbacks on Monday the 27th. We will also be looking to apply for our building permit at that time.

TH 8 Project Update

I was able to give the Wyoming City Council a project update and obtain City approval for their local system layout at the February 7th council meeting. I am hoping to do the same with Chisago City at their February 28th council meeting.

Federal Highway Safety Improvement Program (HSIP) Awards

Public Works was successful in obtaining two grants out last summer's federal HSIP solicitation. We received \$1M for a roundabout at CSAH 19 (Stacy Trail) and CSAH 34 (Lofton Ave) just north of Chisago City. We also received \$1M for a roundabout at the intersection of CSAH 14 (Lincoln Trail) and Hemmingway Trail in North Branch.

We will need to work with Mndot as well as the City of North Branch on timing for these projects. With the impending TH 8 project on the horizon, we do not want to have the intersection of CSAH 19 & CSAH 34 under construction as CSAH 19 will be a major detour route for local traffic to get to and from I-35. We will also need to work with the City of North Branch to schedule and program this project as they will have 2 legs of the intersection and, therefore, some cost participation. We have been meeting with them over the last few years on this as it is a project they would like to see happen as well. This will also need to be coordinated with a potential CSAH 17 extension project.

2024 – 2028 Transportation Improvement Plan (TIP)

Each spring, Public Works brings forward the TIP for the next 5 years. This serves as our planning document and helps guide resources and efforts required to deliver highway improvement projects.

With different funding sources like HSIP and big projects like TH 8, CSAH 17 and CSAH 10, planning a route forward and making those decisions and commitments will be crucial. While some of the variables are not entirely within our control, we can plot a course forward that will also us to start planning for project delivery, while still maintaining some flexibility. We look forward to working on this with the Board and moving our TIP forward.

County Transportation Plan Update

We held our public open house for our Transportation Plan update on Monday, February 13th, at the North Branch Library. We will also have the open house information and materials at our 4 libraries in Rush City, Wyoming, North Branch and Chisago City for the public to view. In addition to those locations, we have the information set up in the Government Center as well as on-line on our web page. I would encourage all to review the docs and feel free to share any comments or questions. We will keep these sites up and be taking comments/questions for 3 to 4 more weeks.

Title VI Plan

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in any program or activity receiving federal financial assistance. Several other federal legal authorities supplement Title VI by extending protections based on age, sex, disability, limited English proficiency, and low-income status. In addition, the Civil Rights Restoration Act of 1987 clarified Title VI enforcement by mandating that Title VI requirements apply to all programs and activities of federal-aid recipients regardless of whether any particular program or activity involves federal funds. Taken together, these laws require recipients and subrecipients of federal funds to ensure all programs and services are delivered to the public without discrimination.

Chisago County Public Works Department, as a recipient of federal financial assistance, will ensure full compliance with Title VI of the Civil Rights Act of 1964; 49 C.F.R. Part 21 (Department of Transportation Regulations for the Implementation of Title VI of the Civil Rights Act of 1964); 49 C.F.R. Part 21; and related statutes and regulations. Chisago County Public Works Department acknowledges it is subject to and will comply with Federal Highway Administration Title VI Assurances.

Public Works has developed a Title VI plan. Our plan explains the how Public Works incorporates the requirements of Title VI and related legal authorities into its operations. The plan will be used a reference for the Chisago County Public Works Department and an informational resource for the public. The plan will be updated from time to time to reflect changes in Title VI compliance operations.

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 2
Title of Item for Consideration: FINAL Contract Payments for County/Sunrise Township State Park Road Improvements Project – SAP 013-600-015	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: Projects have been previously approved and awarded.	
Background: The final contract payment amount for the County/Sunrise Township State Park Road Improvements Project – SAP 013-600-015 is \$32,941.88. The contract amount was \$658,837.55 and the total work certified amount was \$625,895.67.	
Attachment(s): Final Contract Voucher – County/Sunrise Township State Park Road Improvements Project – SAP 013-600-015 (available upon request)	
Action Requested/Recommended: The County Board is respectfully requested to approve the Final Contract Payment for County/Sunrise Township State Park Road Improvements Project – SAP 013-600-015. The following motion is suggested: <i>“Move to approve the County/Sunrise Township State Park Road Improvements Project – SAP 013-600-015 Final payment.”</i>	
Implications of Action: Board approval at tonight’s meeting will allow the Public Works department to complete the project.	
Budget/Financial Implications: None.	
Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county 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: February 15, 2023	Item Number: 3
Title of Item for Consideration: FINAL Contract Payments for County Resurfacing Project – SAP 013-060-022	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: Projects have been previously approved and awarded.	
Background: The final contract payment amount for the County Resurfacing Project – SAP 013-060-022 is \$49,408.50. The contract amount was \$1,580,274.63 and the total work certified amount was \$1,580,274.63.	
Attachment(s): Final Contract Voucher – County Resurfacing Project – SAP 013-060-022 (available upon request)	
Action Requested/Recommended: The County Board is respectfully requested to approve the Final Contract Payment for County Resurfacing Project – SAP 013-060-022. The following motion is suggested: <i>“Move to approve the County Resurfacing Project – SAP 013-060-022 Final payment.”</i>	
Implications of Action: Board approval at tonight’s meeting will allow the Public Works department to complete the project.	
Budget/Financial Implications: None.	
Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.	
Administrator’s Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

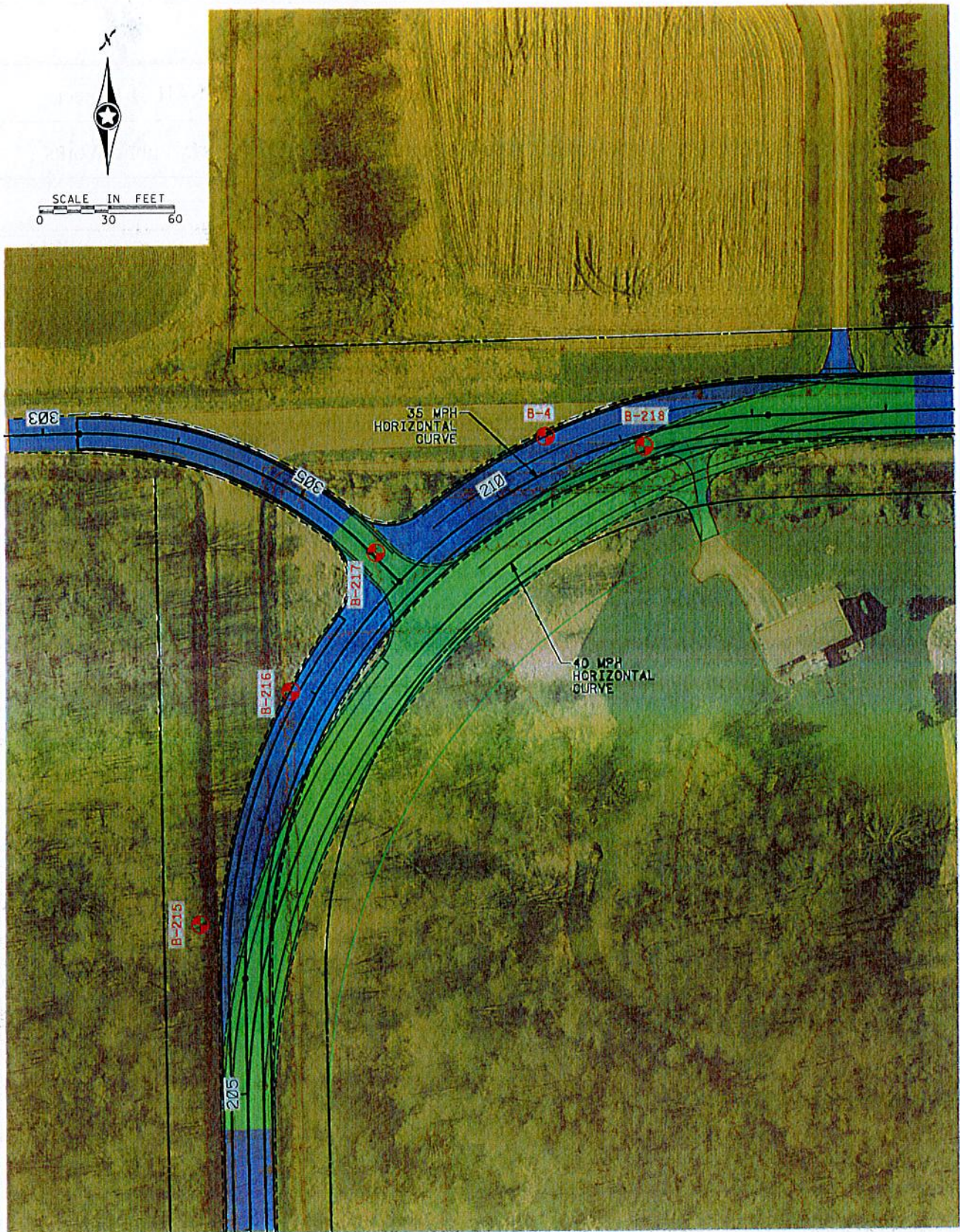
(

(

(

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 4
Title of Item for Consideration: Variance Request Resolution for CSAH 21 Project	
Action Requested by: Joe Triplett, County Engineer	Department: Public Works
Previous Action on this Matter: None.	
Background: Public Works is realigning the intersection of 350th St & Redwing Avenue on the CSAH 21 project. This would allow the predominate movement on the county highway to flow instead of stopping at the "T" intersection and realign the Township road. State Aid standards call for a 40-mph design speed curve. Public Works is proposing a 35-mph curve. This would allow for 45 mph sight distance while limiting the impacts on the adjoining private property and wetland. This requires a variance from the State Aid standards. Public Works has applied for this variance and it does require a resolution from the County Board requesting the variance. Attachment(s): - Resolution - Exhibit	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Variance Request Resolution. The following motion is suggested; <i>"Move to approve the variance request resolution for the CSAH 21 Project."</i>	
Implications of Action: Approval will allow variance request to proceed to State Aid Variance Committee for consideration Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



G:\Engineering\County Highways\CRs\Cr 76\projects\CP 13-76-23\Base\CP 13-76-23_working_kll.dgn



SOIL EXHIBIT

CP 13-76-23 COUNTY ROAD 76 RECONSTRUCTION PROJECT
CHISAGO COUNTY

EXHIBIT NO. 3



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO: 23/0215-X

A RESOLUTION REQUESTING A VARIANCE FROM STANDARD FOR STATE AID OPERATION FOR PROJECT NO. S.A.P. 013-621-010.

WHEREAS, Chisago County is preparing construction plans for County State Aid Highway (CSAH) 21 (Redwing Avenue/350th Street) between CSAH 20 (Furuby Rd) and MN TH 95 (St. Croix Trail); and

WHEREAS, Minnesota Rules for State Aid Operation 8820.9920 require a minimum design speed of 40 miles per hour (mph); and

WHEREAS, the existing alignment of CSAH 21 results in a T-intersection of Redwing Avenue at 350th Street, with the southern leg of the intersection being controlled by a side-street stop-control; and

WHEREAS, the County highway jurisdiction is on the south and east legs of the intersection, and the township road jurisdiction is on the west leg; and

WHEREAS, the proposed project will construct a horizontal curve connecting the predominate traffic movement utilizing the County highway legs, and will relocate the side-street stop-condition to the township road; and

WHEREAS, constructing a horizontal curve to meet the minimum 40 mph design speed would cause significant impacts and encroachment onto the adjacent private property; and

WHEREAS, the proposed design using a 35 mph curve provides a 45 mph stopping sight condition; and

WHEREAS, the proposed design widens the existing shoulders providing the motoring public with greater room for evasive action, recovery in case of lane departure, and driver comfort.

NOW, THEREFORE BE IT RESOLVED, that the County Board of Commissioners do hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9920 (Minimum Design Standards; Rural and Suburban Undivided; New or Reconstruction Project) to allow a 35 mph horizontal curve in lieu of a 40 mph curve at this intersection;

BE IT FURTHER RESOLVED, that County Board of Commissioners hereby indemnifies, saves and holds harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of the granting of the variance. The County/City further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson
OPPOSED: None

Whereupon the proclamation was declared duly passed and adopted.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, February 01, 2023**

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

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meeting on Wednesday February 1st at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from Silver Lake Resort 7751 Black Lake Road, Kissimmee, FL 34747, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

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

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

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

Chair Montzka gave the gavel to Vice-Chair Dunne.

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

On motion by Greene, seconded by Dahlberg, the Board moved to add items 1-2 to the Consent Agenda. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the board moved to close the HHS Committee Board of the Whole at 7:19 p.m. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:20 p.m.

END TIME – 7:26 p.m.

0 letters, 0 emails, # of SPEAKERS – 1

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

Board of Commissioners' Consent Agenda:

- 1.) HHS Committee Recommendation – Directors Update
- 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS
- 3.) Payment of County's Warrants and Miscellaneous Bills
Per Minnesota Statutes 375.1, proceedings of the County Board including a list of itemized accounts, claims or demands must be published in the official newspaper. The itemized list of claims is available for public review on the County website at <https://www.chisagocounty.us/1197/Claims-Paid>. Claims less than \$2,000 are listed as a total dollar amount and notes the number of claims included in the total.
- 4.) Minutes from the January 18, 2023 Regular Meeting
- 5.) ARPA Budget Transfer – Revenue Replacement
- 6.) County Auditor-Treasurer to Proceed with Year-End Transfer of Funds
- 7.) Budget Transfer – Excess Dividend Income
- 8.) Transfer Funds and Annual Carryover of Dedicated Funds

On motion by Swenson, seconded by Dunne, the Board moved to appoint Nathan Keech as the District 1 representative on the Planning Commission; effective February 1, 2023 thru December 31, 2025. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dahlberg, seconded by Greene, the Board moved to appoint Lance Petersen to the IW1P Policy Committee At-Large 2 year term February 1, 2023 thru December 31, 2024. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve the resolution endorsing the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the resolution accepting the donation for the Chisago County Sheriff's Office K-9 Unit. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg

OPPOSED: None.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the Acceptance of the 2023 Federal Boating Safety Supplemental Equipment Grant and purchase of the 2023 River Raptor Jet Boat. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

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

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

On motion by Greene, seconded by Dunne, the Board moved to close the County Board meeting at 7:38 p.m. related to conferring with outside counsel to receive an opinion concerning litigation strategy that will be adopted in respect to the pending case of *In the Matter of the Application of Jim Goodpaster and Sherry Timmerman Goodpaster for a Conditional Use Permit, Court of Appeals Case No. A22-0982.*

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

Announce Closed Meeting (M.S. § 13D.05)

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege. Pursuant to Minnesota Statutes section 13D.05, Subd. 3 (b) for the purpose of conferring with outside counsel to receive an opinion concerning litigation strategy that will be adopted in respect to the pending case of *In the Matter of the Application of Jim Goodpaster and Sherry Timmerman Goodpaster for a Conditional Use Permit, Court of Appeals Case No. A22-0982*

On motion by Dahlberg, seconded by Greene, the Board ended the closed meeting at 8:05 p.m. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board reconvened the regular meeting at 8:06 p.m. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

AMENDED/ADDED*****

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

On motion by Greene, seconded by Dunne, the Board moved to close the County Board meeting at 8:07 p.m. related to considering strategy for labor negotiations, including negotiation strategies , including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. _The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board ended the closed meeting and reconvened the regular meeting at 8:37 p.m. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board adjourned the meeting at 8:37 p.m. The motion carried as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Ben Montzka, Chair

Attest: _____
Christina Vollrath
Clerk of the Board



CHISAGO COUNTY
BOARD OF COMMISSIONERS
February 15, 2023

TAB # 6

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid \$532,655.10

Authorize Payment of County's Warrants for HHS:

<u>Prepared Check Date</u>	<u>Amount</u>	<u>Mail Date</u>	<u>Type of Payment</u>
2/23/2022	\$86,398.90		County's Warrants
2/23/2022	\$52,294.60	2/15/2023	Auditor's Warrants

(

(

(

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 7
Title of Item for Consideration: Application for Exempt Permit – East Central Friends of the NRA	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: None.	
Background: The current application is from the East Central Friends of the NRA, so that the applicants can conduct a lawful raffle on April 22, 2023. The East Central Friend of the NRA is a non-profit organization. Attachments: - LG220 Application for Exempt Permit – East Central Friends of the NRA - Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board approve the East Central Friends of the NRA's application to Conduct a raffle at their event on April 22, 2023. The recommended motion is as follows: <i>“Move to approve the East Central Friends of the NRA’s resolution to conduct a raffle at their event on April 22, 2023.”</i>	
Implications of Action: Approving tonight's action would allow the East Central Friends of the NRA 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	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

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:

Minnesota Tax ID Number, if any:

Previous Gambling Permit Number: X-

Federal Employer ID

Number (FEIN), if any:

Mailing Address:

City:

State:

Zip:

County:

Name of Chief Executive Officer (CEO):

CEO Daytime Phone:

CEO Email:

(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):

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

Check one:

☒

City:

Zip:

County:

☐

Township:

Zip:

County:

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

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.



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO. 23/0215-XX
APPROVING THE SUBMISSION OF AN APPLICATION TO CONDUCT A RAFFLE FOR THE
EAST CENTRAL FRIENDS OF THE NRA

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.

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson

OPPOSED: None.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

C

(

C

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 8
Title of Item for Consideration: Application for Exempt Permit – Knights of Columbus 15227	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: None.	
Background: The current application is from the Knights of Columbus 15227, so that the applicants can conduct a lawful raffle on September 21, 2023. The Knights of Columbus 15227 is a non-profit organization. Attachments: - LG220 Application for Exempt Permit – Knights of Columbus 15227 - Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board approve the Knights of Columbus 15227's application to Conduct a raffle at their event on September 21, 2023. The recommended motion is as follows: <i>“Move to approve the East Central Friends of the NRA’s resolution to conduct a raffle at their event on September 21, 2023.”</i>	
Implications of Action: Approving tonight's action would allow the Knights of Columbus 15227 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	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

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: Knights of Columbus Council 15227

Previous Gambling Permit Number: [REDACTED]

Minnesota Tax ID Number, if any: [REDACTED]

Federal Employer ID Number (FEIN), if any: [REDACTED]

Mailing Address: [REDACTED]

City: Taylors Falls State: MN Zip: 55084 County: Chisago

Name of Chief Executive Officer (CEO): Troy Aanonsen

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): [REDACTED]

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): Chisago Town Hall

Physical Address (do not use P.O. box): 14200 316th Street

Check one:

☒ City: Lindstrom Zip: 55045 County: Chisago

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 21, 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.



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO. 23/0215-XX
APPROVING THE SUBMISSION OF AN APPLICATION TO CONDUCT A RAFFLE FOR THE
KNIGHTS OF COLUMBUS 15227

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

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

BE IT RESOLVED that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board an application to conduct a raffle at the Chisago Town Hall located at 14200 316th St., Lindstrom, MN 55045.

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson

OPPOSED: None.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

C

(

C

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 9
Title of Item for Consideration: Acceptance of 2022 Chisago County Donations	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.	
Background: The County has received donations from businesses, organizations, and private individuals in 2022 and is requesting formal acceptance by the County Board of Commissioners by approving the attached resolution.	
Attachment(s): Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners accept the donations from various organizations for Chisago County programs and events. The suggested motion to approve is: <i>“Move to approve the resolution accepting donations to Chisago County in 2022.”</i>	
Implications of Action: Acceptance of the donation via the attached resolution will allow the County to accept the financial donations for the program.	
Budget/Financial Implications: There are no budgetary or financial consequences to this the passing of the Resolution.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO: 23/0215-X ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2022:

- Evelyn A. Yates \$20.00 for Chisago County Sheriff's Office
- Tom Kieffer Agency \$50.00 for the Children's Water Festival
- Chisago Lakes Lions Club \$200.00 for the Children's Water Festival
- The City of Rush City \$200.00 for the Children's Water Festival
- Stacy Lent Fire Department Relief Association \$250.00 for the Children's Water Festival
- Center City Fire Department \$250.00 for the Children's Water Festival
- Brinks Market \$100.00 for the Children's Water Festival
- First State Bank of Wyoming \$200.00 for the Children's Water Festival

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson
OPPOSED: None

Whereupon the proclamation was declared duly passed and adopted.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

#10



**Chisago County Department of
Environmental Services and Zoning**

313 No. Main St. #240
Center City, MN 55012
651-213-8374 ~ Kurt.Schneider@chisagocountymn.gov

Memo

To: Chisago County Board of Commissioners
From: Kurt Schneider, Director Environmental Services & Zoning
Date: February 8, 2023
Re: February 15, 2023 Directors Report

Enclosed within your packets are the following Department of Environmental Services and Zoning presentation/action item(s). Action items are further detailed in their corresponding Request for Board Action (RBA) reports. Please contact the Department if you have any questions or concerns or wish to view detailed Action Item hearing or file documents in advance of your February 15, 2023, Board meeting.

Action Items:

1. Receive Directors Report
2. Annual Resolution of Planning Commission and Board of Adjustment & Appeals Policy on Meeting Order & Procedures
3. 2023 Board of Water and Soil Resources SSTS Grant Agreement
4. ARPA-0117 ENVIS Parks Maintenance Storage Building Project Approval
5. Sunrise Prairie Regional Trail - Segment G Construction Project No. 13-SPT-23 Award

Informational Item(s):

Board of Adjustment and Appeals:

The next regularly scheduled Board of Adjustment meeting of Thursday, February 23rd has been cancelled. No public hearing variances or appeals applications were received by the application deadline of February 1st.

Planning Commission:

The regularly Planning Commission meeting is scheduled for Thursday, March 2nd at 7:00 p.m. at the County Government Center. No new land use applications are under consideration so there will be no organized Commission tour on February 28th. Items for consideration during the meeting include:

1. **Continued Item** - Property owners Robert & Jessica Randall and applicant Kelly Jordan are requesting approval of the Preliminary Plat of Carlson Lake Overlook, involving the creation of two lots from an 11.28-acre tract (Outlot A, Carlson's Lake Estates). The

property is zoned Agricultural (AG) District / Shoreland Management District and located at 162XX 280th Street, Franconia Township, S12, T33, R20 (PID# 04.00343.06).

General Department Informational Item(s):

Revenue associated with land use and construction permit activity thru February 3, 2022, is \$24,273 or 2.9% of projected 2023 revenue. Construction permit activity for January YTD is summarized on the attached table.

Pursuant to approved ARPA designated funding/projects the Department is conducting preliminary evaluation of potential vendors to modernize and move construction and land use permitting processes and applications online. Online permit submittals, payments, and 24/7 access and processing information benefits would offer tremendous modernization and advantages to our citizens, contractors, and contracted local city customers. Though ARPA funding is already designated, these activities may also be eligible for dedicated Technology Fund utilization.

Of note, the continued Planning Commission agenda item referenced above involves further in-depth investigation into the public hearing testimony of current Carlson Lake Estates subdivision owners and neighbors concerning assertions that the subject Outlot property being platted has standing status as dedicated open space not to be developed. With an abundance of caution staff recommended during the meeting that the item be continued for further legal review.

An attentive Planning Commission membership requested agenda modification/addition at the outset of their February meeting for purposes of discussing cannabis legalization policy activity occurring at the State Legislator. The discussion was initiated suggesting a plan for possible zoning/land use implications in Chisago County be considered. Should this discussion continue staff suggests it may be a policy topic more appropriate for the County Board to consider not from a land use/zoning perspective alone but rather and/or more appropriately from a retail product/sales approach like the well-established licensing, restricted sales, and regulatory controls of alcohol and tobacco products.

Solid Waste division legislative efforts from prior years have carried forward and maintained their place within the endorsed MPCA Capital Assistance Program (CAP) grant request list. The CAP grant proposal is requesting a 50/50 State grant of \$281,000 to support critical building renovation, cold storage, and mechanical needs of this North Branch located facility. *Attached* is an updated 2023 Chisago HHW CAP Request information sheet for informational purposes. At current time this request is supported by the Governors Capital Budget recommendations and the Pollution Control Agency. Local funding for the prospective 50% match would be sourced from dedicated Solid Waste Funds.

ESD Office Manager Patty Perrault is retiring! The search is underway for a "replacement" and Patty will be sorely missed by the countless number permitting and inspections related contractors and citizen customers and staff of the department. Please wish her well!

Environmental Services Department January 2023 YTD Land Use/Construction Permit Activity:

LOCATION	1. New Houses		2. Additions / Alterations Roofs/Decks /Wind. Foundations		3. Mechanical (gas conv. MH setup, mech/plumbing, woodstove, fireplace)		4. Accessory / pole bldg., garage, shed, pool, fence, sign		5.6 Commercial New and Additions / alteration / mechanical		7. Multi-family		8. Septic Systems		Septic Certifications	
	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD
Amador	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Center City	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Chisago City	0	0	1	1	3	3	0	0	0	0	0	0	0	0	0	0
Chisago Lake	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0
City Shafer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fish Lake	0	0	2	2	1	1	0	0	0	0	0	0	0	0	0	0
Franconia	0	0	0	0	1	1	1	1	0	0	0	0	0	0	0	0
Harris	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0
Lent*	1	1	2	2	2	2	0	0	0	0	0	0	0	0	0	0
Lindstrom	0	0	2	2	1	1	0	0	0	0	0	0	0	0	0	0
Nessel	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0
Rush City	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	0
Rushseba	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	0
Shafer	0	0	3	3	1	1	0	0	0	0	0	0	0	0	0	0
Stacy*	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0
Sunrise	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Taylor's Falls	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL:	1	1	15	15	20	20	1	1	0	0	0	0	0	0	0	0
Year to Year Comparison	January	YTD	Jan.	YTD	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD	January	YTD
2022	6	6	25	25	23	23	2	2	0	0	0	0	0	0	2	2
2021	8	8	24	24	17	17	2	2	3	3	0	0	1	1	10	10
2020	3	3	16	16	26	26	1	1	2	2	0	0	1	1	9	9
2019	5	5	24	24	18	18	0	0	0	0	0	0	0	0	9	9
2018	6	6	6	6	8	8	1	1	0	0	0	0	1	1	3	3

*City of Stacy tracking began January 1, 2023

Chisago County Household Hazardous Waste Facility NEEDS SAFETY RENOVATIONS & UPGRADED SPACE.

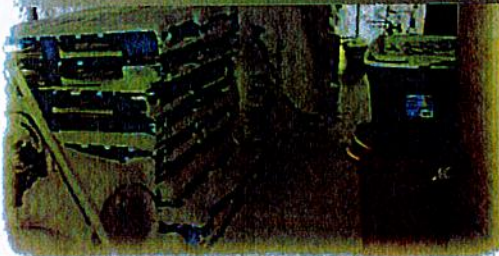
Staff unloading waste at the HHW Facility



Cars lining up around the block to drop off



Snow on supplies under open overhang



**Your Support of a CAP Grant for
Chisago County HHW is Critical to
East Central MN in 2023 & beyond!**

FOR MORE INFORMATION CONTACT:
Kurt Schneider
Director, Environmental Services
(651) 213-8374
kurt.schneider@chisagocountymn.gov

Lisa Thibodeau
Solid Waste Administrator
(651) 213-8923
lisa.thibodeau@chisagocountymn.gov

FACILITY:
Chisago County
Household Hazardous Waste
39649 Grand Ave.
North Branch MN 55056
(651) 213-8920 Ext. 5

**Chisago County is seeking your support for:
Capital Assistance Program (CAP) grant request
of \$281,000 for renovation of the 23-year-old
public Household Hazardous Waste (HHW) Facility**

Enable us to continue to safely serve the people of east central Minnesota for the next 20+ years:

- A \$281,000 State investment in a \$562,000 local area project representing a 50% return on investment of State dollars
- Upgrades and safety renovations to an aging 2000-built regional facility
- Serving Chisago, Isanti, Washington, Pine, Kanabec, and Mille Lacs Counties
- Highly valued and utilized local resource, disposing of over 100 tons annually of hazardous household chemicals and pollutants with record participation
- Located in the North Branch industrial park, accessible to the region

Supported By:

- 2023 Governor's Capital Budget Recommendation – Pollution Control - CAP: Chisago County Household - Hazardous Waste Facility Upgrades
- MPCA agency review and support thru the CAP grant criteria process (1 of 6 county projects and the *least* expensive proposal offered)
- Chisago County Board and Staff support and popular among residents

Why Support It:

- Full utilization of the entire facility & site will support challenging mandates for enhanced recycling, HHW and Problem Materials management



The facility's 1000 sq. ft. warehouse has run out of space!

Community use and processing demands have outgrown the temporary lean-to, outdoor storage, and fenced-in areas.

The County is asking for your support to fund these improvements:

- Enclose exterior open overhangs creating more indoor warehouse & storage space, avoiding inclement weather issues
- Build cold storage garage to move trash and recycling into, thus creating safer and more efficient flow-through process
- Repair boiler & upgrade mechanicals to current safety standards

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
February 2, 2023 - DRAFT

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, February 2, 2023 at the Chisago County Government Center.

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

Chair Yeager called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Board members was taken. Commission members present: Dave Whitney, Chris DuBose, Eric Leivian, Chip Yeager, John Sutcliffe, and Jolene Wille. Absent: Nathan Keech (excused). Also present: Ex Officio County Commissioner Rick Greene. A quorum was established with all members present except for N. Keech.

Approval of Agenda – Dave Whitney suggested adding discussion about cannabis shops under New Business. **Motion** by Chris DuBose to approve the agenda as amended to include agenda item 9a. Cannabis Shops; second by Jolene Wille. The motion passed 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None.

Approval of Minutes – **Motion** by Dave Whitney to approve the January 5, 2023 Regular Meeting minutes as presented; second by Eric Leivian. The motion passed 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. **Motion** by Dave Whitney to approve the January 19, 2023 Work Session minutes as presented; second by Jolene Wille. The motion passed 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None.

Receive all Materials and Submittals into Record - **Motion** by Chris DuBose to accept all materials and submittals into the record; second by John Sutcliffe. The motion passed 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. Materials distributed to the Planning Commission in advance of the meeting for their review included: staff reports with attachments. Copies of all correspondence and meeting materials were made available for the public.

Public Hearings – New Applications

Robert and Jessica Randall – Coordinator Gervais provided background on the request for approval of the Preliminary Plat of Carlson Lake Overlook, involving the creation of two lots from an 11.28-acre tract (Outlot A, Carlson's Lake Estates). The property is zoned Agricultural (AG) District / Shoreland Management District and located at 162XX 280th Street, Franconia Township, S12, T33, R20 (PID# 04.00343.06).

Property owners Robert (Tony) and Jessica Randall were represented by applicant / surveyor Kelly Jordan to create two parcels from the 11.28-acre tract of land previously platted as Outlot A, Carlson's Lake Estates located on the south side of 280th Street, west of Quarry Road, and east of Quinlan Avenue. The property is undeveloped and situated immediately north of an unnamed natural environment lake (Lake ID#13-8). Carlson's Lake Estates was platted in 2006 as a cluster development consisting of five developable lots and two outlots. The property owners are seeking approval for a conventional subdivision of an open space outlot existing within a platted cluster development.

Gervais explained that the Preliminary Plat drawing on file for Carlson's Lake Estates shows that Outlot A was intended to be dedicated as common open space, as is required for cluster developments. The 2004 Planning

Commission meeting minutes explain and the Preliminary Plat drawing shows that, as part of the Carlson's Lake Estates cluster development, a walking path would be developed along the south side of Lots 1 – 5, Block 1 and terminating on what is now Outlot A (the subject site) along with a common area (gazebo, picnic tables, fire pit, dock and canoes) on the south side of Lot 4, Block 1 for use by the residents of the subdivision. The Preliminary Plat was recommended for approval by the Planning Commission on January 8, 2004 and approved by the County Board on January 21, 2004. The Final Plat was approved by the County Board on January 3, 2006 and the Final Plat drawing was shown to be substantially consistent with the approved Preliminary Plat, with the exceptions that the designations for Outlots A and B were swapped and the drawing no longer included notation that Outlot A which was specifically intended to be dedicated as common open space. However, this subdivision was processed as a cluster development and open space dedication was a required element for such developments in that timeframe. Staff is unsure of the original intent of Outlot B; however, it is privately owned and has no road access or other direct access from Lots 1 – 5 of Carlson's Lake Estates. Based on property records, four of the five platted lots and Outlot A went into foreclosure and were subsequently sold at a public auction in November 2009. The properties were purchased by the mortgage originator and later sold to private parties. Outlot A was purchased by Tony & Jessica Randall in October 2010. An aerial view of Carlson's Lake Estates shows that neither the walking path nor other common area elements appear to have been established as intended by the original developer, as illustrated in the 2004 Preliminary Plat drawing, and approved by the County Board.

Gervais explained that no record was found of a developer's agreement or other form of development contract that described the proposed / required improvements or any form of conservation easement or restrictive deed for Outlot A. The record would have established the intended and approved purpose and prohibit future residential development. A review of legal descriptions for other properties within Carlson's Lake Estates showed there was no common ownership of Outlot A as would be expected for "common" open space. This lack of recorded documentation is key to the discussion about whether Outlot A can be developed for residential purposes or any purpose other than common open space. Due to the severe elevations on both proposed lots, applicant / surveyor Kelly Jordan provided details that demonstrated the elevations do not constitute as a bluff. However, the elevations do likely constitute "steep slope" conditions on both proposed lots. Gervais stated that the property owners are aware of the development challenges related to the topography of the site and are aware that appropriate design and construction techniques will be required, including strategic Type 1 subsurface sewage treatment system (SSTS) placement and construction.

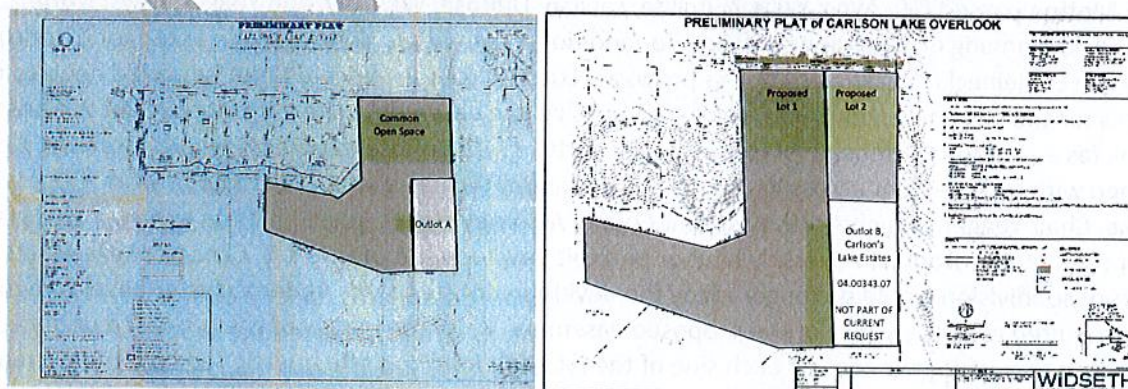
Due to the complexity of the request, staff sought legal opinion from the Chisago County Attorney's Office to assist in determining whether or not the County has the ability to approve a request to replat Outlot A, Carlson's Lake Estates. The legal opinion prepared and provided by Assistant County Attorney Fuge states that ".... the existing subdivision of Carlson's Lake Estates is a cluster development plat and the County will need to consider and analyze how to reconcile that Outlot A is a non-buildable open space under the current cluster development plat and the replat application seeks to change Outlot A to a buildable lot, which would not be otherwise permitted under a platted cluster development subdivision." Further, ".... the County [will] have to consider in the review process how approval of the replat application may adversely limit or prohibit development of Lots 1-5 because Lots 1-5 of Carlson's Lake Estates would no longer enjoy the relaxed development standards as allowed under a cluster development plat."

The Technical Review Committee met on January 11, 2023 with the applicant and property owner and the following items were discussed: County was analyzing the property owners' ability to develop an outlot originally intended to be dedicated as open space as part of a cluster development, bluff determination, issues related to septic design and septic location, and verification of soils and wetland delineation will occur when ground conditions allow and must be complete prior to submission of request for Final Plat.

The Franconia Town Board reviewed the proposed Preliminary Plat on January 17, 2023 and recommended approval "on condition [that] the "open area" from the building cluster is figured out on the County level".

Gervais explained that the purpose of cluster developments is to allow flexibility in the subdivision of land, and, in exchange for that flexibility, developers are required to dedicate a minimum of 30% of the total land area of the parent parcel as common open space for the benefit of property owners within that development. In the case of Carlson's Lake Estates, that common open space was shown on the Preliminary Plat drawing to include Outlot A (the subject site). The Zoning Ordinance states that the principal tool for protecting open space areas shall be a conservation easement; and, further, that the conservation easement shall be recorded against the open space. Staff found no evidence of a recorded document identifying Outlot A as common open space or prohibiting residential development. If Outlot A is allowed to be replatted, the other property owners within Carlson's Lake Estates would have no common open space. However, the Randalls have owned the subject site since 2010 and the property has not been available to other property owners as common open space. Gervais noted that it could be assumed that other property owners in the Carlson's Lake Estates subdivision have not suffered and will not suffer adverse impacts from development of the subject site. Gervais summarized that, based on historical information, the Carlson's Lake Estates subdivision was processed as a cluster development; the subject site was approved as an outlot; and, the Carlson's Lake Estates Preliminary Plat drawing and 2004 Planning Commission meeting minutes suggest that the purpose of Outlot A, Carlson's Lake Estates was common open space as required as part of the cluster development process. Despite what staff believes was intended and approved in 2006 at the time of Final Plat approval for Carlson's Lake Estates, staff has found no recorded evidence demonstrating that Outlot A, Carlson's Lake Estates was memorialized or restricted as common open space. Further, staff has found no recorded evidence demonstrating that future development of Outlot A, Carlson's Lake Estates is strictly prohibited. Therefore, staff reluctantly recommended approval of the request to replat Outlot A, Carlson's Lake Estates with conditions. Gervais added that staff's recommendation was subject to change upon discovery or submission of any documentation memorializing Outlot A as common open space, or any direct public hearing testimony from owners of Lots 1 – 5, Block 1, Carlson's Lake Estates or evidence of adverse impacts to said properties.

R. Randall and K. Jordan were present and available to address questions and concerns. Chair Yeager asked the property owner and Planning Commission members for additional questions and comments. R. Randall indicated it was a straightforward subdivision of an outlot. The area is serviced by a hard surface road, natural gas, fiber optics, and high speed internet which are great amenities for developments. Dave Whitney asked clarifying questions on labels from the 2004 Preliminary Plat of Carlson's Lake Estates and proposed Preliminary Plat of Carlson Lake Overlook (see images below).



(L) Preliminary Plat of Carlson's Lake Estates (2004); (R) Proposed Preliminary Plat of Carlson Lake Overlook (2023)

Dave Whitney expressed concerns with Outlot B, Carlson's Lake Estates (PID# 04.00343.07) being landlocked. K. Jordan indicated that the 2004 Preliminary Plat drawing and 2006 Final Plat were slightly different in how the outlots were labeled, but, what was ultimately platted as Outlot B, Carlson's Lake Estates, was platted as a landlocked tract of land. Dave Whitney asked who owned Outlot B, Carlson's Lake Estates (PID# 04.00343.07). R. Randall indicated the parcel was owned by the original developer, Jerrold Carlson. Coordinator Gervais indicated that there was no documentation of description of purpose of Outlot B, Carlson's Lake Estates, but again offered that the outlot was platted in a landlocked manner. Dave Whitney indicated that access to Outlot B, Carlson's Lake Estates (PID# 04.00343.07) should be addressed in the current request for Preliminary Plat and not remain landlocked.

Chair Yeager opened the public hearing and sought comment.

Jerry Murray – 16307 280th Street, Center City. I own the property to the east of the proposed development. I have an agreement and I am in the process of purchasing Outlot B, Carlson's Lake Estates from Jerrold Carlson. Once the parcel has been purchased, the property will no longer be landlocked and this will address Commissioner Whitney's concern.

Michael Brusseau – 16205 280th Street, Center City. I own Lots 4 & 5, Block 1, Carlson's Lake Estates, located on the west side of the proposed development. If approved, I request that the setbacks be increased dramatically. There is only one little spot on proposed Lot 1, Carlson Lake Overlook to build on and I could be looking into someone's bathroom approximately 50' away. We purchased our lots after our realtor told us that Outlot A, Carlson's Lake Estates was unbuildable and would remain vacant. We wanted that space and privacy. If developed, we would no longer enjoy the relaxed development standards as allowed under a cluster development plat. If this does get approved, the relaxed development standards go away and definitely impact our quality of life and impact the development. We support denial of the request.

Motion by John Sutcliffe to close the public hearing. **Motion withdrawn** as another audience member came forward to speak.

Herman (Neil) Heinecke – 16284 280th Street, Center City. I own the property to the north, across the street from the proposed subdivision. I have a permanent easement on the property (proposed Lot 2 of the Preliminary Plat). I live next to the Randalls and I'm curious how this Preliminary Plat will impact with my easement.

With no other persons wishing to speak, **motion** by John Sutcliffe to close the public hearing; second by Eric Leivian. **Motion passed** 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. Chair Yeager asked Planning Commission members for additional comments. John Sutcliffe asked for clarification on the location of Heinecke's easement across proposed Lot 2. K. Jordan indicated that he would need to review the terms for the easement, but R. Randall explained that the easement covered proposed Lot 2, Carlson Lake Overlook (as a southerly extension of Heinecke's property). Chris DuBose inquired how proposed Lot 2 could be developed with an easement across the whole lot. R. Randall indicated he would need to work it out with Heinecke. Chair Yeager brought forth Assistant County Attorney Fuge's question if the approval was granted for the proposed replat, would it adversely limit or prohibit development of Lots 1-5, Carlson's Lake Estates because the current subdivision would no longer enjoy the development standards under a cluster development. John Sutcliffe inquired as to the width of the proposed easement. K. Jordan indicated the proposed utility easement would be ten foot wide (five feet on each side of the lot line). John Sutcliffe questioned how the permanent easement granted to Heinecke could be removed or taken away. Coordinator Gervais indicated that the easement was an agreement between two private property owners and the matter would need to be worked out between the private property owners prior to request for Final Plat. Eric Leivian questioned if cluster

developments require dedication of open space in the amount of 30% of the parent parcel. Coordinator Gervais indicated that cluster developments do require a 30% open space dedication and a conservation easement recorded against the open space, adding that it does not appear that a conservation easement was recorded. Director Schneider commented that staff reluctantly recommended approval of the request; however, public hearing testimony may have some impact on and provide additional information for the Planning Commission's consideration. Schneider added that the Commission has the option of tabling the request for further consideration since property owners within Carlson's Lake Estates and surrounding areas have expressed concerns about direct impact from the proposed Carlson Lake Overlook subdivision. Schneider further added that review of information provided by adjacent property owners pertaining to their real estate transactions, specifically relating to the subject site and impacts of the proposed subdivision, should be considered. **Motion** by John Sutcliffe to table the request for Preliminary Plat of Carlson Lake Overlook for further review of additional supporting information; second by Jolene Wille. **Motion passed 6-0.** Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. The Planning Commission discussed a specific date at which to further review the request. **Motion was amended** by John Sutcliffe to table the request for Preliminary Plat of Carlson Lake Overlook for further review of additional supporting information until the March 2, 2023 meeting; second by Jolene Wille. **Motion passed 6-0.** Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. Dave Whitney noted his concerns related to landlocked Outlot B, Carlson's Lake Estates and the existing easement covering proposed Lot 2, Carlson Lake Overlook, and commented that these issues should be researched and reviewed for discussion at the next Planning Commission meeting.

Public Hearings – Continued Hearings - None

Old Business – None

New Business – Dave Whitney reported that the legislature is working on a bill for marijuana legalization and he would like the Planning Commission to discuss potential concerns related to cannabis shops. Whitney added that this discussion could be incorporated into the current Zoning Ordinance update. Whitney described areas and towns in Michigan where cannabis shops have been established. The issue may impact cities more than townships, but unincorporated areas could have impacts related to the growing of marijuana or tasting / sampling areas similar to wineries and tasting rooms. Coordinator Gervais indicated that this issue would likely be highly regulated by the state and federal governments, similar to liquor. Also, the zoning ordinance specifically regulates Rural Retail Tourism, rather than wineries or alcohol. Gervais added that, if legalized, cannabis would likely be dealt with through a licensing process rather than a land use approval. Coordinator Gervais pointed out that marijuana is already grown in the county as an agricultural crop. Dave Whitney added his concerns for cannabis shops being established in communities like Almelund or Stark. County Commissioner Greene indicated that the state will likely regulate cannabis and the County Board will need to wait for legislative action before determining how best to proceed at the County level. Chair Yeager agreed to wait and come back to this at a later time if needed.

County Board Liaison Report / Update – County Commissioner Greene questioned if the lake in the R. Randall request (Preliminary Plat of Carlson Lake Overlook) was a private or public lake. Brief discussion was held on non-navigable and meandered lakes, and that property boundaries can extend into the bed of the lake instead of stopping at the shoreland. Commissioner Greene reported that the Auditor's Office was drafting a Consumption and Display License (a type of liquor license), explaining that it would be a license that a venue, such as a wedding venue, which does not hold an on-sale intoxicating liquor license, can apply for in order to have intoxicating liquor on the premises. Director Schneider reiterated that liquor is a licensing matter administered through the Auditor's Office and not a land use matter handled by the Planning Commission.

Miscellaneous

Chair Yeager questioned how the conservation easement for Outlot A, Carlson's Lake Estates did not get recorded. Coordinator Gervais commented that the project predated current staff and there simply was not enough historical information explaining the circumstances related to Carlson's Lake Estates. Coordinator Gervais indicated that procedures are in place and the processing of cluster developments will be handled differently moving forward to prevent matters like this from happening again.

Adjourn Meeting – Motion by Jolene Wille to adjourn the meeting; second by John Sutcliffe. **Motion passed** 6-0. Ayes: Wille, Sutcliffe, Leivian, DuBose, Whitney, and Yeager. Nays: None. The meeting was adjourned at 7:52 p.m.

Chip Yeager
Chair

ATTEST:

Beth Gervais
Land Services Coordinator

DRAFT

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 11
Title of Item for Consideration: Annual Planning Commission and Board of Adjustment and Appeals Policy on Meeting Order and Procedure	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning - on behalf of the Chisago County Planning Commission and Board of Appeals and Adjustment
Previous Action on this Matter: The County Board most recently previously adopted amendments to Planning Commission and Board of Adjustment and Appeals procedures on meeting order and general procedure on June 17, 2020.	
Background: Current policy states that the Planning Commission and Board of Adjustment and Appeals shall review the <i>Policy on Commission/Board Structure, Meeting Order and General Procedure</i> and that any changes or amendments agreed to by a majority vote of each body shall be recommended to the County Board for adoption. Pursuant to said policy, staff presented the policy to the Planning Commission on January 5, 2023, and Board of Adjustment & Appeals on January 26, 2023, each meeting being their respective first meetings of the year. A highlight of the recommended adjustments to the policy document is summarized as follows for County Board consideration [<u>new language underlined</u> and deleted language ~~struck~~]: 1. SECTION 5. QUORUM ...a quorum is identified as a majority of members present <u>and remotely attending</u>. 2. SECTION 8. REGULAR PROCEEDINGS, (A) – 1. <u>Call to Order – Pledge of Allegiance</u> and subsequent renumbering of other agenda items. 3. SECTION 9. AGENDA AND DEADLINE FOR AGENDA, (D) Delivery of Agenda to Members. “At least ~~two~~ <u>four</u> calendar days before the meeting,... 4. SECTION 11. RULES OF PROCEDURE FOR MEETINGS, (C) ...majority vote of the members present <u>and remotely attending</u>. 5. SECTION 17. MEMBER <u>REMOTE</u> ATTENDANCE (<i>header only</i>) 6. SECTION 17. MEMBER <u>REMOTE</u> ATTENDANCE, (A) ...provided that no member shall remotely attend more than three (3) <u>regular meetings and three (3) special meetings</u>, ~~regular or special~~, in any one year... 7. SECTION 17. MEMBER <u>REMOTE</u> ATTENDANCE, (B) ...no less than ~~one month~~ <u>two weeks</u> in advance of the meeting... Attachment(s): • Proposed Planning Commission and Board of Adjustment and Appeals Policy 2023	

Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the repeal and replacement of Resolution No. 20/0617-1 with Resolution No. 23/0215-XX as recommended by the Chisago County Planning Commission and reviewed by the Board of Adjustment and Appeals. The suggested motion to approve this action is as follows:

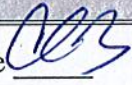
“Move to repeal Resolution No. 20/0215-1 and adopt Resolution No. 23/0215-XX as the “Chisago County Planning Commission and Board of Adjustment and Appeals Policy on Commission / Board Structure, Meeting Order and General Procedure” as presented and/or as amended at tonight’s meeting.

Implications of Action: Recommended Board action repeals and replaces prior years policy with the recommended updates from the Planning Commission and Board of Adjustment and Appeals.

Budget/Financial Implications: None.

Legal/Policy Implications: Development of the proposed resolution has been carried out in direct coordination with the affected Commission and Board.

Administrator’s Recommendation

Approve 

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

RESOLUTION NO. 23/0215-01

A RESOLUTION OF THE BORD OF COMMISSIONERS OF CHISSAGO COUNTY, MINNESOTA, APPROVING PLANNING COMMISSION AND BOARD OF ADJUSTMENT AND APPEALS POLICY ON COMMISSION/BOARD STRUCTURE, MEETING ORDER AND GENERAL PROCEDURE

SECTION 1. PURPOSE

The purpose of this policy is to provide a set of operating procedures for the Planning Commission and Board of Adjustment and Appeals, and to establish a code of ethics and conduct.

SECTION 2. ANNUAL REVIEW

This policy shall be reviewed annually by the Planning Commission and Board of Adjustment and Appeals, and any changes or amendments agreed to by a majority vote of each body shall be recommended to the County Board for adoption.

SECTION 3. REGULAR MEETINGS

Regular meetings shall be held at the Chisago County Government Center or other Officially Noticed location at 313 North Main Street, Center City, Minnesota. The meeting schedule shall be as follows:

- Planning Commission shall be held on the first Thursday of each month.
- Board of Adjustment and Appeals shall be held on the last Thursday of each month.

The usual meeting time shall be 7:00 PM unless otherwise noticed. At such meetings, the Commission/Board may consider all matters properly brought before the Commission/Board. A regular meeting may be cancelled or rescheduled by the Commission/Board or by County Staff (in which there are no planning applications) or in observance of a recognized holiday conflict. Rescheduled meetings shall require a motion of new meeting date.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Planning Commission or Board of Adjustment and Appeals may be called by the Zoning Administrator who shall designate the time, place and purpose of the meeting. Notice of special meetings must conform to the Minnesota Open Meeting Law. Written or email notice, thereof shall be given to all members not less than 24 hours in advance of the special meeting except in the case of an emergency.

SECTION 5. QUORUM

In order for any meeting to be called to order, a quorum is identified as a majority of members present and remotely attending. In each case the minimum required for the Planning Commission quorum would consist of four (4) members and the Board of Adjustment and Appeals quorum would be three (3) members present. During the course of any meeting, a majority of members must be present to take action on any matter before the Commission/Board.

SECTION 6. MEETINGS AND THE OPEN MEETING LAW

In accordance with the Minnesota Open Meeting Law (Minnesota Statute Chapter 13D), all official meetings shall be open to the general public. An "official" meeting is any gathering, or simultaneous or serial communication (via email, telephone or otherwise), between a quorum of members for the purpose of considering the public business of the Planning Commission or Board of Adjustment and Appeals. Informal gatherings and communications such as site visits and conference telephone calls, therefore, may constitute an official meeting. The Planning Commission or Board of Adjustment and Appeals may exclude the public from its meeting only in certain very limited cases identified in the Open Meeting Law with the guidance of the County Attorney.

SECTION 7. VOTING AND RECOMMENDATIONS

At all meetings of the Planning Commission, each member attending, with the exception of the *ex officio* Chisago County Board member, shall be entitled to cast one vote on matters before the Planning Commission. At all meetings of the Board of Adjustment and Appeals, each member attending shall be entitled to cast one vote on matters before the Board. In the event that any member shall have a conflict of interest, as determined by the County Attorney, concerning a matter then before the Commission or Board, he/she shall disclose his/her interest and be disqualified from any discussion or vote upon the matter, and the minutes shall reflect no participation by such member. The affirmative vote of a majority of members in attendance shall be necessary for the adoption of any resolution or other voting matter. The results of any vote shall be recorded, listing those voting Aye and those voting Nay. All recommendations shall be sent to the County Board by means of written minutes and shall include the record of the division of votes on each recommendation.

SECTION 8. REGULAR PROCEEDINGS

(A) At any regular meeting, the following shall be the regular order of business:

1. Call to Order – Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Minutes of the Preceding Meeting(s)
5. Receipt of Materials and Submissions
6. Public Hearings - New Applications
7. Public Hearings - Continued Hearings
8. Old Business
9. New Business
10. Communications and Reports
11. Miscellaneous
12. Adjournment

The order of business may be varied by the presiding officer, but no public hearings shall be held at an earlier time than specified in the notice of hearing.

(B) Each formal action of the Planning Commission or Board of Adjustment and Appeals required by law, rules, regulations or policy shall be embodied in a formal vote duly entered in full in the official minutes after an affirmative vote as provided in Section 7 hereof and may be accompanied by written findings of fact.

SECTION 9. AGENDA AND DEADLINE FOR AGENDA

(A) **Purpose.** The agenda of a meeting serves two important functions: it focuses deliberations by determining what matters will be considered at the meeting, when each matter will be considered, and the context in which each matter will be considered; and, it serves as the public's only guide to what will be considered at the meeting, how the matter be dealt with, who will participate in the discussion, and when public comment may be made. The agenda should be prepared so as to best achieve these functions.

(B) **Deadlines.** The working agenda for the meeting shall be prepared by the county environmental services staff and shall be closed at noon the Thursday prior to the meeting for preparation purposes.

(C) **Submissions.** Any member may seek to place an item on the agenda by requesting the same to county staff responsible for agenda preparation prior to noon the Thursday prior to the meeting. No item shall be placed on the agenda unless the item is expressed in such a way as to clearly show the subject matter involved.

(D) **Delivery of Agenda to Members.** At least four calendar days before the meeting, the county staff shall provide each member a meeting agenda and all materials related to items on the agenda (e.g., petition, application, plans, staff report, written comments received).

(E) **Agenda Discussion Items - Additions During Regular Meetings.** Additional discussion items may be added to the agenda at the time of adoption/approval of the agenda during the meeting subject to approval by a majority vote of the members present. The additional items may be discussed, but no formal action may be taken.

If a new item of business proposed to be added to the agenda requires staff review (such as rezonings, ordinance amendments, preliminary subdivision plans, and subdivision review procedures and guidelines), involves quasi-judicial procedures (such as a request for a conditional use permit or variance), involves substantive matters of potential public interest (such as the Comprehensive Plan, or other major policies), or requires legal notice elements, the Commission or Board may add the item to the agenda only for purposes of referring it to county staff, or scheduling it for consideration at a later meeting (as appropriate). The Commission may not discuss the substance of the matter or take any final action on the item except at a meeting where the item is included on the distributed agenda.

SECTION 10. MINUTES

(A) **Purpose.** The minutes of the meetings represent the official record of the Commission and Board's deliberations and actions. As such, they record the vote on actions and the reasons for the vote. The minutes also communicate background on the Planning Commission's recommendations to the County Board, provide perspective on issues, and provide a historical record of proceedings. Furthermore, state law requires the Commission and Board to keep full and accurate minutes of all official meetings and requires that those minutes be retained and be available for public inspection by any person subject to the state public records law and the county records retention schedule.

(B) **Duties of Staff Preparing Minutes.** County staff shall prepare minutes of all Planning Commission and Board of Adjustment and Appeals meetings. The minutes shall state:

1. Which members were present and absent, and whether absent members were excused or not excused.
2. A summary of staff and committee reports and recommendations, applicants' presentations, public comments, and the discussion on each item.
3. The content of each principal motion before the Commission or Board, the identity of the person who made and seconded the motion, and the record of the vote on the motion (identifying the vote count and, unless the vote was unanimous, the names of those voting for or against the motion).

SECTION 11. RULES OF PROCEDURE FOR MEETINGS

All meetings of the Planning Commission and Board of Adjustment and Appeals shall be conducted in accordance with the following Rules of Order.

(A) Any motion may be withdrawn at any time before action is taken on it.

(B) When a motion is under debate, no other motion shall be entertained except one to call the question, postpone for consideration to a date certain, or amend. Motions shall take precedence in that order.

(C) All motions shall be carried by a majority vote of the members present and remotely attending.

(D) Only members recognized by the Chair can make motions.

(E) Speaking without recognition of the Chair shall be cause for another member to call "point of order" and the member speaking out of turn must relinquish the floor.

(F) "Call the question" is a motion and must be seconded. It is not debatable and must be voted upon immediately.

(G) "Question" is not a motion but only an indication to the Chair that the person making a statement is ready to have the motion or question put to a vote.

(H) The Chair may direct that a motion be divided if requested by a member.

(I) "Vice voce" means voice vote. All votes shall be taken by voice vote or a show of hands, rather than by paper ballot, except that a ballot vote may be called for at the discretion of the Chair.

(J) Members must limit their remarks to the subject matter being discussed and shall not be repetitious. The speaking order shall be at the discretion of the Chair; however, all members shall be allowed to speak in their turn. Each member, while speaking, shall avoid all personal, indecorous, profane or sarcastic language.

(K) If a motion is unnecessary, unsuitable for consideration, and/or proposed at an inopportune time for the purpose of delaying or embarrassing others, the presiding officer may rule the motion out of order on her/his own initiative.

SECTION 12. MEETING DECORUM

(A) Hats or caps worn at the hearing shall be removed by anyone addressing the Commission or Board.

(B) At no time will the public be allowed to confront the applicant or members of the Planning Commission or Board of Adjustment and Appeals with derogatory language or in an unprofessional manner including the use of profane language. The Chair shall have the discretion to require a person to leave the hearing if this occurs.

(C) Rebuttals to testimony, whether by the public, applicant, staff or Planning Commission or Board of Adjustment and Appeals members will not be allowed.

(D) All electronic communication devices shall be turned off during meetings.

SECTION 13. PUBLIC HEARINGS

(A) A public hearing is a noticed, official hearing, the express and limited purpose of which is to provide an equitable opportunity for the public to speak on matters before the Commission or Board.

(B) For certain matters considered by the Planning Commission and Board of Adjustment and Appeals, a requirement to conduct a public hearing is prescribed by State law, the County's Zoning Ordinances or by County Policy/Resolution.

(C) The Commission or Board may neither deliberate nor take a substantive vote during a public hearing but may ask questions for the sake of clarification of speakers.

(D) Upon the Chair resuming their regular meeting after the close of the public hearing, the Commission/Board may take action upon the matter discussed at the public hearing.

(E) Conduct of Persons Before the Planning Commission and Board of Adjustment and Appeals:

1. During all public hearings required by State law or ordinance, members of the public shall be given reasonable opportunity to speak. A sign-up sheet will be available for those persons wishing to testify at the hearing. Members of the public that wish to testify shall first state their names for the record. In order to promote meeting efficiency, the Chair may discourage duplicative testimony and may place reasonable time limits, generally three (3) minutes, on the amount of time that individuals have to speak. Comments should be addressed to the item before the Planning Commission or Board of Adjustment and Appeals. Where a comment is irrelevant, inflammatory, disruptive or prejudicial, the Chair may instruct the Commission or Board to "disregard" the comment, which nevertheless remains in the public record.

2. During all regular and special meetings, the public may be present but shall remain silent unless specifically invited by the Chair to provide comment.

3. During all proceedings, members of the public have the obligation to remain in civil order. Any conduct which interferes with reasonable rights of another to provide comment or which interferes with the proper execution of Commission affairs may be ruled by the Chair as "out-of-order" and the offending person directed to remain silent. Once, having been so directed, if a person persists in disruptive conduct, the Chair may order the person to leave the Planning Commission meeting or hearing. Where the person fails to comply with an order to leave, the Chair may then call upon civil authority to physically remove the individual from the chamber.

4. The Chair may impose additional limits or rules upon members of the public as permitted by Section 15.

(F) Additional Rules of Procedure for Public Hearings

1. Public Hearing Format. Public hearings shall be conducted in the following manner:

(a) The presiding officer calls the public hearing to order and declares the time of opening.

(b) It is the intent of the Planning Commission and Board of Adjustment and Appeals to open all public hearings at the predetermined and published time. From a practical standpoint, not all hearings can be opened at their designated time. The presiding officer may delay the start of a hearing until the business at hand is acted upon, in any manner, by the Commission or Board. However, in no

circumstances can a hearing be opened prior to the predetermined and published time.

(c) The presiding officer shall read, from the hearing notice, the details on the hearing sufficient to provide the public a general understanding of the purpose and procedures for the hearing, and the fact that the hearing is their exclusive or primary opportunity to provide input to the county on the subject.

(d) County staff and/or a county staff consultant make a presentation or report on the subject matter for the hearing at the direction of the presiding officer.

(e) The applicant (if any) may make a presentation or report on the subject matter for the hearing at the direction of the presiding officer.

(f) The presiding officer asks Commission or Board members if they have questions of the applicant, consultant or staff, if any.

(g) The presiding officer announces that input will be received from the citizens, requesting that each speaker provide a name, noting any applicable time limits for comment from individual members of the public, any other applicable rules and explaining the procedure for enforcement of such rules.

(h) After members of the public have spoken, the presiding officer requests a motion to:

i. Close the public hearing, and the Planning Commission or Board of Adjustment and Appeals votes on the motion. Once the hearing is closed, the record is complete and no further public input or evidence shall be allowed.

ii. Continue a public hearing. If the Commission or Board votes to continue the hearing to a date certain, the presiding officer shall, in consultation with staff, select and announce a time and date certain for the continued public hearing. No additional publication or notice requirements are needed if a hearing is continued to a later date. However, no public hearing may be continued more than once without re-notice and publishing the time, date and location of the hearing.

(j) The Planning Commission or Board of Adjustment and Appeals addresses the subject matter through deliberation, questions to citizens and staff, and reactions and statement of position on the subject.

(k) If the public hearing is closed, the Planning Commission or Board of Adjustment and Appeals may take action on the application before them. The

Commission or Board may formulate a recommendation which outlines the parameters under which an approval would be granted or a denial. The reasons and conditions shall be stated in the motion or resolution for approval or denial. Continuation of an action may occur in the event insufficient information is present to make a decision or the record needs to be reviewed to draft written findings consistent the decision subject to 60-day law.

Note: A public summary of policy for Section 11 – Rules of Procedure, Section 12 – Meeting Decorum, Section 13 – Public Hearings, and Section 15 – Duties of Officers shall be posted and made available at every meeting.

SECTION 14. OFFICERS

The officers of the Commission and Board shall consist of a Chair and a Vice-Chair elected by the membership at the annual meeting for a term of one year. In the absence of the Chair and Vice-Chair, the remaining members shall elect a Temporary Chair for that respective meeting.

SECTION 15. DUTIES OF OFFICERS

The Chair is a voting member of the Planning Commission and Board of Adjustment and Appeals and may make motions. In addition, the duties and powers of the officers of the Planning Commission shall be as follows:

(A) Chair

1. To preside at all meetings of the Commission/Board.
2. To see that all actions of the Commission/Board are properly taken.
3. To invoke a reasonable time limit for speakers during any public hearing in the interest of maintaining focus and the effective use of time.
4. To provide for the selection of one or two spokespersons to represent groups of persons with common interests during public meetings and hearings.
5. To order an end to disorderly conduct and direct law enforcement to remove disorderly persons from meetings or hearings.
6. To schedule a second official public hearing meeting or other continued meeting in the event that a meeting or public hearing cannot be concluded by a reasonable hour in the judgment of the Chair subject to 60-day law.
7. The presiding officer has the responsibility to facilitate discussion by the Commission/Board. This may occur in a variety of ways, including:
 - Interpret and apply rules of procedure.
 - Decide whether motions are properly made.
 - Decide whether motions are in order.
 - Decide when to recognize speakers.
 - Call for motions or recommend motions.
 - Expel disorderly persons from the meeting.
 - Enforce speaking procedures.

(B) Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

(C) Staff

Staff of the Chisago County Environmental Services Department shall be responsible as follows:

1. To give staff reports as deemed necessary including, but not limited to sample findings for consideration of the Commission and Board, and recommendations for action.
2. To give or serve all notices required by law or by these procedures herein.
3. To cancel or postpone regularly scheduled meetings.
4. To prepare the agenda for all meetings.
5. To be custodian of records.
6. To inform the Commission or Board of correspondence relating to business and to attend to such correspondence.
7. To handle funds allocated to the Commission and Board in accordance with its directives, the law and county regulations.
8. To take the minutes of all meetings for typing and filing into the appropriate archive.

SECTION 16. MEMBER PARTICIPATION

(A) An absence from three or more regular meetings in one calendar year may be considered grounds for removal by the County Board.

(B) Members should inform the Chair and Zoning Staff of any planned absence as far in advance as possible and, to the extent possible, no later than before the end of business day of the regular scheduled meeting in the event of an unplanned absence. This advance notification allows Zoning Staff to confer with the Chair regarding a cancellation of the meeting due to a lack of a quorum.

(C) If a member arrives after the start of any agenda item, they shall abstain from participating in the consideration or the vote on that pending matter.

SECTION 17. MEMBER REMOTE ATTENDANCE

(A) A Member may remotely attend a meeting only upon making an advance written request and approval by the Chair at his or her sole discretion, provided that no member shall remotely attend more than three (3) regular meetings and three (3) special meetings in any one year, unless authorized in advance by majority vote of the County Board.

(B) A member seeking to remotely attend a meeting must make the written request to Zoning Staff no less than two weeks in advance of the meeting in which the remote attendance would occur and the written request should specify the reason for the remote attendance. The Chair

may not allow more than two members to remotely attend a regular meeting at any one time and any issue concerning remote attendance shall be resolved by the Chair at his or her sole discretion.

(C) Once approved by the Chair the notification and posting of remote attendance shall be in accordance with State Statute 13D.015 and Section 13D.02 and Open Meeting Law and all remote attendance must be consistent with the Open Meetings Law.

SECTION 18. RECORDING DEVICES

Electronic recording devices, television cameras, or equipment used by the electronic media will be placed in accordance with the direction of the Chair and will be used in an unobtrusive manner so that its presence will not interfere with the conduct of the meeting.

SECTION 19. AMENDMENTS

These rules shall not be repealed, waived or amended except by a majority vote of the Chisago County Board of Commissioners.

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

IN FAVOR THEREOF:

OPPOSED:

ABSENT:

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

Approved: February 15, 2023

Ben Montzka

Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 12
Title of Item for Consideration: Fiscal Year 2023 Septic Treatment Systems Natural Resources Block Grant Agreement	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services
Previous Action on this Matter: The Natural Resource Block Grant (NRBG) program and agreement(s) are an annual program and agreement presented by the State of Minnesota Board of Water and Soil Resources (BWSR). To be eligible for the NRBG, a county must have a locally adopted and BWSR approved comprehensive local water management plan (<i>IWIP</i>), complete the application process, satisfy any required match, and submit annual reporting. Chisago County has been a routine participant in the NRBG program.	
Background: The Natural Resources Block Grant (NRBG) is a composite of base grants available to local government units that help implement programs designed to protect and improve water resources. The total grant amounts for FY 2023 are \$61,486. Several of these grant category agreements were presented and approved in January 2022 as part of a 2022/23 biannual agreement. The Septic Treatment Systems grant agreement for 2023 was not previously presented for approval. Staff recommends approval of this annual grant agreement in support of countywide SSTS programming.	
In summary form, FY 2023 State of Minnesota Board of Water and Soil Resources NRBG Agreements in place now and as presented for approval are outlined below:	
• \$18,600 Septic Treatment Systems grant for purpose of local administration of SSTS programming. All counties are required to pass ordinances regulating SSTS countywide. Counties that have enacted countywide ordinances and have a BWSR approved locally adopted comprehensive local water plan (IWIP) are eligible to receive this grant. <i>[Agreement Approval Requested]</i> • \$11,243 Local Water Management grant for the purpose of implementing comprehensive local water plans. A statutory local levy match or cash equivalent is required that is determined from a county's equalized taxable net tax capacity, as determined by the Dept. of Revenue. • \$27,700 Wetland Conservation Act grant for purpose of local administration of the Wetland Conservation Act. The grant amount is formula derived from a base amount of county WCA activity and requires a match of 1:1 cash and/or in-kind and a county must agree to transfer a minimum of \$5,000 (or 15 percent of their allocation, whichever is greatest) to the Soil and Water Conservation District for the implementation of Wetland Conservation Act activities. • \$4,943 Shoreland grant for purpose administration of state approved Shoreland management programs. This program is administered at the state level by the DNR.	
Attachment(s): • FY 2023 Septic Treatment Systems NRBG Agreement	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners affirmatively approve and authorize execution of the FY 2023 Septic Treatment Systems Natural Resource Block Grant Agreement. The suggested motion to accomplish this is as	

follows:

***“Move To Approve and Authorize Execution of The FY 2023 State of Minnesota
Board of Water and Soil Resources Septic Treatment Systems Natural Resource
Block Grant Agreement”***

Implications of Action: Board approval will approve the terms of the agreement for FY 2023 Natural Resource Block Grant.

Budget/Financial Implications: None. FY 2023 grant amounts are in line with projected budgets.

Legal/Policy Implications: None. This is a recurring standard form agreement with the State.

Administrator's Recommendation

Approve



Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

**FY 2023 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
MPCA SSTS PROGRAM GRANT AGREEMENT**

Vendor:	0000197284
PO#:	3000015055

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and Chisago County, 313 N Main St Center City Minnesota 55012 (Grantee).

This grant is for the following Grant Programs:

P23-2313	2023 - Septic Treatment Systems - NRBG (Chisago County)	\$18,600
Total Grant Awarded: \$18,600		

Recitals

1. The Minnesota Pollution Control Agency (MPCA) transferred to the Board funds for their 2023 Subsurface Sewage Treatment System (SSTS) Program.
2. Minnesota Statutes § 103B.101, Subd. 9(1), and Minn. Stat. § 103B.3369, Subd. 5 authorize the Board to award grants.
3. The Grantee has met the criteria established by statute, the Board, and the MPCA and is eligible to receive MPCA SSTS Grant funds.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the State.
5. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is Brandon Montgomery, MPCA Subsurface Sewage Treatment System Program Coordinator, 520 Lafayette Road, St. Paul, MN 55155, (651) 757-2230, or his successor. The State's Authorized Representative has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is:

TITLE *Environmental Services Director*
ADDRESS *313 N. Main St.*
CITY *Center City*
TELEPHONE NUMBER *651-213-8374*

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Board.

Grant Agreement

1. **Terms of Grant Agreement**
 - 1.1. **Effective date:** The date the Board obtains all required signatures under Minn. Stat. § 16B.98, Subd.5. **The Board will notify the Grantee when this Grant Agreement has been executed. The Grantee must not begin work under this Grant Agreement until it is executed.**
 - 1.2. **Expiration date:** **December 31, 2024**, or until all obligations have been satisfactorily fulfilled, whichever comes first.
 - 1.3. **Survival of Terms:** The following clauses survive the expiration or cancellation of this Grant Agreement: 7. Liability; 8. State Audits; 9. Government Data Practices; 11. Governing Law, Jurisdiction, and Venue; 13. Data Disclosure; and 16. Intellectual Property Rights.

2. Grantee's Duties

The Grantee will comply with required grants management policies and procedures set forth through Minn. Stat. § 16B.97, Subd. 4(a)(1). The Grantee is responsible for the specific duties for the program as follows:

2.1 Reporting: All data and information provided in a Grantee's report shall be considered public.

2.1.1 The Grantee will submit an annual progress report to the Board by February 1 of each year on the status of program implementation by the Grantee. Information provided must conform to the requirements and formats set by the Board.

2.1.2 The Grantee must display on its website the previous calendar year's detailed information on the expenditure of grant funds and measurable outcomes as a result of the expenditure of funds according to the format specified by the Board, by March 15 of each year.

2.1.3 The Grantee will submit a final progress report to the Board by February 1, 2025. Information provided must conform to the requirements and formats set by the Board.

2.1.4 A late or incomplete annual progress or final report will result in the withholding of any future allocations.

2.2 Compliance: The Grantee will comply with Minnesota Rules Chapter 7082.0040 through 7082.0700; and amendments thereto, for Subsurface Sewage Treatment Systems.

3. Time

The Grantee must comply with all the time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. Terms of Payment

4.1. Payment of this grant amount will be made in one installment promptly after execution of the Grant Agreement.

4.2. Any grant funds remaining unspent after the end of the expiration date stated above must be returned to the Board within one month of that date.

4.3. The Board must consult with the state agency responsible for administering the grant program before granting an amendment to the Grant Agreement, or a component thereof.

4.4. The obligation of the State under this Grant Agreement will not exceed the amount stated above for each grant program.

4.5. This grant is an advance payment. Advance payments allow the Grantee to have adequate operating capital for start-up costs, ensure their financial commitment to landowners and contractors, and to better schedule work into the future.

5. Conditions of Payment

All services provided by the Grantee under this Grant Agreement must be performed to the State's satisfaction, as set forth in this Grant Agreement. Compliance will be determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, State, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, State, or local law.

The Minnesota Department of Administration's Office of Grants Management Policy on Grant Closeout Evaluation (Policy 08 – 13) requires the Board to consider a grant applicant's past performance before awarding subsequent grants to them. The Board must consider a grant applicant's performance on prior grants before making a new grant award of over \$5,000. The Board may withhold payment on this grant and grants from other programs if the Grantee is not in compliance with all Board reporting requirements.

Minnesota Statutes §103C.401 (2014) establishes the Board's obligation to assure program compliance. If the noncompliance is severe, or if work under the Grant Agreement is found by the Board to be unsatisfactory or performed in violation of federal, State, or local law, the Board has the authority to require the repayment of grant funds, or an additional penalty. Penalties can be assessed at a rate up to 100% of the Grant Agreement.

6. Assignment, Amendments, and Waiver

6.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

6.2. **Amendments.** Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors in office. Amendments must be executed prior to the expiration of the original Grant Agreement or any amendments thereto.

6.3. **Waiver.** If the State fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

7. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Agreement.

8. State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this Grant Agreement or transaction are subject to examination by the Board and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Grant Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

8.1. The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant, may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant funds.

9. Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this Grant Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State.

10. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

11. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this Grant Agreement, or its breach, must be in the appropriate State or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Termination

12.1. The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

12.2. In the event of a lawsuit, an appropriation from a Clean Water Fund is canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

12.3. The State may immediately terminate this Grant Agreement if the State finds that there has been a failure to comply with the provisions of this Grant Agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

13. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and State tax agencies and State personnel involved in the payment of State obligations. These identification

numbers may be used in the enforcement of federal and State tax laws which could result in action requiring the Grantee to file State tax returns and pay delinquent State tax liabilities, if any.

14. Prevailing Wage

It is the responsibility of the Grantee or contractor to pay prevailing wages for projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§ 177.41 through 177.44. All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these State funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Bid requests must state the project is subject to prevailing wage.

15. Municipal Contracting Law

Per Minn. Stat. § 471.345, grantees that are municipalities as defined in Subd. 1 of this statute must follow the Uniform Municipal Contracting Law. Supporting documentation of the bidding process utilized to contract services must be included in the Grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

16. Intellectual Property Rights

The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents *created and paid for under this grant*. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant. The Documents will be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee upon completion or cancellation of this grant at the State's request. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Chisago County

Board of Water and Soil Resources

By: _____
(print)

By: _____

(signature)

Title: _____

Title: _____

Date: _____

Date: _____

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 13
Title of Item for Consideration: Park Maintenance Storage Building ARPA-0117 ENVIS Project Approval	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning - Parks Division
Previous Action on this Matter: The previously approved ARPA-0117 ENVIS plan budgeted \$100,000 towards the construction a Parks Maintenance Cold Storage and Shop at the existing County Parks Maintenance property in North Branch.	
Background: Staff solicited competitive quotes for the construction of the ARPA-0117 funded cold storage structure with size dimensions of 45'x72'x14'. Custom Pole Building, LLC of North Branch submitted the attached competitive and acceptable building quote of \$74,340.00 accompanied by a \$22,900 Pankan masonry 5" concrete floor cost for a total project cost of \$97,240. The next lowest construction and concrete flooring quote(s) package were from Sherman Pole Buildings / Sunderman Concrete and were substantially higher at a combined cost of \$110,865.49. County purchasing policy requires County Board approval of expenditures more than \$25,000. In accordance with said policy and the previously designated ARPA-0117 ENVIS funding allocation, staff recommends proceeding with the Custom Pole Building, LLC and Pankan Masonry concrete (5-inch-thick poured concrete inside the structure with fiber mesh and two-3'x18' aprons) quote(s). Staff anticipates the remaining ARPA-0117 ENVIS balance of \$2,760 will be utilized for project related building permits and minor site grading and preparation work.	
Attachments: • Custom Pole Building, LLC. Quote	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the purchase and construction of a new Parks Maintenance Cold Storage Facility with concrete surface flooring. The suggested motion to approve is: <i>"Move to approve and award the Custom Pole Building, LLC Park Maintenance Storage Building and Pankan Masonry Concrete Flooring Quote Package of \$97,240 and authorize staff to acquire the necessary permits and direct completion of the ARPA-0117 ENVIS Project at the County Parks Maintenance facility in North Branch."</i>	
Implications of Action: Approval will cause immediate ordering of the new Parks Maintenance Cold Storage and Shop with for construction in 2023.	
Budget/Financial Implications: The approved APRA plan budgeted \$100,000 towards new parks maintenance cold storage facility, permits, excavation and final surface improvements.	
Legal/Policy Implications: Quotes were solicited and will be retained in accordance with the Chisago County Purchasing Policy Number 2020-1, Section 9, Subsection 3 and ARPA (SLFRF Compliance and Reporting Guidance).	

Administrator's Recommendation

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

MN. Lic.
BC 513594

CUSTOM POLE BUILDINGS, LLC

29112 Notre Dame Street N.E.

North Branch MN 55056

651-674-8940

Proposal

PAGE 1 OF 2

www.custompolebuildingsllc.com

RETURN ONE COPY OF EACH PAGE WITH SIGNATURE & DOWN PAYMENT

Proposal Submitted to; Checker board county park	PHONE	651-213-8961 Date 2/1/23
Street 39084 Keystone Ave	JOB NAME	Same
City State Zip Code North Branch MN 55056	Job Contact	Joe Tart
Architect CPB	E-mail	joseph.tart@chisagocountymn.gov

We hereby specifications and estimates for;

Labor , Materials, Performance Guidelines

45'X72'X14' POST FRAME BUILDING WITH 14' INSIDE CLEARANCE
CONCRETE FOOTINGS 24"X8" -18"X8" WITH UPLIFT PREVENTION ON ALL COLUMNS, 54" ENBEDMENT
4.5X 5.5 ENGINEERED COLUMNS .60 TREATED ON LOWER 1/3RD LOCATIONS , 6' O.C ON SIDES Except door openings
4.5X 5.5 ENGINEERED COLUMNS .60 TREATED ON LOWER 1/3RD LOCATIONS , 9' O.C MAX END WALLS Except Door Opening
2X10 .60 CCA TREATED AROUND BOTTOM PERIMETER OF BUILDING
2X4 SIDEWALL S.P.F. SIDEWALL GIRTS 25" O.C. ABOVE 2X6 WAINSCOT TRANSITION BOARD
2X6 RIBBON ALONG BOTH SIDES, 2X6 SUB-FASCIA, 2X6 WAINSCOT TRANSITION BOARD @40"
FACTORY MADE 45' 4/12 TRUSSES 6' O.C. LOADING COMMERCIAL 38.5 -5 -5 2' TAILS, 2X4 WIND & CORNER BRACING
1650 M.S.R. ROOF PURLINS 24" O.C. TRUSSES ATTACHED WITH 5- 4"5/16 GRK SCREWS
24" STEEL VENTED SOFFIT & 6" FASCIA ON 72' SIDES, 18" VENTED SOFFIT & 6" FASCIA ON BOTH 45' GABLE ENDS
2-12'x12' NORTH CENTRAL INSULATED FLUSH PANEL 3" THERMAL SANDWICH OVER HEAD DOOR ,WIND RATED 115 MPH
OVERHEAD DOOR & SERVICE DOORS COLORS WHITE
1 12X12 OVERHEAD DOOR ON OPPOSITE ENDS IN LINE STARTING 6' OFF CORNER ON 45' GABLES
2- INSL. 10.1 R LIGHT COMMERCIAL GRADE STEEL SERVICE DOOR WITH DEAD BOLT & LOCKSET 3'X6'-8" STEEL FRAME(white)
SERVICE DOORS WILL NOT OPEN ALL THE WAY IN BACK AGAINST THE WALL BECAUSE OF DOOR FRAME THICKNESS
40" WAINSCOT INCLUDING BASE TRIM AROUND PERIMETER OF BUILDING
STEEL RIDGE CAP WITH VENTED CLOSURES UNDERNEATH
McElroy MAX RIB STANDARD PAINT 29GA STEEL COLORED ROOFING ,SIDING & TRIM
COLORED MATCHED POST FRAME SCREWS WITH NEP. WASHERS USED SIDE & ROOF
STEEL SCREWED ON HIGH RIBS , FULL LENGTH SHEETS USED ON ROOF
STEEL SCREWED ON FLATS ALONG SIDE OF RIB , ON SIDEWALL STEEL

COLORS Evergreen roof wainscot & all trim

TERMS AND CONDITIONS PAGE 2 OF CONTRACT

WE Propose ; hereby to furnish material and labor--complete in accordance with above specifications; for the sum of;

TOTAL COSTS WITH PAYMENT INSTALLMENTS ON PAGE 2 OF CONTRACT

Custom Pole Buildings LLC as governed by state law has a right to file liens against property if payments are not met by owner

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be excited only upon written orders;and will become an extra charge over and above the estimate. All agreements contingent upon strikes; accidents or delays beyond our control. Owner to carry fire ;tornado and other necessary insurance. Our workers are fully covered By Workmen's Compensation insurance.

Authorized
Signature Steve Longley Manager

Note; This proposal may be

withdrawn by Custom pole Bldgs.LLC If not accepted within 15 days

Acceptance of Proposal --- The above prices; Specifications

and conditions are satisfactory and are hereby accepted you are authorized to do the work as specified. Payment will be made as outlined above

Date of Acceptance _____ Signature _____

MN. Lic.
BC 513594

CUSTOM POLE BUILDINGS, LLC

29112 Notre Dame Street N.E.

North Branch MN 55056

651-674-8940

Proposal

PAGE 2 OF 2

www.custompolebuildingsllc.com

RETURN ONE COPY WITH SIGNATURE & DOWN PAYMENT

Proposal Submitted to: Checker board county park

Street 39084 Keystone Ave

City State Zip Code North Branch MN 55056

Architect CPB

PHONE 651-213-8961 Date 2/1 /23

JOB NAME Same

Job Contact Joe Tart

E-mail joseph.tart@chisagocountymn.gov

We hereby specifications and estimates for;

Labor , Materials, Performance Guidelines

INTERIOR OF 45X72X14'

7/16 OSB DRAFT STOP ON 1- 45' TRUSS @ 36' IN BUILDING { STATE FIRE CODE EVERY 3000 SQ FT}

OVERHEAD DOORS BUILT OUT FOR FUTURE INSIDE FINISHING

2- SETS ENGINEERED PLANS FOR BUILDING PERMIT

OWNER IS RESPONSIBLE FOR SITE PLANS, ALL PERMITS AND ANY ENGINEERED PRINTS IF REQUIRED
ALL UNDERGROUND UTILITIES, GAS, SEWER, ELECTRIC, TELEPHONE, ETC. ARE TO BE LOCATED AND CLEARLY MARKED
A PAD OF APPROX. 70X95 IS TO BE LEVELED TO WITHIN 6" OF FINISHED GRADE BEFORE CONSTRUCTION STARTS
OWNER IS RESPONSIBLE FOR THE REMOVAL OF ALL BUILDINGS DEBRIS

ANY UNFORESEEN COST IN DIGGING HOLES, DUE TO ROCK, WATER TABLE ECT. OR ANY UNDERGROUND
OBSTRUCTIONS SHALL BE ADDED TO THE BELOW PRICE

OWNER TO REPAIR ALL RUTS IN CONSTRUCTION ZONE CAUSED FROM CONSTRUCTION ACTIVITY

OWNER IS RESPONSIBLE FOR COST OF ENGINEERED PLANS IF NEEDED IN ADDITION TO BELOW PRICE & ANY CHANGES
MADE BY ENGINEER OR BLDG. INSPECTOR

Additional cost if incurred from suppliers will be added to below price at delivery date

WE Propose ; hereby to furnish material and labor--complete in accordance with above specifications; for the sum of;

SEVENTY FOUR THOUSAND THREE HUNDRED FORTY 00/00 \$74,340.00

Payment to be made as follows; \$15,000.00 Down Payment \$22,000.00 Start Date & Lumber Delivered
\$17,340.00 Date Building is framed-up , \$12,000.00 Date Steel is applied to exterior
\$8,000.00 Date Building Completed Per Contract

Custom Pole Buildings LLC as governed by state law has a right to file liens against property if payments are not met by owner

All material is guaranteed to be as specified. All work to be completed in a workman
like manner according to standard practices. Any alteration or deviation from above
specifications involving extra cost will be excited only upon written orders;and
will become an extra charge over and above the estimate. All agreements contingent
upon strikes; accidents or delays beyond our control. Owner to carry fire ;tornado
and other necessary insurance. Our workers are fully covered By Workmen's Com-
pensation Insurance.

Authorized

Signature Steve Longley Manager

Note; This proposal may be

withdrawn by Custom pole Bldgs.LLC if not accepted within 15 days

Acceptance of Proposal --- The above prices; Specifications

and conditions are satisfactory and are hereby accepted you are
authorized to do the work as specified. Payment will be made as
outlined above

Date of Acceptance _____

Signature _____

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 14
Title of Item for Consideration: Contract Award and Approval Sunrise Prairie Regional Trail - Segment G Construction Project No. 13-SPT-23	
Action Requested by: Kurt Schneider, Director Environmental Services	Department: Environmental Services/Parks
Previous Action on this Matter: Chisago County has completed a Master Plan for the Sunrise Prairie Regional Trail (SPRT). The Greater MN Regional Parks and Trails Commission has designated this as a Regional Trail. A highlight of Segment G funding and timeline details include: - On July 15, 2020, the County Board authorized submission of grant funding request for the purposes of constructing a 2.6 mile trail extension from the current termination at 410th Street (City of North Branch) north along the County Rd. 30 right of way corridor to the intersection of County Road 10 in the City of Harris. - On November 18, 2020 the Greater Minnesota Regional Parks and Trail Commission recommended a Legacy grant award of \$1,182,282 with a local match of \$214,520 (\$209,520 from Chisago County and \$5000.00 from Chisago County Parks and Trails Foundation) with a total project cost of \$1,396,802.00. - On June 26, 2021 Chisago County was successful in this funding request and awarded a Legacy Grant of \$1,182,282.00 coupled with the 15% local match affords a total estimated project cost of \$1,396,802 which will be administered by the Department of Natural Resources. - On February 2, 2022, the County Board accepted and approved the State of Minnesota Grant Agreement (GMRPTC22-05) authorizing County acceptance and proceeding with a Legacy awarded grant. - On February 2, 2022, the County Board approved a Professional & Technical Service Contract with WSB & Associates Inc. for trail engineering and construction services and authorized county staff to proceed trail Segment g pursuant to the grant. - On December 28, 2022, the County Board approved the trail project plans and specifications and authorized advertisement for competitive construction bids. - On February 7, 2023, the County received and tabulated nine (9) competitive construction bids.	
Background: Chisago County, through contract with WSB & Associates Inc., has prepared design engineering and specifications for construction of segment G of Sunrise Prairie Regional Trail from the current termination of the trail at 410th Street in North Branch to the City of Harris intersection at County Road 10. The Engineers Estimate for construction of the project is \$1,489,314.20. General project parameters include a 2.6-mile segment of 10 ft. wide hard surface trail that traverses along County Road 30 right of way, a trailhead parking lot, and a RRFB pedestrian trail crossing system at the County Rd. 10 intersection within the City of Harris. In addition to consideration of the construction contract, staff notes that wetland credit replacement expenses will be necessary because of the final construction corridor route. The project engineer has prepared a wetland credit acquisition plan detailing .29 acres of impact and \$38,701 in .58-acre wetland replacement bank credit purchase expenses. In conjunction with project award, staff recommends approval of the wetland credit acquisition and expenditure plan (<i>BWSR Credit Withdrawal Form Attached</i>). The project bid deadline and opening occurred on Tuesday February 7th, 2023, at which time nine (9) competitive bids were received. The Bidders Tabulation Summary and project engineer letter of recommendation are <i>attached</i> for reference. The lowest responsible and recommended bid is from Knife River at \$1,221,929.03.	

Staff notes that the total combined engineering, wetlands acquisition, and construction budget for this project is exceeding the Legacy grant award by \$13,299.42. Staff acknowledges this shortfall and recommends supplemental budget adjustment/funding in accordance with Budget and Finance Committee recommendation of February 8, 2022, to utilize available General Fund Balance funds to make the project whole.

Staff concurs with the project engineer recommendation on awarding the project to Knife River and recommends County Board authorization to proceed with wetland bank credit acquisition, supplemental budget adjustments, and final preparation and execution of project contracts. A preliminary draft construction contract is attached for reference.

Attachments:

- Bidders Tabulation Summary
- WSB Project Engineer Recommendation Letter
- BWSR Wetland Bank Form
- Draft Construction Contract

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners award the Sunrise Prairie Regional Trail Segment G Construction Project No. 13-SPT-23 to the low bidder and authorize staff to proceed with wetland credit acquisition, supplemental budget adjustments, and full construction contract and project development. The following motion is suggested:

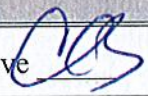
"Move to award Sunrise Prairie Regional Trail Segment G Construction Project No. 13-SPT-23 to Low Bidder Knife River.; authorize wetland bank credit acquisition plan and expenditure; use the County Fund Balance Funds to complete the project funding shortfall; and to authorize the final preparation and execution of project contracts and signature by the Board Chair following County Attorney review"

Implications of Action: Immediate project implementation will provide winter season clearing and grubbing activities and delivery of the completed construction in 2023.

Budget/Financial Implications: The Segment G project construction costs are funded thru the State Legacy grant award and local match funds that are dedicated to this project. Additional funding from the Chisago County Fund Balance in the amount of \$13,299.42 is recommended to complete the project.

Legal/Policy Implications: The County has the authority to refuse any and all bids or to award and enter contractual agreements for projects according to plans and specifications of the identified project. As noted in the motion, final draft contract documents require Attorney review and approval as to form.

Administrator's Recommendation

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

BID TABULATION SUMMARY

Sunrise Prairie Regional Trail

Chisago County, MN

County Project No. 13-SPT-23

WSB Project No. 019856-000



 DENOTES CORRECTED FIGURE

	Contractor	Addendum No. 1	Bid Security (5%)	Grand Total Bid
1	Knife River Corporation	X	X	\$1,221,929.03
2	Peterson Companies	X	X	\$1,488,717.58
3	North Valley, Inc.	X	X	\$1,522,744.74
4	Forest Lake Contracting, Inc.	X	X	\$1,547,382.45
5	Veit & Company, Inc.	X	X	\$1,848,481.85
6	Meyer Contracting, Inc.	X	X	\$1,855,924.56
7	Sunram Construction, Inc.	X	X	\$1,949,385.00
8	Winberg Companies LLC	X	X	\$1,964,540.37
9	Dresel Contracting, Inc.	X	X	\$2,141,728.51
Engineer's Opinion of Cost				\$1,489,314.20

I hereby certify that this is a true and correct tabulation of the bids as received on February 7, 2023.


Nic Hentges, PE Project Manager



February 7, 2023

Honorable Chair and County Board
Chisago County
313 North Main Street
Center City, MN 55012

Re: Sunrise Prairie Regional Trail
Chisago County Project No. 13-SPT-23
WSB Project No. 019856-000

Dear Chair and County Board Members:

Bids were received online for the above-referenced project on Tuesday, February 7, 2023, and were viewed and read aloud. Nine bids were received. Please find enclosed the Bid Tabulation Summary indicating Knife River Corporation, Sauk Rapids, Minnesota, as the low bidder with a grand total bid amount of \$1,221,929.03. The Engineer's Estimate for the project was \$1,489,314.20.

We recommend that the County Board consider these bids and award a contract for the grand total bid in the amount of \$1,221,929.03 to Knife River Corporation based on the results of the bids received.

If you have any questions, please contact me at 612.360.1286. Thank you.

Sincerely,

WSB

Nic Hentges, PE
Project Engineer

Enclosure

ar

**BWSR**

Standard Credit Withdrawal Form

Minnesota Wetland Bank Program

(Incomplete forms may be returned unprocessed)

1. Credit User		This space for BWSR use only.
Name: Joseph Tart	Organization/Company (if any): Chisago County Parks Department	
Address: 313 N Main Street, Room 400 Center City, MN 55012	Phone: 651.213.8960	
	E-mail: joseph.tart@chisagocountymn.gov	
If others should receive withdrawal verification email, please include their email below (e.g., Consultants, partners, etc.): rrobertson@wsbeng.com		

2. Wetland Impact Information		
Project Name: Sunrise Prairie Trail	Project Type: Other	ACRES of Impact: 0.29
City (if applicable) and County: Chisago County	Sec/Twp/Range: (Project Center) Sec. 28 T. 36 R. 21	Major Watershed No./Bank Service Area (BSA): 37 / 6
WCA LGU Name: Chisago County	Majority Impact Wetland Type: 1 - Seasonally Flooded Basin	Majority HGM Class: Depression
Corps of Engineers Letter/Email Received? ☒ Yes ☐ No	If Yes, Corps File No.: (e.g. 2021-00101-ABC) MVP-2019-02850-SPK	If Yes, is Corps Replacement Required? ☒ Yes ☐ No ☐ Unknown
Comments:		

3. Credits to be Withdrawn				
Bank Account No./Name: 1543		Bank County: Kanabec	Bank BSA: 6	
Credit Subgroup	Wetland Type/Plant Community Type	Federally Approved?	Cost per Credit	Credit Amounts
A	2 - Wet Meadow	Yes	\$65,340	0.58
--Select--	--Select--	--Select--	\$	
--Select--	--Select--	--Select--	\$	
--Select--	--Select--	--Select--	\$	
--Select--	--Select--	--Select--	\$	
Per Credit Withdrawal Fee by BSA		Enter Bank Account's BSA	Total Credits:	0.5800
BSA 1 \$520	BSA 6 \$1,083	Withdrawal Fee and hit Tab key:	(Withdrawal Fee X total credits)	
BSA 2 \$371	BSA 7 \$1,992	\$1,083.00	Withdrawal Fee:	\$628.14
BSA 3 \$725	BSA 8 \$2,577	Easement Stewardship Fee:	(Easement Stewardship fee x total credits)	
BSA 4 \$1,412	BSA 9 \$2,628	\$302	Stewardship Fee:	\$175.16
BSA 5 \$685	BSA 10 \$3,099		Total Fees:	\$803.30

Please make checks payable to the Minnesota Board of Water and Soil Resources. BWSR does not accept cash.

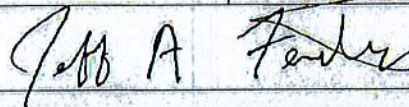
Project Name: Sunrise Prairie Trail

After completing all necessary fields, select "Request Signatures" option in the Home tab of your toolbar to convert your agreement to a PDF version and add your digital signature. See these instructions if you do not know how to create a digital signature.

4. WCA Authorization (Must include representative's name and email address)

By signing below, the identified Wetland Conservation Act Local Government Unit (LGU) representative attests that the LGU has approved the use of the credits in Box 3 for wetland replacement/mitigation.

WCA LGU: Chisago County	Representative's Name: Jeff Fertig	Email Address: jeff.fertig@chisagocountymn.gov
----------------------------	---------------------------------------	---

Signature: 	Date: 02/01/2023
--	------------------

5. Other Agency/Program Authorization (Must include representative's name and email address)

By signing below, the identified agency representative attests that the agency has approved the use of the credits in Box 3 for wetland replacement/mitigation.

Agency:	Representative's Name:	Email Address:
---------	------------------------	----------------

Signature:	Date:
------------	-------

6. Credit User Signature

By signing below the credit user attests that they have secured use of the credits in Box 3 from the account holder for wetland replacement/mitigation.

Signature:	Date:
------------	-------

7. Account Holder Signature (Must include seller/manager name and email address)

By signing below the account holder authorizes BWSR to withdraw the credits identified in Box 3 from their account to satisfy wetland replacement/mitigation requirements for the credit user indicated in Box 1. The account holder attests that the identified credits have not been sold or used by a different credit user.

Seller/Manager:	Email Address:
-----------------	----------------

Signature:	Date:
------------	-------

SEND COMPLETED FORM AND FEE PAYMENT TO:

Wetland Bank Administration
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
Saint Paul, MN 55155

Project Contract for Sunrise Prairie Regional Trail Segment "G" Construction Project

This Agreement entered into this ____ day of _____ 20____,

Between the County:

County of Chisago, a body politic and corporate, by and through Chisago County Environmental Services Parks Division, 313 North Main Street, Suite 240, Center City, Minnesota, 55012

and the Contractor:

Knife River Corporation
5258 NE 5th Ave
Sauk Rapids, MN 56379
tom.dobrick@kniferiver.com
Julie.hennessey@kniferiver.com
Office Phone 320-529-2763
Cell Phone 320-406-4984

The Project: Sunrise Prairie Regional Trail Segment "G" Construction Project
Chisago County Project No. 13-SPT-23 (GMRPTC22-05)
WSB Project No. 019856-000

Engineer: WSB & Associates, Inc.
Project Manager Nicholas Hentges, PE
701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
(612) 360-1286
Nhentges@wsbeng.com

The County and the Contractor agree as set forth below:

ARTICLE I – THE CONTRACT DOCUMENTS.

1.1 The Contract Documents, in order of priority, consist of:

- (A) This Contract;
- (B) The Instructions to Bidders;
- (C) The Bid/Proposal Form;
- (D) The General Conditions of the Contract;
- (E) Project Manual;
- (H) Drawings, Schemes and Designs and Specifications;
- (I) All Addendums, Amendments, or Modifications of this Contract or Contract Documents
- (J) Bonds and Insurance;
- (K) The Contractor's final proposal.

1.2 The Contract Documents form the Contract, and all are as fully a part of the Contract as if attached to this Contract and repeated herein.

1.3 The Contractor understands that all references to "Bidder" in documents attached now refer to the Contractor.

ARTICLE II – THE WORK

2.1 The Contractor shall perform all the Work required by the Contract Documents for the Sunrise Prairie Regional Trail Construction Project No. 13-SPT-23, all in conformance with the Contract Documents as listed in Article I.

ARTICLE III – TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The Work to be performed under this Contract shall be commenced immediately upon receipt of the fully executed Contract.

3.2 Upon execution of the Contract, Contractor shall provide performance bonds, labor and materials bonds, and certificates of insurance as required by the Contract Documents.

3.4 Construction operations shall not commence prior to Contract Approval, Notice to Proceed and Engineer approved progress schedule. Construction operations shall be completed by September 15, 2023.

ARTICLE IV – CONTRACT SUM

4.1 The Owner shall pay the Contractor in current funds for the performance of the work, subject to additions and deductions by Change Orders, as may be issued, as provided in the Contract Documents, the Contract sum of: One million two hundred twenty-one thousand nine hundred twenty-nine dollars and three cents (\$1,221,929.03).

ARTICLE V – PROGRESS PAYMENTS

5.1 Based upon Applications for Payment submitted to the County by the Contractor and certificates for Payment issued by the County, the County shall make progress payments on account of the Contract Sum to the Contractor as provided in the Contract Documents for the period ending the last day of the month as follows:

- (A) Not later than thirty (30) days following the end of the period required to review and approve the Application for Payment ninety-five percent (95%) of the portion of the Contract Sum properly allocable to labor, material and equipment incorporated in the Work for the period covered by the application for Payment, less the aggregate of previous payments made by the County; and
- (B) Upon Substantial Completion of the entire Work, a sum sufficient to increase the total payments to ninety-five percent (95%) of the Contract Sum, less such amounts as the Engineer shall determine for all incomplete Work and unsettled claims as proved in the Contract Document.
- (C) Progress payments shall not be made for materials or equipment not incorporated in the Work.

ARTICLE VI – FINAL PAYMENT

6.1 Final Payment, constituting the entire unpaid balance of the Contract Sum, shall be paid by the County to the Contractor when the Work has been completed, the Contract fully performed and a final Certificate for Payment has been issued by the Engineer, accompanied by Contractors' Consent of Surety, and when Contractor has complied with all other requirements of the Contract Documents for final payment.

ARTICLE VII – TERMINATION

7.1 Termination for Insufficient Funding. County may immediately terminate this Contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or faxed notice to the Contractor within a reasonable time of County receiving notice that sufficient funding is not available. County is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. County will not be assessed

any penalty if the Contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

7.2 If at any time the county determines that the performance of the work under this Contract is being unnecessarily delayed, that the Contractor is violating any of the conditions of this contract, or that it is executing the same in bad faith or otherwise not in accordance with terms of said Contract; or if the work is not substantially completed within the time named for its completion or within the time to which such completion date may be extended; then the County may serve written notice upon the Contractor and its surety if a performance bond has been executed of the county's intention to terminate this Contract. Unless within one week after the serving of such notice a satisfactory arrangement is made for continuance, this Contract shall terminate.

7.3 Unavoidable Delay. The Contractor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to Fires, Strikes, Acts of God, Legal acts of the Public authorities or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

ARTICLE VIII - INSURANCE

8.1 The requisite insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with the County prior to commencement of any work under this contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.

8.2 The County reserves the right to rescind any Contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the county upon written request. All subcontractors shall provide evidence of similar coverage.

8.3 General Liability Insurance. The Contractor shall maintain General Liability Insurance in the amount of \$500,000 for claims for wrongful death and each person for other claims; \$1,500,000 for any number of claims arising out of a single occurrence; and no less than \$3,000,000 aggregate.

8.4 Business Automobile Liability Insurances. The Contractor shall maintain automobile liability insurance coverage in minimum amounts of at least \$500,000 per claim for wrongful death and each person for other claims; \$1,500,000 on a combined single limit basis; and not less than \$3,000,000 aggregate.

8.5 Chisago County shall be named as an additional insured for all insurance coverages.

8.6 The Contractor shall comply with all Workers' Compensation requirements as mandated by Minnesota Law. The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter, to pursue any legal remedies against the Contractor.

8.7 In the event the Contractor or any subcontractor maintain liability coverage in excess of the Minnesota Tort limits, pursuant to Minn. Stat. 466, such coverage shall not constitute a waiver of the limits available to the County.

ARTICLE IX - INDEMNIFICATION

9.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless the County, its employees, and its agents from all claims actions, demands and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents or employees, incidental to the performance of the contract and from all expenses in connection with such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed or provide in connection with such actor omission that negligence of the County or its representatives caused or contributed thereto.

9.2 Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies if insurance indicated in Article VIII.

This provision is not intended to create any cause of action in favor of any third party against the Contractor or the count or to enlarge in any way the Contractor's liability but it is intended solely to provide for indemnification of the County form liability for damages.

Chisago County Project Contract

Sunrise Prairie Regional Trail Segment G Construction Project – Feb: 2023

Project # 13-SPT-23 (GMRPTC22-05)

ARTICLE X - SUBCONTRACTOR AND ASSIGNMENT

10.1 Prohibition of Assignment. The Contract shall not be assigned by the Contractor without the written consent of the County. The County will only consent to an assignment by and through an executed assignment agreement which binds the assignee to perform all obligations required of the Contractor as provided herein.

10. The Contractor shall be responsible for the performance of all subcontractors. The Contractor is responsible for the prompt payment of any subcontractor performing work under this Contract and shall strictly comply with Minn. Stat. 471.425.

ARTICLE XI - NOTICES

11.1 Notices, communications, all official notices or questions arising under this Contract shall be directed to:

The County:

Kurt Schneider, Environmental Services Director
313 N. Main Street
Center City, MN 55012
(651)213-8374 (office)
(651)213-8385 (fax)
Kurt.Schneider@chisagocounty.us

The Contractor:

Tom Dobrick, Project Manager
Knife River Corporation
5258 NE 5th Ave
Sauk River, MN 56379
320-529-2763 (office)
tom.dobrick@kniferiver.com
Julie.hennessey@kniferiver.com

ARTICLE XII – AUDITS, REPORTS, RECORDS, DISCLOSURES, AND MONITORING

12.1 The Contractor agrees that the County, the State Auditor or legislative authority, or any of their duly authorized representative at any time during normal business hours and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. and accounting procedure and practices of the Contract which are relevant to the Contract pursuant to Minn. Stat. 16C.05, subd. 5.

12.2. The Contractor agrees to retain for a period of six (6) years following the completion of the project any and all documents related to the project.

ARTICLE XIII - AFFIRMATIVE ACTION REQUIREMENTS

13.1 County intends to carry out its responsibility for requiring affirmative action by its Contractors.

- (A) Covered Contracts and Contractors. If the Contract exceeds One Hundred Thousand and 00/100 Dollars (\$100,000.00) and the Contractor employed more than forty (40) full-time employees on a single working day during the previous twelve (12) months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minnesota Statute §363A.36 and Minnesota R. Parts 5000.3400-5000.3600. A Contractor covered by Minnesota Statute §363A.36 because it employed more than forty (40) full-time employees in another state and the Contractor does not have a Certificate of Compliance, said Contractor must certify that it is in compliance with federal affirmative action requirements.
- (B) Minnesota Statute §363A.36. Minnesota Statute §363A.36 requires Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (hereinafter COMMISSIONER) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

- (C) Minnesota R. 5000.3400-5000.3600.
1. General. Minnesota R. 5000.3400-5000.3600 implement Minnesota Statute §363A.36. These rules include, but are not limited to: Criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600, including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
 2. Disabled Workers. The Contractor must comply with the following affirmative action requirements for disabled workers.
 - (a) The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - (b) The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - (c) In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statute §363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - (d) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - (e) The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minnesota Statute §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
 3. Consequences. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the COMMISSIONER, refusal by the COMMISSIONER to approve subsequent plans, and termination of all or part of this contract by the COMMISSIONER or County.
 4. Certification. The Contractor hereby certifies it is in compliance with the requirements of Minnesota Statute §363A.36 and Minnesota R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance

ARTICLE XIV – MISCELLANEOUS PROVISIONS

14.1 Terms used in the Contract which are defined in the Conditions of the Contract shall have the meanings designated in those Conditions.

14.2 Waiver. Any waiver by either Party of any provision of this Contract shall not imply a subsequent waiver of that or any other provision.

14.3 Modifications. Any alterations, additions, deletions or waivers of the provisions of this Contract shall be valid only when reduced to writing and duly signed by the parties hereto.

14.4 Severability. The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire contract with respect to either party.

14.4 All claims or litigation under this Contract shall be filed and heard in a court of competent jurisdiction in Chisago County, the State of Minnesota.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK.

IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Contractor represents that the persons/party executing this Contract is duly authorized to bind the Contractor hereto.

COUNTY OF CHISAGO

BY: _____
Ben Montzka, Chair
Chisago County Board

Dated: _____

Attest: _____

Reviewed and Approved as to Form:
JANET REITER
CHISAGO COUNTY ATTORNEY

BY: Jeffrey B. Fuge
Jeffrey B. Fuge, Assistant County Attorney

Dated: February 9, 2023

CONTRACTOR: KNIFE RIVER CORPORATION

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

By: _____
(Signature) (Title)

Dated: _____

Print: _____

I, _____ (individual's name) the _____ (title) of
_____ (company name), being duly sworn, represent and
warrant that I am authorized by law and all necessary action to execute this agreement on behalf of the
organization/corporation, intending this Agreement to be a legally binding obligation of the entity.

Sworn before me this ____ day of _____, 20__

Notary Public

(

(

(

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 15										
Title of Item for Consideration: Report and Recommendations from the February 8, 2023 Budget and Finance Committee											
Action Requested by: Budget & Finance	Department: County Board of Commissioners										
Previous Action on this Matter: From time to time, the County Board discusses issues of importance/interest to the Board and/or its Committees or individual members.											
Background: Time has been set aside at tonight's meeting to review items discussed by the Budget & Finance Committee at its February 8th Budget and Finance Meeting. Of note are the following, items, along with any recommended Board actions if the Board of Commissioners chooses to approve the Budget and Finance Committee's recommendations: Current Year-to-Date Financial Update: The Committee reviewed the current up to date financials; operating budget activity, cash flow considerations, monthly-to-annual payroll, and the local option sales and wheelage tax numbers. <u>The Committee recommended accepting the reports.</u> ARPA – Broadband Program: The Committee discussed the presented Chisago County Broadband Grant Program. By consensus, they recommended a cap of \$200,000 per project/community to a max payout of \$2,000,000, however the \$2,000,000 available is subject to change at the discretion of the Board of Commissioners depending on interest in the program. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td colspan="2" style="padding: 5px;">ARPA Broadband</td> </tr> <tr> <td style="padding: 5px;">Balance as of 1/31/23</td> <td style="text-align: right; padding: 5px;">2,900,050</td> </tr> <tr> <td style="padding: 5px;">Sheriff Recruitment</td> <td style="text-align: right; padding: 5px;">55,000</td> </tr> <tr> <td style="padding: 5px;">Harris Shop</td> <td style="text-align: right; padding: 5px;">900,000</td> </tr> <tr> <td style="padding: 5px;">Balance After 2/8 B&F</td> <td style="text-align: right; padding: 5px;">\$ 1,945,050</td> </tr> </table> Sheriff Recruitment Program: The Committee recommended \$50,000 for hiring bonuses and \$5,000 for referrals. By consensus, the Committee recommended using ARPA funds allocated to the Chisago County Broadband Grant Program for the program. Harris Shop Improvements: County Engineer Joe Triplett discussed the Harris Shop Improvements and the engineering estimates with the Committee. The Committee directed Engineer Triplett to proceed with seeking bids and they allocated \$900,000 from the Broadband ARPA allocation to cover some of the total costs. The Committee wants to review and discuss the current County fund balance allocations and the policy associated with the funds. By consensus, the Board did NOT want to bond for the project. 3500 Pickup Truck for Public Works: The Committee recommended selling the grader for \$57,000 to Ziegler CAT and purchasing the pickup, using operating funds to cover the difference between the sale and purchase, by consensus.		ARPA Broadband		Balance as of 1/31/23	2,900,050	Sheriff Recruitment	55,000	Harris Shop	900,000	Balance After 2/8 B&F	\$ 1,945,050
ARPA Broadband											
Balance as of 1/31/23	2,900,050										
Sheriff Recruitment	55,000										
Harris Shop	900,000										
Balance After 2/8 B&F	\$ 1,945,050										

GPS Antenna Replacement – County Surveyor – Public Works: The Committee, by consensus, recommended purchasing the new GPS Antenna using fund balance.

Sunrise Prairie Regional Trail Segment G – Budget Request: The Committee, by consensus, discussed the recently received bids, and decided to pay the increase over the budgeted amount \$15,000 from fund balance.

Attachment:

- February 8th Budget and Finance Packet

Action Requested/Recommended: It is respectfully requested that the Chisago County Board accept the February 8th Budget and Finance Report and approve the recommendations from the Budget and Finance Committee individually with the following motions below. Recommended Board Action, if any, may be undertaken via the above individual motions or via the following encompassing motion:

“Move to accept the February 8th Budget and Finance Report.”

“Move to approve the Chisago County Broadband Grant Program, up to \$2,000,000 with a cap of \$200,000 per project/entity, however the total amount in the program is subject to change at the discretion of the Board.”

“Move to approve the Chisago County Sheriff Office allocation of \$50,000 for hiring bonuses and \$5,000 for referral bonuses in creating the Chisago County Sheriff Office Recruitment Program from the Chisago County ARPA allocation.”

“Move to approve directing Engineer Triplett to proceed with seeking bids and they allocated \$900,000 from the Broadband ARPA allocation to cover some of the total costs.”

“Move to approve selling the grader for \$57,000 to Ziegler CAT and purchasing the pickup, using operating funds to cover the difference between the sale and purchase.”

“Move to approve the purchase of new GPS Antenna equipment from Leica using fund balance.”

“Move to approve paying \$15,000 from fund balance to cover the unbudgeted increases in the total cost of the Sunrise Prairie Regional Trail Segment G project.”

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

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

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

Administrator's Recommendation

Approve OK

Deny _____

Other _____

Motion By: _____

Seconded by: _____

To: _____

Action on Motion:

Aye _____

Nay _____

Abstain _____



BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, February 8, 2023

3:00 PM • Boardroom

Chisago County Government Center, 313 N. Main St., Center City, MN 55012

PROPOSED AGENDA

- I. Current Year-to-Date Financial Update
 - A. Operating Budget Activity (P&L)
 - B. Cash Flow Considerations (CF)
 - C. Monthly-to-Annual Payroll Assessment
 - D. Local Option Sales Tax and Wheelage Tax Update
- II. Sheriff Recruitment Program
- III. Harris Shop Improvements
- IV. 3500 Pickup Truck for Public Works
- V. GPS Antenna Replacement – County Surveyor – Public Works
- VI. APRA – Broadband Program
- VII. Other B/F Items

NOTICE OF INTERACTIVE PARTICIPATION

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meeting on Wednesday February 8th at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from Silver Lake Resort 7751 Black Lake Road, Kissimmee, FL 34747, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

I.

OPERATING BUDGET VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 01/31/2023
8% OF YEAR COMPLETE

	2023 Budget As Adopted	As of 01/31/2023	% of Budget
GENERAL FUND			
Board of Commissioners	161,200.00	27,747.00	17%
District Court	212,500.00	11,914.00	6%
Law Library	30,000.00	3,209.00	11%
County Administrator	71,800.00	7,048.00	10%
Auditor-Treasurer	28,110.00	560.00	2%
Audit	100,000.00	-	0%
Assessor	39,400.00	1,055.00	3%
Enterprise Services	3,836,329.00	398,308.00	10%
Central Services	111,250.00	3,831.00	3%
Elections	131,400.00	768.00	1%
County Attorney	71,450.00	9,803.00	14%
County Attorney Forfeiture	-	-	
Recorder	16,950.00	4,179.00	25%
Recorder Compliance/Technology	1,500.00	8,707.00	580%
Maintenance	1,005,378.00	76,075.00	8%
Planning & Zoning	261,500.00	17,500.00	7%
General Government	1,049,100.00	36,127.00	3%
Non County Expense	4,700.00	-	
Contingency	109,747.00	-	0%
Sheriff	961,760.00	170,318.00	18%
Sheriff Forfeitures	-	-	
Boat & Water	-	-	
Sheriff's Reserve	-	1,012.00	
Snowmobile Safety	-	-	
Sheriff's Contingency	-	-	
Gun Permits	-	967.00	
Project Lifesaver	-	-	
Public Safety Grants	110,700.00	4,293.00	4%
Coroner	153,159.00	-	0%
County Jail	742,150.00	47,959.00	6%
Jail Canteen	-	746.00	
Probation & Parole	138,106.00	41,380.00	30%
Emergency Management	30,500.00	30,318.00	99%
E-911	137,000.00	-	0%
Controlled Substances - Share of Fines	-	-	
Historical Society	35,210.00	-	0%
Regional Library	748,331.00	-	0%
Parks	131,000.00	1,961.00	1%
County Agricultural Society	16,000.00	-	0%
County Extension Services	138,700.00	8,021.00	6%
Soil & Water	804,000.00	75,000.00	9%
Water Quality Grant	76,670.00	466.00	1%

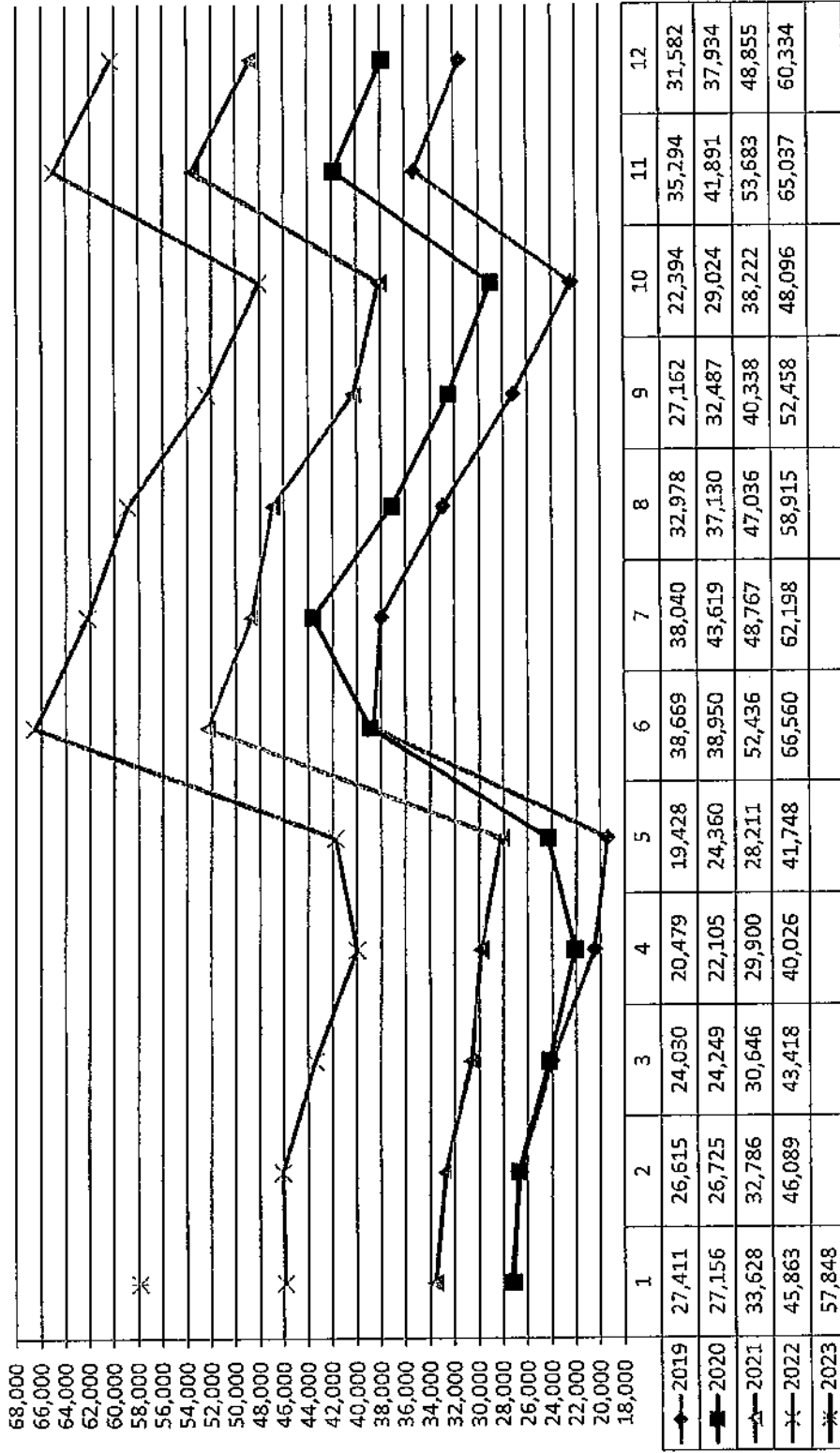
OPERATING BUDGET VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 01/31/2023
8% OF YEAR COMPLETE

	2023 Budget As Adopted	As of 01/31/2023	% of Budget
Sewer Grants	-	-	
Wetland Grant	5,000.00	-	0%
Watercraft Inspection	83,500.00	95.00	0%
Economic Development	70,000.00	-	0%
TOTAL GENERAL FUND	\$ 11,624,100.00	\$ 989,367.00	9%
SELF INSURANCE FUND			
Other General Government	300,000.00	-	0%
TOTAL SELF INSURANCE FUND	\$ 300,000.00	\$ -	0%
ROAD AND BRIDGE FUND			
Surveyor	8,050.00	113.00	1%
Highway Administration	38,500.00	5,996.00	16%
Highway Engineering	2,646,450.00	130,501.00	5%
Highway Construction	9,500,000.00	489,481.00	5%
Highway Maintenance	2,739,300.00	95,746.00	3%
Equipment Maintenance/Shop	898,700.00	121,984.00	14%
Traffic Operations	391,500.00	3,288.00	1%
TOTAL ROAD AND BRIDGE FUND	\$ 16,222,500.00	\$ 847,109.00	5%
HEALTH AND HUMAN SERVICES			
Veterans Service	37,150.00	4,295.00	12%
Income Maintenance	768,800.00	60,662.00	8%
Social Services	3,918,493.00	230,038.00	6%
Local Collaborative	-	-	
Public Health Nursing	348,470.00	20,269.00	6%
TOTAL HEALTH AND HUMAN SERVICES	\$ 5,072,913.00	\$ 315,264.00	6%
BUILDING FUND			
General Government	-	132,262.00	
Score Grant Fund	-	-	
TOTAL BUILDING FUND	\$ -	\$ 132,262.00	

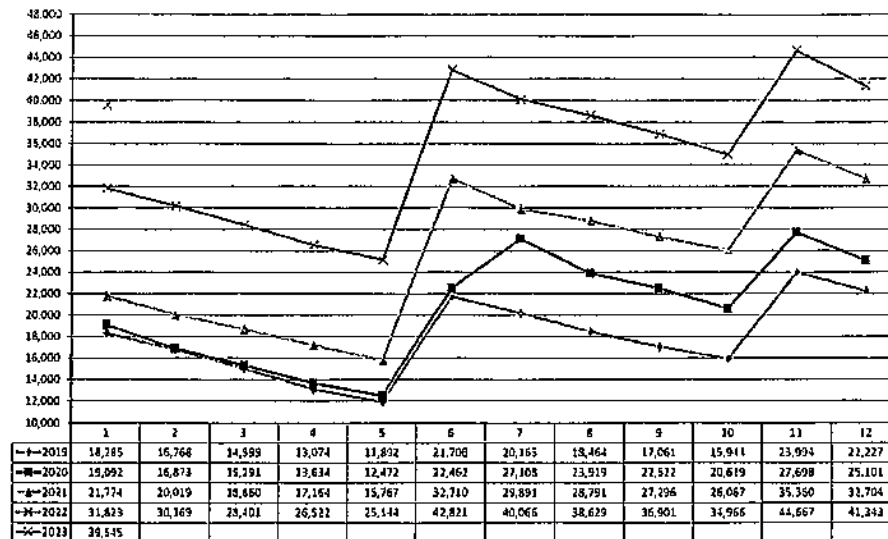
OPERATING BUDGET VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 01/31/2023
8% OF YEAR COMPLETE

	2023 Budget As Adopted	As of 01/31/2023	% of Budget
<i>CAPITAL EQUIPMENT FUND</i>			
Auditor-Treasurer (<i>Elections</i>)	84,500.00		0%
Enterprise Services	827,386.00	4,990.00	1%
HHS	80,000.00		0%
Maintenance	123,000.00		0%
Other General Government (<i>Unallocated</i>)	163,181.00		0%
Sheriff	497,165.00	4,860.00	1%
Highway	544,000.00	74,000.00	14%
Parks	125,000.00		0%
<i>TOTAL CAPITAL EQUIPMENT FUND</i>	\$ 2,444,232.00	\$ 83,850.00	3%
<i>SOLID WASTE FUND</i>			
Score Grant Fund	263,250.00	4,385.00	2%
HHW Operations	721,250.00	46,619.00	6%
<i>TOTAL SOLID WASTE FUND</i>	\$ 984,500.00	\$ 51,004.00	5%
<i>PARK ACQUISITION & IMPROVEMENT FUND</i>			
Parks	1,396,802.00	-	0%
<i>TOTAL PARK ACQ & IMPV FUND</i>	\$ 1,396,802.00	\$ -	0%
<i>LAKE IMPROVEMENT DISTRICT MAINTENANCE</i>			
Lake Improvement District Maintenance	186,000.00	1,828.00	1%
<i>TOTAL LAKE IMPV DISTRICT MAINT</i>	\$ 186,000.00	\$ 1,828.00	1%
<i>DEBT SERVICE FUND</i>			
Road Debt	2,009,910.00	1,720,806.00	86%
HHS Debt	261,765.00	224,569.00	86%
Library Debt	469,088.00	415,500.00	89%
Jail Debt	1,048,465.00	786,419.00	75%
Business Park Bonds	241,815.00	183,650.00	76%
Capital Projects	667,199.00	522,270.00	78%
<i>TOTAL DEBT SERVICE FUND</i>	\$ 4,698,242.00	\$ 3,853,214.00	82%
<i>TOTAL ALL FUNDS</i>	\$ 42,929,289.00	\$ 6,273,898.00	15%

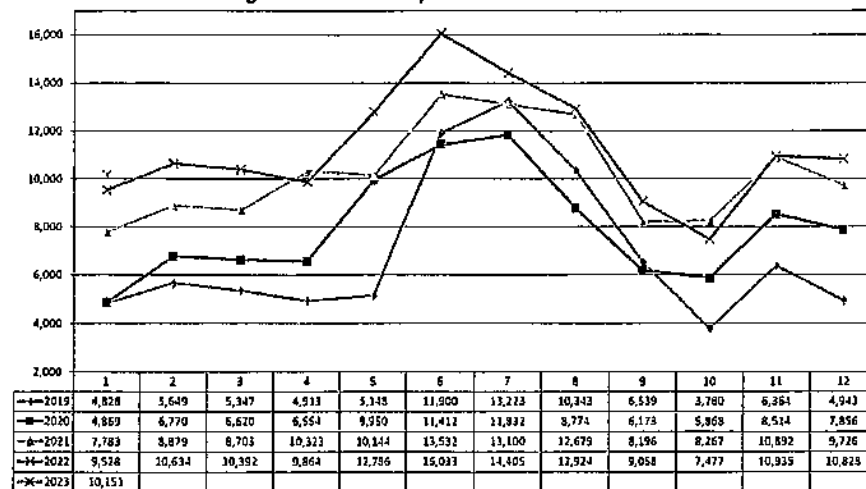
Revenue, Highway and HHS Funds: Cash Fund Balance by Month



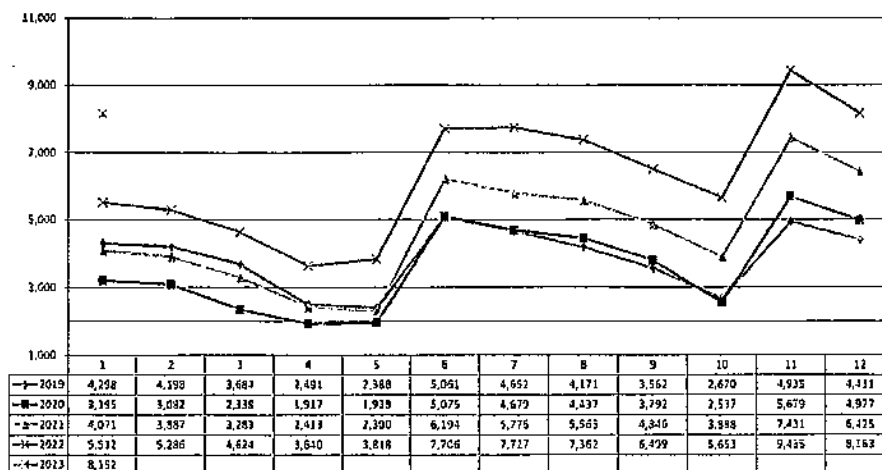
General Fund: Cash Fund Balance by Month 2019-2023



Road & Bridge Fund Balance by Month 2019-2023



Health & Human Services: Cash Fund Balance by Month 2019-2023



**SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 01/31/2023
8% OF YEAR COMPLETE**

	2023 Budget	As of 01/31/2023	% of Budget
GENERAL FUND			
Board of Commissioners	224,952.00	18,340.00	8%
County Administrator	710,811.00	72,646.00	10%
Auditor-Treasurer	755,366.00	69,383.00	9%
Assessor	890,015.00	87,195.00	10%
Enterprise Services	1,995,626.00	196,471.00	10%
County Attorney	2,147,207.00	189,611.00	9%
Recorder	394,525.00	38,555.00	10%
Maintenance	609,626.00	52,533.00	9%
Planning & Zoning	930,468.00	86,049.00	9%
Other General Government	929,230.00	200,540.00	22%
Sheriff	6,798,558.00	675,884.00	10%
County Jail	3,684,060.00	407,323.00	11%
Probation & Parole	1,128,769.00	111,251.00	10%
Emergency Management	114,088.00	11,122.00	10%
Parks	379,994.00	29,968.00	8%
Water Quality Grant	105,931.00	44,928.00	42%
Wetland Grant	105,443.00	13,671.00	13%
Watercraft Inspection	212,401.00	10,256.00	5%
Non-Levy Departments	10,514.00	-	0%
TOTAL GENERAL FUND	\$ 22,127,584.00	\$ 2,315,726.00	10%
ROAD AND BRIDGE FUND			
Surveyor	156,712.00	15,259.00	10%
Highway Administration	360,716.00	31,969.00	9%
Highway Engineering	997,380.00	97,482.00	10%
Highway Maintenance	1,679,032.00	184,434.00	11%
Equipment Maintenance/Shop	485,665.00	48,527.00	10%
Traffic Operations	212,630.00	12,124.00	6%
TOTAL ROAD AND BRIDGE FUND	\$ 3,892,135.00	\$ 389,795.00	10%

**SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 01/31/2023
8% OF YEAR COMPLETE**

	2023 Budget	As of 01/31/2023	% of Budget
HEALTH AND HUMAN SERVICES			
Veterans Service	249,951.00	20,115.00	8%
Income Maintenance	3,043,491.00	276,705.00	9%
Social Services	6,566,685.00	604,116.00	9%
Public Health Nursing	1,766,879.00	153,281.00	9%
TOTAL HEALTH AND HUMAN SERVICES	\$ 11,627,006.00	\$ 1,054,217.00	9%
SOLID WASTE FUND			
Score Grant Fund	55,045.00	5,388.00	10%
HHW Operations	159,004.00	11,150.00	7%
TOTAL SOLID WASTE FUND	\$ 214,049.00	\$ 16,538.00	8%
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	141,520.00	13,866.00	10%
TOTAL LAKE IMPV DISTRICT MAINT	\$ 141,520.00	\$ 13,866.00	10%
TOTAL ALL FUNDS	\$ 38,002,294.00	\$ 3,790,142.00	10%

ARPA Expenses
Budget to Actual
As of January 31, 2023

ADMINISTRATION						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0199 ADM	'Old Jail and White House Demolition	\$ 800,000	\$ (44,455)	\$ -	\$ 755,545	
ARPA-0335 ADM	Brookland	3,000,000	(79,960)	(19,990)	2,900,050	
ARPA-0336 ADM	School Grants - Vocational Programs	500,000	(500,000)	-	-	
ARPA-0341 ADM	School Grants - Open Use	100,000	(100,000)	-	-	
ARPA-0345 ADM	IT Assessment	35,000	(43,244)	-	(8,244)	
ARPA-0349 ADM	Employee Engagement Survey	9,300	(8,660)	-	640	
ARPA-0354 ADM	ARPA Advisory Consultant	1,775	(1,775)	-	-	
ARPA-0355 ADM	Childcare Provider Training Assistance	100,000	-	-	100,000	
		\$ 4,546,075	\$ (778,094)	\$ (19,990)	\$ 3,747,991	
ATTORNEY						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0338 ATT	Children's Services Collaborative	\$ 118,298	\$ (118,298)	\$ -	\$ 101,843	
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(5,575)	(600)	35,518	
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	(305)	137,361	
		\$ 277,784	\$ (139,518)	\$ (905)	\$ 137,361	
AUDITOR-TREASURER						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0337 AUO	Tyler Tax/CAMA Software	\$ 250,000	\$ -	\$ -	\$ 250,000	
ARPA-0347 AUO	Single Use Audit - ARPA Funds	20,000	-	-	20,000	
		\$ 270,000	\$ -	\$ -	\$ 270,000	
EMERGENCY MANAGEMENT						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0342 EMGT	Emergency Management - COOP Update	\$ 60,000	\$ -	\$ -	\$ 60,000	
ENTERPRISE SERVICES						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0062 ENTS	Replace ceiling grid and tile in the hallways of the 1989 Courthouse	\$ 75,000	\$ -	\$ -	\$ 75,000	
ARPA-0092 ENTS	Cisco UCS Interconnects / Chassis	229,032	-	-	229,032	
ARPA-0093 ENTS	Upgrade Backup Exec Tape Library	75,000	-	-	75,000	
ARPA-0101 ENTS	Upgrade data center fabric network switches at the ECC data center	75,000	-	-	75,000	
ARPA-0102 ENTS	Upgrade data center fabric network switches at the Courthouse data center	75,000	-	-	75,000	
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	-	65,000	
ARPA-0202 ENTS	Cisco UCS in DMZ Replacement of Chassis and Fabric interconnects	53,400	-	-	53,400	
ARPA-0352 ENTS	2 Laptops - U of MIN Extension	4,200	(2,937)	-	1,263	
ARPA-0355 ENTS	Laptop - HHS	1,620	(1,620)	-	-	
ARPA-0086 ENTS	*ARPA ARMER* Broadband PTT Solution (ARMER Radio to Smartphone)	15,000	-	-	15,000	
ARPA-0087 ENTS	*ARPA ARMER* Increase microwave bandwidth to Nessel ARMER site	1,700	-	-	1,700	
ARPA-0261 ENTS	*ARPA ARMER* Upgrade of ARMER Microwave backhaul system- this is a multi year project	800,000	-	-	800,000	
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	2,083,300	-	-	2,083,300	
		\$ 3,553,252	\$ (4,557)	\$ -	\$ 3,548,695	

ENVIRONMENTAL SERVICES						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0117 ENVS	Park Maintenance Cold Storage and Shop					
ARPA-0180 ENVS	Online Permitting/Licensing Module	\$ 100,000	\$ -	\$ -	\$ 100,000	
ARPA-0240 ENVS	Chicago County Mountain Bike Course	95,000	-	-	95,000	
ARPA-0204 ENVS	Ki Chi Saig Park Municipal Building	75,000	-	-	75,000	
ARPA-0305 ENVS	Water Resources Grant Match	150,000	-	-	150,000	
ARPA-0306 ENVS	Water Resources Truck	250,000	-	-	250,000	
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	50,000	-	-	50,000	
		122,200	-	-	122,200	
		\$ 841,200	\$ -	\$ -	\$ 841,200	
HEALTH AND HUMAN SERVICES						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0350 HHS	Public Health Payroll	\$ 8,190	\$ (8,190)	\$ -	\$ -	
JAIL						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0348 JAIL	PPE	\$ 13,058	\$ (13,058)	\$ -	\$ -	
LID						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0353 LID	Canoe, Motor and Batter - LID	\$ 2,132	\$ (2,104)	\$ -	\$ 28	
MAINTENANCE						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0335 MINT	Repair elevator on 1973 side of Courthouse	\$ 50,000	\$ -	\$ -	\$ 50,000	
ARPA-0333 MINT	Honeywell Phase II	729,577	(729,577)	-	-	
ARPA-0343 MINT	HVAC Replacement - ECC	59,894	(59,894)	-	-	
ARPA-0346 MINT	JACE Controller	28,600	(28,600)	-	-	
ARPA-0351 MINT	Air Handler - ECC	6,859	(6,859)	-	-	
		\$ 875,930	\$ (825,930)	\$ -	\$ 50,000	
PUBLIC WORKS						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0338 PWKS	Harris Building Improvements - Phase I (Engineering/Architectural Fees)	\$ 148,300	\$ (9,290)	\$ (2,115)	\$ 136,995	
SHERIFF'S OFFICE						
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining	
ARPA-0182 CCSO	Camera Work Station for Jail	\$ 5,061	\$ -	\$ -	\$ 5,061	
TOTALS		\$ 10,600,982	\$ (1,780,581)	\$ (23,000)	\$ 8,797,292	

2023 Capital Improvement Plan
Budget to Actual
As of January 31, 2023

		ADMINISTRATION			
Description	Project #	Source	Budget	Actual	Remaining
County Codification Services	N/A	CARRYOVER	15,000	-	15,000
Office Remodel - Veteran's Services	ADM-0198	CARRYOVER	10,000	-	10,000
Total Carryover from 2022			25,000	-	25,000
Total			\$ 25,000	\$ -	\$ 25,000
AUDITOR-TREASURER (ELECTIONS)					
Description	Project #	Source	Budget	Actual	Remaining
Election Pollbook Replacement	AUD-0138	CARRYOVER	21,000	-	21,000
Election Equipment Replacement Fund	AUD-0137	CARRYOVER	59,000	-	59,000
Total Carryover from 2022			80,000	-	80,000
Election Equipment Replacement Fund	AUD-0137	2023 CIP BUDGET	59,000	-	59,000
Electronic Pollbook Replacement	AUD-0138	2023 CIP BUDGET	21,000	-	21,000
Election Results - Storage Media	AUD-0139	2023 CIP BUDGET	4,500	-	4,500
Total 2023 CIP Budget			84,500	-	84,500
Grand Total			\$ 164,500	\$ -	\$ 164,500
FACILITY MAINTENANCE					
Description	Project #	Source	Budget	Actual	Remaining
Exterior Door Badge Access at PSC	MNT-0267	CARRYOVER	5,500	-	5,500
Fence Around Generator at PSC	MNT-0267	CARRYOVER	12,000	-	12,000
Parking Gate/Fence at PSC	MNT-0267	CARRYOVER	50,000	-	50,000
Cameras at PSC	ENTS-0184	CARRYOVER	32,272	-	32,272
Total Carryover from 2022			99,772	-	99,772
Repair Courthouse lots	MNT-0055	2023 CIP BUDGET	5,000	-	5,000
Replace water heater at the Courthouse	MNT-0061	2023 CIP BUDGET	7,500	-	7,500
Replacement APC Automatic Transfer Switches	MNT-0094	2023 CIP BUDGET	9,500	-	9,500
Better Highway Signage on 3rd floor	MNT-0219	2023 CIP BUDGET	1,000	-	1,000
Fencing and Parking Gate at PSC	MNT-0267	2023 CIP BUDGET	100,000	-	100,000
Total 2023 CIP Budget			123,000	-	123,000
Grand Total			\$ 222,772	\$ -	\$ 222,772
SHERIFF'S OFFICE					
Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (Ind Auction Proceeds)	N/A	CARRYOVER	130,014	18,267	148,281
Total Carryover from 2022			130,014	18,267	148,281
K-9 Replacement	N/A		-	20,000	20,000
Sheriff's Office Patrol Vehicle Replacements - 6 squads	CCSO-0141	2023 CIP BUDGET	372,926	-	372,926
Reserve Deputy Ballistic Vests	CCSO-0225	2023 CIP BUDGET	9,200	-	9,200
40LMTS Single Shot Less Lethal	CCSO-0235	2023 CIP BUDGET	46,750	-	46,750
Agency Handgun Program	CCSO-0237	2023 CIP BUDGET	24,500	(4,860)	19,640
Jail Transport Vehicle	CCSO-0238	2023 CIP BUDGET	43,789	-	43,789
Total 2023 CIP Budget			497,165	15,140	512,305
Grand Total			\$ 627,179	\$ 33,407	\$ 660,586

2023 Capital Improvement Plan
Budget to Actual
As of January 31, 2023

PUBLIC WORKS					
Description	Project #	Source	Budget	Actual	Remaining
Skid Steer Trailer	PWIS-0166	CARROVER	19,776	-	19,776
Lowboy Trailer	PWIS-0165	CARROVER	38,118	-	38,118
1-Ton Work Truck	PWIS-0168	CARROVER	60,000	-	60,000
2-Ton Tipper Truck	PWIS-0206	CARROVER	76,563	-	76,563
Sign Truck	PWIS-0081	CARROVER	220,000	-	220,000
Hydrant Replacement	N/A	CARROVER	10,073	-	10,073
Total Carryover from 2022			424,530	-	424,530
Tandem Snow Plow Truck	PWIS-0172	2023 CIP BUDGET	170,000	-	170,000
Tandem Snow Plow Truck	PWIS-0172	2023 CIP BUDGET	170,000	-	170,000
1-Ton Work Truck	PWIS-0209	2023 CIP BUDGET	80,000	-	80,000
Survey Equipment	PWIS-0227	2023 CIP BUDGET	74,000	(74,000)	-
Fuel Island Repairs	PWIS-0233	2023 CIP BUDGET	50,000	-	50,000
Total 2023 CIP Budget			\$ 544,000	\$ (74,000)	\$ 470,000
Grand Total			\$ 968,530	\$ (74,000)	\$ 894,530
PARKS/ENVIRONMENTAL					
Description	Project #	Source	Budget	Actual	Remaining
Swedish Immigrant Trail Erosion Control Measures	ENVS-0105	CARROVER	7,500	-	7,500
Security Lighting & Electrical Services	ENVS-0108	CARROVER	500	-	500
Fish Lake Park Plan/Design Services	ENVS-0111	CARROVER	15,304	-	15,304
Sumner Prairie Trail - 15% Match	N/A	CARROVER	209,520	-	209,520
Total Carryover from 2022			232,824	-	232,824
K-Chi-Saga Playground Swing	ENVS-0114	2023 CIP BUDGET	15,000	-	15,000
Parking Lot Gravel & Grading	ENVS-0115	2023 CIP BUDGET	25,000	-	25,000
Fransden/Checkboard Parks	ENVS-0116	2023 CIP BUDGET	15,000	-	15,000
Swedish Immigrant Regional Trail Pavement Repair	ENVS-0118	2023 CIP BUDGET	15,000	-	15,000
Parts 1998 Tractor Trailer Replacement	ENVS-0119	2023 CIP BUDGET	15,000	-	15,000
Parks 2002 Trailer Replacement	ENVS-0239	2023 CIP BUDGET	15,000	-	15,000
Parks Maintenance Facility Well	ENVS-0241	2023 CIP BUDGET	25,000	-	25,000
Sumner Prairie Regional Trail Subgrade Correction and Paving			125,000	-	125,000
Total 2023 CIP Budget			\$ 357,824	-	\$ 357,824
Grand Total			\$ 967,824	-	\$ 894,530
TECHNOLOGY					
Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	N/A	CARROVER	37,800	-	37,800
Replace 9 Printers for Sheriff's Office - Jail, Jail Admin, SO	ENTIS-017	CARROVER	4,600	-	4,600
Replace 6 high volume scanners for RHS	ENTIS-080	CARROVER	6,000	-	6,000
Upgrade of KeySecure Data Encryption Equipment	ENTIS-085	CARROVER	17,250	-	17,250
Relocate the Wyoming Emergency Paging Tower	ENTIS-083	CARROVER	100,000	-	100,000
Total Carryover from 2022			165,650	-	165,650
Replacement of 20 MCCs/Laptops for Sheriff's Office due to age 1/2 were done in 2022	ENTIS-0028	2023 CIP BUDGET	32,500	-	32,500
5 replacement laptops for RHS	ENTIS-0031	2023 CIP BUDGET	6,175	-	6,175
MCC 7500E Laptop Consols (2)	ENTIS-0088	2023 CIP BUDGET	165,000	-	165,000
Replace Printer for County Administration	ENTIS-0096	2023 CIP BUDGET	500	-	500
Replace Fujitsu Scanner in Treasurer's Office	ENTIS-0098	2023 CIP BUDGET	985	-	985
Replace network cores at ECC, No parts available	ENTIS-0099	2023 CIP BUDGET	515,926	-	515,926
Replace network switches that support end user devices	ENTIS-0103	2023 CIP BUDGET	60,000	-	60,000

2023 Capital Improvement Plan									
Budget to Actual									
As of January 31, 2023									
Social Media and Texting archive solution	ENTS-0219	2023 CIP BUDGET	7,200	(4,990)					2,210
Replace 3 PC's in Attorney's Office	ENTS-0243	2023 CIP BUDGET	3,300	-					3,300
Replace 6 laptops for County Attorney Office	ENTS-0244	2023 CIP BUDGET	8,700	-					8,700
Replace laptop for Assessor's Department	ENTS-0245	2023 CIP BUDGET	1,450	-					1,450
Replace laptop in Auditor's Department	ENTS-0246	2023 CIP BUDGET	1,450	-					1,450
Replace 2 laptops in Probation due to age	ENTS-0248	2023 CIP BUDGET	2,900	-					2,900
Replace 4 PC's in ECC / 911 Center due to age	ENTS-0250	2023 CIP BUDGET	4,400	-					4,400
Replace 2 PC's in HHS due to age	ENTS-0251	2023 CIP BUDGET	2,200	-					2,200
Replace 3 Desktop PC's in the Jail due to age	ENTS-0254	2023 CIP BUDGET	3,300	-					3,300
Replace "all in one" printer for Sheriff's Office due to age	ENTS-0255	2023 CIP BUDGET	750	-					750
Replace 6 Desktop PC's in Sheriff's Office due to age	ENTS-0256	2023 CIP BUDGET	6,600	-					6,600
Replace 1 printer due to age in Zoning	ENTS-0259	2023 CIP BUDGET	850	-					850
Add 1 WDA / Laptop to Probation "May need added software licenses for Pro Phoenix	PDTH-0249	2023 CIP BUDGET	3,200		(4,990)				3,200
Total 2023 CIP Budget			827,386						822,386
Grand Total			\$ 993,036	\$ (4,990)	\$		\$		\$ 988,046
HHS									
	Project #	Source	Budget	Actual	Remaining				
Child Protection Interview/Visitation rooms	HHS-0195	2023 CIP BUDGET	40,000		40,000				
HHS Interview Rooms	HHS-0196	2023 CIP BUDGET	40,000		40,000				
Total			\$ 80,000	\$ -	\$ 80,000				
UNALLOCATED									
		Source	Budget	Actual	Remaining				
2023 Unallocated CIP Funds		2023 CIP BUDGET	163,181		163,181				
Total			\$ 163,181	\$ -	\$ 163,181				
TOTAL ALL DEPARTMENTS			\$ 3,602,022	\$ (45,583)	\$ 3,556,439				



Sheriff Recruitment Program

Law enforcement agencies across the United States, including the Chisago County Sheriff's Office, are struggling to recruit and hire Deputies, Correctional Officers and Dispatchers. Though agency-specific needs exist depending on size or locale, the difficulty with recruitment is a significant problem that is broadly affecting the field of law enforcement.

There are low numbers of individuals applying to agency vacancies and that, among those who do apply, the quality of the applicants is often poor. It is not uncommon for applicants who appear to be strong candidates to fail a background check or divulge disqualifying information later in the hiring process.

Chisago County also finds itself in fierce competition to attract and secure the best candidates in the area due to the multiple law enforcement agencies in the County. Key issues in recruitment have been;

- Generational Differences in applicant pool
- Public Image of Law Enforcement
- Hiring Process Challenges

If Chisago County continues to lose staff without bringing in several qualified deputy recruits/correctional officers/dispatchers to replace those leaving the organization, the Chisago County communities will soon begin to feel the effects. Longer wait times for calls for service, fewer crimes solved and cleared, and on-duty officers who are burned out and overworked threaten the quality of life in our communities.

The Chisago County Sheriff's Office is proposing implementing a new recruitment strategy and approach to improve the CCSO staffing;

- Compensation/Recruiting Incentives
- Recruitment campaigns

The Chisago County Sheriff's Office is proposing using \$45,000 to incentivize current staff and the recruit to maintain employment with the CCSO.

CURRENT PAY SCHEDULE

Chisago County Sheriff's Office Positions (9 Step Schedule, 105% BT Recommended)

Sergeant

Grade 15 Minimum \$80,678 – \$92,580 – Top of Scale \$106,237

Deputy Sheriff

Grade 12 Minimum \$67,739 – \$77,732 – Top of Scale \$89,199

Jail Sergeant

Grade 13 Minimum \$71,803 – \$82,396 – Top of Scale \$94,551

Correctional Officer

Grade 8 Minimum \$53,656 – \$61,572 – Top of Scale \$70,655

Dispatcher

Grade 8 Minimum \$53,656 – \$61,572 – Top of Scale \$70,655

Attachment(s):

- City of Eagan MOU (example of program)

Cash bonuses aim to improve hiring, retention for Scott County public safety jobs

By Christine Schuster cschuster@swpub.com

A new cash bonus program aims to slow turnover and increase staffing levels in Scott County's public safety departments amid a tightening labor market.

A pilot program approved by the Scott County Board of Commissioners this month will offer cash bonuses to new employees signing on to work as emergency dispatchers, corrections officers or deputies.

Last year, the county recorded a 29% turnover rate for deputies, according to county data. In addition, a fourth of corrections officers left their job within the year.

"It used to be what we called cradle-to-grave employment," said Lori Huss, the county's employee relations director. "People stayed a lifetime of employment in these careers."

In a presentation to the County Board March 1, Huss said labor market trends straining law enforcement agencies are expected to worsen.

"Minnesota, right now, is short nearly 800 officers," she said

A sharp decline in college enrollment figures also indicates the shortages will intensify in coming years, according to Huss. At Hibbing Community College, for example, student enrollment in the law enforcement program is down over 50%.

"Obviously, with the labor market the way that it is, we're going to have to think and act in ways that we haven't before," said Scott County Commissioner Jon Ulrich.

While the Minnesota Legislature is considering several proposals to increase pay for cops, Scott County Sheriff Luke Hennen said shortages in dispatch centers and jails are even more difficult to backfill.

Hennen said law enforcement agencies are often able to lend support and provide coverage to neighboring areas impacted by a staffing shortage or absence.

"The dispatch center and the county jail don't have that flexibility," he said. "It's not as easy to just send somebody over and help out."

Cash bonus

New hires eligible for the cash bonus program may earn up to \$2,000.

The lump sum bonus payments may be awarded three times; a \$500 hiring bonus, a \$500 bonus at the end of one year and a \$1,000 bonus after two years on the job.

All Scott County employees are eligible for the same bonus amounts if they refer an applicant who is later hired to one of the eligible public safety positions.

Employees may participate in the referral bonus program for up to five referrals. The pilot program adopted this month runs retroactively between Sept. 1, 2021 and Dec. 31, 2022.

Reorganizing

In Carver County, over 10% of jobs are vacant within the Sheriff's Office, according to Carver County Sheriff Jason Kamerud.

While there's no hiring or referral bonus program, a new agreement between the county and the deputies' labor union increases wages to be more competitive in the metro market.

The current deputy wages in Carver County, between \$39.25 and \$42.35 an hour, are helping the county compete with metro police departments for public safety personnel, Kamerud stated, in an email to Southwest News Media.

A staffing re-organization within the Carver County Sheriff's Office also aims meet organizational needs and balance the workload. The county eliminated the deputy sheriff positions and instead created a crime analyst position to help the Sheriff's Office solve crimes.

The Sheriff's Office is also utilizing mental health professionals to respond to increasing mental health calls rather than always sending a deputy.

"This has proven to be a much better utilization of our resources — so much so that I am looking to duplicate this process and add another mental health professional this year," Kamerud wrote.

Attracting workers

In a March 15 interview, Hennen said retirements of long-time deputies last year drove the office's high turnover rate.

"That was just an anomaly that we also knew was coming," he said, adding other deputies left for police jobs and one staffer left law enforcement entirely.

The new cash bonus program seems to already be helping the county attract workers to historically short-staffed departments, such as the dispatch center, according to Hennen.

Recent advertisements of a dispatch center job featuring the bonus program drew over 90 applicants, he explained. A similar listing posted last summer only drew 18 applicants, none of whom were ultimately hired.

While the numbers show promise for the county's cash bonus incentive, Hennen said other labor factors are likely also shaping the recent trends — many workers in industries challenged by the pandemic are looking to make a career change.

Counties, which are less nimble than the public sector, are hoping to find new ways to attract these workers.

"Everyone is trying to get a little more creative," Hennen said.

Department of Corrections to offer a \$10K bonus for new officers

The agency is dealing with a shortage of officers at their prisons in Rush City, Stillwater and Oak Park Heights.

OAK PARK HEIGHTS, Minn. — The Minnesota Department of Corrections is looking for more officers to staff their three most secure prisons.

The agency is offering a \$10,000 sign on bonus for new officers who are willing to work for at least two years of service at their prisons in Stillwater, Rush City and Oak Park Heights.

The bonus will go into effect in September and will be available for officers who sign up for their academies in either September or October.

"I think money talks and that should definitely help things out," corrections officer Scott Roemer says.

Roemer has been a corrections officer since 2014. He serves a unique role at the Oak Park Heights prison.

Instead of being assigned to a specific zone, or area of the prison, Roemer fills in wherever he's needed.

"It's something different every day," Roemer explains.

He loves his job and says it's very different than what the average person might think.

"You know, for us, a slow day is a good day," Roemer says. "Our average day is not filled with the kind of drama and excitement that people might think of."

Roemer is hoping this new sign on bonus will inspire more people to consider a career with corrections.

He says Oak Park Heights is currently looking for 35 officers, which he says is about 20% of their entire staff. He adds it's the same situation at the prisons in Rush City and Stillwater.

"We all want everyone to just be okay and safe," Roemer explains.

Safety is a top priority at Oak Park Heights. Four years ago, officer Joseph Parise died in the line of duty at the prison. Prison officials say Parise suffered a heart attack after he stepped in to help a fellow officer who was being attacked by an inmate.

"You always remember a situation like that," Roemer says.

Roemer says they've learned a lot since then and he feels safe doing the work he does, just like Emily Johnson.

"I am not afraid to work within this career," Johnson says.

She's starting to see more women entering the field, but she'd like to see even more.

"If it's not a good fit that's okay, but give it the chance and you might discover an entirely new passion," Johnson says.

Victor Archibong, a recruiter with corrections, says their biggest challenge is all the misconceptions people have about prisons.

"It's not what you see on TV. It's not what you see in the movies," Archibong says. "I just like to tell folks when I'm doing recruiting, just come in and see what it's like, there's a role here for everybody."

Besides officers, corrections officials are also looking for nurses, dentists, plumbers, and a slew of other jobs, that all qualify for a \$5,000 sign on bonus to get more people in the door.

"There are so many roles and jobs here in the prison," Roemer says.

Those \$5,000 bonuses are available for staff who work at any of the state's 10 prisons. The \$10,000 bonus, however, is only available to corrections officers who agree to work at the prisons in Rush City, Stillwater or Oak Park Heights.

Corrections officials say another perk that corrections officers receive is their pension. Officers who serve a minimum of 10 years with the department can retire at the age of 55 with a full pension.

Citing Lack Of Applicants, Police Departments Offering Signing Bonuses Up To \$10,000

MINNEAPOLIS (WCCO) -- Many local police departments around Minnesota are offering signing bonuses of up to \$5,000 or even \$10,000. That's as departments are reporting a plunge in applicants in the aftermath of the George Floyd murder.

Minneapolis, the city where Floyd was murdered by former police officer Derek Chauvin, is proposing a \$7,000 bonus. Other bonuses: \$5,000 in Brooklyn Park and New Brighton, \$6,000 in Brooklyn Center, and \$1,500 in Edina.

Just this week, the Roseville City Council upped its signing bonuses to \$10,000 for experienced officers, or \$5,000 for new recruits. The Roseville Police Department got a jump start on the bonuses when, two years ago, they got the council to approve \$5,000 bonuses for lateral transfers -- meaning veteran officers coming from other departments to work for Roseville Police.

Deputy Chief Joe Adams says since Floyd's murder the number of applicants has plunged.

"When we talk to our high school students, it's just not a popular career for people to be going into," he said.

He says the Kim Potter case has also had a chilling effect.

"As tragic as that was, a lot of people could say, 'I could have a slip. I don't think it would be me, I think I am trained well enough, but that could be me,'" he said.

It's not just the metro area seeing an uptick in signing bonuses. Austin police are offering up to a \$5,000 relocation bonus and up to \$5,000 in student loan repayments.

"I don't know that we have gotten a new application in six to eight weeks," Chief David McKichan said.

Police officers in Minnesota do have to have at least a two-year college degree.

"If you are a quality applicant, you can pretty much go to whatever department you want to go to. Pretty much every department in the metro area is hiring," McKichan said.

For some context, the starting salary for a Roseville police officer is \$65,000. After three years, that can jump to \$85,000. And after 10 years, salaries there can be as high as \$97,000.



MEMORANDUM OF AGREEMENT

The City of Eagan ("City") and Law Enforcement Labor Services, Inc. Local No. 170 – Patrol Officers ("Union") agree to the following:

The purpose for this Memorandum of Agreement is to set forth a mutually agreed upon patrol officer recruitment incentive covering the current Labor Agreement between the City of Eagan and Law Enforcement Labor Services, Inc. Local No. 170.

Employees covered under the 170 bargaining agreement who recruit a patrol officer candidate to apply, interview, successfully complete a background investigation for the Eagan Police Department and obtain a Chief's interview will be awarded a \$500 recruitment bonus issued through payroll. The patrol officer candidate must submit their recruiter's name (only one recruiter name per applicant) on their online application submitted to the City of Eagan. No post-application name submission will be accepted.

This agreement is not intended to eliminate any contractual language within the Labor Agreement between the City of Eagan and Law Enforcement Labor Services, Inc. Local No. 170. Furthermore, during the course of this agreement, the Employer reserves the right to make the discontinuation of this Memorandum of Agreement with 30 days' notice if the issue cannot be resolved.

This Memorandum of Agreement will expire on December 31, 2023, unless the parties mutually agree, in writing, to its extension.

IN WITNESS WHEREOF, the parties have executed the Agreement on the respective dates as set forth opposite their respective signatures.

CITY OF EAGAN:

Dated: _____

CITY OF EAGAN:

By: _____
Mike Maguire
Mayor, City of Eagan

Dated: _____

By: _____
Beth VanHoose
City Clerk

Dated: _____

By: _____
Jesse Swenson
Human Resources Director

LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL NO. 170

Dated: _____

By: _____
Rick Mathwig
Business Agent

Dated: _____

By: _____
Chris Meade
LELS Patrol Officers
Local 170, Union Steward



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

Joe Triplett, P.E.
Director | County Engineer

Ben Hobert, P.E.
Assistant County Engineer

Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Ulech
Traffic Operations Manager

Barbara J. Shimmion
Finance and Office Manager

PUBLIC WORKS MEMORANDUM

TO: Budget & Finance Committee
FROM: Joe Triplett, P.E.
DATE: 1/31/23
RE: Harris Shop Improvements

We are very close to finalizing our Harris shop plans, pulling building permit and getting approval from City of Harris. Given our County meeting schedule and construction schedule, I would like to get this in front of the Budget & Finance Committee for review, funding options and consideration for the Board at next Wednesday's meeting or the March 1st meeting.

Estimated Cost Breakdown:

Date	Estimated Construction Cost	Contingency Amounts
6/13/22	\$1,116,200	\$466,000
1/30/23	\$1,478,566	\$155,000

In addition to the current project budget breakdown, we have included 2 alternate bid options:

- Alternate 1.a involves replacing the pavement at the Harris shop = \$283,949
- Alternate 1.b involves replacing the concrete entrance apron on CSAH 30 = \$18,214

As you can see, in the 8 months since the last cost estimate was done, construction costs have risen approximately \$362,000. Given the volatility in the construction market and the lack of asbuilt information for our Harris shop, Kraus-Anderson still thinks it is prudent to budget some contingency costs into the project.

At this point, I would be looking for B & F recommendation on the Project and/or Project and alternate bid options. I am certainly open to discussing the bid alternates, as they are potentially something Public Works could help deliver. If we were to get project approval on Feb. 15th, we could open bids on March 16th and have the project back for award at the April 5th meeting. That should leave enough time for construction this season.

**Chisago County - Harris Shop Washbay and Truck Storage Building
Overall Project Budget**

2023		Revision Date
1/30/2023		
Description	Harris Shop Wash Bay and Truck Storage Building 50% DD's	Remarks
	Construction- 4 Months	
Chisago County Revenue		
Utility Rebates		
Other Income		
Interest Earnings		
Total Available Dollars	\$0	
Construction Costs		
Building Construction		
Sitework, Wash Bay & Equipment Storage Buildings	\$1,478,566	Bid Day Numbers
Alternate 1.a - New Pavement	\$283,949	Bid Day Numbers
Alternate 1.b - New West Apron	\$18,214	Bid Day Numbers
Subtotal	\$1,780,729	Bid Day Numbers
KA Site Services	\$170,066	4 Month Schedule
General Conditions / Reimbursables	\$78,000	Trailer, dumpsters, toilets, temp barricades, signage, etc.
Design Contingency 3%	\$53,422	Electrical, pavement sections and washday not fully defined
Construction Contingency 5.0%	\$89,036.45	
Construction Escalation 0%	\$0	Bidding March 2023
Subtotal	\$2,171,253	
Soft Costs		
Architectural & Engineering Fees	\$148,300	
Construction Manager Preconstruction Fee	\$8,500	
Construction Manager Fee	\$65,138	3% of Cost of Construction
Asbestos Abatement	\$0	
Upgraded Xcel Service (Gas & Electric)	\$0	By Owner If Needed
Permitting/Plan Review	\$14,000	
Construction Testing / Special Inspections	\$18,000	
TAB & Commissioning	\$0	
Builders Risk Insurance	\$4,500	
Owner Soft Cost Contingency 5%	\$12,922	
Subtotal	\$271,359	
Owner Costs		
FFE/Equipment	\$24,000	By Chisago County - Hotsie, Racking and Compressor
Subtotal	\$24,000	
Total Project Costs	\$2,466,613	\$3,058,975
Project Balance Available over / (under)	\$2,466,613	Grand Total



3500 Pickup Truck for Public Works

The Public Works Department has a grader that would require the County to sink significant money into it to get it back running. Public Works has reached out to Ziegler CAT and they have offered up \$57,000 for the grader.

Public Works would like to use the funds to purchase 3500 Pickup Truck to replace truck for U-374. The Cost of the new truck is \$59,330, the difference would be paid for from the Public Works Operating Budget (340-6303).

If the Budget and Finance Committee approves the expenditure, the equipment expenditure request form will be brought before the Board of Commissioners at the February 15th, 2023 meeting.

Attachment(s):

- Equipment Expenditure Request Form

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets \$3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits



revised 01/2022

Date 2/3/2023

Asset Description - 3500 pickup with plow, lift gate, and emergency lighting.

Estimated Cost - \$59,330

Was this item budgeted for this year's department budget?

Yes

No X

If yes, what budget?

If no, please explain

Use money from sale of unit 362 Cat grader towards purchase of truck.

AND source of funds

\$57000 would come from sale, remaining cost from 340-6303

Department and/or location of equipment -

Public Works

Is this a replacement? If yes, explain -

U-374

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

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

**SIGNATURES
REQUIRED**

Requestor -

Tony Nielsen

DATE 2/3/2023

Department Head -

[Signature]

DATE 2/6/23

Required if purchase is
\$3,000 - \$25,000

County Administrator -

DATE

Required if purchase is
> \$25,000

Board Approved -

YES

NO

MTG DATE

DATE TO BE APPROVED

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

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

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

MICS OFFICE USE

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

Approved: _____
Date: _____

AUDITOR'S OFFICE USE

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

Warrant Number - _____
Date Paid - _____

Tony J. Nielsen

From: Vincent J Polkus <Vincent.Polkus@zieglercat.com>
Sent: Friday, February 3, 2023 9:42 AM
To: Tony J. Nielsen
Subject: 140H Purchase Price

This is an external email message!

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

Hi Tony,

Ziegler will buy Chisago County's 140H (s/n: CCA02363) for \$57,000.00 in its current condition. The wing, ripper, front lift group and packer are to be included. We do ask everything be brought to Columbus.

We would ask Chisago County to sign a Ziegler provided bill of sale and then issue credit on your account. This can be sent back to you in check form.

Let me know how you want to proceed.

Thanks Tony.

V.J. Polkus

Territory Manager | Ziegler CAT
13822 West Freeway Drive | Columbus, MN 55038
651.982.5653 Office
612.270.4445 Mobile
866.982.5656 Toll Free
651.982.5650 Fax
www.zieglercat.com



[Sign up here for our e-newsletters](#)

1101 S.E. ORALABOR ROAD
ANKENY, IOWA 50021
www.karichevrolet.com



PHONE (515) 964-4255
TOLL FREE 1-800-622-8264
FAX (515) 964-0845

SALESMAN DENNIS LEROY RUDOLPH		DATE 02/02/2023	
BUYER FIRST CHISAGO COUNTY		CO-BUYER FIRST IL LAST	
STREET ADDRESS 313 N MAIN ST		CITY CENTER CITY	
COUNTY CHISAGO		STATE MN	
SP CODE 550127698		CUSTOMER # 184923	
YEAR 2023	NEW/USED NEW	MAKE CHEVROLET TRUCK	MODEL SILVERADO 3500
EXTERIOR COLOR GREENSTONE		WHEELS 12	STOCK NO. 87755
SERIAL NUMBER 1GC3YSE70PF199713		CAR DEAL # 330701	
TOTAL VALUE PRICE		37678.34	
UPFITTER SWITCH		395.00	
CASH SALE PRICE OF VEHICLE		\$ 38073.34	
USED VEHICLE ALLOWANCE TRADE 1		N/A	
MAKE OF TRADE #1		YEAR	
MODEL		SERIAL #	
USED VEHICLE ALLOWANCE TRADE 2		N/A	
MAKE OF TRADE #2		YEAR	
MODEL		SERIAL #	
USED VEHICLE ALLOWANCE TRADE 3		N/A	
MAKE OF TRADE #3		YEAR	
MODEL		SERIAL #	
MANUFACTURER'S RESERVE		N/A	
TRADE DIFFERENCE		\$ 38073.34	
BALANCE OWED ON TRADES		\$ N/A	
STATE & LOCAL TAXES		N/A	
REGISTRATION FEE		\$ N/A	
TITLE FEE		\$ N/A	
TRANSFER FEE		\$ N/A	
NON-RECALL DOCUMENTATION FEE		\$ N/A	
TOTAL DELIVERED PRICE		\$ 38073.34	
CASH DOWN		\$ N/A	
CASH ON DELIVERY		\$ N/A	
AMOUNT DUE		\$ 38073.34	
PAYMENT DUE 30 DAYS		acknowledged by:	
THERE ARE NO WARRANTIES, EXPRESS OR IMPLIED, AS TO COME IT OR		ATTEST FOR PURPOSES OF THIS CONTRACT, SIGN YOUR NAME IN THE SPACE	

Company CHISAGO COUNTY

Buyer's Signature

Accepted By

Tax & Title
Estimate
\$ 3807



2755 Geneva Avenue North
Oakdale, MN 55128
651-765-2657

Quote

Date	Quote #
9/28/2022	JP092822-03

Name / Address
CHISAGO CO HIGHWAY 313 NORTH MAIN STREET ROOM 400 CENTER CITY, MN 55012

Ship To
CHISAGO CO HIGHWAY 31325 OASIS ROAD CENTER CITY, MN 55012

P.O. No.	Terms	Quote Valid Until	Account #	Rep	FOB
	NET 30	10/28/2022		JLP	ORIGIN

Qty	Item	Description	Price	U/M	Total
1	ENRLB00X5T-07F	SOUNDOFF CONNECT N GO SYSTEM - INCLUDES HALF AMBER HALF BLUE 48" ROAD LIGHT BAR, 2 FRONT AND 2 REAR MPOWERS (QUOTED SEPERATELY), AND PRESET CONTROLLER	1,401.48	ea	1,401.48
2	PMPLBAKLSS206A	SOUNDOFF MPOWER 4" 3 WIRE LIGHT, FOR USE WITH MPOWER ARROW KIT AND CONNECT-N-GO SYSTEM - 6 LED STUD MOUNT - AMBER	106.08	ea	212.16
2	PMPLBAKLSS206B	SOUNDOFF MPOWER 4" 3 WIRE LIGHT, FOR USE WITH MPOWER ARROW KIT AND CONNECT-N-GO SYSTEM - 6 LED STUD MOUNT - BLUE	106.08	ea	212.16

All EATI production sales orders will have parts and labor invoiced separately.
You will receive an invoice for your parts once they are received and ready for the build.
If you would like to turn this quote into an order, please notify your sales rep ASAP

Total \$1,825.80



CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3666 - Phone: (952) 888-2525 - Fax: (952) 658-7159 - Website: www.aspenequipment.com

Cust Name: Chisago County Highway

Quote Number:

Quote Date: 2/2/2023

Contact: Tony Nielsen

CHISAGO COUNTY HIGHWAY DEPT.25-WES-44959-14-43-v1

Phone: 651-213-8768

Fax:

E-Mail:

tony.nielsen@chisagocounty.us

Aspen Equipment, LLC. is pleased to offer the following quotation for your consideration

Qty	Part/Spec Number	Description	Installed
1	G2-60-1342 EA38	Tommygate 38" Ext Alum Platform w/ taper, 1300 lb cap, G2 Series	\$3,718.00
1	T-54	Tommygate T-54 Light Kit: 3 add-on system	\$627.00
1	Lifgate Install-Pickup	Installation of lifgate on pickup. Mount, wire and test	\$1,302.00
1	UTMVPP85	Western 8'6" Steel MVP Plus V-plow, Ultramount 2 Blade height is 29" Blade gauge is 14 GA steel Four (4) trip springs Eight (8) vertical ribs Pivot bar Power bar provides torsional strength Trip Edge protection Lift ram is 1-1/2" x 8" UltraLock Double-Acting angling rams are 1-3/4" x 11" Plow width at full angle is 7'5" Plow width at scoop is 7'1" Plow width at full v is 7'7" Approximate weight of plow is 880lbs. 3/8" x 6" high carbon steel cutting edge Disc Shoes are optional Poly blade guides	\$7,474.00
1	44280	Western MVP Pro Plus deflector Kit	\$373.00
1	72530	NIGHTHAWK™ Halogen Headlight Kit, Complete (Included w/ plow)	
1	72525	Adder for NIGHTHAWK LED Headlight Kit, Complete	\$526.00
1	78490	Adder for GM Supplemental Harness Kit	\$198.00
	Important Note:	Truck rating and compatibility MUST be verified prior to plow installation	
1	Backup Camera	FMVSS 111 - Relocate factory installed backup camera system	\$559.00
1	BR-10***	Back Rack Std Cab Protector (See App'l Guide for PT#)	\$724.00
1	BR-91005	Sport Light Brackets, Pair	\$121.00
	Tax Note:	Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice	

Submitted by,

Quote Sub Total: \$15,622.00

Mark Lundeen
612-719-4414

Estimated Sales Tax: \$0.00

Total: \$15,622.00

- * F.O.B.: Bloomington, MN (Unless otherwise specified)
- * Equipment Specifications subject to change
- * Quote valid for 30 days from date of quotation

* Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price. **Mfg's Surcharges may be added to this quotation.

Exhaust Systems: With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that quoted products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of quoted products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



GPS Antenna Replacement – County Surveyor

Paul Gibson, County Surveyor from the Public Works Department, is looking to replace the RTK positioning antenna (11 years old) required for surveyor work next year. Leica Geosystems is providing a 35% discount at this time on GPS Antennas.

Public Works would like to use currently allocated ARPA funds to purchase a new GS18 GPS antenna to replace the current RTK Positioning antenna. The normal cost of a new antenna is \$21,300 with proper maintenance/service and configuration, however with the discount, the County can purchase the replacement for \$15,788.

If the Budget and Finance Committee approves the expenditure, the equipment expenditure request form will be brought before the Board of Commissioners at the February 15th, 2023 meeting and the purchase will be funded using the County's ARPA allocation.

If this request is not funded now, the request will be for CIP funds in the future.

Attachment(s):

- Equipment Expenditure Request Form
- Letter from Paul Gibson to Joe Triplett
- Leica Geosystems Invoice

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets \$3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE
orders are not to be split to avoid policy limits



revised 01/2022

Date 2/6/2023

Asset Description - Leica GS18 GPS Antenna

Estimated Cost - \$15,788

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

If yes, what budget? _____

If no, please explain Have the opportunity to replace aging antenna a year ahead of schedule at a
AND source of funds substantial savings (\$8500 of 35%) Looking to use Capital Equipment funds

Department and/or location of equipment -

County Surveyor in Center City Public Works

Is this a replacement? If yes, explain -

yes - asset tag number 1374

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

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

**SIGNATURES
REQUIRED**

Requestor -

DATE 2/6/23

Department Head -

DATE 2/6/23

Required if purchase is
\$3,000 - \$25,000

County Administrator -

DATE

Required if purchase is
> \$25,000

Board Approved -

YES

NO

MTG DATE

DATE TO BE APPROVED

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

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

Serial Number _____
Year/Make/Model _____

Capital Asset Tag # _____

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

MICS OFFICE USE

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

Approved: _____
Date: _____

AUDITOR'S OFFICE USE

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

Warrant Number - _____
Date Paid - _____



CHISAGO COUNTY
DEPARTMENT OF PUBLIC WORKS
Mail: 313 North Main Street, Room 400
Center City, MN 55012-9863
Office: 31325 Oasis Road, Center City, MN 55012-9863
(651) 213-8700
Facsimile Machine (651) 213-8772

Joe Triplett, P.E.
Director of Public Works
County Highway Engineer

Paul M. Gibson, LLS
County Surveyor

Barbara J. Shimmom
Finance & Office Manager

January 24, 2023

Joe,

This morning I received the attached email from my (GPS) Leica Geosystems representative. It shows several GPS antennas at liquidation prices between 34% and 36% off the retail price.

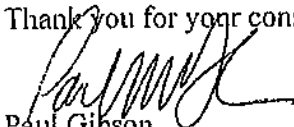
Currently, I have three (3) GS14 GPS antennas. One of the antennas is used for RTK positioning only, and two (2) are used for static high accuracy vertical positioning. All the antennas are roughly 11 years old.

Although the antennas are in working order, technology has advanced in measurement accuracy and functionality. Like most technology, upgrades on our current antennas will eventually be unavailable. For example, our current antennas are working on the 3G network, and the new antennas are working on the 5G network. The 5G network provides faster connectivity and more reliable internet and satellite reception.

I am requesting funding for one (1) new GS18 GPS antenna to replace the current RTK positioning antenna. This is the newest version of GPS antennas. Eventually, all the current antennas will need to be replaced. However, the two (2) antennas used for static high accuracy vertical positioning communicate between each other via UHF signal, so it's not as critical to replace these at this time.

I did not request funding for this upgrade for the 2023 budget year. But I intend to request the funds in 2024. At the liquidation price, we would be saving nearly \$8,000 over the price we would pay next year.

Thank you for your consideration.


Paul Gibson
Chisago County Surveyor

Paul M. Gibson

From: ROTEGARD Chris J <chris.rotegard@leicaus.com>
Sent: Tuesday, January 24, 2023 8:24 AM
To: Chad Wagner, Dan Forsberg, Louie Filkins (lfilkins@co.pierce.wi.us); Marcus Johnson (marcus.johnson@jgmail.com); Mark Crenshaw (mark@bearislandsurveying.com); Mark Gronberg (markg@gronbergassoc.com); Matt Ruzek (Matt@hjsurveyors.com); Mitch Scofield (mitch.scofield@jgmail.com); Nathan George (Nathan.George@jgmail.com); norm.illyerd@otisminnestota.com; Paul M. Gibson; Paul Motzko (paulm@probeengineering.com); Pete Gartmann (pgartmann@ris.com); Randy Corlis (randy@couleeregionlandsurveyors.com); Ryan Rausch (RRausch@wsbeng.com); Scott Tuchtenhagen (ScottT@jhseng.com); Thomas Carlson (tcarlson@co.dunn.wi.us); Tim Peterson (tim@ptisland.com); Ty Dodge (TDodge@authconsulting.com); Will Ziemann (wziem12@smurn.edu)
Subject: FW: Liquidation List CW4 Total stations GPS

This is an external email message!
This message originated from outside the Chicago County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

If you are interested let me know. Thanks

Chris Rotegard
Direct Sales Representative.
Leica Geosystems Inc
612-385-6067

CHECK OUT OUR NEW AUTO POLE AP20, TILT COMPENSATED PRISM POLE.
<https://leica-geosystems.com/products/total-stations/ap20-auto-pole>
Support: 800-327-4773 surveysupport@leicaus.com
Website: <https://pure-surveying.com>

Material	Material Description	Serial Number	Equipment	Instrument Age	Today's Date	Age - Months	List Price	Direct Discount	Direct Cust Net	CW	Tribrach included
822434	TS16 I 3" R1000, imaging total station	3013113	8130096	6/19/2018	1/24/2023	55	\$27,400	36%	\$17,536	4	777508

822438	TS16 I 3" R500, Imaging total station	3013879	8569709	6/17/2019	1/24/2023	43	\$25,600	35%	\$16,640	4	777508
822453	TS16 P 3" R500, total station with PS	3208214	7719672	8/7/2017	1/24/2023	65	\$23,700	38%	\$14,694	4	777508
838035	GS16 3.75G&UHF Performance NAFTA	3248248	7126309	10/26/2017	1/24/2023	62	\$13,700	40%	\$8,220	4	
838035	GS16 3.75G&UHF Performance NAFTA	3248061	7059957	4/25/2016	1/24/2023	80	\$13,700	40%	\$8,220	4	
855304	GS18 T LTE&UHF Performance NAFTA	3603151	8328805	10/22/2018	1/24/2023	51	\$19,300	36%	\$12,352	4	
855304	GS18 T LTE&UHF Performance NAFTA	3602963	8284199	8/30/2018	1/24/2023	52	\$19,300	36%	\$12,352	4	
855304	GS18 T LTE&UHF Performance NAFTA	3608846	9203523	7/30/2020	1/24/2023	29	\$19,300	34%	\$12,738	4	
855304	GS18 T LTE&UHF Performance NAFTA	3607382	9020662	3/9/2020	1/24/2023	34	\$19,300	34%	\$12,738	4	
855304	GS18 T LTE&UHF Performance NAFTA	3603159		3/29/2021	1/24/2023	21	\$19,300	34%	\$12,786	4	
855304	GS18 T LTE&UHF Performance NAFTA	3602985		3/30/2021	1/24/2023	21	\$19,300	34%	\$12,786	4	

785765	TS02,plus 5" R500 Simple Kbd	2301082	5184295	3/28/2013	1/24/2023	117	\$6,800	48%	\$3,536	4	777508
917486	TS13 5" R500, total stat. w. ATR & displ	3267760	9730822	11/10/2021	1/24/2023	14	\$15,800	34%	\$10,468	4	

Demo GS18T - US - 21435717

Date: 02/06/2023

att. Paul Gibson
CHISAGO COUNTY SURVEYOR
313 NO. MAIN STREET, RM 400
CENTER CITY MN 55012

- when it has to be right



Leica Geosystems Inc
Fed.Tax ID # 16-1516976
5051 Peachtree Corners Circle
Suite 250
Norcross, GA 30092

www.leica-geosystems.us
Phone 800 367 9453
Fax 770 326 9593

Your reference Demo GS18T
Your phone (651) 213-8711
Your Customer N° 306067

For clarifications, please contact
Chris Rotegard - (A01)

chris.rotegard@leicaus.com

Consignee:
CHISAGO COUNTY SURVEYOR
31325 Oasis Road
Center City MN 55012

POS	ARTICLE	QTY	PC	DESCRIPTION	UNIT PRICE	USD /TOTAL
10	1575	1	PC.	GS18 T LTE&UHF Performance NAFTA		
				With following configuration:		
	855304	1	PC.	GS18 T LTE&UHF Performance NAFTA	21,300.00	21,300.00
					Discount	8,514.00-
	851576	1	PC.	Leica GS18 QG,multil.1		
	~~937440~~	~~1~~	~~PC.~~	~~GVP743 GNSS Rover Container~~	~~170.00~~	~~170.00~~
	~~639964~~	~~1~~	~~PC.~~	~~GAT1, Gainflex UHF antenna 400-435MHz~~	~~67.50~~	~~67.50~~
	~~667243~~	~~1~~	~~PC.~~	~~GAT2, Gainflex UHF antenna, 435-470MHz~~	~~67.50~~	~~67.50~~
	954518	2	PC.	GEB334 Battery int Li-Ion 10.8V/3450mAh	250.00	500.00
	856074	1	PC.	LOP60, GS18 GLONASS option	1,170.00	1,170.00
	856075	1	PC.	LOP61, GS18 Galileo option	1,170.00	1,170.00
	1432	1	PC.	PowerSupply Configuration		
				With following configuration:		
	~~799185~~	~~1~~	~~PC.~~	~~GKL311 single Charger Prof 3000~~	~~285.00~~	~~285.00~~
	733272	1	PC.	GEV192-1 AC/DC-Adapter for GKL112/311 US		
190	6003686	1	PC.	1 yr Viva GNSS (GS1X) Basic CCP,	162.00	162.00
				consisting of:		
				1 yr SW Maintenance,		
				1 yr Customer Support.		
				Total before tax		16,378.00
				Sales Tax		
				Total		16,378.00

\$ 15,788

(\$24,302)

APRA – Broadband Program

The Chisago County Board of Commissioners have allocated \$3,000,000 of their total \$10.9M Coronavirus State and Local Fiscal Recovery (SLFRF) funds for the expansion of high-speed broadband within Chisago County.

On August 8th, 2021 the Chisago County Board of Commissioners approved using ARPA funds to study the Broadband access in Chisago County. The Board approved Hometown Fiber as the County's broadband consultant.

At the April 6th, 2022 Board of Commissioners meeting, Hometown Fiber presented its complete finding to the Board of Commissioners. Hometown Fiber discussed the results of every city and township within Chisago County.

The American Relief Plan Act requires that eligible broadband projects must provide service upon completion that meet or exceeds 100 Mbps symmetrical service. Eligible projects are also required to participate in federal low-income subsidy programs upon completion and are encouraged to provide at least one low-cost option for service.

Projects must be "substantially complete", and funds must be expended by December 31, 2026.

The term broadband typically means the home or business is served by high-speed Internet access that is always available to the user and is faster than dial-up technology. This service can be delivered by these technologies: Satellite, wireless techniques, fiber, a cable modem, digital subscriber line (DSL) or overpower lines (BPL).

After many months of discussion between the Board, Staff, vendors, and other public entities, the Board directed County Administrator Burnham to develop a 'grant program'

Attachment(s):

- Chisago County ARPA Broadband Grant Program Application
- Chisago County ARPA Broadband Grant Program One Pager



Chisago County ARPA Broadband Grant Program

Background/Purpose/Goal

The Chisago County Board of Commissioners have allocated \$3,000,000 of their total ARPA allocation to expand broadband internet access to the cities, townships and broadband providers within Chisago County. The purpose of the program is to assist with financing for broadband infrastructure to unserved or underserved areas within Chisago County, so more residents of Chisago County can access high speed, reliable and affordable internet.

The Chisago County ARPA Broadband Grant Program is a 1:1 matching grant for the expansion of high-speed broadband within Chisago County.

Who is eligible?

Any Chisago County city, township or broadband provider is eligible to apply.

What areas are eligible?

Any unserved or underserved area located within Chisago County. For purposes of an ARPA Broadband Grant, an unserved or underserved household or business is one that is not currently served by a wireline connection that delivers a reliable broadband service with a minimum speed of 100 Mbps download and 20 Mbps upload (100/20 Mbps). This also includes any area with lack of broadband and lack of reliable service.

What projects are eligible?

Only areas qualifying as unserved, or underserved are eligible for grant funding. However, an applicant may choose to present information on a larger project area to demonstrate context and sustainability of the proposal. The ARPA Broadband Matching Grant program has no minimum project size. The project may be as small as one house or one business if it qualifies as an unserved or underserved area.

For example, an applicant could request grant funds for a small project intended to address a service anomaly in an urban or suburban area that a provider has not been able to address to date due to cost. Upon project completion service shall reliably meet or exceed upload and download speeds of 100 Mbps unless it is impractical due to geography, topography, or excessive costs. In which, case 100 Mbps download speeds and 20 Mbps upload speeds are required.

What do the project's cost?

Recipients may use County ARPA Broadband Grant Program Funds to cover limited costs incurred for eligible projects pre-engineering, purchase of materials, labor costs, and community engagement. The purpose of the grant program is to assist in the costs of deploying the middle mile or last mile network. Ongoing maintenance costs would not be eligible costs under the grant program. The funds may not be used to reimburse already served individuals or broadband providers for projects already completed.



Chisago County ARPA Broadband Grant Program

Deadline

Applications are accepted on a rolling basis until the County Board's allocation has been depleted.

Contact

Chase Burnham, Chisago County Administrator
651-213-8877
chase.burnham@chisagocountymn.gov

Bridgitte Konrad, Chisago County Auditor-Treasurer
651-213-8509
bridgitte.konrad@chisagocountymnm.gov

Kristin Waddell, Chisago County Chief Deputy Auditor-Treasurer
651-213-8501
kristin.waddell@chisagocountycountymn.gov





Chisago County ARPA Broadband Grant Program

APPLICATION

Application must be completed in full to be considered

APPLICANT: _____
Address: _____
Primary Contact Person: _____
Primary Contact Email: _____
Primary Contact Title: _____
Secondary Contact Person: _____
Secondary Contact Title: _____
Secondary Contact E-Mail: _____
Federal Tax Identification Number: _____

ARPA Broadband Grant Program Funds:

Please provide the specific unserved or underserved area located within Chisago County where the requested ARPA funds will be used to deliver high speed, reliable and affordable internet, which has a minimum speed of 100 Mbps download and 20 Mbps upload (100/20 Mbps).



Please provide what specific costs the funds will be used to address, pre-engineering, purchase of materials, labor costs, and community engagement.

ACKNOWLEDGEMENT:

I hereby certified that this application for Chisago County's ARPA Broadband Grant Program is true and accurate to the best of my knowledge.

Applicant Contact Person

Signature Date



Chisago County

ARPA Broadband Grant Program

Background/Purpose/Goal

The Chisago County Board of Commissioners have allocated \$3,000,000 of their total ARPA allocation to expand broadband internet access to the cities, townships and broadband providers within Chisago County. The purpose of the program is to assist with financing for broadband infrastructure to unserved or underserved areas within Chisago County, so more residents of Chisago County can access high speed, reliable and affordable internet.

The Chisago County ARPA Broadband Grant Program is a 1:1 matching grant for the expansion of high-speed broadband within Chisago County.

Who is eligible?

Any Chisago County city, township or broadband provider is eligible to apply.

What areas are eligible?

Any unserved or underserved area located within Chisago County. For purposes of an ARPA Broadband Grant, an unserved or underserved household or business is one that is not currently served by a wireline connection that delivers a reliable broadband service with a minimum speed of 100 Mbps download and 20 Mbps upload (100/20 Mbps). This also includes any area with lack of broadband and lack of reliable service.

What projects are eligible?

Only areas qualifying as unserved, or underserved are eligible for grant funding. However, an applicant may choose to present information on a larger project area to demonstrate context and sustainability of the proposal. The ARPA Broadband Matching Grant program has no minimum project size. The project may be as small as one house or one business if it qualifies as an unserved or underserved area.

For example, an applicant could request grant funds for a small project intended to address a service anomaly in an urban or suburban area that a provider has not been able to address to date due to cost. Upon project completion service shall reliably meet or exceed upload and download speeds of 100 Mbps unless it is impractical due to geography, topography, or excessive costs. In which, case 100 Mbps download speeds and 20 Mbps upload speeds are required.

What do the project's cost?

Recipients may use County ARPA Broadband Grant Program Funds to cover limited costs incurred for eligible projects pre-engineering, purchase of materials, labor costs, and community engagement. The purpose of the grant program is to assist in the costs of deploying the middle mile or last mile network. Ongoing maintenance costs would not be eligible costs under the grant program. The funds may not be used to reimburse already served individuals or broadband providers for projects already completed.

Deadline

Applications are accepted on a rolling basis until the County Board's allocation has been depleted.

Contact

Chase Burnham, Chisago County Administrator
651-213-8877
chase.burnham@chisagocountymn.gov

Bridgitte Konrad, Chisago County Auditor-Treasurer
651-213-8509
bridgitte.konrad@chisagocountymn.gov

Kristin Waddell, Chisago County Chief Deputy Auditor-Treasurer
651-213-8501
kristin.waddell@chisagocountymn.gov



Minnesota Inter-County Association Estimates of 2024 -- County Program Aid

Updated Data: 2021 populations, 65 plus population, Part I Crimes, SNAP, Certified ANTC
2-Feb-23

	Certified 2021	Certified 2022	Certified 2023	Estimated 2024	Change 24 v 23
	Total CPA	Total CPA	Total CPA	Total CPA	Total CPA
State Total	263,971,371	264,012,212	264,874,442	264,153,886	(220,556)
01 AITKIN	853,074	835,689	827,057	829,393	2,336
02 ANOKA	19,988,588	19,605,482	19,344,480	19,010,345	(334,135)
03 BECKER	1,315,724	1,306,011	1,342,026	1,333,043	(8,983)
04 BELTRAMI	6,591,041	6,566,684	6,371,286	6,286,850	(84,436)
05 BENTON	2,657,043	2,680,614	2,723,041	2,637,740	(85,301)
06 BIG STONE	510,381	513,816	517,738	518,901	1,163
07 BLUE EARTH	3,456,399	3,475,009	3,614,952	3,679,160	64,208
08 BROWN	1,257,535	1,299,231	1,422,662	1,383,942	(38,720)
09 CARLTON	2,368,666	2,370,772	2,348,934	2,374,291	25,357
10 CARVER	3,943,892	3,835,318	3,884,423	3,829,223	(55,200)
11 CASS	1,338,105	1,359,273	1,359,048	1,314,366	(44,682)
12 CHIPPEWA	639,149	634,400	627,841	696,970	69,129
13 CHISAGO	3,160,677	3,135,682	3,074,535	3,064,739	(9,796)
14 CLAY	3,878,961	3,935,730	4,093,206	4,236,101	142,895
15 CLEARWATER	795,338	891,578	857,225	860,907	3,682
16 COOK	522,171	516,284	516,482	518,205	1,723
17 COTTONWOOD	652,068	647,902	647,119	645,319	(1,800)
18 CROW WING	2,620,116	2,540,457	2,542,657	2,508,213	(34,444)
19 DAKOTA	20,320,557	20,229,054	20,388,198	20,493,427	105,229
20 DODGE	915,990	880,757	855,175	877,561	22,386
21 DOUGLAS	1,728,864	1,709,783	1,757,479	1,704,416	(53,063)
22 FARIBAULT	709,530	700,015	700,855	693,116	(7,739)
23 FILLMORE	822,699	815,004	940,355	916,351	(24,004)
24 FREEBORN	1,720,087	1,809,974	1,900,695	1,852,440	(48,255)
25 GOODHUE	1,777,559	1,798,021	1,839,537	1,881,861	42,324
26 GRANT	516,404	516,447	513,899	513,161	(738)
27 HENNEPIN	35,958,968	35,929,776	36,474,940	36,453,109	(21,831)
28 HOUSTON	1,088,277	1,058,111	1,080,056	1,119,135	39,079
29 HUBBARD	987,947	997,010	1,005,725	1,020,538	14,813
30 ISANTI	2,617,106	2,605,944	2,567,297	2,530,139	(37,158)
31 ITASCA	2,528,710	2,642,935	2,596,872	2,543,761	(53,111)
32 JACKSON	578,158	577,945	575,046	576,945	1,899
33 KANABEC	1,191,242	1,183,396	1,136,623	1,142,472	5,849
34 KANDIYOHI	2,377,886	2,364,496	2,476,130	2,460,232	(15,898)
35 KITTSON	473,843	475,139	474,466	473,157	(1,309)
36 KOCHICHING	895,531	1,451,684	1,395,981	1,449,288	53,307

Minnesota Inter-County Association

Estimates of 2024 -- County Program Aid

Updated Data: 2021 populations, 65 plus population, Part I Crimes, SNAP, Certified ANTC

2-Feb-23

	Certified 2021 Total CPA	Certified 2022 Total CPA	Certified 2023 Total CPA	Estimated 2024 Total CPA	Change 24 v 23 Total CPA
State Total	263,971,371	264,012,212	264,374,442	264,153,886	(220,556)
37 LAC QUI PARLE	543,367	540,226	540,661	538,018	(2,643)
38 LAKE	603,133	603,238	606,763	624,582	17,819
39 LAKE OF THE WOOD	467,360	468,218	469,011	469,066	55
40 LE SUEUR	1,290,397	1,265,111	1,279,696	1,276,110	(3,586)
41 LINCOLN	505,991	502,052	497,503	495,733	(1,770)
42 LYON	1,146,627	1,164,107	1,179,479	1,149,851	(29,628)
43 MCLEOD	2,058,400	2,013,637	2,059,208	2,073,218	14,010
44 MAHNOMEN	763,118	730,288	690,589	685,062	(5,527)
45 MARSHALL	553,235	554,613	551,217	550,697	(520)
46 MARTIN	874,736	879,737	876,858	875,014	(1,844)
47 MEEKER	1,175,849	1,170,976	1,188,355	1,161,550	(26,805)
48 MILLE LACS	1,875,432	1,886,345	1,825,114	1,827,429	2,315
49 MORRISON	2,061,957	2,064,487	2,116,338	2,095,093	(21,245)
50 MOWER	2,546,801	2,512,565	2,446,939	2,513,324	66,385
51 MURRAY	556,903	553,271	552,216	553,824	1,608
52 NICOLLET	1,784,254	1,801,276	1,845,815	1,805,987	(39,828)
53 NOBLES	804,302	791,010	791,353	795,672	4,319
54 NORMAN	527,138	525,573	527,622	528,354	732
55 OLMSTED	7,742,017	7,856,947	7,713,203	7,933,086	219,883
56 OTTER TAIL	2,361,293	2,397,903	2,412,579	2,376,447	(36,132)
57 PENNINGTON	883,146	944,030	895,070	855,035	(40,035)
58 PINE	2,085,317	2,047,234	1,949,712	1,897,224	(52,488)
59 PIPESTONE	578,226	574,945	577,005	573,361	(3,644)
60 POLK	1,430,689	1,394,403	1,382,824	1,440,601	57,777
61 POPE	630,456	629,669	627,064	626,767	(297)
62 RAMSEY	20,270,598	20,591,755	20,298,201	20,299,991	1,790
63 RED LAKE	472,604	474,585	471,545	471,572	27
64 REDWOOD	690,203	693,541	692,168	693,226	1,058
65 RENVILLE	711,125	704,601	707,884	710,192	2,308
66 RICE	3,800,742	3,738,519	3,818,737	3,695,954	(122,783)
67 ROCK	562,744	556,975	560,401	559,517	(884)
68 ROSEAU	952,907	951,661	924,415	949,668	25,253
69 ST LOUIS	13,727,111	13,830,345	13,848,653	13,426,392	(422,261)
70 SCOTT	5,962,211	5,843,596	5,960,713	6,166,191	205,478
71 SHERBURNE	5,086,143	5,073,132	4,946,386	4,968,555	22,169
72 SIBLEY	631,543	629,716	628,897	630,396	1,499

Minnesota Inter-County Association

Estimates of 2024 -- County Program Aid

Updated Data: 2021 populations, 65 plus population, Part I Crimes, SNAP, Certified ANTC
2-Feb-23

	Certified 2021	Certified 2022	Certified 2023	Estimated 2024	Change 24 v 23
	Total CPA	Total CPA	Total CPA	Total CPA	Total CPA
State Total	263,971,371	264,012,212	264,374,442	264,153,886	(220,556)
73 STEARNS	10,039,757	10,114,392	9,781,250	9,952,376	171,126
74 STEELE	2,217,572	2,179,812	2,170,627	2,146,658	(23,969)
75 STEVENS	555,295	586,365	570,872	563,965	(6,907)
76 SWIFT	600,150	596,208	602,117	599,169	(2,948)
77 TODD	1,616,571	1,561,707	1,593,663	1,599,236	5,573
78 TRAVERSE	490,340	487,073	488,515	486,656	(1,859)
79 WABASHA	1,051,784	1,071,674	1,027,604	1,032,206	4,602
80 WADENA	1,003,449	1,006,910	1,027,283	1,024,410	(2,873)
81 WASECA	943,449	975,200	1,018,919	1,033,778	14,859
82 WASHINGTON	11,490,643	11,173,863	11,288,035	11,320,386	32,351
83 WATONWAN	657,738	631,921	769,190	842,664	73,474
84 WILKIN	544,610	545,015	543,989	543,253	(736)
85 WINONA	3,208,619	3,184,749	3,104,663	2,997,308	(107,355)
36 WRIGHT	6,495,650	6,460,219	6,553,535	6,711,366	157,831
87 YELLOW MEDICINE	579,383	581,394	579,945	578,879	(1,066)

C

(

C

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 16
Title of Item for Consideration: Resolution of Support – East Central Energy – Application to MN Border to Border	
Action Requested by: Board of Commissioners	Department: Board of Commissioners
Previous Action on this Matter: None.	
Background: East Central Energy has requested that the Board of Commissioners offer a Resolution of Support for East Central Energy's application for the MN Border to Border grant. The grant could potentially increase broadband opportunities which would serve the residents of Chisago County. East Central Energy is looking for a Border-to-Border grant for areas already in their service area, some of which are underserved or unserved, in Lent Township and the City of North Branch. Attachment(s): Resolution of Support for East Central Energy	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve a letter of support for Letter of Support – Frontier Communications - Application to MN Border to Border. The following motion is suggested; <i>“Move to approve a letter of support Frontier Communications - Application to the MN Border to Border grant program.”</i>	
Implications of Action: Approval will show the Chisago County Board of Commissioners support East Central Energy's application to MN Border to Border grant program. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO: 23/0215-X

RESOLUTION IN SUPPORT OF EAST CENTRAL ENERGY'S BROADBAND PROJECT IN CHISAGO COUNTY

WHEREAS, East Central Energy is working to provide efficient and affordable fiber broadband internet to its service area; and

WHEREAS, the mission is to provide high-speed internet to every home and business, fostering community vitality, affordable and quality health care, equitable education, a strong economy, and efficient government; and

WHEREAS, East Central Energy is applying for the 2023 Minnesota Border-to-Border Broadband Development Grant Program. The Border-to-Border Broadband Development Grant Program funds the expansion of broadband service to areas of Minnesota that are unserved or underserved; now therefore, be it

RESOLVED, that the Chisago County Board of Commissioners in the State of Minnesota, hereby endorses East Central Energy's Broadband Project to provide to fiber broadband internet to its service area; and be it further

RESOLVED, that Chisago County commits \$_____ for the matching portion of the 2023 Minnesota Border-to-Border Broadband Development Grant Program grants received in support of East Central Energy's Broadband Project; and be it further

RESOLVED, that the authorizing authority of Chisago County does adopt this resolution.

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson

OPPOSED: None

Whereupon the proclamation was declared duly passed and adopted.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 17
Title of Item for Consideration: Sheriff's Office Wellness Program	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: In 2021 the Sheriff's Office began to research and develop a holistic wellness program. The program focuses on the overall team member's health and the direct correlation to improved service to the citizens of Chisago County. The voluntary, incentive based, wellness program targets physical and emotional mental health by providing agency embedded peer support members, critical incident stress debriefings, allowable physical fitness activities, suicide prevention and education and other related topics to a member's wellness. Through partnership with the Employee Assistance Program (EAP) and Lodestar Psychology and Consulting, members will also have a direct link to mental health services with experts in understanding the unique stressors that come with the first responder lifestyle.	
Attachment(s): - Chisago County Sheriff's Office Wellness Program Description - Chisago County Sheriff's Office Wellness Program Policy	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Chisago County Sheriff's Office Wellness Program. The following motion is suggested: <i>"Move to approve the Chisago County Sheriff's Office Wellness Program."</i>	
Implications of Action: Accepting the Wellness Program will allow the Sheriff's Office to move forward with full implementation of the program.	
Budget/Financial Implications: The funds needed to support the wellness program have been discussed, approved, and accounted for in the Sheriff's Office budget.	
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 _____

Chisago County Sheriff's Office Wellness Program

Purpose and Scope: The Chisago County Sheriff's Office encourages staff to take an active role in their community along with their own physical and mental well-being. The Chisago County Sheriff's Office believes that engaged and holistically healthy team members will have a direct correlation to improved service to the citizens of Chisago County. As part of our dedication to this goal the Chisago County Sheriff's Office offers a Voluntary Wellness Program to all full-time, non-probationary team members.

Policy: Any full-time, non-probationary Chisago County Sheriff's Office member may choose to participate in the Sheriff's Office voluntary wellness program. Those choosing to participate must successfully complete all three pillars of the program which include: annual physical with your medical provider; annual mental health appointment; gym attendance acknowledgement.

There is no requirement to participate in the voluntary wellness program. No team member's employment will be impacted by choosing or not choosing to participate. All team members may still participate in Chisago County's wellness program regardless of their participation in the CCSO voluntary wellness program.

The Sheriff's Office does not collect any medical, mental health or biometric information. The only information collected is the participation sign-up form, the Mental Health Appointment form, the Annual Physical form and the Gym Attendance Acknowledgement form. These forms are maintained by the Chief Deputy for purposes of tracking participation, program progress and program completion. The forms do not include any personal medical or mental health information.

The information contained in the forms will not be shared or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, such as the Chisago County Auditor's Office.

None of the activities in this program are compensable time. This includes, but is not limited to, drive time to/from appointments or activities; time spent at appointments/exams. The Sheriff may review, modify, or discontinue this program at any time.

Procedure:

The Chisago County Sheriff's Office has forms for participants to track progress while earning the Sheriff's Office Wellness Incentive. Team members wanting to participate in the program must complete the Chisago County Sheriff's Office Voluntary Wellness Program sign-up form and turn it into the Chief Deputy. The program begins each year on December 1st and ends on November 30th (12-months). Participants may sign-up at any time during the program period.

There will be two tiers within the program that must be completed by November 30th of each year to earn the incentive. The two-tier requirements are:

Tier 1

- Annual Physical Exam with medical professional.
- Annual mental health/emotional health appointment with a qualified licensed mental health professional of your choice.

Tier 2

- Annual Physical Exam with medical professional.

Chisago County Sheriff's Office Wellness Program

- Annual mental health/emotional health appointment with a qualified licensed mental health professional of your choice.
- Complete Gym Attendance Acknowledgement form.

Physical Exam: During the 12-month Wellness Program period, participants are required to have a physical exam with a licensed medical professional. Participants will need to complete the wellness Program Annual Physical form, and have it signed by the medical professional attesting that the team member has had a physical exam with them. No results of the exam will be included on the form. The annual physical exam may be covered by your County insurance plan.

Mental Health/Emotional Health Appointment: At least once during the 12-month Wellness Program period participants will be required to meet with a licensed mental health provider for a minimum of a one-hour appointment. Participants will need to complete the Wellness Program Annual Mental Health Appointment form. No information, other than the date attended, will be shared with the Sheriff's Office. This appointment is for the wellness of the team member and is not a fitness for duty evaluation. This appointment may be covered by your County insurance plan. In addition, a designated agency therapist can conduct or refer staff for additional sessions.

Physical Fitness: During the 12-month Wellness Program period, participating members will be required to complete a gym attendance acknowledgement form. The employee will need to attend an approved gym facility or the Public Safety Center fitness center, a minimum of 10 times a month to improve physical health.

Incentive:

The tier 1 voluntary wellness incentive is a yearly bonus of \$250 and requires completion of all tier 1 requirements.

The tier 2 voluntary wellness incentive is a yearly bonus of \$500 and requires completion of all tier 2 requirements.

Participants may withdraw from the program at any time but will not receive any incentive even if they have already completed the requirements for that annual cycle of the program. If a member's employment at Chisago County ends for any reason prior to the last pay period in December, the member will not receive the incentive for that participation year, even if they have already successfully completed the program requirements.

By participating in the program, you agree that all forms are completed truthfully and honestly to the best of your knowledge. Any falsification may result in discipline up to and including termination.

Wellness Program

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for office members. The Chisago County Sheriff's Office encourages staff to take an active role in their community along with their own physical and mental well-being. The Chisago County Sheriff's Office believes that engaged and holistically healthy team members will have a direct correlation to improved service to the citizens of Chisago County. As part of our dedication to this goal the Chisago County Sheriff's Office offers a Voluntary Wellness Program to all full-time, non-probationary team members. The Wellness Program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1029.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1029.2 POLICY

It is the policy of the Chisago County Sheriff's Office to prioritize member wellness to foster fitness for duty and support a healthy quality of life for office members. The Office will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1029.3 WELLNESS COORDINATOR

The Sheriff should appoint a trained wellness coordinator. The coordinator should report directly to the Sheriff or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

Chisago County Sheriff's Office

Chisago County SO Policy Manual

Wellness Program

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
 - 1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
 - 2. When practicable, the Office should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
- (b) Developing management and operational procedures for office peer support members, such as:
 - 1. Peer support member selection and retention.
 - 2. Training and applicable certification requirements.
 - 3. Deployment.
 - 4. Managing potential conflicts between peer support members and those seeking service.
 - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
 - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for office peer support, as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Establishing procedures for CISDs, including:
 - 1. Defining the types of incidents that may initiate debriefings.
 - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
 - 1. Obtaining a written description of the program services.
 - 2. Providing for the methods to obtain program services.
 - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
 - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
 - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

1029.4 OFFICE PEER SUPPORT

Chisago County Sheriff's Office

Chisago County SO Policy Manual

Wellness Program

1029.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a office peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

1029.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of office peer support members include:

- (a) Providing pre- and post-critical incident support.
- (b) Presenting office members with periodic training on wellness topics, including but not limited to:
 - 1. Stress management.
 - 2. Suicide prevention.
 - 3. How to access support resources.
- (c) Providing referrals to licensed psychotherapists and other resources, where appropriate.
 - 1. Referrals should be made to office-designated resources in situations that are beyond the scope of the peer support member's training.

1029.4.3 PEER SUPPORT MEMBER TRAINING

A office peer support member should complete office-approved training prior to being assigned.

1029.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members, peer support counselors, and/or critical incident stress management team members, and those directly involved in the incident.

Chisago County Sheriff's Office

Chisago County SO Policy Manual

Wellness Program

Members who witness a critical incident are prohibited from providing critical incident stress management services at a debriefing about an incident that they witnessed (Minn. Stat. § 181.9732).

1029.5.1 PEER SUPPORT COUNSELOR COMMUNICATIONS

Communications with peer support counselors are confidential and shall not be disclosed except as provided in Minn. Stat. § 181.9731. A peer support counselor is an individual who is designated by the Office and trained to provide peer counseling services (Minn. Stat. § 181.9731).

1029.5.2 CRITICAL INCIDENT STRESS MANAGEMENT TEAM MEMBER COMMUNICATIONS

Communications with critical incident stress management team members are confidential and shall not be disclosed except as provided in Minn. Stat. § 181.9732. A critical incident stress management team member is an individual who is designated by the Office and trained to provide critical incident stress management services (Minn. Stat. § 181.9732).

1029.6 PEER SUPPORT COMMUNICATIONS

Although the Office will honor the sensitivity of communications with peer support members, there is no legal privilege to such communications.

1029.7 HOLISTIC WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

- (a) Voluntary participation by members
- (b) Allowable physical fitness activities
- (c) Permitted times and locations for physical fitness activities
- (d) Acceptable use of office-provided physical fitness facilities and equipment
- (e) Individual health screening and fitness assessment
- (f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
- (g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
- (h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
- (i) Ongoing support and evaluation

1029.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the office's wellness program and prepare a report summarizing the findings. The report shall

Chisago County Sheriff's Office

Chisago County SO Policy Manual

Wellness Program

not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Sheriff for review and consideration of updates to improve program effectiveness.

1029.9 TRAINING

The coordinator or the authorized designee should collaborate with the Training Coordinator to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of office wellness support systems.
- Suicide Prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 18
Title of Item for Consideration: Acceptance of Donation – CCSO Exercise Equipment	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.	
Background: In 2022, the Chisago County Sheriff's Office Foundation began a fundraising campaign focused at replacing the outdated and failing exercise equipment at the Public Safety Center. With the success of the fundraiser, the CCSO Foundation has purchased for donation new dumbbells ranging from 5 – 100 lbs. and a Titan Functional Trainer. The equipment is valued at \$7129.99.	
Attachment(s): Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolution accepting the donation for the Chisago County Sheriff's Office from the Chisago County Sheriff's Office Foundation for \$7129.99 of exercise equipment. The suggested motion to approve is: <i>"Move to approve the resolution accepting the donation for the Chisago County Sheriff's Office from the Chisago County Sheriff's Office Foundation for \$7129.99 of exercise equipment."</i>	
Implications of Action: Acceptance of the donation via the attached resolution will allow the County to accept the financial donations for the program.	
Budget/Financial Implications: There are no budgetary or financial consequences to this the passing of the Resolution.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO: 23/0215-X ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

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

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

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

- Chisago County Sheriff's Office Foundation - \$7,129.99 Exercise Equipment

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson
OPPOSED: None

Whereupon the proclamation was declared duly passed and adopted.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 19
Title of Item for Consideration: Acceptance of Donation and Grant – CCSO AEDs	
Action Requested by: Chase Burnham, County Administrator	Department: Administration
Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.	
Background: A grant from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota will provide law enforcement, state and national parks and other first responders with automatic external defibrillators (AEDs) to improve cardiac arrest survival. This opportunity only provides equipment (Stryker CR2 AEDs); this is like the previous Helmsley Charitable Trust grants in Minnesota that provided EMS with 12-lead and LUCAS devices. Attachment(s): • Resolution • Minnesota First Responder AED Project Fact Sheet • Lifepak CR2 Defibrillator Data Sheet • AED Donation Overview	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolution accepting the donation of 42 AEDs for the Chisago County Sheriff's Office from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota. The suggested motion to approve is: <i>"Move to approve the resolution accepting the donation of 42 AEDs for the Chisago County Sheriff's Office from the Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota."</i>	
Implications of Action: Acceptance of the donation via the attached resolution will allow the County to accept the 42 AEDs with full 8 year service plans valued at \$2,000 each or approx. \$85,000.	
Budget/Financial Implications: There are no budgetary or financial consequences to this the passing of the Resolution.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	

Administrator's Recommendation

Approve <u>LOS</u>	Deny _____	Other _____
Motion By:		Seconded by:
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioner offered the following resolution and moved its adoption:

RESOLUTION NO: 23/0215-X ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

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

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

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

- The Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) – 42 AEDs

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson

OPPOSED: None

Whereupon the proclamation was declared duly passed and adopted.

Approved: February 15, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

(

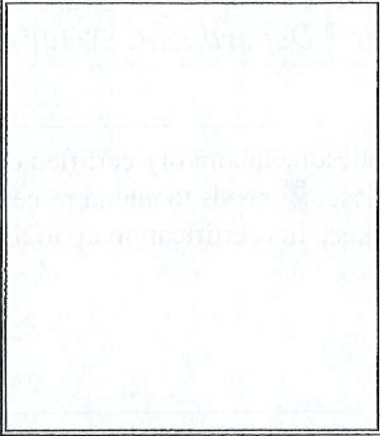
(

(

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 20
Title of Item for Consideration: Out of State Travel Request - Counterdrug Training, Johnston, IA	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: [REDACTED] has been a clandestine laboratory certified deputy for many years. To stay active and qualified to perform these duties, [REDACTED] needs to attend re-certification bi-annually. This training would satisfy that requirement and keep his certification up to date.	
Attachment(s): Out of State Travel Request	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the out of state travel request so the deputy can attend Counterdrug Training in Johnston, IA. The suggested motion is as follows: <i>“Move to approve this out of state training request to the Midwest Counterdrug Training Center in Johnston, IA.”</i>	
Implications of Action: By attending this training, the Sheriff's Office will continue to be able to process clandestine investigations in a safe manner. With the rise in dangerous controlled substances, having properly trained staff in this topic is quite important.	
Budget/Financial Implications: Only requested compensation is for wages and fuel costs in County-owned squad. The registration, meals and lodging costs are provided by the Midwest Counterdrug Training Center.	
Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.	
Administrator's Recommendation	
Approve <u>Cel</u>	Deny _____
Other _____	
Motion By: _____	Seconded by: _____
To: _____	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Out-of-State Travel Request

Date Submitted	2/7/2023	
Employee Name	[REDACTED]	
Department	Sheriff's Office	
Destination	Midwest Counterdrug Training Center Johnston, IA	
Purpose of Travel	Clandestine Laboratory Safety Certification	
Departure Date	Sunday March 5, 2023	
Return Date	Friday March 10, 2023	
Total Travel Expenses	\$150.01	
Supervisor Name (PRINT)	Andrew Mahowald	
Supervisor's Signature		Date Approved 2.7.2023
County Board Signature		Date Approved

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	0			\$0.00
Ground Transportation	574 approximate miles @ \$3.40/gal (13/mi per gallon)	\$150.01	1	\$150.01
Conference/Registration Fees	0		1	\$0.00
Lodging	0		1	\$0.00
Meals	0		1	\$0.00
Mileage	0		1	\$0.00
Grand Total				\$150.01

Chisago County Request For Board Action

Meeting Date: February 15, 2023	Item Number: 21
Title of Item for Consideration: Continuing LESO Controlled Property Program	
Action Requested by: Sheriff Brandon Thyen	Department: Chisago County Sheriff's Office
Previous Action on this Matter: None.	
Background: The LESO controlled property program made a change that written or electronic notification be made to the local community of its intent to request controlled property. This recommendation should be done once a year moving forward. Additionally, the local governing body needs to be made aware of our intent to request controlled property.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Chisago County Sheriff's Office continued participation in the LESO Controlled Property Program. The following motion suggested; <i>“Move to approve the Chisago County Sheriff's Office continued participated in the LESO Controlled Property Program.”</i>	
Implications of Action: The Chisago County Sheriff's Office has acquired many items and equipment through the LESO program over the years. This property is usually loaned to local law enforcement agencies from surplus in the US military. Items range for medical supplies to controlled property like vehicles, weaponry, and others.	
Budget/Financial Implications: Shipping costs from sites across the United States, which vary on location and what would be requested.	
Legal/Policy Implications: The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

1033 Items CCSO Currently Has

PEQ-15 – small, lightweight, easy-to-use aiming system with integrated infrared and visible aiming lasers and an infrared illuminator.

Leupold Scope – magnified optic for rifle

Elcan – magnified optic for rifle

Wilcox Mounts – helmet attachments for night-vision or thermal devices

Thermal – thermal devices to see heat signatures

EOTECH – non-magnified rifle optics.

Datascope System – rangefinder

Weaponry – rifles (14)

MAXXPRO – an armored vehicle that can transport personnel and respond to dangerous situations or calls for service. Can also be used in a homeland security and emergency management capacity.

Bags/Packs – duffle bags and other packs for carrying items.

Clothing – cold weather clothing and surplus military fatigues.

Flashlights – standard and weapon-mounted flashlights.

Simunition Equipment – non-lethal simunition bolts for rifles to use for training environments.

1033 Items CCSO Currently Searching

Aimpoint Optic – non-magnified firearm optics

Thermal - thermal devices to see heat signatures

Elcan - magnified optic for rifle

PVS-15 – binocular-style night-vision goggles

ANVS-9 – binocular-style night-vision goggles

TASER Training Cartridges – training cartridges for TASER devices

PEQ-16 – multi-function laser device that emits visible or infrared light for precise weapon aiming and target/area illumination. Hand-held or weapon mounted.

Honda ATV – 4x4 vehicle that can navigate difficult terrain.

Armored Vehicles – an armored vehicle that can transport personnel and respond to dangerous situations or calls for service. Can also be used in a homeland security and emergency management capacity.

Chisago County Request for Board Action

Meeting Date: February 15, 2022		Item Number: 22	
Title of Item for Consideration: SHIP Grant Agreement – Lindstrom Community Gardens			
Action Requested by: Robert Benson, Director		Department: Health & Human Services	
Previous Action on this Matter: None.			
Background: Chisago County Health & Human Services has been awarded funding from the Minnesota Department of Health to work with communities, schools, healthcare and worksites to promote policy, system and environmental changes with a focus on improving nutrition, increasing physical activity and decreasing tobacco use and exposure. Grants will be awarded to various approved grant applicants to assist them in these efforts. Grantees are required to provide a minimum of 10% in-kind matching funds toward the completion of their project as a condition of grant acceptance. Attachment(s): SHIP Grant Agreement – Lindstrom Community Gardens			
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Ship grant agreement – Lindstrom Community Gardens. The following motion is suggested: <i>“Move to approve the SHIP Grant Agreement – Lindstrom Community Gardens.”</i>			
Implications of Action: Approval of this Ship grant agreement will allow Lindstrom Community Gardens to purchase the materials that are necessary to build raised garden beds to assist Chisago County residents that are handicapped. Budget/Financial Implications: The budget will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$2,995.00. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.			
Administrator's Recommendation			
Approve		Deny _____	
Other _____		Seconded by:	
Motion By:			
To:			
Action on Motion:		Aye _____	
Nay _____		Abstain _____	

**County of Chisago
State Health Improvement Program Grant Program
Grant Agreement**

This Grant Agreement is between Chisago County Community Health Board, 313 No. Main Street, Center City, MN 55012 ("County") and Lindstrom Community Gardens 13292 Sylvan Avenue, Lindstrom, MN 55045 ("Grantee").

Recitals

WHEREAS, the County administers the local implementation of the State of Minnesota State Health Improvement Program ("SHIP") and is empowered to enter into this Grant Agreement; and

WHEREAS, Lindstrom Community Gardens applied to County for a SHIP Grant in order to expand the garden in order to build raised garden beds, the garden beds will be built at a handicapped height, many of the retiree's using the garden enjoy it very much and this will help with their knee and back problem's; and

WHEREAS, after reviewing the full proposal and all supplemental documentation submitted by the Grantee, it was found that the application satisfied the requirements of Minn. Stat. § 145.986 and 16B.98; and

WHEREAS, the Grantee has been approved for a Grant in an amount not to exceed Two Thousand Nine Hundred Ninety Five Dollars (\$2,995.00); and

WHEREAS, the Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the County.

NOW THEREFORE, the County and Lindstrom Community Gardens enter into this Grant Agreement (Agreement) and agree as follows:

1. TERMS OF AGREEMENT.

- 1.1. **Effective Date:** February 15, 2023 or the date the County obtains all required signatures, **whichever is later.** The Grantee must not begin work under this Agreement until the Agreement is fully executed and the Grantee has been notified by the County's Authorized Representative to begin work.
- 1.2. **Expiration Date:** October 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** The following Parts shall survive the expiration or cancellation of this Agreement: Governing Law, Jurisdiction, and Venue; Publicity and Endorsement; State Audits; Indemnification; Government Data Practices and Intellectual Property; and Data Disclosure.

2. GRANTEE'S DUTIES.

Grantee, who is not a County employee, is obligated and expressly agrees to undertake and complete the Project as described in Grantee's Application and supplements and correspondence related thereto (on file at the County and incorporated into this Agreement by reference) and in accordance with the requirements of this Agreement. Grantee shall make no changes in the tasks

or schedules set forth without the written consent of the County, as provided in Paragraph 12, Amendments, of this Agreement, as applicable.

3. TIME

The Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4. AUTHORIZED REPRESENTATIVES

For purposes of administering this Agreement, the County's Authorized Representative is:

Name: Courtney Wehrenberg
Title: Community Health Services Administrator
Address: 6133 402nd St., North Branch, MN 55056
Phone: 651-213-5215
Fax: 651-213-5401
Email: Courtney.Wehrenberg@chisagocounty.us

and the Grantee's Authorized Representative is:

Name: Melissa Glenna
Address: 13292 Sylvan Avenue, Lindstrom, MN 55045
Phone: 651-257-0620
Email: mglenna@cityoflindstrom.us

To the extent possible, communication between the parties shall be made through the authorized representatives. The parties may substitute authorized representatives, as necessary, by written notification to each other.

5. ASSIGNMENT, WAIVER, AND AGREEMENT COMPLETE

5.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed Assignment Agreement, executed and approved by the same parties, or their successors in office, who approved and executed this Agreement.

5.2. **Waiver.** If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.3. **Agreement Complete.** This Agreement contains all negotiations and agreements between the County and the Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. CHANGES IN OWNERSHIP AND CONTROL

This Agreement shall be binding on the County, its successors and assigns, and on the Grantee, its successors and assigns. In the event that the Grantee becomes aware that there will be a change in its ownership or control, the Grantee shall promptly notify the County's Authorized Representative, in writing, of the change.

7. AUTHORITY TO CONTRACT

Grantee is NOT authorized to enter into agreements needed to complete the work specified in this Agreement without the prior written consent of County, which shall not be withheld unreasonably.

8. PROJECT FUNDING AND DISBURSEMENTS

- 8.1. **Total Obligation.** The total obligation of the County for all compensation to the Grantee under this Agreement will not exceed **Two Thousand Nine Hundred Ninety Five Dollars (\$2,995.00)**.
- 8.2. **Condition of Payment.** All services provided by the Grantee under this Agreement must be performed to the County's satisfaction, as determined at the sole discretion of the County Authorized Representative.
- 8.3. **Disbursements** shall not be construed as a waiver by the County of any authority it may have to remedy Grantee's noncompliance with this Agreement.
- 8.4. **Grantee Commitment of Financing.** Grantee shall provide in-kind matching funds necessary for the completion of the Project of not less than ten percent (10%) of the total grant disbursement.

9. USE OF GRANT FUNDS

Grantee shall use Grant funds solely for eligible costs as identified in Grantee's Application and as incurred within the term of this Agreement.

10. COMPLIANCE WITH THE LAW

The Grantee shall conduct the Project in compliance with all applicable provisions of federal, state, and local laws and obtain all federal, state and local permits, licenses and authorizations necessary to implement and operate the Project.

11. REPORTING REQUIREMENTS

All reporting must be provided to the County's Authorized Representative.

- 11.1. **Upon project completion,** grantee agrees to submit a short written success story with photo that outlines how the funds supported the efforts of their project.
- 11.2. **Treatment of Data.** All data (information) related to this Project and Agreement that is maintained by the County is public unless the Minnesota Data Practices Act, Minn. Stat. Ch.13, or other applicable state or federal law provides otherwise. Grantee shall use its best efforts to provide all information required to be submitted to County in a form which can be released as public information. Grantee shall use its best efforts to prepare reports and other information without disclosing trade secret or sales information. If Grantee determines that it must disclose trade secret or sales information and Grantee wishes to keep that information from being subject to disclosure under the law, Grantee shall do the following:

1. In its report, Grantee shall segregate all information Grantee believes to not be subject to disclosure under the law from all other information.
2. Grantee shall submit a written request for the information to be treated as not subject to disclosure under the law, citing the reasons for such treatment. Grantee shall submit the request to the County at the same time it submits the report containing the information in question.

The County shall not consider a request to treat data as not subject to disclosure under the law unless it is made in accordance with the above two requirements. If a request is made in accordance with the above requirements, the County shall promptly determine whether the information qualifies for nonpublic or private data treatment. If the County determines that the

information may be treated as nonpublic or private data, the County shall use its best efforts to treat the information accordingly.

12. AMENDMENTS

Any amendments to this Agreement must be in writing and will not be effective until it has been approved and executed by the same parties, or their successors in office, who approved and executed the original Agreement.

13. FAILURE TO COMPLY

- 13.1. ***Suspension or Termination.*** Failure of Grantee to comply with the terms and conditions of this Agreement shall constitute default under the terms of this Agreement unless the County agrees to an amendment under Part 12. Upon default, the County may immediately suspend or terminate the Agreement. Upon receipt of written notice of suspension or termination, Grantee shall immediately cease any expenditure of Grant funds and immediately cease incurring any expenditure for which Grant funds would be requested. Grantee shall return, upon demand, all unspent Grant funds disbursed by the County.
- 13.2. ***Repayment of Funds.*** If the County finds that the default is based on a serious breach of the terms and conditions of this Agreement such as substantial nonperformance of the Project, fraud, theft of funds, or gross negligence in the use of funds, the Grantee shall repay, upon demand, the Grant in full. Upon termination, the Grantee shall summarize in a written report the work completed prior to termination. In addition to termination, the County reserves the right to exercise all other available remedies.
- 13.3. ***Notice of Default.*** In the event of default, the County shall send a written notice to Grantee describing Grantee's failure to comply with the terms and conditions of this Agreement. At the County's election, Grantee may be provided an opportunity to correct the default of not less than seven (7) nor more than thirty (30) days. If no response is received by the County within the applicable time period or, if Grantee shall fail to satisfactorily correct the default, the County may immediately terminate the Agreement.
- 13.4. ***Response to Notice of Default.*** The County may agree to amend the terms and conditions of this Agreement if the Grantee submits a written response supported by documentation that establishes that an amendment is justified.

14. TERMINATION

The County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payments provided herein. Termination must be by written notice to the Grantee. The County is not obligated to pay for any costs of the Project that are incurred after the notice and effective date of termination. The County will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding sources, to not appropriate funds. The County must provide the Grantee notice of the lack of funding within a reasonable time of the County's receiving that notice.

15. WORKERS' COMPENSATION

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

16. PUBLICITY AND ENDORSEMENT

Any publicity regarding the subject matter of this Agreement must identify the Minnesota Department of Health and the County as a funding source and must not be released without prior written approval from the County's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. The Grantee must not claim that the Minnesota Department of Health and the County endorses its products or services.

17. HUMAN RIGHTS, EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION

The Grantee, in the conduct of the Project, shall comply with all applicable state and federal laws relating to nondiscrimination, affirmative action, and equal opportunity, now or hereafter enacted and any amendments thereto, including, but not limited to, Minnesota Statutes Ch. 363 (the Minnesota Human Rights Act), Minn. Stat. § 181.59 (applicable to Agreements for materials, supplies, and construction for or on behalf of the State), and the Americans with Disabilities Act of 1990 (P.L. 100-336).

18. LIABILITY

The Grantee must indemnify, save, and hold the County, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the County's failure to fulfill its obligations under this Grant Agreement.

19. INSURANCE

21.1 Grantee is required to maintain general liability and automobile (if a vehicle is used in performing the duties under the contract) insurance minimum limits in the amount of \$1,000,000 protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Grantee or by a subcontractor or by anyone directly or indirectly employed by the Grantee under the Contract.

21.2 Insurance coverage by the Grantee in amounts greater than the tort liability limits set for municipal corporations, pursuant to Minn. Stat. 466 shall not constitute a waiver of the liability cap(s) available to the County.

20. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY

20.1. **Government Data Practices.** The Grantee agrees to comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County in accordance with this Agreement and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee in accordance with this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Part by either the Grantee or the County. In the event the Grantee receives a request to release the data referred to in this Part, the Grantee must immediately notify the County.

The County will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

20.2. Intellectual Property.

20.2.1. Grantee shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

20.2.2. Grantee represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The Grantee shall indemnify and defend, to the extent permitted by the Attorney General, County at the Grantee's expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

21. ANTITRUST

The Grantee hereby assigns to the County any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

22. JURISDICTION AND VENUE

This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

23. STATE AUDITS

The books, records, documents, and accounting procedures and practices of the Grantee relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract. In addition, the Grantee shall permit representatives of the County to visit the site of the Project during regular business hours to review the status of the Project and verify expenditures made under this Agreement.

24. SUBCONTRACTING

Grantee shall not enter into any subcontract for performance of any services contemplated under this agreement. If specifically authorized by the County, Grantee is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. GRANTEE

Grantee certifies that the appropriate person(s) have executed the contract on behalf of Grantee as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title: Melissa Glenna
Date:

2. COUNTY OF CHISAGO

APPROVED:

By:
Title: Ben Montzka, Chair, Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Title: Chase Burnham, County Administrator
Date:

By:
Title: Robert Benson, Director, Chisago County Health & Human Services
Date:

AS TO FORM:

By:
Title: Janet Reiter, Chisago County Attorney
Date:

Chisago County Request for Board Action

Meeting Date: February 15, 2023	Item Number: 23
Title of Item for Consideration: Resolution in Support of the Budget 5 Period for the Minnesota Department of Health Public Health Emergency Preparedness (PHEP) Grant	
Action Requested by: Robert Benson, Director	Department: Health and Human Services
Previous Action on this Matter: Approval of Budget 4 Period.	
Background: Since 2002, Chisago County Public Health has entered into an agreement with the Minnesota Department of Health to perform grant duties for the health of the population of Chisago County. These grant funds are intended to assist in increasing and maintaining operational readiness across the following six domain areas: • Community resilience • Incident management • Information management • Counter measures and mitigation • Surge management • Bio surveillance	
Attachment(s): • PHEP Concurrence Letter	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the PHEP Budget Period 5 Priority Plan. The following motion is suggested: <i>“Move to approve the PHEP Budget Period 5 priority plan.”</i>	
Implications of Action: Approval of this grant project agreement will allow Chisago County Health & Human Services to receive funding to ensure operational readiness and PHEP Plan execution in a public health emergency during budget period 5. Budget/Financial Implications: Grant funding from the MN Department of Health Legal/Policy Implications: The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.	

Administrator's Recommendation

Approve <u>OKS</u>	Deny _____	Other _____
Motion By:		Seconded by:
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____



CHISAGO COUNTY HEALTH & HUMAN SERVICES

6133 402nd Street
North Branch, MN 55056

General Information	651-213-5200
Administrative	651-213-5609
Child Support	651-213-5647
Financial Assistance	651-213-5640
Welfare Fraud	651-213-8808
Center City	651-213-5600
Fax- Center City	651-213-5685
Fax- North Branch	651-213-5411
Public Health	651-213-5231
Veterans Service	651-213-5605

2/7/2023

To Whom It May Concern,

Minnesota Department of Health (MDH) priorities for Budget Period 5 (BP5), July 1, 2023 – June 30, 2024, of the five-year project period (2019-2024) are:

- 1) Continuing COVID-19 response and recovery activities,
- 2) Incorporating lessons learned during the COVID-19 response by updating plans, policies, and/or procedures,
- 3) Developing staff through participation in select training and exercises, and
- 4) Developing strategies to move public health emergency preparedness work forward during Budget Period 5 and the next five-year project period (2024-2029).

Community Health Board (CHB) duties for BP5 again will include recurring, base, and funding level-based tiered duties. The recurring and base grant-related activities will be completed by all CHBs. CHBs at the X, Y, and Z funding levels will select a tiered number of activities.

The BP4 CHB Grant Duties were developed through regional conversations with local public health emergency preparedness coordinators, information from LPH reporting, CDC priorities, and input from MDH Division of Emergency Preparedness and Response staff. The duties were reviewed by a group of LPH representatives and the SCHSAC PHEP Oversight Work Group will review the duties before they are finalized. The Recurring duties are the activities that occur every year or regularly, such as reports, work plans, integrated preparedness plan (IPP, formerly called the multi-year exercise and training plans (MYTEP), updating contact information, attending MDH-sponsored preparedness trainings, and responding to Health Alert Messages (HANs).

The Base and Tiered (funding level-based) duties will continue COVID-19 response work and again emphasize recovery activities. CHBs will address gaps identified through hotwashes in after action reports, assess the public health incident management structure, and participate in MDH trainings including Psychological First Aid (PFA), MN Responds system administrators, and potentially an in-person NIMS/ICS training (if MDH is able to offer it). There will be a unique opportunity to participate in a climate-change focused TTX developed and facilitated by the University of Minnesota School of Public Health. CHBs will develop and/or revise plans for social media, risk communication, responder safety and health, and pandemic influenza. Finally, CHBs will continue regular communication with volunteers to help keep them engaged.

I certify that my community health board concurs with the general approach to public health emergency preparedness as outlined by MDH.


Courtney Wehrenberg, CHS Administrator
Chisago County Health and Human ServicesC

Chisago County is an Equal Opportunity Employer

