COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

Chase Burnham
County Administrator

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

REGULAR MEETING – Wednesday, August 16, 2023
County Board Room, Room 172

Convene; Pledge of Allegiance; Approve County Board 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.) County Highway System Update — TAB 2

7:00 p.m. Citizen's Forum

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

Board of Commissioners' Consent Agenda:

1.) R&B Committee Recommendation – County Engineer's Report — TAB 1
2.) R&B Committee Recommendation – County Highway System Update — TAB 2
3.) Minutes from the August 2, 2023 County Board Meeting — TAB 3
4.) Payment of County's Warrants and Miscellaneous Bills — TAB 4
5.) County Recorder Compliance Fund Committee Policy — TAB 5
6.) Out of State Travel Request – PRIA Conf. – Omaha NE – August 29-31 — TAB 6
7.) Acceptance of Donation – CCSO Exercise Equipment — TAB 7
8.) Comfort Lake Forest Lake Watershed District Appointment – Jackie Anderson — TAB 8
9.) Temporary Liquor License Request – Stacy Lions Club A-1 Rib Fest — TAB 9
10.) Acceptance of 2023 Chisago County Donations — TAB 10

Presentation:

11.) East Central Regional Library Board Report — TAB 11
- Carla Lydon, Executive Director

Environmental Services/Zoning Report – Kurt Schneider, Director

12.) Director's Report — TAB 12
13.) Preliminary Plat of Make Meadows – Make Properties, LLC and Mark & Carrie Rand — TAB 13
14.) Conditional Use Permit – Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu — TAB 14
15.) Ki-Chi-Saga Park ARPA Septic System Repair/Replace & Building Change Order — TAB 15
16.) Sunrise Prairie Trail Constriction Project 13-SPT-23 Payment Voucher 1 – Knife River — TAB 16
17.) Sunrise Prairie Regional Trail CIP Subgrade Corrections/Repair – Bluhm Construction — TAB 17

Other Business of the County Board

18.) Budget and Finance Report from August 9, 2023 — TAB 18
19.) CAMA/Tax Software – Tyler Technology — TAB 19
20.) Bethel Student Agreement 2023-2026 — TAB 20

Discussion Items:

- Correspondence CORR.
- Administrator Updates
- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

TAB 1

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 Shimmon
Finance | Office Manager

PUBLIC WORKS MEMORANDUM

TO: **Chisago County Board of Commissioners**

FROM: Joe Triplett, P.E.

DATE: **August 9, 2023**

RE: Public Works Director's Report

NOTE: Assistant County Engineer Ben Hobert will be in attendance. I will attempt to attend virtually.

Project Updates:

CSAH 40: Grading looks to be wrapping up by the end of the week. Still on track for pavement by end of the month.

CSAH 21: Grading is continuing. Project is on track for pavement by end of August.

CR 70: Project is complete except for punchlist and final seeding. Final restoration work will be completed after Hay Days.

2023 Pavement Maintenance Project: Mill & overlay project will look to resume end of August and early September.

CSAH 10: 90% plans have been submitted to Mndot. Right of way acquisition work going well and moving forward.

County State Aid System Update
Back in the 1990's, there was a segment of non-existing CSAH 6 was placed on the system. I am guessing it was to do the project that we were looking to do last year. Back then, non-existing segments could be placed on the system and still draw funding. When the rules were updated several years ago, this was no longer allowed. This segment slipped through the cracks, and we have been drawing funding on it. Mndot found this in doing an internal CSAH mileage "audit" and since we are no longer doing that CSAH 6 project, we need to revise our system to reflect the appropriate number of miles. The goal is to have as many miles on the system so that we can draw the maximum amount of funding.

To accomplish this, I am proposing that we take the newly established CSAH 35 designation from Old CR 86 (Panola Drive) and place it on our CR 78 (Falcon Avenue). This takes the 0.97 miles we are "over" and adds the 2.35 miles from Old CR 86 and places the 1.34 miles from CR 78 on the CSAH system. This will leave us about 0.04 miles (211 feet) left, which is using just about everything.

From a project or funding front, this move does not affect any real future plans.

TH 8 Update
The bat survey has turned up 2 Northern Long Eared bats. These are a federally listed threatened and endangered species and will require a lot of work and effort with Mndot, DNR and the US Fish & Wildlife Service to get through and finalize our environmental document. More to come on this front.

I met with the Minnesota Department of Management and Budget (MMB) and have finalized the funding eligibility layout. This will allow me to be able to assign and use the various funding sources as efficiently and as local agency friendly as possible.

Chisago County Request for Board Action

Meeting Date: August 16, 2023	***Item Number:*** **2**
Title of Item for Consideration: County Highway System Update	
Action Requested by: Joe Triplett, Director	***Department:*** Public Works
Previous Action on this Matter: None.	

Background: Back in the 1990's, there was a segment of non-existing CSAH 6 placed on the County Highway system. Back then, non-existing segments could be placed on the system and still draw funding. When the rules were updated several years ago, this is no longer allowed. Mndot found this in doing an internal CSAH mileage "audit" and since we are no longer doing that CSAH 6 project, the County needs to revise our system to reflect the appropriate number of miles. The goal is to have as many miles on the system so that we can draw the maximum amount of funding.

Since the County cannot just simply add CSAH mileage, the County needs to be very careful and strategic in how it designates and revokes existing mileage. To accomplish this, it is proposed that the County takes the newly established CSAH 35 designation from Old CR 86 (Panola Drive) and place it on our CR 78 (Falcon Avenue). This takes the 0.97 miles the County is "over" and adds the 2.35 miles from Old CR 86 and places the 1.34 miles from CR 78 on the CSAH system. This will leave us about 0.04 miles (211 feet) left, which is using just about everything.

The Board must pass resolutions to revoke and establish County State Aid mileage. Public works has reviewed the system and offer up the following redesignation.

***Attachment(s)*:**

- Revoke CSAH 35 Resolution
- Establish CSAH 35 Resolution

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolutions. Should the Board wish to provide alternative direction or further discuss this issue, the following motion is suggested:

"Move to approve the resolutions allow the County to work with Mndot on updating the CSAH system."

Implications of Action: Approval will allow the County to work with Mndot on updating the CSAH system.

Budget/Financial Implications: No direct implications. Passage, however, will allow State Aid funding on the new CSAH's.

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

RESOLUTION NO.
APPROVING THE ESTABLISHMENT OF CSAH 35
(FALCON AVENUE)
BETWEEN
CSAH 17 (ATHENS TRAIL) AND 360TH STREET

WHEREAS, in keeping with the Chisago County Transportation Plan; and

WHEREAS, CR 78 (Falcon Avenue) performs at a collector level; and

WHEREAS, CR 78 connects County State Aid Highway 17 and North Branch Municipal State Aid Street 225-119-010; and

WHEREAS, CR 78 currently performs the functions of a County State Aid Highway.

NOW, THEREFORE, BE IT FULLY UNDERSTOOD AND RESOLVED, that County Road 78 (Falcon Avenue), between CSAH 17 (Athens Trail) and 360th Street an approximate length of 1.34 miles, be established as a County State Aid Highway and placed on Chisago County's CSAH system as CSAH 35.

RESOLUTION NO.
REVOCATION OF CSAH 35 (PANOLA DRIVE) FROM
CSAH 25 (OLINDA TRAIL) AND TH 95

Whereas, CSAH 35 (Panola Drive) is currently on the County's CSAH system, and

Whereas, Chisago County desires a CSAH system to perform at levels above local road functions, and

Whereas, CSAH 35 currently performs at more of a local County Road function than a Major Collector and County State Aid function, and

Whereas, CSAH 35 currently performs the functions of a County Highway.

NOW, THEREFORE, BE IT FULLY UNDERSTOOD AND RESOLVED THAT: CSAH 35 (Olinda Trail), between CSAH 52 (Olinda Trail) & TH 95 redesignated as a County Highway and placed on Chisago County's Highway system as CR 85.

CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, August 02, 2023

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, August 02, 2023 at the Chisago County Government Center with the following Commissioners present: Swenson, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, County Attorney Janet Reiter, and Assistant County Attorney Jeff Fuge. Absent: Commissioner Greene.

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

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

On motion by Dunne, seconded by Swenson, 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, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

Chair Montzka gave the gavel to Vice-Chair Dunne.

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

On motion by Swenson, seconded by Montzka, the Board moved to add items 1-7 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

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

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

Board of Commissioners' Consent Agenda:

1.) HHS Committee Recommendation – Directors Update
2.) HHS Committee Recommendation – Payment of County's Warrants for HHS
3.) HHS Committee Recommendation – SHIP Grant Agreements 218

4.) HHS Committee Recommendation - MDH Comm. Health Board Grant Project Amend.
5.) HHS Committee Recommendation - LOA with Hazelden Betty Ford Foundation
6.) HHS Committee Recommendation - Board Appointment to the Citizen Review Panel
7.) HHS Committee Recommendation - Hazelden Scholarship LOA 2023-2024
8.) 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.

9.) Minutes from the July 19, 2023, Regular Meeting
10.) Recognition of County Staff August Anniversaries
11.) Updated Local Transit Sales and Use Tax Agreement
12.) Temporary Liquor License Request – Franconia Sculpture Park
13.) Applications for Abatements (reduction) of Property Taxes

On motion by Swenson, seconded by Dunne, the Board moved to continue the ARPA Broadband grant application request from Franconia Township for $200,000 until September 6th when more information is provided. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

On motion by Dunne, seconded by Dahlberg, the Board moved to authorize the use of eminent domain for S.P. 013-610-012 parcel acquisition at tonight's meeting.

RESOLUTION NO. 23/0802-1
AUTHORIZING THE ACQUISITIONS OF CERTAIN LANDS ON CSAH 10 (AKA STARK ROAD) BY EMINENT DOMAIN

WHEREAS, Chisago County proposes to improve County State Aid Highway 10 (AKA Stark Road) as identified in Right-of-Way Plat #115 recorded on June 22, 2023, as document number 668314 with the Chisago County Recorder's Office; and

WHEREAS, the improvement consists of realigning and reconstructing said roadways as herein determined necessary to provide for the safety of the traveling public; and

WHEREAS, right-of-way and easements over certain lands are required to provide for said realignment and reconstruction; and

WHEREAS, Chisago County has authority to acquire right-of-way for said project by eminent domain pursuant to Minn. Stat. sec. 163.02, subd. 2; sec. 117.042 and 117.055;

WHEREAS, Chisago County has the right to acquire title and possession of the right-of-way prior to the filing of an award by the court appointed commissioners, pursuant to Minn. Stat. sec. 117.042; and

WHEREAS, the following persons own or have an interest in a portion of said lands required for acquisition as identified on Exhibit A, attached hereto and incorporated by reference; and

WHEREAS, to date Chisago County has been unable to successfully negotiate the acquisition of the required right-of-way and easements identified on Exhibit A; and

WHEREAS, throughout the eminent domain proceedings, Chisago County shall continue to negotiate the acquisition of the required right-of-way and easements until an award is made by the court-appointed commissioners; and

NOW, THEREFORE BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes the acquisition of said land by eminent domain and to the take title and possession of that land prior to the filing of an award by the court appointed commissioners, pursuant to Minn. Stat. sec. 163.02, subd. 2; sec. 117.042; and sec. 117.055.

BE IT FURTHER RESOLVED that the Chisago County Attorney is requested to file the necessary petition and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the County or pursuant to Court order.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

CITIZENS FORUM
TIME – 6:58 p.m. **END TIME –** 6:59 p.m.
# of SPEAKERS – 0

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the out of state travel request for Mike Parker to attend the National APCO and Motorola Trunked User Group training. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

On motion by Dunne, seconded by Swenson, the Board moved to approve the purchase of a new Pick Up with plow and Tommy gate, as approved in the 2023 CIP.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

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 Dunne, seconded by Dahlberg, the Board moved to close the County Board meeting at 7:09 p.m. to meet with the County Attorney for the purpose of engaging in attorney-client privilege communications for the development of litigation strategy concerning the pending litigation in which the County has been named as a defendant - *Sporleder v. State of Minnesota, et. al*., Ramsey County Case No. 62-CV-23-3405. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg. **OPPOSED:** None. **ABSENT:** Greene

On motion by Dahlberg, seconded by Dunne, the Board ended the closed meeting and reconvened the regular meeting at 7:48 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg. **OPPOSED:** None. **ABSENT:** Greene

On motion by Dunne, seconded by Dahlberg, the Board moved to authorize the County Attorney's Office to accept service on behalf of the County Board and the County Auditor-Treasurer. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg. **OPPOSED:** None. **ABSENT:** Greene

On motion by Dunne, seconded by Swenson, the Board adjourned the meeting at 7:49 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Dunne, Montzka, Dahlberg **OPPOSED:** None. **ABSENT:** Greene

_____
Ben Montzka, Chair

Attest:_____
Christina Vollrath
Clerk of the Board

CHISAGO COUNTY
BOARD OF COMMISSIONERS
August 16, 2023

4

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid $615,882.13

Please authorize payment for the following Human Services Warrants

Check Date	Amount	Board Date	Type of Check/Payments
8/18/2023	$ 23,519.19	8/16/2023	Commissioners Warrants
7/26/2023	$ 420.12		Auditors Warrants
8/4/2023	$113,318.18		Auditors Warrants
8/8/2023	$ 2,796.57		Auditors Warrants
	$140,054.06	Total	

Lake Area Bank; Derek Anklan; Sheriff; registration/supplies; $256.93
Lake Area Bank; Matthew Beckman; Sheriff; registration; $2,850.00
Lake Area Bank; Jon Eckel; Enterprise Services; supplies; $744.57
Lake Area Bank; Ben Elfelt; LID; registration; $30.00
Lake Area Bank; Mark Hendrickson; Probation; supplies; $15.80
Lake Area Bank; Ronald Istvanovich; Sheriff; supplies; $173.40
Lake Area Bank; Andrew Mahowald; Sheriff; training; $795.00
Lake Area Bank; Mary Melby; HHS; supplies; $328.47
Lake Area Bank; Daryl Moeller; Assessor; registration; $680.00
Lake Area Bank; Kyle Puelston; Sheriff; supplies; $973.96
Lake Area Bank; Janet Reiter; County Attorney; conference; $1,137.10
Lake Area Bank; Kurt Schneider; Environmental Services; supplies/registration; $468.00
Lake Area Bank; Scott Sellman; Emergency Mgmt; supplies; $92.74
Lake Area Bank; Dennis Wilton; Enterprise Services; supplies; $18.00
Lake Area Bank; Tracy Krona; HHS; supplies; $37.44
Lake Area Bank; Todd McMurray; HHS; supplies; $484.18

After 60 Days:
Maryls Dunne - $71.55

Print List in Order By:	1	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name
Explode Dist. Formulas?:	Y	
Paid on Behalf Of Name on Audit List?:	N	
Type of Audit List:	D	D - Detailed Audit List S - Condensed Audit List
Save Report Options?:	N	

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	10292	**AMAZON CAPITAL SERVICES**						
3		05-451-470-0000-6435		28.31	Supplies 07/28/2023 07/28/2023	1373-CDFF-XL1G	Public Health Supplies	N
4		05-451-470-0000-6844		34.28	Supplies 07/28/2023 07/28/2023	1373-CDFF-XL1G	MECSH Grant Exp	N
2		05-451-470-0000-6838		278.83	Supplies 07/30/2023 07/30/2023	14L3-1CPP-4YPY	C & T C Grant Exp	N
6		05-451-440-0000-6837		12.99	Supplies 08/02/2023 08/02/2023	1HJH-DHND-34KJ	Federal Vaccine Grant Exp 04/21-12/21	N
7		05-451-470-0000-6435		25.98	Supplies 08/02/2023 08/02/2023	1HJH-DHND-34KJ	Public Health Supplies	N
1		05-451-430-0000-6401		39.40	Supplies 07/27/2023 07/27/2023	1KXV-TRQQ-NCR7	General Supplies	N
5		05-420-600-0000-6401		7.21	Supplies 08/02/2023 08/02/2023	1N3D-JKX1-PYM6	General Supplies	N
5		05-430-700-0000-6401		10.81	Supplies 08/02/2023 08/02/2023	1N3D-JKX1-PYM6	General Supplies	N
9		05-451-480-0000-6824		26.00	Supplies 08/07/2023 08/07/2023	1NN4-VVLD-QGTM	Ship Grant Expense	N
8		05-430-700-0000-6401		36.63	Supplies 08/04/2023 08/04/2023	1R47-QDND-FCYQ	General Supplies	N
	10292	**AMAZON CAPITAL SERVICES**		**500.44**	**10** Transactions			
	3668	**ANDERSON/COLTON**						
10		05-451-480-0000-6846		420.00	Workforce Analysis&Development 07/01/2023 07/31/2023	July 2023	Workforce Grant Expense	N
	3668	**ANDERSON/COLTON**		**420.00**	**1** Transactions			
	1982	**BARNICK/JENNIFER**						
11		05-451-470-0000-6335		6.55	Travel Expense-Mileage 07/17/2023 07/24/2023		Worker Travel	N
12		05-451-470-0000-6844		15.08	Travel Expense-Mileage 07/17/2023 07/24/2023		MECSH Grant Exp	N
	1982	**BARNICK/JENNIFER**		**21.63**	**2** Transactions			
	30071	**CHISAGO COUNTY RECORDER**						
16		05-420-600-0000-6241		13.00	[redacted] 07/07/2023 07/07/2023	2023-209	General Administration	N
20		05-420-600-0000-6242		26.00	[redacted]	2023-215	Birth Certificates	N

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
					07/11/2023 07/11/2023			
21		05-420-600-0000-6242		26.00	[redacted]	2023-215	Birth Certificates	N
					07/11/2023 07/11/2023			
22		05-420-600-0000-6242		26.00	[redacted]	2023-215	Birth Certificates	N
					07/11/2023 07/11/2023			
23		05-420-600-0000-6242		26.00	[redacted]	2023-215	Birth Certificates	N
					07/11/2023 07/11/2023			
24		05-420-600-0000-6242		26.00	[redacted]	2023-215	Birth Certificates	N
					07/11/2023 07/11/2023			
19		05-420-600-0000-6242		26.00	[redacted]	2023-241	Birth Certificates	N
					07/18/2023 07/18/2023			
18		05-420-600-0000-6242		26.00	[redacted]	2023-246	Birth Certificates	N
					07/24/2023 07/24/2023			
17		05-420-600-0000-6242		26.00	[redacted]	2023-252	Birth Certificates	N
					07/25/2023 07/25/2023			
	30071	**CHISAGO COUNTY RECORDER**		**221.00**	**9** Transactions			
	2178	**CHISAGO LAKES COMMUNITY EDUCATION**						
13		05-420-600-0000-6401		12.00	Chisago Age Well Expo		General Supplies	N
					08/03/2023 08/03/2023			
13		05-430-700-0000-6401		18.00	Chisago Age Well Expo		General Supplies	N
					08/03/2023 08/03/2023			
	2178	**CHISAGO LAKES COMMUNITY EDUCATION**		**30.00**	**2** Transactions			
	1263	**CHRISTENSON/BRANDIE**						
14		05-451-470-0000-6335		62.37	Travel Expense-Mileage		Worker Travel	N
					07/10/2023 07/28/2023			
15		05-451-470-0000-6844		44.16	Travel Expense-Mileage		MECSH Grant Exp	N
					07/10/2023 07/28/2023			
	1263	**CHRISTENSON/BRANDIE**		**106.53**	**2** Transactions			
	30177	**CINTAS CORPORATION**						
26		05-420-600-0000-6241		6.67	Weekly Rug Service	4163175585	General Administration	N
					07/31/2023 07/31/2023			
26		05-430-700-0000-6241		13.33	Weekly Rug Service	4163175585	General Administration	N
					07/31/2023 07/31/2023			
26		05-451-430-0000-6800		15.09	Weekly Rug Service	4163175585	Other Expense	N
					07/31/2023 07/31/2023			
25		05-420-600-0000-6241		6.67	Weekly Rug Service	4163878920	General Administration	N
					08/07/2023 08/07/2023			

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
25		05-430-700-0000-6241		13.33	Weekly Rug Service 08/07/2023 08/07/2023	4163878920	General Administration	N
25		05-451-430-0000-6800		15.09	Weekly Rug Service 08/07/2023 08/07/2023	4163878920	Other Expense	N
	30177	**CINTAS CORPORATION**		**70.18**	**6** Transactions			
	1264	**CORNERHOUSE**						
27		05-430-700-0000-6826		8,500.00	Basic Forensic Interview Trng 08/02/2023 08/02/2023	4228	Contingency	N
	1264	**CORNERHOUSE**		**8,500.00**	**1** Transactions			
	9181	[redacted]						
28		05-460-310-0000-6111		65.00	Per Diem 07/20/2023 07/20/2023		Per Diems for Opioid Council	N
	9181	[redacted]		**65.00**	**1** Transactions			
	40105	**DATABANK IMX LLC**						
29		05-420-600-0000-6402		3,382.50	Northwoods Project 07/25/2023 07/25/2023	6112017357	Computer Software	Y
	40105	**DATABANK IMX LLC**		**3,382.50**	**1** Transactions			
	9097	**Debel/Jessica**						
30		05-430-700-0134-6335		14.49	Travel Expense-Mileage 07/10/2023 07/17/2023		DD Worker Travel	N
31		05-430-700-0137-6335		33.81	Travel Expense-Mileage 07/10/2023 07/17/2023		Adult Services Travel	N
	9097	**Debel/Jessica**		**48.30**	**2** Transactions			
	8508	**ELLIOT/JENNIFER**						
32		05-430-700-0127-6335		173.91	Travel Expense-Mileage 07/14/2023 07/31/2023		Mh Travel	N
	8508	**ELLIOT/JENNIFER**		**173.91**	**1** Transactions			
	70112	**GRANDSTRAND FUNERAL HOME**						
33		05-420-622-0000-6006		1,500.00	[redacted] 05/14/2023 05/14/2023		Burials General Relief	N
	70112	**GRANDSTRAND FUNERAL HOME**		**1,500.00**	**1** Transactions			
	5149	**Han/Jocelyn**						
34		05-430-700-0127-6335		266.30	Travel Expense-Mileage		Mh Travel	N

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
					05/26/2023 07/20/2023			
	5149	**Han/Jocelyn**		**266.30**	**1** Transactions			
	9041	**Hannan/Joy**						
35		05-451-470-0000-6335		116.65	Travel Expense-Mileage		Worker Travel	N
					07/05/2023 07/27/2023			
77		05-451-470-0000-6844		125.18	Travel Expense-Mileage		MECSH Grant Exp	N
					07/05/2023 07/27/2023			
	9041	**Hannan/Joy**		**241.83**	**2** Transactions			
	4075	[redacted]						
36		05-460-310-0000-6111		65.00	Per Diem		Per Diems for Opioid Council	Y
					07/20/2023 07/20/2023			
	4075	[redacted]		**65.00**	**1** Transactions			
	3540	**IHRKE/KELLY**						
37		05-430-700-0127-6335		27.94	Travel Expense-Mileage		Mh Travel	N
					06/13/2023 07/24/2023			
	3540	**IHRKE/KELLY**		**27.94**	**1** Transactions			
	3836	**JENSEN/KYLE**						
38		05-430-700-0128-6335		34.72	Travel Expense-Mileage		Child Prot Staff Travel	N
					07/11/2023 07/31/2023			
	3836	**JENSEN/KYLE**		**34.72**	**1** Transactions			
	4120	**KAHLER HOTEL**						
39		05-451-480-0000-6824		137.00	Travel Expense-Lodging	37675SE073676 Ste	Ship Grant Expense	N
					09/20/2023 09/20/2023			
	4120	**KAHLER HOTEL**		**137.00**	**1** Transactions			
	4357	**KANTNER CONSULTING LLC**						
40		05-451-470-0000-6844		640.00	PH Reflective Practice	July 2023	MECSH Grant Exp	Y
					07/01/2023 07/31/2023			
	4357	**KANTNER CONSULTING LLC**		**640.00**	**1** Transactions			
	7327	**LEWIS/NICOLE**						
41		05-430-700-0134-6335		39.77	Travel Expense-Mileage		DD Worker Travel	N
					06/13/2023 07/27/2023			
42		05-430-700-0137-6335		92.80	Travel Expense-Mileage		Adult Services Travel	N
					06/13/2023 07/27/2023			

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	7327	**LEWIS/NICOLE**		**132.57**	**2** Transactions			
	10007	**LEXISNEXIS RISK SOLUTIONS**						
43		05-420-600-0000-6241		60.00	Monthly Lexis/Nexis - Accurint 07/01/2023 07/31/2023	1223200	General Administration	N
43		05-430-700-0000-6241		90.00	Monthly Lexis/Nexis - Accurint 07/01/2023 07/31/2023	1223200	General Administration	N
	10007	**LEXISNEXIS RISK SOLUTIONS**		**150.00**	**2** Transactions			
	3843	**Martinka/Kari**						
45		05-430-700-0000-6241		15.00	Client Meals 07/05/2023 07/05/2023		General Administration	N
44		05-430-700-0128-6335		137.55	Travel Expense-Mileage 07/14/2023 07/18/2023		Child Prot Staff Travel	N
	3843	**Martinka/Kari**		**152.55**	**2** Transactions			
	4984	**MATTSON FUNERAL HOME**						
46		05-420-622-0000-6006		1,500.00	[redacted] 08/01/2023 08/01/2023		Burials General Relief	N
	4984	**MATTSON FUNERAL HOME**		**1,500.00**	**1** Transactions			
	13423	[redacted]						
47		05-460-310-0000-6111		65.00	Per Diem 07/20/2023 07/20/2023		Per Diems for Opioid Council	N
	13423	[redacted]		**65.00**	**1** Transactions			
	5070	**METRO LEGAL SERVICES INC**						
49		05-420-640-0000-6269		105.00	[redacted] 08/03/2023 08/03/2023	3451515	Proff Process Servers	N
48		05-420-640-0000-6269		154.50	[redacted] 08/03/2023 08/03/2023	3451518	Proff Process Servers	N
	5070	**METRO LEGAL SERVICES INC**		**259.50**	**2** Transactions			
	5987	**MNCVSO ASSISTANTS AND**						
50		05-121-000-0000-6245		197.00	MNCVSO Conference 10/02/2023 10/04/2023	Kowalke.Wendy	Conferences, Training And Dues	N
	5987	**MNCVSO ASSISTANTS AND**		**197.00**	**1** Transactions			
	114170	**NOODLE SOUP**						
51		05-451-470-0000-6435		162.53	MCH PH Supplies	202433	Public Health Supplies	N

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
					08/01/2023 08/01/2023			
	114170	**NOODLE SOUP**		**162.53**	**1** Transactions			
	5649	**NORDBY/HEIDI**						
52		05-430-700-0134-6335		21.03	Travel Expense-Mileage		DD Worker Travel	N
					07/12/2023 08/03/2023			
53		05-430-700-0137-6335		49.06	Travel Expense-Mileage		Adult Services Travel	N
					07/12/2023 08/03/2023			
	5649	**NORDBY/HEIDI**		**70.09**	**2** Transactions			
	64288	**NORTH BRANCH WATER & LIGHT**						
54		05-420-600-0000-6253		72.05	North Branch Utility	6-1010	NB Utilities	N
					06/21/2023 07/20/2023			
55		05-430-700-0000-6253		144.11	North Branch Utility	6-1010	NB Utilities	N
					06/21/2023 07/20/2023			
56		05-451-430-0000-6253		163.07	North Branch Utility	6-1010	NB Utilities	N
					06/21/2023 07/20/2023			
	64288	**NORTH BRANCH WATER & LIGHT**		**379.23**	**3** Transactions			
	5746	**NORTHWOODS CONSULTING PARTNERS, I**						
57		05-420-600-0000-6402		2,160.00	Server Migration	PA-02506	Computer Software	N
					08/07/2023 08/07/2023			
	5746	**NORTHWOODS CONSULTING PARTNERS, I**		**2,160.00**	**1** Transactions			
	6059	**PALMER/RYAN**						
59		05-420-600-0121-6240		25.00	MAFAS Summer Seminar		Financial Training	N
					07/27/2023 07/27/2023			
58		05-420-600-0121-6335		379.13	Travel Expense-Mileage		Financial Travel	N
					05/31/2023 07/27/2023			
	6059	**PALMER/RYAN**		**404.13**	**2** Transactions			
	9182	[redacted]						
60		05-460-310-0000-6111		65.00	Per Diem		Per Diems for Opioid Council	N
					07/20/2023 07/20/2023			
	9182	[redacted]		**65.00**	**1** Transactions			
	9144	**Peterson/Samantha**						
61		05-430-700-0128-6335		62.88	Travel Expense-Mileage		Child Prot Staff Travel	N
					07/11/2023 07/19/2023			
62		05-430-700-0128-6335		57.64	Travel Expense-Mileage		Child Prot Staff Travel	N

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
					07/31/2023 07/31/2023			
63		05-430-700-0128-6335		16.00	Travel Expense-Parking		Child Prot Staff Travel	N
					07/03/2023 07/31/2023			
	9144	**Peterson/Samantha**		**136.52**	**3** Transactions			
	11020	[redacted]						
64		05-460-310-0000-6111		65.00	Per Diem		Per Diems for Opioid Council	Y
					07/20/2023 07/20/2023			
	11020	[redacted]		**65.00**	**1** Transactions			
	9119	**Snell/Frannie**						
65		05-430-700-0000-6241		34.38	Client Meal		General Administration	N
					06/29/2023 08/03/2023			
	9119	**Snell/Frannie**		**34.38**	**1** Transactions			
	3754	**Source Interpreting**						
66		05-420-650-0000-6004		212.62	[redacted]	2023070300054	Ma Access Services	N
					06/30/2023 06/30/2023			
	3754	**Source Interpreting**		**212.62**	**1** Transactions			
	19308	**STAR TRIBUNE**						
67		05-420-600-0000-6241		44.93	NB 52 Week Subscription	10601702	General Administration	N
					07/04/2023 07/02/2024			
67		05-430-700-0000-6241		89.87	NB 52 Week Subscription	10601702	General Administration	N
					07/04/2023 07/02/2024			
67		05-451-430-0000-6800		101.70	NB 52 Week Subscription	10601702	Other Expense	N
					07/04/2023 07/02/2024			
	19308	**STAR TRIBUNE**		**236.50**	**3** Transactions			
	8703	**Stenson/Elizabeth**						
68		05-451-480-0000-6335		32.62	Travel Expense-Mileage		Worker Travel	N
					06/22/2023 07/27/2023			
	8703	**Stenson/Elizabeth**		**32.62**	**1** Transactions			
	6682	**STEVENS/SELENA**						
69		05-430-700-0127-6335		108.87	Travel Expense-Mileage		Mh Travel	N
					06/08/2023 07/26/2023			
	6682	**STEVENS/SELENA**		**108.87**	**1** Transactions			
	7558	**SWENSON/MICHELLE**						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
70	05-430-700-0134-6335		15.56	Travel Expense-Mileage 07/06/2023 07/26/2023		DD Worker Travel	N
71	05-430-700-0137-6335		36.30	Travel Expense-Mileage 07/06/2023 07/26/2023		Adult Services Travel	N
7558	**SWENSON/MICHELLE**		**51.86**	**2** Transactions			
8412	**THRON/KATE**						
72	05-430-700-0127-6335		78.30	Travel Expense-Mileage 06/05/2023 06/30/2023		Mh Travel	N
73	05-430-700-0127-6335		49.73	Travel Expense-Mileage 07/03/2023 07/28/2023		Mh Travel	N
8412	**THRON/KATE**		**128.03**	**2** Transactions			
8820	**WEIDENDORF/PEGI**						
74	05-420-600-0132-6335		44.26	Travel Expense-Mileage 07/05/2023 07/28/2023		Accounting Travel	N
74	05-430-700-0132-6335		71.40	Travel Expense-Mileage 07/05/2023 07/28/2023		Accounting Travel	N
74	05-451-430-0000-6335		27.13	Travel Expense-Mileage 07/05/2023 07/28/2023		Worker Travel	N
8820	**WEIDENDORF/PEGI**		**142.79**	**3** Transactions			
3746	**WINTERFELDT/KAY**						
75	05-451-430-0000-6335		36.00	Travel Expense-Meals 06/28/2023 06/28/2023		Worker Travel	N
3746	**WINTERFELDT/KAY**		**36.00**	**1** Transactions			
9885	**ZIEGLER/SAMANTHA**						
76	05-430-700-0127-6335		184.12	Travel Expense-Mileage 07/05/2023 07/24/2023		Mh Travel	N
9885	**ZIEGLER/SAMANTHA**		**184.12**	**1** Transactions			

5 Fund Total: **23,519.19** **Health And Human Services** **45 Vendors** **88 Transactions**

Final Total: **23,519.19** **45 Vendors** **88 Transactions**

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Recap by Fund	Fund	Amount	Name
	5	23,519.19	Health And Human Services
	All Funds	23,519.19	Total

Approved by, ...

. . . . . .

. . . . . .

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Chisago County Request for Board Action

Meeting Date: August 16, 2023	***Item Number:*** **5**
Title of Item for Consideration: County Recorder Compliance Fund Committee Policy	
Action Requested by: Karen Long, County Recorder	***Department:*** Recorder's Office
Previous Action on this Matter: None.	

Background: The Chisago County Recorder's Office collects funds from document recording, a portion of which is deposited into the Recorder's Compliance Fund.

These funds are collected to be used at the discretion of the Chisago County Board of Commissioners per Minnesota Statute 357.182 for "supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for an authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles."

The purpose of this Recorder's Compliance Fund Committee Policy is to set forth the membership of the Recorder's Compliance Fund Committee and guidelines for requesting funds to be paid from this restricted fund by its members.

It is the intention of the Chisago County Board of Commissioners to create a committee of County Officers from the following land records related departments: Recorder's Office, Auditor-Treasurer's Office, Assessor's Office, Zoning/Environmental Services Office, and Enterprise Services, in addition to the County Administrator. This committee will review proposed uses of the Compliance Fund monies and recommend the expenditures to the Board.

***Attachment(s)*:**

- Compliance Fund Committee Policy

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the County Recorder Compliance Fund Committee Policy. The suggested motion is as follows:

"Move to approve the County Recorder Compliance Fund Committee Policy."

Implications of Action: Board approval of the Policy, will create a Committee which will review the proposed uses of the Compliance Fund monies and recommend the expenditures to the Board.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed activities follow all applicable state and federal regulations and County policies & procedures.

Administrator's Recommendation			
Approve C EB	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

CHISAGO COUNTY
RECORDER'S COMPLIANCE FUND
COMMITTEE POLICY

I. PURPOSE STATEMENT

The Chisago County Recorder's Office collects funds from document recording, a portion of which is deposited into the Recorder's Compliance Fund. These funds are collected to be used at the discretion of the Chisago County Board of Commissioners per Minnesota Statute 357.182 for "supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for an authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles." The purpose of this Recorder's Compliance Fund Committee Policy is to set forth the membership of the Recorder's Compliance Fund Committee and guidelines for requesting funds to be paid from this restricted fund by its members.

II. AUTHORITY

Authority for the Chisago County Board of Commissioners to authorize the use of the Recorder's Compliance Funds is granted by Minnesota Statute 357.182, subd. 7. It is the intention of the Chisago County Board of Commissioners to create a committee of County Officers from the following land records related departments: Recorder's Office, Auditor-Treasurer's Office, Assessor's Office, Zoning/Environmental Services Office, and Enterprise Services, in addition to the County Administrator. This committee will review proposed uses of the Compliance Fund monies and recommend the expenditures to the Board.

III. PROCEDURAL GUIDELINES

Members of the Committee will appoint a Chair, Vice Chair, and Secretary on a yearly basis. During its first meeting, the Committee will determine frequency for meeting as well as establish guidelines and a procedure for requesting funds to be spent.
The Committee will meet to discuss any requests for expenditures and vote on whether or not the requests will be brought to the Board of Commissioners for approval. Decisions on whether or not to move the request forward will be based on the following:

Does the purchase support data integration and/or aggregation?
Are the expenditures outside of normal operating expenses?
Does the purchase enhance or improve the use of land records in Chisago County for employees as well as external users?

Once the proposal has been reviewed by the committee, members will vote with a simple majority winning the approval for the expenditure.

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **6**
Title of Item for Consideration: Out-of-State Travel – PRIA Conf. – Omaha NE	
Action Requested by: Karen Long, County Recorder	***Department:*** Recorder's Office
Previous Action on this Matter: None.	

Background: County Recorder Karen Long has requested to attend the Property Records Industry Association (PRIA) Annual Conference in Omaha NE, August 29-31st.

The intention of the conference is to expand the Recorder's Office professional skill set, learn new tips and tactics and bring up-to-date knowledge back to office. County Recorder Karen Long intends to attend the sovereign citizens, economic and housing update, deed fraud, and property recording alert systems.

***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 for the County Recorder to attend the Property Records Industry Association Annual Conference August 29-31st in Omaha, Nebraska. The suggested motion is as follows:

"Move to approve the out of state travel request for the County Recorder to attend the Property Records Industry Association Annual Conference August 29-31st in Omaha, Nebraska."

Implications of Action: Attending the conference will expand the Recorder's Office professional skill set, learn new tips and tactics and bring up-to-date knowledge back to office.

***Budget/Financial Implications*:** County Recorder Karen Long will drive to the conference to limit costs, and is only staying one night to focus on specific presentations. Total is $850.

***Legal/Policy Implications*:** With this approval, it brings this travel in compliance with all applicable County policies and procedures.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County Out-of-State Travel Request

Date Submitted	7/27/2023
Employee Name	Karen Long
Department	Recorder
Destination	Omaha, Nebraska
Purpose of Travel	PRIA Conference
Departure Date	Tues., Aug 29
Return Date	Thurs., Aug 31
Total Travel Expenses	**$895.00**
Supervisor Name (PRINT)	
Supervisor's Signature	
County Board Signature	

Date Approved	
Date Approved	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				$0.00
Ground Transportation			1	$0.00
Conference/Registration Fees			1	$395.00
Lodging			1	$300.00
Meals			1	$0.00
Mileage			1	$200.00
		Grand Total		$895.00

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **7**
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. The equipment is valued at $4,401.49.

***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 $4,401.49of exercise equipment. The suggested motion to approve is:

"Move to approve the resolution accepting the donation for the Chisago County Sheriff's Office from the Chisago County Sheriff's Office Foundation for $4,401.49 of exercise equipment."

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 CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

Chase Burnham
County Administrator

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: 23/0816-XX
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 - $4,401.49 Exercise Equipment

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

IN FAVOR THEREOF:
OPPOSED:

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

Approved: August 16, 2023

_____
Ben Montzka
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: August 16, 2023	***Item Number:*** **8**
Title of Item for Consideration: Appointment to Comfort Lake Forest Lake Watershed District	
Action Requested by: Board of Commissioners	***Department:*** Admin./Clerk of the Board

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

Background: The Board of Commissioners establishes committee assignments every year. A motion, voted on by the entire Board, is required to appoint a citizen to a committee. There are currently seven Boards/Committees/Commissions that require appointments/reappointments.

Comfort Lake Forest Lake Watershed District:

- 3-year term 2/1/2023 – 12/31/2025

The Comfort Lake – Forest Lake Watershed District was established on September 23, 1999 and directs implementation of the goals of water management, lakes, streams, wetlands, natural resources, biotic diversity, and interagency and public coordination.

Attachments:

- Citizen Application

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners appoint/reappoint citizens to the designated open Boards/Committees/Commissioners for the identified terms. The following motion is suggested to appoint/reappoint each individual:

"Move to appoint _____ as a representative on the Comfort Lake Forest Lake Watershed District; effective September 24th, 2023 thru September 23rd, 2026."

Implications of Action: If the recommended actions are undertaken, the County Board will have appointed citizens to its various Boards/Committees/Commissions for the proper durations.

Budget/Financial Implications: None. Applicable per diems and mileage accounts have been established and approved as part of the 2023 Budget for the identified Boards/Committees/ Commissions.

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

Administrator's Recommendation

Approve C EB	Deny _____	Other _____
Motion By:	Seconded by:	

To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

2023 Citizen Committee Applications
August 16, 2023

Comfort Lake/Forest Lake Watershed

Last Name:	Jackie Anderson
Address:	[redacted]
City:	FOREST LAKE
State:	MN
Zip:	55025
Cell Phone:	6128196906
Fax No.:	*Field not completed.*
Email Address:	japand95@gmail.com
In which Commissioner District do you reside?	District #4
List experience or skills you have relating to the appointment you are seeking:	I graduated college with a B.A.,with honors, with a comprehensive major in media and communications. I worked as a news reporter, photographer, and editor for 10 years, receiving my first editor's job while a junior at St. Cloud State University. I then moved into the business sector, working for a Minneapolis based medical supply company for 13 years, helping to grow the business from $6M to $350M in that time, serving first as marketing and communications coordinator and ending as Sr. Director of Marketing and New Ventures. After that, I operated a consulting business for 5 years, and finally founded and served as President/CEO of my own medical supply company for 19 years. I applied the business skills I learned such as, strategic planning, financial management, operations management, and new venture development, to my community work over those years as well.
List special or personal interests relating to the appointment you are seeking:	I have served on this Board since 2002, and was the lead person working with the Comfort Lake Association and local farmers in Wyoming Township from 1992-1999 to establish the watershed. The first Watershed Board met on September 23,1999. (I started a

	business in 1998 and did not have the time available to serve on the first term of the new entity. I was appointed to the second term when that seat became available in 2022.) I have a personal interest in keeping our waters and ecosystems clean and sustainable for future generations to enjoy, as we have, and those before us have. It is such a rare gift to be surrounded by the amount of fresh water we Minnesotans enjoy on a daily basis. I have always felt the need to participate in the LGUs that can positively impact our natural blessings, and is why I have served on planning commissions at the local and county level, the Wyoming Town Board, serving as the Chair and only woman elected to that body before annexation to the City; the Comfort Lake Association Board, and the Minnesota Watersheds Association Board, and the Lower St. Croix Policy Committee. I have developed a great amount of historical and practical knowledge of the natural water resources in our County and the Lower St Croix over the past 21 years, and feel a great satisfaction in the CLFLWD's accomplishments in bringing our waters from where they were in the 1990s to their current clean and sustainable condition.
Why do you want this appointment?	There is still work to complete in the Little and Big Comfort Lake Management areas to complete our goals for future sustainability, and I would like to see those projects & programs through to completion. We started our District work at the headwaters of our district in the Bone Lake and Forest Lake management sub-districts. The work completed there has positively impacted the Comfort Lakes, however there are still projects within the Little and Big Comfort sub-watersheds that I would like to oversee through completion to ensure our long term sustainability goals are met.

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **9**
Title of Item for Consideration: Temporary Liquor License Request – Stacy Lions Club A-1 Rib Fest	
Action Requested by: Bridgitte Konrad, County Auditor	***Department:*** Auditor's Office
Previous Action on this Matter: From time to time the Board of Commissioners is asked to approve individual application requests.	
Background: The application is for a 1 Day On-Sale Liquor License for the Stacy Lions Club A-1 Rib Fest on September 16, 2023. They are recommended by the Sheriff's office and Attorney's office for approval. The following are County businesses/organizations are requesting approval. 1. Stacy Lions Club A-1 Rib Fest – 9/16/2 ***Attachment(s)*:** • License Application for 1-Day On-Sale Liquor License *(available with Clerk of the Board)*	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the License Applications for 1 Day On-Sale Liquor License for the Stacy Lions Club A-1 Rib Fest on September 16, 2023. The suggested motion is as follows: ***"Move to approve the License Application for 1 Day On-Sale Liquor License for the Stacy Lions Club A-1 Rib Fest on September 16, 2023."***	
Implications of Action: By approving the applications, the businesses will be able to sell Liquor at their events planned for the specific dates. ***Budget/Financial Implications*:** None. ***Legal/Policy Implications*:** The proposed activities are in general conformity with applicable state statutes and County authority and policies.	

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain _____

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **10**
Title of Item for Consideration: Acceptance of 2023 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 2023 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:

"Move to approve the resolution accepting donations to Chisago County in 2023."

Implications of Action: Acceptance of the donations 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 C EB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County
Board of Commissioners

Acceptance of Donations by Chisago County for 2023

RESOLUTION NO: 23/0816-XX
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:

- Lindstrom Fire Department $500.00 for Children's Water Festival
- Rush City Lions Club $500.00 for Children's Water Festival
- Center City Fire Department $500.00 for Children's Water Festival
- Stacy Lent Fire Department $500.00 for Children's Water Festival
- Comfort Lake Forest Lake Watershed District $2,000 for Children's Water Festival

East Central Regional Library

Headquarters: 244 South Birch Street
Cambridge MN 55008
Phone (763) 689-7390

Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties

Chisago County Library Service Highlights (2019-2022):

- Public Service Hours

	Chisago Lakes	North Branch	Rush City	Wyoming
2022	2,520	2,722	1,487	2,016
2021	2,207	2,513	1,407	1,936
2020	1,019	1,608	683	1,198
2019	2,499	2,705	1,410	2,001

- Visitors (as tracked by door counters)

	Chisago Lakes	North Branch	Rush City	Wyoming
2022	28,350	28,908	11,832	19,969
2021	22,556	21,504	8,315	11,450
2020	11,525	13,190	5,213	6,047
2019	46,597	40,061	14,591	24,232

- Registered Users (Residents)

	Chisago Lakes	North Branch	Rush City	Wyoming
2022	12,692	11,317	3,574	7,306
2021	12,021	10,731	3,426	7,037
2020	11,176	10,407	3,328	6,860
2019	10,894	10,163	3,281	6,725

- Circulation of Physical Materials (books, DVDs, etc.)

	Chisago Lakes	North Branch	Rush City	Wyoming
2022	51,691	58,950	14,389	31,304
2021	60,184	60,799	12,366	31,144
2020	36,879	43,292	11,214	22,473
2019	78,729	79,803	19,936	37,748

- Digital Circulation (Region-wide) – system can't track by county

	eBooks	eAudio	Total
2022	99,715	92,204	191,919
2021	92,930	68,867	161,257
2020	91,797	65,415	157,212
2019	69,453	50,419	119,872

- Reference Questions Answered

	Chisago Lakes	North Branch	Rush City	Wyoming
2022 Reference Questions	10,042	9,283	5,607	5,596
2021 Reference Questions	7,867	8,762	4,847	3,541
2020 Reference Questions	5,490	4,058	3,887	3,218
2019 Reference Questions	13,836	8,000	6,679	5,805

- Public Computer Use

	Chisago Lakes	North Branch	Rush City	Wyoming
2022 Public Computers	1,879	2,251	949	993
2021 Public Computers	851	910	488	460
2020 Public Computers	1,105	1,208	554	811
2019 Public Computers	4,340	4,258	1,605	2,655

- Wireless Sessions

	Chisago Lakes	North Branch	Rush City	Wyoming
2022 Wireless	2,233	1,882	911	1,567
2021 Wireless	1,947	1,701	546	982

*Automated system that reports wireless usage changed in 2021 resulting in more refined reporting capabilities. Previous numbers reflected all system connections regardless of length of time. New reporting reflects actual connections to the wifi system. 2021 numbers are missing early year data as system change occurred and therefore reflect only a partial year's use.

- In Person Programs

	Chisago Lakes	North Branch	Rush City	Wyoming
2022 programs	47	78	42	56
2021 programs	7	41	11	10
2020 programs	16	24	13	30
2019 programs	69	103	81	157

- Meeting Room Use

	Chisago Lakes	North Branch	Wyoming
2022	214	135	179
2021	109	63	95
2020	20	46	27
2019	142	231	203

2019-2022 Statistics as reported Minnesota Public Library Annual Reports available at https://education.mn.gov/MDE/dse/Lib/sls/stat/)

East Central Regional Library

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Cambridge MN 55008
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Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties

2022 Chisago County Library Service

In 2022, ECRL provided library service to Chisago County residents through branches in Chisago Lakes, North Branch, Rush City and Wyoming. Chisago County residents also use any of the other 10 ECRL branches as well as any public library in Minnesota. Amounts listed below are the estimated cost/value of branch-specific services only. Regional costs are listed on reverse:

Staff – 4 in Chisago Lakes, 5 in North Branch, 2 in Rush City, 4 in Wyoming In addition, the City of North Branch paid $9,822 in 2022 for extra service (subtracted from actual)	$450,138 (Including benefits)
Internet service – 100MG service to all locations; 24/7 Wireless service Line cost at Chisago Lakes is $325/month; North Branch is $299/month; Rush City is $129/month; Wyoming is $325/month	$12,936
Library items added Total physical items added for 2022 –19,919. Average price - $12.00/item Total digital items added for 2022 – 4,877. Average price - $36.00/item 2022 collection expenditures for entire region $433,834. Cost for four branches.	$123,953
Library automation system – annual licensing cost $46,892 for the entire region. Cost for four branches.	$13,398
Online databases – available 24 hours a day via Internet *Chiltons* Auto Repair, *My Heritage* guides to family history, *Universal Class* – online coursework, *Infobase* – online guide to software, *Mango languages*, *HelpNow* – online tutoring and homework help & *JobNow* – online resume and career search assistant, *SELFIE* – self publishing tool. Annual license cost $65,975. License cost for four branches.	$18,850
eBook, eAudio & digital magazine collection – annual licensing cost $16,000 for the entire region. Cost for four branches. Includes access to 32,696 eBooks & eAudio & 4,805 digital magazines.	$4,571
Copy Machines – copy machines for public use. Printing, scanning, copying and fax services provided at each location. Cost for four branches.	$4,731
Legacy programming - In 2022, 19 programs were offered in Chisago County locations. Estimated cost of programs for four branches (not including marketing, staff time, etc.) based on conservative estimate of $500 per program.	$9,500
Total value of itemized service benefits above (cost of regional services estimated on reverse)	**$638,077**

Besides the itemized service cost/values listed on the other side, branches receive the following as part of East Central Regional Library.

- Administrative services:
  - Staff training and personnel management.
  - Financial services for operations including debt collection service for overdue and never-returned materials; annual audit.
  - Filing of required state reports, submission of funding and grant requests, administration of grant programs
  - Management and advocacy by ECRL Administration
  - Compliance with state and federal statutes; insurance (property and liability); legal services; background checks for all personnel and volunteers

- Collection & Programs:
  - Website and maintenance of online access for library services and resources.
  - Training and programming for public.
  - Ordering and cataloging of library materials - Books (fiction, non-fiction, current best-sellers, time-tested classics); Music and Movies; Wifi Hotspots; Kits (book club, early literacy, storytime to go, fitness & activity); Board games
  - Staff information guides for assistance – in person, by phone, or online
  - Winter Reading Program – adult reading program (Jan & Feb)
  - Summer Reading Program – reading program for all ages (June – August)
  - Storytimes & 1000 Books before Kindergarten – Marketing & training to support early literacy activities.
  - Staffing and marketing of state grant funded Legacy programs.

- Staff computers and a public computer lab at each branch. Administration and maintenance of all computer equipment including security and licensing.
  - 48 computers (29 public access, 7 catalog, 12 staff) and 4 self-checkouts estimated value to replace $58,000.

- Electronic Library for Minnesota - ELM online 24/7 (state and federal funding):
  - Databases: Learning Express Library (online practice tests for standardized tests including GRE, SAT); Encyclopedia Britannica, Academic Search Premier (research database); online access to full text *Consumer Reports.*
  - Newspapers: *Star Tribune, Wall Street Journal, Washington Post, The New York Times, Los Angeles Times, Barron's, USA Today*

- Material Sharing Services:
  - Delivery service – 4 times per week at each branch. Delivery supports sharing of the region-wide physical collection of more than 253,000 books, movies, and music. Also delivers items from across Minnesota received via interlibrary loan.
  - Interlibrary Loan – 5 time per week delivery from other parts of the State allowing Chisago County patrons to access a wide range of materials that would not otherwise be available.

Salary costs for above regional services (including benefits) – Total $939,732. Cost for one county - $156,622

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Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties

Value Summary:
In 2022, Chisago County provided $693,014 for East Central Regional Library.
Received $638,077 in branch and outreach specific expenditures.
Received $156,622 (estimated) in regional staff support.
Total value received $794,699 (estimated)

2022 Per capita expenditures:
Chisago County -$12.33

East Central Regional Library (whole) - $11.97

Neighbors per capita expenditures (2021)*
Anoka County - $24.50
Washington County - $34.79
Great River Regional Library (Stearns, Sherburne, Benton, Morrison, Todd, Wright counties) - $17.19

*Minnesota Department of Education – 2021 Public Library Reports (available at https://education.mn.gov/MDE/dse/Lib/sls/stat/). Based on local government funding.

East Central Regional Library

111 Dellwood Street North
Cambridge, MN 55008
(763) 689-7390
(763) 689-1447 (fax)
www.ecrlib.org
Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties

	A	B	C	D	E	F	G	H	I	J	K	L
1	**2024 Budget Request to Counties - historical information**											**Projected**
2	**County**	**2010***	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024****
3	**Aitkin**	232,006	231,602	219,932	225,882	224,577	233,220	236,698	233,577	242,535	246,058	251,450
4	**Chisago**	559,188	543,083	554,211	560,783	572,116	621,401	656,735	657,540	693,014	748,331	778,495
5	**Isanti**	387,870	368,972	372,933	384,348	410,420	426,627	444,838	449,074	473,765	522,007	534,565
6	**Kanabec**	146,064	145,402	141,564	144,026	147,942	153,518	159,613	157,343	164,845	166,595	177,305
7	**Mille Lacs**	257,637	268,029	270,850	273,835	272,321	284,710	290,249	289,513	300,388	305,601	314,189
8	**Pine**	301,928	302,911	301,025	308,851	306,480	329,722	338,061	338,155	352,603	355,701	369,600
9	**Total**	1,884,692	1,860,000	1,860,514	1,899,741	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603
10												
11							** Pending approval by the ECRL Board of Directors, expected 8/14/23					
12	**Contractual Assessments**											
13		**Formula-50% Tax Capacity, 25% Population, 25% Registration**	**Formula-33% Tax Capacity, 33% Population, 33% Borrower Circulation (by county of residence)**									
14	**County**	**Year 2010***	**Year 2015**	**Year 2016**	**Year 2017**	**Year 2018**	**Year 2019**	**Year 2020**	**Year 2021**	**Year 2022**	**Year 2023**	**Year 2024**
15	**Aitkin**	12.31%	12.45%	11.82%	11.90%	11.61%	11.38%	11.13%	10.99%	10.89%	10.50%	10.37%
16	**Chisago**	29.67%	29.20%	29.79%	29.55%	29.58%	30.32%	30.89%	30.94%	31.12%	31.92%	32.10%
17	**Isanti**	20.58%	19.84%	20.04%	20.25%	21.22%	20.82%	20.92%	21.13%	21.27%	22.27%	22.04%
18	**Kanabec**	7.75%	7.82%	7.61%	7.59%	7.65%	7.49%	7.51%	7.40%	7.40%	7.11%	7.31%
19	**Mille Lacs**	13.67%	14.41%	14.56%	14.43%	14.08%	13.89%	13.65%	13.62%	13.49%	13.04%	12.95%
20	**Pine**	16.02%	16.29%	16.18%	16.27%	15.85%	16.09%	15.90%	15.91%	15.83%	15.17%	15.24%

*2010 Information provided for historical perspective
(assessment formula revised in 2011)

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: August 9, 2023
Re: **August 16, 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 August 16, 2023, meeting.

Action Items:

1. Receive Directors Report
2. Make Properties, LLC and Mark & Carrie Rand Preliminary Plat of Make Meadows
3. Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu Conditional Use Permit allowing a Drive Through Business and an Accessory Residential Unit in the Rural Village Center District
4. Ki-Chi-Saga Park ARPA Septic System Repair/Replace & Community Building Change Order
5. Sunrise Prairie Trail Constriction Project 13-SPT-23 Payment Voucher 1 – Knife River
6. Sunrise Prairie Regional Trail CIP Subgrade Corrections/Repair - Bluhm Construction

Informational Item(s):

Board of Adjustment and Appeals:
The next regularly scheduled Board of Adjustment meeting of Thursday, August 31st at 7:00 p.m. at the County Government Center. The tour of the Board's agenda items is scheduled for August 30th departing at 8:15 a.m. from Public Works at 31325 Oasis Road, Center City. Items for consideration during the meeting include:

1. Property owners Terry & Jennifer Pekula are requesting a Variance to Zoning Ordinance Section 4.08.2 in order to exceed the maximum allowable amount of accessory storage space in the Rural Residential I (RRI) District / Shoreland Management District. The 1.02± acre subject site is located at 12133 285th Street in Chisago Lake Township, S8, T33, R20 (PID 02.01799.10).
2. Property owners Robert & Jill Ross are requesting Variances to Zoning Ordinance Section 5.15 and Shoreland Management Ordinance Section 5.21 in order to build an accessory structure closer to the township Right-of-Way and Ordinary High Water Level (OHWL) than required in

the Rural Residential I (RRI) District / Shoreland Management District. The .21± acre subject site is located at 49755 Afton Avenue in Nessel Township, S28, T37, R22 (PID 06.00748.00).

3. Property owners Neal & Donna Deneen and applicant Adam Brown are requesting Variances to Zoning Ordinance Section 5.15 in order to build a dwelling and detached accessory structure closer to two township Rights-of-Way than required in the Rural Residential I (RRI) District / Shoreland Management District. The .34± acre subject site is located at 12480 Melody Lane in Chisago Lake Township, S4, T33, R20 (PIDs 02.01029.00 and 02.01030.00).

Planning Commission:
The regularly Planning Commission meeting is scheduled for Thursday, September 7th 7:00 p.m. at the County Government Center. The tour of the Board's agenda items is scheduled for September 6th departing at 9:00 a.m. from Public Works at 31325 Oasis Road, Center City. Items for consideration during the meeting include:

1. Property owner JDNH Properties, LLC and applicant Nick Hammond are requesting an Amendment to a Conditional Use Permit (CUP) allowing a recreational campground known as Flickabirds Resort. The proposed Amendments include an updated legal description and expansion of the use through construction of an accessory structure for storage purposes. The 23.46± acre subject site is zoned Agricultural (AG) District / Shoreland Management District and is located at 50091 Clover Trail in Nessel Township, S23, T37, R22 (PID 06.00520.22).
2. Property owners Janine & Allen Schifsky are requesting a Conditional Use Permit (CUP) for Rural Retail Tourism in the Agricultural (AG) District. Proposed Rural Retail Tourism activities will include, but may not be limited to, mentoring / tutoring sessions, coaching services, sale of locally produced goods and agricultural products, tours and photo sessions, with activity taking place both within existing structures as well as outdoors. The 10.62± acre subject site is located at 16559 373rd Street in Amador Township, S30, T35, R19 (PID 01.00153.55).
3. Property owner Kelly Hokanson is requesting approval of the Preliminary Plat of Hokanson View involving the creation of one 8-acre lot from a 198.03± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located approximately one-third of a mile east of Government Road / CR 57 on the north side of 460th Street in Sunrise Township, S12, T36, R21 (PID 09.00523.10).

General Department Informational Item(s):
Revenue associated with land use and construction permit activity thru June 30, 2023, is $473,724 or 57% of projected 2023 revenue. General construction permit activity for July YTD is not tabulated at time of packet assembly but will be presented at the meeting. The general permit activity tabulations report table is attached for review.

Water Resources Staff and a host of over ten collaborative partners are excited this week with their invitation to participate as a semi-finalist candidate to host the "We Are Water MN" traveling exhibit throughout Chisago County. The traveling exhibit and We Are Water MN program is administered through the Minnesota Humanities Center https://www.mnhum.org/program/we-are-water-mn/ and is designed to examine water issues statewide and in local communities through personal stories, histories, and scientific information. This is an exciting and competitive effort that has been a year in the making with Water Resources Manager Susanna Wilson-Witkowski's persistent efforts. If successfully selected, expect to see the We Are Water exhibit efforts appear in locations such as city and county parks and local community & historic centers and libraries in 2024.

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

Building Summar: Year to Date (YTD)																
Location	New House		Additions/Alterations		Mechanical		Accessory		Commerical		Multi-Family		Septic Systems		Septic Certifications	
	July	YTD	July	YTD	July	YTD	July	YTD	July	YTD	July	YTD	July	YTD	July	YTD
Amador	-	1	1	19	-	4	-	1	-	3	-	-	1	2	1	9
Chisago Lake	1	2	17	64	2	29	4	17	-	-	-	-	4	11	1	30
Fish Lake	1	3	9	57	3	13	1	6	-	1	-	-	3	6	1	23
Franconia	-	3	1	21	-	12	-	6	-	-	-	-	-	4	1	8
Lent	2	5	15	45	1	15	3	8	-	-	-	-	3	7	1	12
Nessel	1	2	5	41	2	11	2	10	-	1	-	-	4	10	3	20
Rushseba	-	1	1	7	1	5	2	4	-	1	-	-	-	1	1	5
Shafer	-	3	3	18	-	3	2	5	1	1	-	-	-	-	1	9
Sunrise	-	5	5	31	4	12	2	10	-	3	-	-	3	10	1	12
Center City	1	4	5	16	-	4	-	-	-	5	-	-	-	-	-	-
Chisago City	2	4	14	56	5	51	4	10	-	5	-	-	1	5	3	13
City of Harris	-	5	4	13	-	3	-	2	1	2	-	-	-	1	-	4
City of Lindstrom	1	6	7	63	2	31	1	4	2	9	-	-	-	-	-	-
Rush City	-	-	12	28	-	6	-	2	2	6	-	-	-	-	-	-
City of Shafer	-	-	3	12	-	-	-	-	-	-	-	-	-	-	-	-
City of Stacy	-	-	1	14	1	14	1	5	-	6	-	-	-	-	-	3
City of Taylors Falls	-	-	2	23	-	6	-	-	1	1	-	-	-	1	-	1
Totals:	9	44	105	528	21	219	22	90	7	44	-	-	19	58	14	149
*City of Stacy tracking began January 1, 2023																

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
August 3, 2023

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, August 3, 2023 at the Chisago County Government Center.

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

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, Eric Leivian, Chip Yeager, John Sutcliffe, and Chris DuBose. Absent: James McCarthy and Jolene Wille. A quorum was established.

Approval of Agenda – ***Motion*** by Dave Whitney to approve the agenda as presented; second by Eric Leivian. **Motion passed** 5-0.

Approval of Minutes – ***Motion*** by John Sutcliffe to approve the July 6, 2023 regular meeting minutes as presented; second by Chris DuBose. **Motion passed** 5-0. Chris DuBose suggested a correction to page three of the special work session minutes; "…5:1 depth-to-width ratio or reducing the 500' dimensional standard to ~~420'~~ 400' in order to maintain the required 5:1 depth-to-[width] ratio." ***Motion*** by Chris DuBose to approve the July 20, 2023 special work session minutes as amended; second by Eric Leivian. **Motion passed** 5-0.

Receive all Materials and Submittals into Record - ***Motion*** by Dave Whitney to accept all materials and submittals into the record; second by Chris DuBose. **Motion passed** 5-0. Materials distributed to the Planning Commission in advance of the meeting for their review included: staff reports with attachments for agenda items 6a and 8a. Copies of all correspondence and meeting materials were made available for the public.

Public Hearings – New Applications
Make Properties, LLC and Mark & Carrie Rand – Coordinator Gervais provided a brief background on the request for approval of the Preliminary Plat of Make Properties which would create one new lot (proposed Lot 2, Block 1) and re-plat one lot (proposed Lot 1, Block 1) in order to adjust the shared property boundary. The 29.44± acre subject site was located at 1127 and 1225 Stark Road / CSAH 10 in Fish Lake Township in the Agricultural (AG) District. Both subject parcels had been previously developed. Gervais added that both proposed parcels met and exceeded the AG District dimensional standards and that the proposed plat included the necessary dedication of Right-of-Way for the upcoming Stark Road / CSAH 10 road improvement project.

The Technical Review Committee met on July 12, 2023 and no concerns were identified. The Fish Lake Town Board met on July 10, 2023 and recommended approval with no conditions. The 120-day review period was scheduled to expire on November 3, 2023. Staff recommended approval of the request with draft Findings of Fact and conditions. Applicants Keith Koecher and Marty Melby were present to address questions and concerns.

Chair Yeager opened the public hearing and sought comment. With no members of the audience wishing to speak, ***motion*** by John Sutcliffe to close the public hearing; second by Dave Whitney. **Motion passed** 5-0. Chair Yeager asked the Planning Commission if they had any questions or comments. ***Motion*** by Chris DuBose to approve Resolution No. PC2023-0801, a resolution of the Planning Commission of Chisago County, Minnesota,

recommending approval of the Preliminary Plat of Make Properties, as presented; second by Dave Whitney. **Motion passed** 5-0.

Conditions:

1. The Preliminary Plat of Make Properties is approved per plat drawing dated signed June 30, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.
3. The existing 10' wide drainage and utility easement lying adjacent to the westerly line of Rand Estates shall be vacated prior to the recording of the Final Plat of Make Properties.
4. The existing Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115. The Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Recording of said Right-of-Way Plat must be done prior to recording the Final Plat of Make Properties.

Public Hearings – Continued Hearings – None

Old Business

Boozhoo Coffee & Café, LLC and Joe Beaulieu - Coordinator Gervais provided a brief background and update on the request for approval of a Conditional Use Permit (CUP) allowing a Drive-Through Business and an Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township. Gervais reminded the Commission that it had conducted the requisite public hearing on June 1, 2023 and subsequently continued the public hearing to July 6, 2023, extended the review period by an additional 60 days, and instructed the applicant to provide specific updated materials for further review and consideration at the Commission's July 6, 2023 meeting. At the July 6, 2023 meeting, the Commission closed the public hearing and tabled consideration of the CUP at the applicant's request.

Gervais shared that staff received an updated written narrative and updated site renderings from the applicant on July 25, 2023; however, the applicant did not provide all of the required information, including:

- In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
- Engineered grading, drainage and erosion control plan
- Site sediment control plan
- Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)
- Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
- An illustrated landscaping plan
- Wetland delineation

Gervais noted that while the updated narrative described some of the above listed items, the applicant was instructed to provide plans illustrating these items. The primary reason for the required plans was to ensure that all parties had a shared understanding of the proposal and so that staff and County officials were able to conduct a thorough analysis of the proposal.

Gervais reviewed details of the updated written narrative and site renderings for the Commission, noting that staff had identified several concerns, including:

- The site renderings showed a 12' wide drive-through lane whereas the written narrative described it as being 10' wide.
- The site renderings and written narrative still included use of an intercom system. Further, the applicant inaccurately addressed the required setbacks in his written narrative. As previously explained to the Commission, it would be impossible for the proposed intercom system to meet all required setbacks nor could the Commission allow an intercom system which did not meet the required setbacks.
- The site renderings showed employee parking immediately in front of the garbage area. Staff suggested that the area immediately in front of the garbage area be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
- The site renderings showed two residential parking spaces located on the east side of the building. Staff noted the following concerns with this parking area:
    - The southern end of the parking area access was shown as being approximately 6' on the subject site and approximately 6' on the neighboring property. While the applicant had explained that he was "currently purchasing this [neighboring] property on contract for deed…", this property was currently fee owned by another party and, further, the neighboring property was not included in the request for CUP.
    - The parking area included two parking spaces with a combined width of 17'. While the Zoning Ordinance did not provide specifications for parking stalls, staff cautioned that this design was extremely narrow and would be challenging for larger vehicles.
    - Based on the parking area dimensions and design, it appeared that vehicles would not be able to turn around within the parking area and would be required to back out directly onto Stark Road / CSAH 10. Backing out onto Stark Road / CSAH 10 raised questions about traffic safety.
- The written narrative described that the applicant still intended to use Reclaimed Asphalt Pavement (RAP) for parking lot surfacing purposes. Staff noted that the Highway Department identified this as a concern during its initial review prior to the June 1, 2023 Planning Commission meeting.
- The written narrative stated that the applicant was currently purchasing [the neighboring] property on contract for deed, and as things progressed and developed, he intended on unifying this property with the current business lot. Staff noted that this property (located immediately east of the subject site) was currently fee owned by another party and that this property was not included in the request for CUP. If the applicant intended to utilize this neighboring property for purposes of this CUP request (assuming the CUP is approved), the applicant would be required to Amend the CUP to include both properties / legal descriptions.

Gervais explained that the extended review period was scheduled to expire on August 31, 203, which meant that the Commission needed to take action at the August 3, 2023 meeting. Gervais reviewed the Commission's options and shared that staff had provided two resolutions for the Commission's consideration, with one resolution supporting denial of the CUP for Drive-Through Business and approving the CUP for Accessory Residential Unit and one resolution supporting approval of both proposed uses.

Chair Yeager asked the Planning Commission if they had any questions or comments. Chris DuBose indicated had no concerns with the proposed residential unit but had concerns with the proposed drive-through. DuBose listed his concerns which included: the parking appeared to be too tight for the site along with the entry and exit being side by side, the use of RAP instead of blacktop, the lack of any landscaping / a landscaping plan, and the proposed use of an intercom system. Chair Yeager expressed concern that entrance

to the parking lot was on the west and the exit was on the east (opposite of standard configuration) making turning movements counter intuitive. Yeager added that if the entry and exit were marked on the parking lot surface, the markings would most likely be covered during the winter months. Dave Whitney asked if the applicant was interested in waiving the review period in order to continue working on his proposal. Applicant Joe Beaulieu indicated he would be willing to waive the review period since the parking lot was complex and he could address his clerical errors between the narrative and site renderings. Chair Yeager indicated that there were more concerns than just the parking lot that needed to be addressed. Mr. Beaulieu discussed his assumption of property boundaries for the parking lot (in relation to the proposed residential parking) and reviewed his concept for landscaping and adjustments to the low elevations on the property along with his intent to purchase the neighboring property to accommodate the parking lot. Mr. Beaulieu inquired if the residential unit could be approved allowing him to move forward with that component of the CUP, while the drive-through business component would be on hold while he continued to address the Commission's concerns. Director Schneider suggested that it would be unusual for the County to approve part of a CUP request and table the other part, but it could be an option explored with legal counsel. Clarification and discussion were held on the use of the adjacent property for the parking lot and the property not being included in the CUP request. The Commission and staff discussed the need to Amend the CUP, if approved, if a second property were to be incorporated. Gervais expanded on the Amendment process, explaining that it would require a new public hearing, public hearing notice and property owner notification, and review process. The Commission and staff then discussed whether or not there would be a mandatory wait time between applications, with Gervais explaining that adding a second parcel would be a significant change and the applicant would likely not be required to wait for reapplication. John Sutcliffe indicated he supported the CUP for Accessory Residential Unit and suggested that the applicant reapply for the Drive-Through Business CUP once the property boundary issue was complete.

Motion by Chris DuBose to approve a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of a Conditional Use Permit allowing an Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with Findings of Fact and conditions as presented; second by Dave Whitney. **Motion passed** 5-0.

Conditions:

1. This Conditional Use Permit approves the proposed Accessory Residential Unit in the Second Story and denies the proposed Drive-Through Business. The Accessory Residential Unit and general site shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.
2. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
3. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere on the subject site.
4. The permit holder shall accommodate all parking on-site and no resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.

5. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way.
6. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
7. The Accessory Residential Unit shall not be occupied until such time that a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed.
8. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
9. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
10. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
11. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
12. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

Motion by Chris DuBose to approve a resolution of the Planning Commission of Chisago County, Minnesota, recommending denial of a Conditional Use Permit allowing a Drive-Through Business on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with the understanding that the applicant could resubmit a request for CUP at a later date, with Findings of Fact as presented; second by John Sutcliffe. **Motion passed** 4-1, with Dave Whitney voting against. Director Schneider clarified that the recommendation of denial would not prohibit the proposed coffee shop but, rather, the components of the proposed drive-through.

Mr. Beaulieu expressed confusion and asked for clarification on the denial. Mr. Beaulieu indicated he had worked with the County Highway Department on the parking lot design. Schneider summarized the Planning Commission's discussion and motions relating to the proposed uses. Schneider added that the updated written narrative and site renderings were substantially better than the original documents but that the applicant still had not provided all required elements. Mr. Beaulieu responded that his site renderings and written narrative provided all of the requested information, adding that he had seen worse parking lot entry/exit situations than what he was proposing and he expressed concern with the timeline for resubmittal.

New Business – None

Communications and Reports – None.

Miscellaneous – None

Adjourn Meeting – ***Motion*** by Eric Leivian to adjourn the meeting; second by John Sutcliffe. **Motion passed** 5-0. The meeting was adjourned at 8:02 p.m.

_____ ATTEST: _____

Chip Yeager
Chair

Beth Gervais
Land Services Coordinator

DRAFT

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **13**
Title of Item for Consideration: Make Properties, LLC and Mark Rand & Carrie Rand and applicant Keith Koecher Preliminary Plat of Make Properties	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: None.	

Background: Make Properties, LLC and Mark Rand & Carrie Rand and applicant Keith Koecher are requesting Preliminary Plat approval of Make Properties. The subject 29.44 acre property is proposed to be divided into two subdivided lots ranging in size from 14.44 to 15 acres. The property is located at 1127 Stark Road / CSAH 10 (PID 03.00440.00) and 1225 Stark Road / CSAH 10 (PID 03.00440.01) in Fish Lake Township.

At their meeting of August 3, 2023, the Planning Commission conducted the requisite public hearing and recommended approval (6-0) of preliminary plat, per Resolution No. PC2023/0801. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the 120-day agency action deadline is, November 3, 2023. Among the options for the County Board at tonight's meeting are the following:

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

Attachments:

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

Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the Bue Ribbon Tree Farm Preliminary Plat. The recommended motion is as follows:

"Move to Approve Resolution No. 23/0816-____ , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Make Properties located at 1127 Stark Road / CSAH 10 (PID 03.00440.00) and 1225 Stark Road / CSAH 10 (PID 03.00440.01) in Fish Lake Township"

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

Budget/Financial Implications: None.

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

Administrator's Recommendation

Approve _____	Deny _____	Other CEB
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

PRELIMINARY PLAT OF MAKE PROPERTIES

Make Properties, LLC and Mark & Carrie Rand

Represented by Keith Koecher

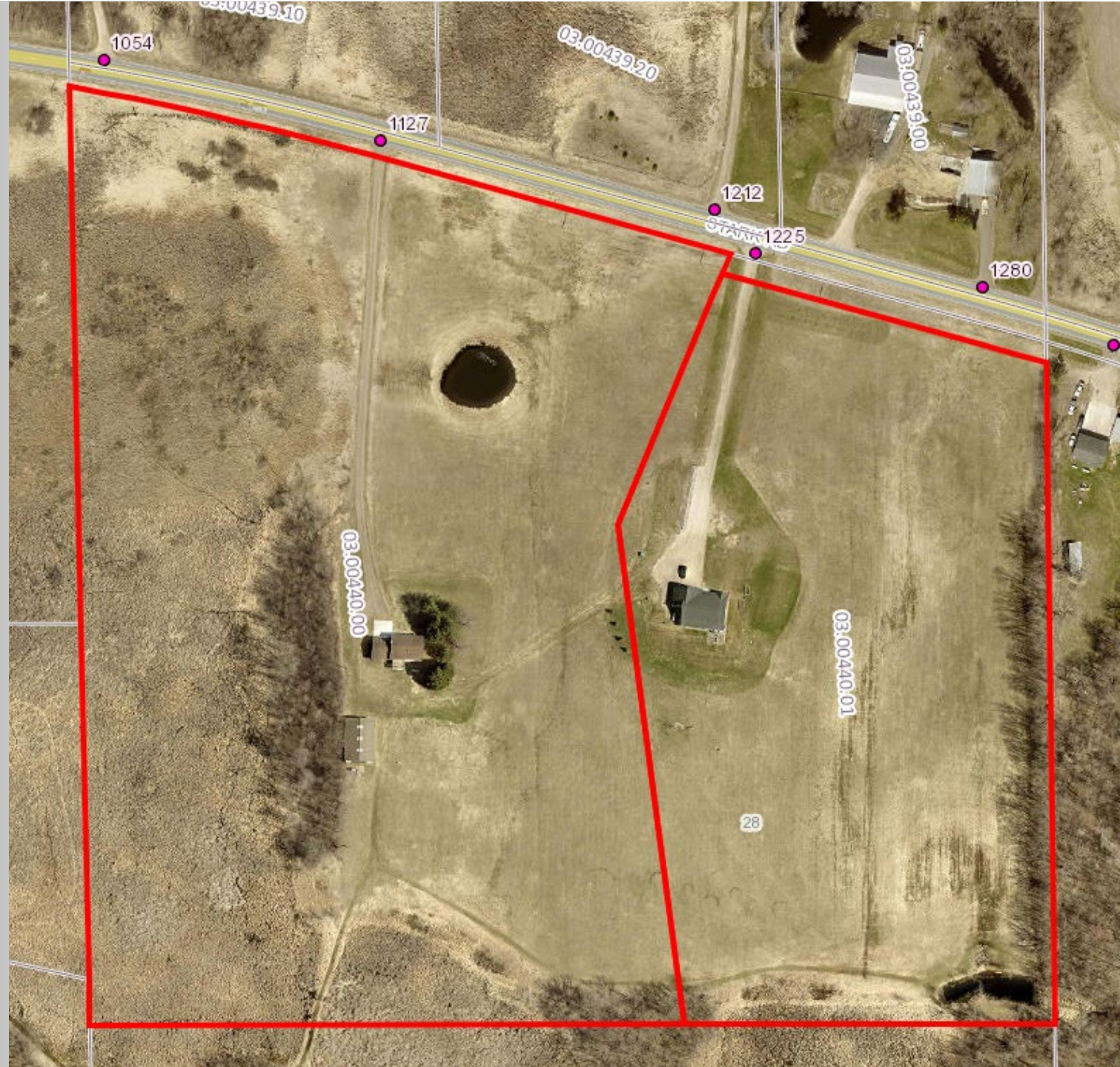
PIDs 03.00440.00 and 03.00440.10

1127 and 1225 Stark Road / CSAH 10

Fish Lake Township

SITE DETAILS

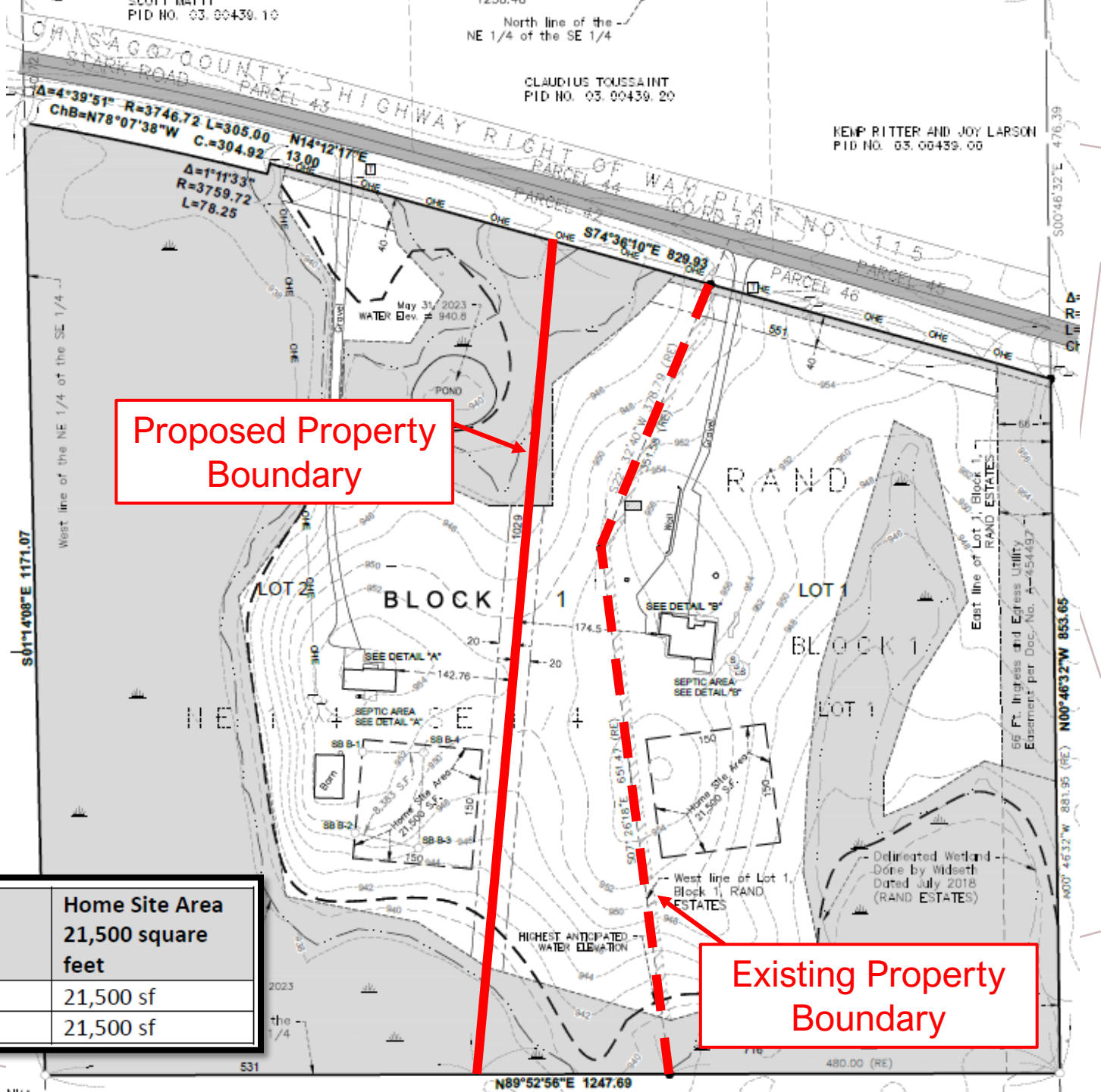
- 29.44± total acres
- Located at 1127 and 1225 Stark Road / CSAH 10 in Fish Lake Township
- 1127 Stark Road / CSAH (owned by Make Properties, LLC) is currently unplatted and 1225 Stark Road / CSAH 10 (owned by Mark & Carrie Rand) is platted as Lot 1, Block 1, Rand Estates (2018)
- Zoned Agricultural (AG) District
- Both subject parcels have been developed with dwellings



PROPOSED PLAT

- Creation of one lot (proposed Lot 2, Block 1, Make Properties) and re-plat of one lot (proposed Lot 1, Block 1, Make Properties) in order to adjust the shared property boundary
- Given that the lot area of proposed Lot 2, Block 1 is falling below the dimensional standards required to be exempt from platting, it must now be platted rather than processed as a Lot Reconfiguration
- As proposed, both parcels meet and exceed the County's dimensional requirements
- In coordination with the upcoming Stark Road / CSAH 10 road improvement project, the plat is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115

AG District Minimum Requirements	Lot Size 5 acres	Lot Width* 300 feet	Lot Depth** 300 feet	Home Site Area 21,500 square feet
Lot 1, Block 1	14.44 acres	Approx. 645'	Approx. 1,100'	21,500 sf
Lot 2, Block 1	15.00 acres	Approx. 655'	Approx. 941'	21,500 sf



REVIEW PROCESS

Technical Review Committee

July 12, 2023

No concerns identified

Fish Lake Town Board

July 10, 2023

Recommended approval with no conditions

Review Period

Ordinance prescribed 120-day review period expires on November 3, 2023

STAFF RECOMMENDATION

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

Recommended Condition(s):

1. The Preliminary Plat of Make Properties is approved per plat drawing dated signed June 30, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.
3. The existing 10' wide drainage and utility easement lying adjacent to the westerly line of Rand Estates shall be vacated prior to the recording of the Final Plat of Make Properties.
4. The existing Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115. The Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Recording of said Right-of-Way Plat must be done prior to recording the Final Plat of Make Properties.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of Make Properties with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Make Properties based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on November 3, 2023.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-0801, a resolution recommending approval of the Preliminary Plat of Make Properties, with conditions as presented or amended.

Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Preliminary Plat of Make Properties
1127 Stark Road / CSAH 10 and 1225 Stark Road / CSAH 10, Fish Lake Township
DATE: August 3, 2023

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider the Preliminary Plat of Make Properties, involving the creation of one lot and the replatting of one lot with a total of two lots included in the proposed plat.

SITE & APPLICATION INFORMATION

Property Owner(s):	Make Properties, LLC and Mark & Carrie Rand
Applicant(s):	Keith Koecher of Make Properties, LLC
General Location:	1127 and 1225 Stark Road / CSAH 10 Fish Lake Township Section 28, Township 36, Range 22
PIDs:	03.00440.00 and 03.00440.01
Subject Area:	29.44± Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District
East:	Agricultural (AG) District
West:	Agricultural (AG) District
Date Application Received:	June 30, 2023
Date Application Complete:	July 6, 2023
120-Day Review Period:	November 3, 2023



BACKGROUND

Property owners Make Properties, LLC and Mark & Carrie Rand, represented by applicant Keith Koecher of Make Properties, LLC, are seeking approval of the Preliminary Plat of Make Properties. The property owners wish to create one parcel and replat one parcel from the 29.44± acre subject area. The two proposed parcels are currently developed and located at 1127 and 1225 Stark Road / CSAH 10 in Fish Lake Township.

Proposed Lot 1, Block 1, Make Properties (eastern parcel) was originally platted as Lot 1, Block 1, Rand Estates in 2018. As currently platted, the parcel is 10.75 acres with a slightly atypical western property boundary (see image above). At the time of platting Rand Estates, what is now shown as proposed Lot 2,

Block 1, Make Properties (western parcel) was exempted from the platting process based on its area and dimensions (i.e., 20+ acre parcel when including Right-of-Way). Now that proposed Lot 2, Block 1 is falling below the dimensional standards required to be exempt, it must be platted. And, because proposed Lot 1, Block 1 is being impacted, the proposed action will re-plat this parcel as well. The proposed plat will result in two similary sized parcels with a much more standard shared property boundary.

SITE & PROPOSAL ANALYSIS

The subject area includes two developed properties located less than a quarter mile east of Stark Road Court and approximately one-quarter mile west of Blackhawk Road on the south side of Stark Road / CSAH 10 in Fish Lake Township. The subject area and all surrounding properties are zoned Agricultural (AG) District. Topography of the subject area includes elevations ranging from 936' to 957' with significant areas of wetland. Surrounding properties range widely in size from 5 acres to 76 acres and appear to be used primarily for low density residential purposes, consistent with the stated purpose of the AG District.

The stated purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Below is a table which identifies minimum requirements for the AG District with corresponding information for the proposed parcels. As proposed, both parcels meet and exceed the County's dimensional requirements.

AG District Minimum Requirements	**Lot Size 5 acres**	**Lot Width* 300 feet**	**Lot Depth** 300 feet**	**Home Site Area 21,500 square feet**
Lot 1, Block 1	14.44 acres	Approx. 645'	Approx. 1,100'	21,500 sf
Lot 2, Block 1	15.00 acres	Approx. 655'	Approx. 941'	21,500 sf

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

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

The attached Preliminary Plat drawing includes a survey note indicating that the adjacent Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115 and that the Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Per the surveyor's note, staff has included a recommended condition of approval requiring that recording of Right-of-Way Plat No. 115 must be done prior to recording the Final Plat of Make Properties.

The plat drawing also includes a survey note suggesting that an existing 10' wide drainage and utility easement be vacated prior to the recording of the Final Plat of Make Properties. Staff has also included this as a recommended condition of approval.

REVIEW PROCESS

The Technical Review Committee met with Marty Melby of Make Properties, LLC on July 12, 2023 and no concerns were identified.

The Fish Lake Town Board reviewed the proposed Preliminary Plat at its July 10, 2023 meeting and recommended approval with no conditions.

Preliminary Plats, per the Chisago County Subdivision Ordinance, are subject to a 120-day review period rather than the more typical 60-day review period applied to land use requests. The 120-day review period for this application expires on November 3, 2023.

WRITTEN TESTIMONY

No written testimony was submitted to the County as of the completion of this report.

STAFF RECOMMENDATION

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

Recommended Condition(s):

1. The Preliminary Plat of Make Properties is approved per plat drawing dated signed June 30, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.
3. The existing 10' wide drainage and utility easement lying adjacent to the westerly line of Rand Estates shall be vacated prior to the recording of the Final Plat of Make Properties.
4. The existing Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115. The Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Recording of said Right-of-Way Plat must be done prior to recording the Final Plat of Make Properties.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of Make Properties with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Make Properties based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on November 3, 2023.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-0801, a resolution recommending approval of the Preliminary Plat of Make Properties, with conditions as presented or amended.

ATTACHMENTS

1. Application materials
    a. Application
    b. Preliminary Plat drawing
2. Aerial location map (1) – subject site
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2023-0801

CC: Make Properties, LLC, property owner
Mark & Carrie Rand, property owners
County file

Chisago County Department of Environmental Services
Planning & Zoning Application

Permit # 2023-1077

Township Fish Lake TWNSP S/T/R 28/36/22 PID# 03.00440.00 03.00440.01

Project Address 1127 STARK Rd., HARRIS MN 55032

Property Owner(s) Make Properties, LLC. / MARK + CARRIE RAND

Mailing Address (If Different from Project Address) 5422 Nottingham Rd. N. Branch MN

Phone# [redacted] Email [redacted]

Applicant(s) Keith Koecher, owner

Mailing Address (If Different from Project Address) 5422 Nottingham Rd. N. BRANCH, MN

Phone# [redacted] Email [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☒ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Plat / Replat two LOTS.

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

☒ Full Legal Description ☒ Detailed Site Plan ☐ Detailed Written Narrative ☒ Plat Drawings

KK

Applicant Signature

6-30-23

Date of Application

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

Fees		Dates	
Base Fee	$ 500.00	Application Received	6-30-23
Recording Fee	$ 46.00	Application Complete	7-6-23
Plat Fee – (No Road(s)) / With Road(s)	$ 150.00	60 / (120 Day Review Period	11-3-23
Septic Compliance Fee	$	Extended Review Period	
Wetland Fee	$ 200.00		
TOTAL FEE	$ 896.00		

Planning & Zoning Application

Township Presentation Form

Township Fish Lake Twsp **S/T/R** 28/36/22 **PID#** 03.00440.00

Project Address 1127 Stark Rd., Harris MN 55032

Property Owner(s) Make Properties, LLC.

Mailing Address (If Different from Project Address) 5422 Nottingham Rd, N. Branch MN

Phone# [redacted] **Email** [redacted]

Applicant(s) Keith Roecher, owner

Mailing Address (If Different from Project Address) 5422 Nottingham Rd. N. Branch, MN

Phone# [redacted] **Email** [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☒ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Plat / Replat

KR + KR
Applicant Signature

6-30-23
Date of Application

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

Date of County Public Hearing Aug 6, 2023 **Date of Township Presentation** July 10, 2023

Township Action Taken (Township Use Only)

☒ Recommendation of Approval ☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

Signatures of Township Officials or Authorized Personnel

PRELIMINARY PLAT
OF
MAKE PROPERTIES

PROPERTY DESCRIPTION:

(Quit Claim Deed No. A-615354)
Lot 1, Block 1, RAND ESTATES, Chisago County, Minnesota
(Warranty Deed Doc. No. A-664748)
That part of the Northeast Quarter of Southeast Quarter (NE 1/4 of SE 1/4) lying South of the South right-of-way of County Road No. 10 as presently located, Section 28, Township 36, Range 22,

EXCEPT

Lot 1, Block 1, RAND ESTATES

OWNER & DEVELOPER

Make Properties LLC
21542 Shallow Lake Rd
Warba, MN 55793
651-226-4039
keithkoecher@yahoo.com

Mark Rand
1225 Stark Rd
Harris, MN 55032

LAND SURVEYOR

WIDSETH
Kelly Jordan
5368 266th Street
Wyoming, MN 55092
PHONE (651)464-3130
FAX-(651)464-4822

SOIL TESTING

Josh Putt LIC #L4063
PO BOX 45
Shafer, MN 55074
(651)-900-1567
kingputt79@gmail.com

WETLANDS

Jacobson Environmental, PLLC
5821 Humboldt Avenue
Brooklyn Center, MN 55430
612-802-6619
jacobsonenv@msn.com
Dated June 27, 2023 (Lot 2)

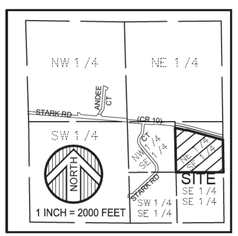
SURVEY NOTES:

1. Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1996 adj.)
2. The properties address are 1127 Stark Rd and 1225 Stark Road, both in Harris MN 55032. PID Nos.: 03.00440.00 and 03.00440.01
3. Existing area of all parcels: 1,282,301 Sq. Ft. or 29.44 Acres.
4. Proposed Acreages:
   Lot 1, Block 1: 628,901 Sq. Ft. or 14.44 Acres
   Lot 2, Block 1: 653,400 Sq. Ft. or 15.00 Acres
5. The Property is zoned AG - Agriculture (Per Fish Lake Zoning map
   Building Setbacks (per Chisago County Zoning Ordinance)

Front Yard / Centerline of County Road	:	135 feet
Side Yard	:	20 feet
Rear Yard	:	50 feet
Zoning District Regulations:		
Minimum Lot Area	:	5 Acres
Minimum Lot Width	:	300 feet
Minimum Lot Depth	:	300 feet
Minimum Buildable Area	:	21,500 Sq. Ft.

   10,000 Sq. Ft. principle pad that:
   Minimum 2 feet above the nearest 100 year flood Elev.
   Minimum 2 feet above the highest anticipated water level
   11,500 Sq. Ft. yard site:
   Above the nearest or any relevant 100-year flood contour
   The nearest 100 year flood contour appears to be one mile to the northeast of the subject property at Little Horseshoe Lake Elev. = 923.0 (NAVD88). (NOT RELEVANT)

   Highest Anticipated Water Elevation is determined to be at Elev. = 940.8 based on the water surface measured at the existing pond toward the northeasterly portion of proposed Lot 2.
6. The subject property lies within Zone X, areas determined to be outside the 0.2% annual chance flood plain per FEMA Flood Insurance Rate Map No. 27025C0150D, effective April 17, 2012.
7. The existing Chisago County Highway Right of Way Plat No. 62 is being replatted as Chisago County Highway Right of Way Plat No. 115. The proposed preliminary plat of MAKE PROPERTIES is based on the prerecorded plat of Chisago County Highway Right of Way plat No. 115. Recording of said Right of Way Plat must be done prior to recording a final plat of MAKE PROPERTIES.
8. We are recommending that the existing 10 foot wide drainage and utility easement lying adjacent to the westerly line of RAND ESTATES be vacated prior to the recording of MAKE PROPERTIES.



SEC. 28, T36, R22
FISH LAKE TOWNSHIP
CHISAGO COUNTY, MINNESOTA

LOT 2
SOIL BORING ELEVATIONS
Dated May 31, 2023

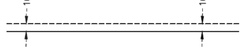
Soil Borings	Elevation
Soil boring 1	951.63
Soil boring 2	948.09
Soil boring 3	945.16
Soil boring 4*	949.80
*This boring is on the upslope of the existing drainfield	

NOTE: Soil Borings were done by Mac's Sewer Service on June 18, 2018 for the plat of RAND ESTATES

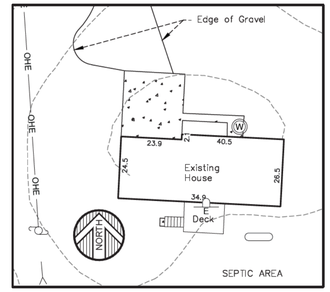
LEGEND

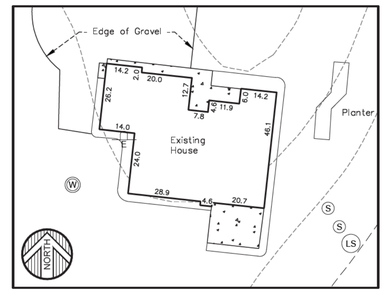
- A CHISAGO COUNTY MONUMENT
- FOUND 1/2" IRON PIPE MONUMENT W/CAP 42648 UNLESS NOTED OTHERWISE
- STAKED 1/2" IRON PIPE MONUMENT W/CAP NO. 42648
- GUY ANCHOR
- MAILBOX
- (LS) LIFT STATION
- (S) SEPTIC COVER
- (T) TELE PEDESTAL
- ELEC TRANSFORMER
- SB SOIL BORING
- (W) WATER WELL
- ELEC POLE
- WETLAND
- LP TANK
- PROPOSED DRAINAGE AND UTILITY EASEMENT LINE
- EXISTING DRAINAGE AND UTILITY EASEMENT LINE PER PLAT OF RAND ESTATES
- OHE OVERHEAD ELECTRIC
- EXISTING DRAINAGE AND UTILITY EASEMENT PER RAND ESTATES. SEE SURVEY NOTE NO. 8.
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- PROPOSED DRAINAGE AND UTILITY EASEMENT

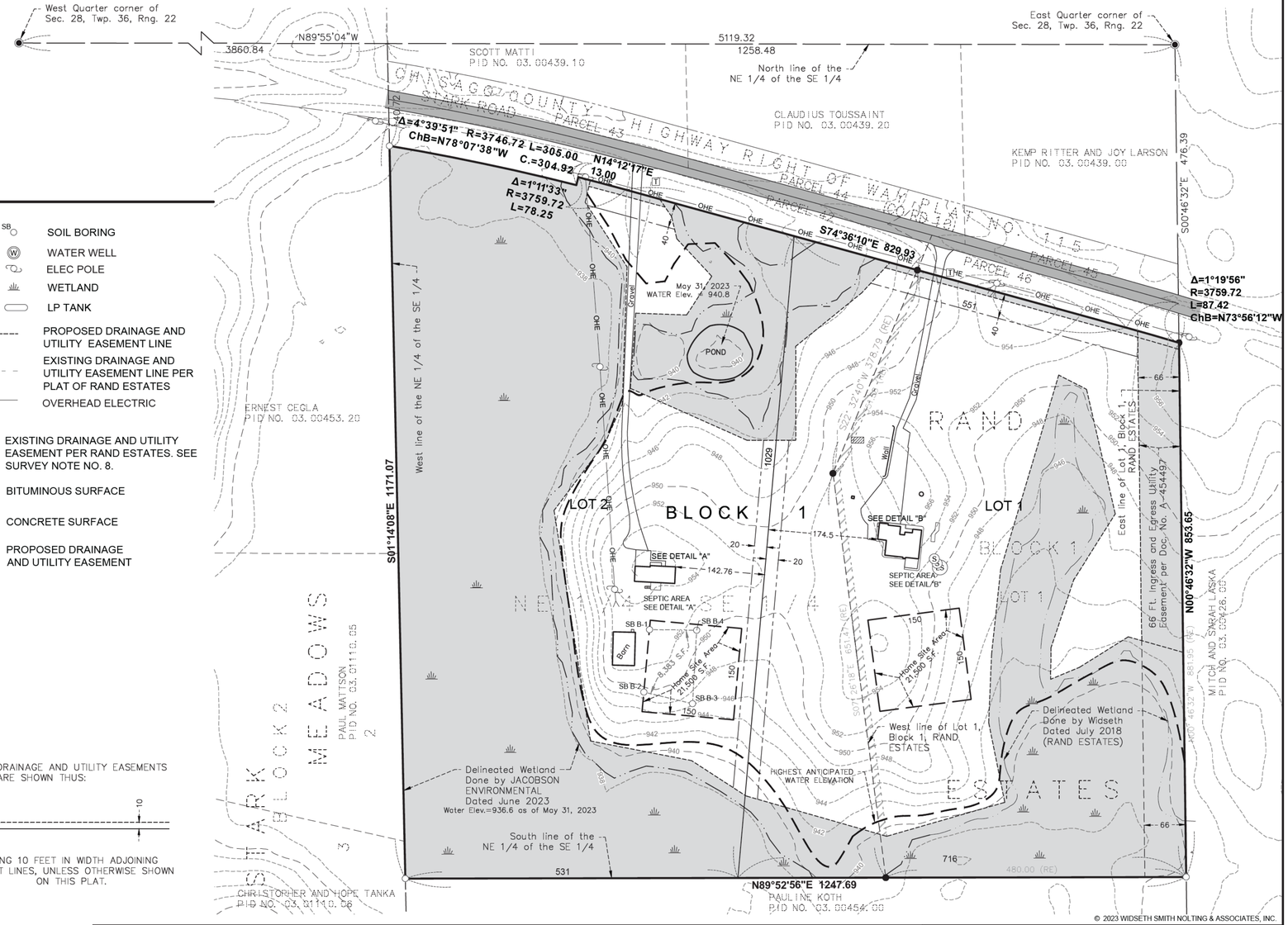
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH ADJOINING STREET LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.







© 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

DATE:	June 2023
SCALE:	AS SHOWN
DRAWN BY:	JMM
CHECKED BY:	KLJ
FILE NUMBER:	2023-10661

DATE	AMENDMENTS	BY

PREPARED FOR: **MAKE PROPERTIES LLC**

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF **MINNESOTA**

Kelly L. Jordan DATE: 06/30/2023 LIC. NO. 42648

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

Make Properties, LLC and Mark & Carrie Rand – Property owners Make Properties, LLC, and Mark & Carrie Rand, represented by applicant Keith Koecher, are seeking approval of the Preliminary Plat of Make Properties involving the creation of one lot and the replatting of one lot with a total of two lots included in the proposed plat. The 29.44± acre subject area is zoned Agricultural (AG) District and the subject sites are located at 1127 Stark Road / CSAH 10 and 1225 Stark Road / CSAH 10 in Fish Lake Township, S28, T36, R22 (PIDs 03.00440.00 and 03.00440.01).

Make Properties, LLC and Rand Properties -



Make Properties, LLC and Mark & Carrie Rand – Property owners Make Properties, LLC, and Mark & Carrie Rand, represented by applicant Keith Koecher, are seeking approval of the Preliminary Plat of Make Properties involving the creation of one lot and the replatting of one lot with a total of two lots included in the proposed plat. The 29.44± acre subject area is zoned Agricultural (AG) District and the subject sites are located at 1127 Stark Road / CSAH 10 and 1225 Stark Road / CSAH 10 in Fish Lake Township, S28, T36, R22 (PIDs 03.00440.00 and 03.00440.01).

Make Properties, LLC and Rand Properties -



RESOLUTION NO. PC2023-0801

A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF MAKE PROPERTIES

WHEREAS, property owners Make Properties, LLC and Mark Rand & Carrie Rand and applicant Keith Koecher submitted an application dated received June 30, 2023 and considered complete on July 6, 2023 for the Preliminary Plat of Make Properties; and

WHEREAS, the property owners desire to create one parcel and replat one parcel from the 29.44± acre subject area; and

WHEREAS, the subject sites are located at 1127 Stark Road / CSAH 10 (PID 03.00440.00) and 1225 Stark Road / CSAH 10 (PID 03.00440.01) in Fish Lake Township and they're zoned Agricultural (AG) District; and

WHEREAS, the subject sites are legally described as:

PID 03.00440.00
That part of the Northeast Quarter of Southeast Quarter (NE1/4 of SE1/4) lying South of the South right-of-way of County Road No. 10 as presently located, Section 28, Township 36, Range 22, Chisago County, Minnesota
EXCEPT
Lot 1, Block 1, Rand Estates

and

PID 03.00440.01
Lot 1, Block 1, Rand Estates
Chisago County, Minnesota

WHEREAS, notice was provided and on August 3, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner(s), and invited members of the public to comment; and

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

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

1. The Preliminary Plat of Make Properties is approved per plat drawing dated signed June 30, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.

2. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.
3. The existing 10' wide drainage and utility easement lying adjacent to the westerly line of Rand Estates shall be vacated prior to the recording of the Final Plat of Make Properties.
4. The existing Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115. The Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Recording of said Right-of-Way Plat must be done prior to recording the Final Plat of Make Properties.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 3rd day of August, 2023.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Chip Yeager
Chair

Beth Gervais
Land Services Coordinator

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 23/0816-_____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE PRELIMINARY PLAT OF MAKE PROPERTIES

WHEREAS, property owners Make Properties, LLC and Mark Rand & Carrie Rand and applicant Keith Koecher submitted an application dated received June 30, 2023 and considered complete on July 6, 2023 for the Preliminary Plat of Make Properties; and

WHEREAS, the property owners desire to create one parcel and replat one parcel from the 29.44± acre subject area; and

WHEREAS, the subject sites are located at 1127 Stark Road / CSAH 10 (PID 03.00440.00) and 1225 Stark Road / CSAH 10 (PID 03.00440.01) in Fish Lake Township and they're zoned Agricultural (AG) District; and

WHEREAS, the subject sites are legally described as:

PID 03.00440.00
That part of the Northeast Quarter of Southeast Quarter (NE1/4 of SE1/4) lying South of the South right-of-way of County Road No. 10 as presently located, Section 28, Township 36, Range 22, Chisago County, Minnesota
EXCEPT
Lot 1, Block 1, Rand Estates

and

PID 03.00440.01
Lot 1, Block 1, Rand Estates
Chisago County, Minnesota

WHEREAS, notice was provided and on August 3, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant and/or property owner(s), and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Make Properties with conditions per Resolution No. PC2023-0801; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its August 16, 2023 meeting and determined the Preliminary Plat of Make Properties to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the Preliminary Plat of Make Properties, subject to the following conditions:

1. The Preliminary Plat of Make Properties is approved per plat drawing dated signed June 30, 2023. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.

2. The applicant shall submit request for Final Plat within one year following approval of the Preliminary Plat unless an extension of time is requested by the applicant and granted by the County Board upon recommendation of the Planning Commission.
3. The existing 10' wide drainage and utility easement lying adjacent to the westerly line of Rand Estates shall be vacated prior to the recording of the Final Plat of Make Properties.
4. The existing Chisago County Highway Right-of-Way Plat No. 62 is being replatted as Chisago County Highway Right-of-Way Plat No. 115. The Preliminary Plat of Make Properties is based on the prerecorded Plat of Chisago County Highway Right-of-Way Plat No. 115. Recording of said Right-of-Way Plat must be done prior to recording the Final Plat of Make Properties.

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: August 16, 2023

_____ ATTEST: _____

Ben Montzka
Chair, Board of Commissioners

Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **14**
Title of Item for Consideration: Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu Drive-Through Business and Accessory Residential Unit Conditional Use Permit	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: None.	

Background: Property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu are requesting a Conditional Use Permit to allow a Drive-Through Business and Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10, on parcel number 03.00385.00 in Fish Lake Township. The subject property is .92+/- acres and is in the Rural Village Center (RVC) zoning district.

At their meeting of June 1, 2023, the Planning Commission opened the requisite public hearing; discussed the request; and continued the public hearing and extended the review period by 60 days. At their meeting of July 6, 2023, the Commission continued their review of the application to August 3, 2023, allowing the applicant additional time to prepare and submit specific updated application materials. On August 3, 2023, the Commission further considered the request and recommended denial (5-1) of the Drive-Through Business (drive through window) element of the proposal; and recommended unanimous approval (6-0) of the Accessory Residential Unit portion of the Conditional Use Permit with conditions; per Resolution No. PC2023-0802. A resolution of the Board of Commissioners consistent with that of the Commission's dual recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the initial 60-day agency action deadline was July 2, 2022, which was extended the full 120 days to August 31, 2023. Among the options for the County Board at tonight's meeting are the following:

- Approve the dual/partial approval of the CUP, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward by County ESD staff;
- Consider and Approve the CUP, generally as recommended by the Planning Commission, but with modified consideration of the dual/partial approval and/or Conditions as determined and considered by the County Board at tonight's meeting (to be codified as part of the formal CUP approval);
- The County Board may Deny the CUP for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the extended120-day agency action period deadline of August 31, 2023.
- The County Board may seek the Applicants voluntary extension or waiver of the 120 day agency action deadline beyond August 31, 2023, to allow further consideration of the record materials and extended scheduling of the subject application.

Attachments:

- Draft Resolution of Dual Approval/Denial 23/0816-___
- Planning Commission Presentation of 08/03/23
- Planning Commission Staff Report of 08/03/2023

- Original Planning Commission Staff Report and Hearing Packet of 06/01/2023
- Planning Commission Minutes of 08/03/23 (draft) *(*Commission minutes of 06/01/23 and 07/06/23 previously delivered in Board Packets of June and July and available upon request for review)*

Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to deny the drive-through business component and approve the accessory residential unit component of the Marvin "Joe" Beaulieu / Boozhoo Coffee & Café, LLC Conditional Use Permit request at 2340 Stark Road in Fish Lake Township. The following is the suggested language for the motion:

"Move to Approve Resolution No. 23/0816_____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, denying the Drive-Through Business Conditional Use Permit and Approving the Accessory Residential Unit Conditional Use Permit of property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu at 2340 Stark Road / CSAH 10 in Fish Lake Township (PID #03.00385.00)."

Implications of Action – Recommended Board action partially grants the requested Conditional Uses following the dual recommendation of the Planning Commission, subject to findings and conditions.

Budget/Financial Implications: None.

Legal/Policy Implications: The recommended Board consideration and action(s) are in conformity with generally accepted practices, procedures and interpretations of applicable state statutes and County ordinances and policies. Conditions placed on the CUP must be satisfied and cannot be modified, removed, expanded, or revoked without due process.

Administrator's Recommendation

Approve _____	Deny _____	Other C EB
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Conditional Use Permit for a Drive-Through Business and an Accessory Residential Unit in the Rural Village Center (RVC) District
2340 Stark Road / CSAH 10, Fish Lake Township
DATE: June 1, 2023

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider a Conditional Use Permit (CUP) for a Drive-Through Business and a single Accessory Residential Unit in the Rural Village Center (RVC) District.

SITE & APPLICATION INFORMATION

Applicant(s):	Marvin "Joe" Beaulieu
Property Owner(s):	Boozhoo Coffee & Café, LLC
Location:	2340 Stark Road / CSAH 10 Fish Lake Township Section 26, Township 36, Range 22
PID:	03.00385.00
Property Area:	.92± Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Rural Village Center (RVC) District
South:	Rural Village Center (RVC) District
East:	Rural Village Center (RVC) District
West:	Rural Village Center (RVC) District
Date Application Received:	April 14, 2023
Date Application Complete:	May 3, 2023
60-Day Review Period:	July 2, 2023



BACKGROUND

Property owner Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu are requesting a CUP for a Drive-Through Business and an Accessory Residential Unit on a .92± acre property in the Rural Village Center (RVC) District. The primary use of the subject site will be a coffee shop and café, which is classified as a Permitted Use in the RVC District.

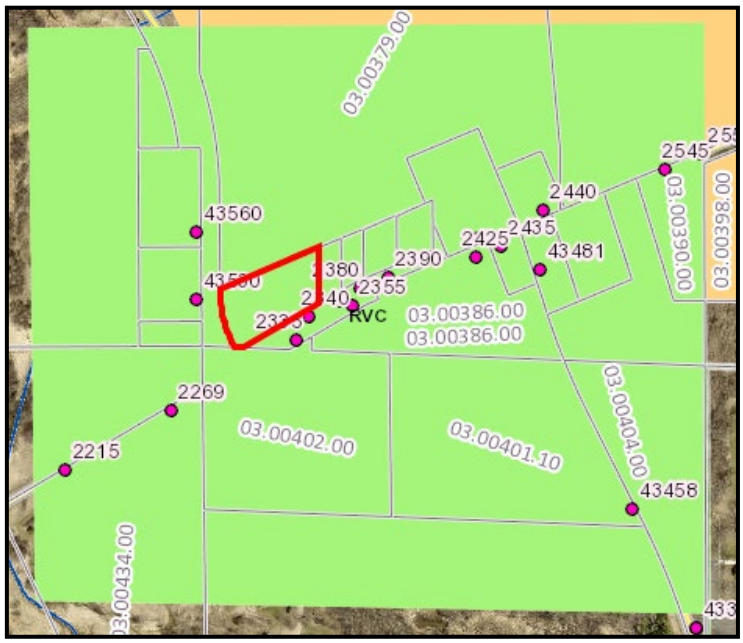
SITE ANALYSIS

The subject site is located at the intersection of Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8 in the

historic unincorporated Village of Stark. The site has been developed with a single structure. While there does appear to be two accessory structures and/or recreational vehicles in the northeast corner of the property, staff suspects these belong to the neighboring property owner given their alignment with the neighboring dwelling. Topography of the site includes elevations ranging from 932' in the northwest corner to 947' in the southeast corner, and a wetland area in the northwest corner (see left image below).

Surrounding properties vary widely in size from .2 acres to 28.5 acres. Surrounding uses also vary widely from residential to commercial to agricultural. The property is bordered by two County State Aid Highways to the west and south; the property immediately east is used for residential purposes; and, the property immediately north appears to be used for agricultural purposes. All immediately adjacent properties are zoned RVC District (see right image below, subject site outlined in red).





The exact age of the existing structure is unknown; however, the May 1, 2023 written narrative suggests that the structure is more than 105 years old. The adjacent photo is on file with the Chisago County Assessor's Office and was likely taken in the early 1970s. Notes from the Assessor's Office suggest that the structure has been used for mixed commercial and residential purposes in the past.



The structure has changed significantly in recent months to accommodate the property owner's intended uses. Unfortunately, the vast majority of this

work has been completed without the necessary building permit(s); however, in conjunction with the CUP application submittal, the applicant also submitted the necessary building permit application and plans for formal review.

PROPOSAL ANALYSIS

In addition to the completed application form, the applicant provided the following supporting documents for review and consideration:

- Written narrative dated received April 18, 2023
- Written narrative "addendum" dated received May 1, 2023
- Site plan dated received April 14, 2023
- Site plan dated received May 2, 2023

Following the application being deemed complete on May 3, 2023 and following the May 8, 2023 Fish Lake Town Board meeting, the applicant provided site renderings that corresponded with the already submitted application materials at the May 10, 2023 Technical Review Committee meeting and via email on the same date (see attached).

Following the application being deemed complete on May 3, 2023, following the May 8, 2023 Fish Lake Town Board meeting, and following the May 10, 2023 Technical Review Committee meeting, the applicant provided new and significantly different site renderings dated received May 18, 2023 for further review and consideration (see attached). Because these renderings were submitted well after the application deadline and well into the formal review process, neither department staff or other agency staff (i.e., Chisago County Highway Department) nor the township had the ability to thoroughly review the renderings. Therefore, the information and comments provided below are largely based on the previously submitted written narratives and site plans and include minimal detail about the May 18, 2023 renderings. Staff notes that the information shown on the May 18, 2023 renderings is substantially different than the previously submitted written narratives and site plans, specifically in terms of parking lot design (customer parking, employee parking and residential parking), lighting, and the garbage receptacle area.

All items listed above, including the substantially changed May 18, 2023 site renderings, are attached for the Planning Commission's reference and summarized below.

According to the April 18, 2023 written narrative, the applicant is proposing the following Conditional Uses:

- Accessory Residential Unit on Second Story:
    - Remodeling and expanding the second story of an existing building for a <u>single</u> Accessory Residential Unit. The proposed second story will be approximately 3,174 sf built over the entire first story.
    - The residential unit will have a total of five bedrooms, four bathrooms, and two kitchens.
    - The residential unit will have two entrances. A 6' x 8' enclosed entryway will be constructed on the north side of the structure. A second entryway of the same size is reportedly proposed for the east side of the structure. The attached site renderings show the northerly entryway; however, it's not entirely clear where the easterly entryway will be located.
    - The residential unit will have an 8' deck on the north side of the structure. In addition to standard residential use, the deck will provide access to a utility room.

- The second story will include a 12’ x 12’ utility room for placement of a furnace, water heater, water softener, duct work, etc.

Staff notes that Zoning Ordinance Section 5.11 Rural Village Center (RVC) District allows, as a Conditional Use, an “Accessory residential unit in the second story of a permitted use”. Staff interprets this to mean a single residential unit will be allowed upon approval of a Conditional Use Permit.

- Drive-Through Business:
  - The first story / main level will be designed and operated as a coffee shop and café. The proposed drive-through will support the coffee shop and café and the drive-through window will be located on the west side of the structure.
  - The drive-through lane will enter the property from the southwesterly side of the parking lot and circle around the proposed parking lot to access the drive-through window on the west side of the structure. The drive-through lane will then exit back onto Stark Road / CSAH 10 from the southeasterly side of the parking lot. It’s staff’s understanding that the drive-through lane will be a “one way” lane.
  - The written narrative describes the drive-through lane as being 10’ wide.
  - The April 14, 2023 site plan shows a parking lot with a total of 25 parking spaces, including two rows of diagonal parking (17 spaces total) and one row of parking which is perpendicular to Stark Road / CSAH 10 (8 spaces).
  - The April 18, 2023 written narrative describes that parking will be provided for staff and residents on the east side of the structure; however, the May 2, 2023 site plan shows two or three parking spaces for residents on the north side of the structure.
  - The May 1, 2023 written narrative suggests that the applicant intends to surface the parking lot, drive-through lane, and garbage area with a four-inch layer of Reclaimed Asphalt Pavement (RAP) which will be graded and compressed to create a compacted base. The applicant believes that this compacted RAP base will create a hard surface to control dust and direct water flow / drainage. The written narrative further explains that the applicant intends to utilize this surface for the first year of business operations so that the RAP will further compact before installing concrete or pavement.
  - The May 1, 2023 written narrative states that the parking lot will be at its highest point near the north and west sides of the structure and slope down 3% away from the structure toward the north and west. This 3% slope is suggested to allow water flow / drainage away from the structure and toward adjacent ditches and wetland area.
  - The May 1, 2023 written narrative states that the parking lot will maintain a 15’ setback from the wetland area. However, staff notes that the applicant has not provided a wetland delineation or other precise detail establishing the location of the wetland area in relation to the proposed parking lot and, therefore, cannot verify the proposed setback.
  - The April 14, 2023 site plan shows a menu screen and intercom system for ordering located in the northwest corner of the parking lot / drive-through lane. The May 1, 2023 written narrative further describes the installation of a 4’ x 5’ menu screen and intercom system. The written narrative describes the intercom as meeting all required setbacks; however, staff does not agree with this point and has provided more detail on this issue below.

- The proposed septic system will be located on the north side of the structure. The septic design has not yet been fully reviewed or approved. Staff notes that a Certificate of Occupancy will not be issued for the structure until such time that an approved septic system has been installed and, therefore, the proposed uses may not commence until such time that an approved septic system has been installed.
- The April 18, 2023 written narrative describes and the May 2, 2023 site plan shows that garbage containers will be located in the northeast corner of the parking lot. The April 18, 2023 written narrative describes a 14' x 14' concrete pad with gated enclosure to contain and screen garbage and recycling receptacles. The May 1, 2023 written narrative further describes that, upon further study, the garbage area will instead be 10' x 16' in size providing enough room for three or four receptacles. All receptacles will be of standard commercial size (3' x 4' x 6') and serviced one time per week.
- The May 1, 2023 written narrative describes a landscaping plan. The written plan details a proposed porch, sidewalk, entrance to the coffee shop and café, patio, proposed water flow / drainage, parking lot, and garbage area. The written plan concludes by stating that the applicant does not intend to install any "flower beds, bushes or trees that are not already planted. [The] area will be left as natural as possible so that [landscaping] does not interfere with [the] proposed building, parking lot, and sidewalk design".
- The May 1, 2023 written narrative describes the installation of five street / parking lot lights evenly spaced around the perimeter of the parking lot, as well as two additional lights on the front of the structure (south side). The May 2, 2023 site plan shows the location of two parking lot lights and one light on the east side of the structure. The written narrative and site plan offer conflicting information and, therefore, staff is unable to verify the proposed lighting.
- The May 1, 2023 written narrative describes and the May 2, 2023 site plan shows the proposed installation of a two-sided lighted sign in the southwest corner of the subject site. The sign is proposed to be 4' x 8' (32 sf) with a height of 20' above ground surface. This sign will require a building permit prior to installation.
- The proposed hours of operation are 6:00 am to 10:00 pm, seven days a week.

DRIVE-IN / DRIVE-THROUGH BUSINESSES

Zoning Ordinance Section 7.22 states that the purpose of the section is to allow for drive-in businesses to be established in appropriate areas and developed in a manner as to not adversely impact surrounding land uses and to ensure the public safety. Section 7.22 specifically requires the following items and staff has provided comments for the Planning Commission's consideration (shown in *blue italics*):

C. Site Plan Requirements.

1. The site plan shall clearly indicate suitable storage containers for all waste material. All commercial refuse containers shall be screened. *The May 2, 2023 site plan shows and the written narratives describe the handling of waste material. Additionally, the May 18, 2023 site renderings show the garbage area in a completely different location. Staff assumes that the May 18, 2023 site renderings show the final location; however, these renderings were submitted after the Technical Review Committee meeting and the Fish Lake Town Board meeting, and, therefore, have not been fully reviewed.*

2. A landscaping plan shall be provided. *The applicant provided a written landscaping plan which essentially states that no additional landscaping will be provided.*

3. The design of any structure shall be compatible with other structures in the surrounding area or future planned uses.

4. Electronic devices such as loudspeakers, automobile service order devices, drive-in theater car speakers and similar instruments shall not be located within four hundred (400) feet of any residentially zoned or used property, nor within two hundred (200) feet of any adjacent lot regardless of use or zoning district. *Given the dimensions of the subject site (approximately 285' wide x 150' deep, according to the April 14, 2023 site plan), staff finds that it would be impossible for the proposed intercom system to meet all required setbacks. Staff does not support and the Zoning Ordinance does not allow the use of an intercom system on this property purely based on the fact that it cannot meet the required setbacks.*

5. No service shall be rendered, deliveries made, or sales conducted within the required front yard; customers serviced in vehicles shall be parked to the sides and/or rear of the principal structure. *The proposed drive-through is shown to be located on the side of the principal structure.*

6. No permanent or temporary signs visible from the public street shall be erected without specific approval in the permit. *The May 1, 2023 written narrative describes and the May 2, 2023 site plan shows the proposed installation of a two-sided lighted sign in the southwest corner of the subject site. The sign is proposed to be 4' x 8' (32 sf) with a height of 20' above ground surface. This sign will require a building permit prior to installation.*

7. No plan shall be approved which will in any way constitute a hazard to vehicular or pedestrian circulation. *Assistant County Engineer Hobert has provided written comments, including comments specifically pertaining to parking and traffic circulation. The Chisago County Highway Department has stated the following in their review of the April 18, 2023 and May 1, 2023 written narratives and April 14, 2023 and May 2, 2023 site plans (note that this review did not include review of the substantially changed May 18, 2023 site renderings):*
    - *According to the Chisago County Access Management Ordinance, [an administrative] variance will be required in order to construct two accesses off of Stark Road / CSAH 10.*
    - *90-degree parking off of Stark Road / CSAH 10 will not be allowed. Consideration would be given to parking in a parallel direction to Stark Road / CSAH 10, should the developer pursue that. However, the Access Management Ordinance requires a turn lane be constructed when the site generates over 100 trips per day, which would conflict with any on-street parking. More discussion is needed regarding this, as well as how any improvements coincide with the County's plan for the reconstruction of this portion of Stark Road / CSAH 10, which is planned for 2025 or 2026. Public Works would be happy to be meet with the applicant.*
    - *From the smaller widths depicted in the sketch, it appears one-way driveways will be implemented. The site plan will need to show proposed signage to control traffic entering and leaving the site.*
    - *Public Works has some concerns about an unpaved parking lot:*
        - *The continual turning throughout the site to park or traverse through the drive-through will cause gravel to loosen and track out on to Stark Road / CSAH 10.*
        - *Without a hard surface, pavement marking arrows will not be able to be constructed to help the movements to and from the site.*

D. Design Standards.

1. The entire area of any drive-in/drive-through business shall have an engineered drainage system approved by the Zoning Administrator. *The applicant provided a written drainage plan which describes a 3% slope north and west away from the structure. While the applicant "technically" provided a drainage plan, it does not provide sufficient detail necessary for a thorough review. Further, the Assistant County Engineer has provided written comments, including comments specifically pertaining to grading, drainage, erosion control and removals. The Chisago County Highway Department has stated the following:*
    - *Missing any elevation information, so unclear how the grading and drainage of this site coincides with Stark Road / CSAH 10.*
    - *Removals on or adjacent to Stark Road / CSAH 10 will need to occur to construct the access locations (namely curb and gutter). The plan needs to depict these removals and the plan for restoration of bituminous, curb and gutter, turf, etc.*
    - *Public Works has road signage that is placed near the western access. The site plan should account for this.*

    Additionally, the Highway Department has commented that:
    - *Site sediment control practices are missing. This site drains toward the ditch along Cedarcrest Trail / CSAH 8 which flows north toward Horseshoe Lake, listed as an impaired water by the MN Department of Natural Resources, and should be noted in the Construction Stormwater Permit Application that will need to be obtained from the MN Pollution Control Agency.*

2. The entire area other than that occupied by structures or planting shall be surfaced with a hard surface material that will control dust and drainage. *The applicant is proposing to install, for year one of business operations, a four-inch layer of Reclaimed Asphalt Pavement (RAP) which will be graded and compressed to create a compacted base. While the applicant is proposing to install concrete or pavement after year one, staff is concerned about the County's ability to enforce future hard surfacing. If the Planning Commission and County Board support the initial use of RAP, staff would encourage the Planning Commission and County Board to consider requiring a bond for future hard surfacing with either concrete or pavement.*

3. A fence or screen of an acceptable design to the Zoning Administrator shall be constructed along the property line abutting a residential district and such fence or screen shall be adequately maintained. *Not applicable as the subject site does not abut a residential district.*

E. General.

1. Any drive-in/drive-through business serving food or beverages may also provide, in addition to vehicular service areas, in-door food and beverage seating area. *It's staff's understanding that the applicant is proposing indoor seating in addition to the proposed drive-through. The applicant has not provided and was not required to provide any detail about the indoor seating area.*

2. The hours of operation may be set forth as a condition of any Conditional Use Permit for drive-in/drive-through business. *The applicant is proposing that the coffee shop and café will be open seven days a week from 6:00 am to 10:00 pm.*

3. Each drive-in/drive-through business serving food may have outside seating. *Staff does not believe that outdoor seating is proposed at this time.*

4. Each food or beverage drive-in/drive-through business shall place refuse receptacles at all exits as well as one (1) refuse receptacle per ten (10) vehicle parking spaces within the parking area. *The applicant has provided detail about a main garbage collection area; however, no detail has*

been provided about receptacles at exits or available to customers based on number of parking spaces.

F. Location.

1. No drive-in/drive-through business shall be located such that it may unduly increase traffic volumes on nearby residential streets. *The subject site is located at the intersection of two County State Aid Highways and, therefore, should not impact nearby residential streets.*

2. No drive-in/drive-through shall be located on any street other than one designated as a thoroughfare on which businesses are located. *The subject site is located at the intersection of two thoroughfares in a commercial zoning district.*

G. In the case of a drive-in theater, a solid fence not less than eight (8) feet in height and extending at least to within two (2) feet of the ground shall be constructed around the property. *Not applicable.*

H. The lighting shall be approved by the Zoning Administrator so as to limit light visible from public rights-of-way. *The May 1, 2023 written narrative describes and the May 2, 2023 site plan shows proposed lighting within the parking lot and on the structure. However, information included in the written narrative and on the site plan do not match. Additionally, the May 18, 2023 site renderings show lighting, but this rendering does not match either the written narrative or the site plan. Further, the May 18, 2023 site renderings were submitted after the Technical Review Committee meeting and the Fish Lake Town Board meeting, and, therefore, have not been fully reviewed.*

Upon review of all submitted application materials, staff deemed the application "technically" complete on May 3, 2023; however, staff believes that the application materials are conflicting and lacking, at best, and likely do not satisfactorily address or comply with all requirements established by Zoning Ordinance Section 7.22. Staff's concerns are noted above in *blue italics*.

REVIEW PROCESS

As part of the review process, the Technical Review Committee met with applicant Joe Beaulieu on May 10, 2023. The Committee discussed wetland concerns, septic concerns and potential traffic concerns. The following items were discussed:

- Wetland Specialist Jeff Fertig suggested that silt fencing be installed at the toe of the slope to prevent debris from entering the wetland. Fertig also commented that there is no required setback from the wetland.
- Sanitarian Troy Davidsavor stated that the septic design was still under review but it appeared to fit the site. Davidsavor added that the septic system cannot be installed until such time that the easterly neighboring well is properly sealed; and, the business cannot begin operating / a final Certificate of Occupancy cannot be granted until the septic system has been installed.
- Deputy Derek Griggs suggested that there may be concerns relating to the proposed perpendicular parking on Stark Road / CSAH 10 but deferred comments to the Chisago County Highway Department.
- Assistant County Engineer Ben Hobert, following the May 10, 2023 Technical Review Committee meeting, provided several comments relating to adequacy of the application materials, environmental concerns, parking / parking lot, access points / entrances, and lack of plans for grading, drainage, erosion control and removals. Hobert's comments have been incorporated into the "DRIVE-IN / DRIVE-THROUGH BUSINESSES" section above (shown in *blue italics*).

The Fish Lake Town Board reviewed the proposed CUP at its May 8, 2023 meeting and recommended approval of the CUP with no conditions or comments.

The application was submitted on April 14, 2023 and, upon review, deemed incomplete on April 27, 2023. After submission of additional information, the application was deemed "technically" complete on May 3, 2023. Staff notes that the final application submittal was deemed "technically" complete because the applicant addressed, in some manner, all required elements. The State mandated 60-day review period expires on July 2, 2023. The submission of significantly changed site renderings does not change the review period expiration.

STAFF RECOMMENDATION

While staff has deemed the application "technically" complete, staff does not believe that the application materials satisfactorily address or fully demonstrate compliance with all requirements established by Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses. Further, the applicant submitted substantially different site renderings on May 18, 2023 which show a significantly redesigned parking lot, and neither department staff or other agency staff (i.e., Chisago County Highway Department) nor the Fish Lake Town Board has had opportunity to fully review or comment on the proposed revisions. Recognizing that the request also includes a proposed Accessory Residential Unit, staff notes that no specific concerns have been identified relating to the single Accessory Residential Unit use.

Staff recommends that the Planning Commission review the application materials, discuss the proposal with the applicant, open the public hearing, and then motion to **continue the public hearing to July 6, 2023 AND/OR table the request to July 6, 2023**. Being that the review period expires on July 2, 2023 and the next regularly scheduled Planning Commission meeting is on July 6, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

- Continuing the public hearing would allow the Planning Commission to receive additional public testimony at the July 6, 2023 meeting before making a recommendation on the request.
- Tabling the request would allow time for the applicant to submit additional supporting and/or clarifying documentation and/or allow the Planning Commission further opportunity for review and consideration before making a recommendation on the request.

Alternatively, if the Planning Commission supports the request for CUP as presented, staff would encourage the Commission to consider the following Findings of Fact and conditions.

FINDINGS OF FACT

Zoning Ordinance Section 8.04 (Conditional Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed conditional use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County Road (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that the proposed Rural Retail Tourism use will not create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and meet the intent of the RVC District.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). The Chisago County Highway Department has reviewed the proposed parking plan and required modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion. Further, access points will be reviewed by the Chisago County Highway Department and approved only if found to be in compliance with the Chisago County Access Management Ordinance.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion impacting nearby properties would be the use of electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices. Therefore, in an effort to mitigate potential intrusions, the County has prohibited the use of such electronic devices. The County finds no evidence to suggest that the proposed uses would cause glare, general unsightliness or other forms of intrusion upon nearby properties.*

Recommended Condition(s):

1. This Conditional Use Permit allows a Drive-Through Business and single Accessory Residential Unit in the Second Story. The property shall be developed and used in accordance with application materials kept on file with the Department of Environmental Services, including written narratives dated received April 18, 2023 and May 1, 2023 and site plans dated received April 14, 2023 and May 2, 2023, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

<u>Conditions Specific to the Approved Drive-Through Business:</u>

2. The Drive-Through shall be allowed to operate seven days a week, operating no earlier than 6:00 am and no later than 10:00 pm.
3. Due to the current site dimensions / configuration and inability to meet required setbacks applicable to electronic devices, no electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices shall be allowed outside of the principal structure.
4. The drive-through lane shall be designed and used for one-way traffic only.
5. The drive-through lane shall have a minimum dedicated width of twelve feet (12').
6. Delivery trucks and other service vehicles must utilize the parking lot and shall not park on Stark Road / CSAH 10.
7. The permit holder shall provide suitable storage containers for all waste material and all storage containers shall be screened. Further, the permit holder shall place refuse receptacles at all exist as well as one refuse receptacle per ten vehicle parking spaces within the parking area.
8. All food and beverage preparation and/or sales shall comply with all applicable Minnesota Department of Health regulations.
9. All liquor service shall comply with applicable Minnesota Department of Public Safety regulations, and Chisago County liquor licensing requirements.

Conditions Specific to the Approved Accessory Residential Unit:

10. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story.

General Conditions Applicable to Subject Site and Approved Uses:

11. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way. The lighting plan shall be reviewed and approved by the Zoning Administrator.
12. Noise generated from the approved uses, including the playing of music, shall be subject to the Chisago County noise standards contained in Zoning Ordinance Section 7.05. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries. Further, there shall be no outdoor amplified music at any time.
13. The property owner shall request and obtain an administrative Variance from the Chisago County Highway Department in order to have more than one access point from Stark Road / CSAH 10.
14. The parking lot shall be surfaced with materials reviewed and approved by the Chisago County Highway Department.
15. The permit holder shall accommodate all parking on-site and no customer or resident parking shall be allowed on Stark Road / CSAH 10. Further, no perpendicular parking shall be allowed adjacent to Stark Road / CSAH 10.
16. The permit holder shall ensure that adequate access and parking is available and maintained to accommodate emergency vehicles. Local fire chief inspection and approval of drive access suitability for emergency access purposes shall be obtained prior to opening to the public.
17. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed. Neither approved use shall commence until such time that a Certificate of Occupancy has been issued.
18. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
19. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14.
20. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
21. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
22. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
23. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

OPTIONS

1. Recommend that the County Board **approve** the Conditional Use Permit with draft Findings of Fact and conditions presented or amended.
2. Should the Planning Commission determine that the proposed Conditional Use Permit does not comply with and/or is not consistent with the intent of County's Zoning Ordinance or Comprehensive Plan upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Conditional Use Permit based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Continue the public hearing** to July 6, 2023 to allow the Planning Commission opportunity to receive additional public testimony at the July 6, 2023 meeting before making a recommendation on the request.
4. **Table** the request to July 6, 2023 to allow for submission of additional supporting and/or clarifying documentation and/or further review and consideration. Being that the review period expires on July 2, 2023 and the next regularly scheduled Planning Commission meeting is on July 6, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

ACTION REQUESTED

Motion to **continue the public hearing** to July 6, 2023 to allow opportunity for additional public testimony and/or **table** the request to July 6, 2023 to allow for submission of additional supporting and/or clarifying documentation and/or further review and consideration. Being that the review period expires on July 2, 2023 and the next regularly scheduled Planning Commission meeting is on July 6, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

Note: If the Planning Commission chooses to table the request to allow for submission of additional information, the Commission should be very clear and specific about what information is being required from the applicant. Some suggested items include but are not limited to:

- *One comprehensive written narrative*
- *One comprehensive site plan or set of plans incorporating and illustrating all required and proposed elements, including but not limited to:*
    - *In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations*
    - *Engineered grading, drainage and erosion control plan*
    - *Site sediment control plan*
    - *Parking plan showing no parking perpendicular to Stark Road / CSAH 10 and hard surfacing material(s) which has been reviewed and approved by the Chisago County Highway Department*
    - *Signage / parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site*
    - *Lighting plan*
    - *Waste material plan showing area for suitable storage containers as well as refuse receptacles at all exits and one refuse receptacle per ten vehicle parking spaces within the lot*
    - *Landscaping plan*
    - *All other required elements per Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses*
- *Wetland delineation*

- *Copy of approved administrative Variance from Chisago County Highway Department allowing more than one access point from Stark Road / CSAH 10*

Alternatively, if the Planning Commission supports the request for CUP as presented, motion to adopt Resolution No. PC2023-0602, a resolution recommending approval of a Conditional Use Permit allowing a Drive-Through Business and an Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials:
    a. Application
    b. Written narrative dated received April 18, 2023
    c. Written narrative "addendum" dated received May 1, 2023
    d. Site plan dated received April 14, 2023
    e. Site plan dated received May 2, 2023
2. Site renderings dated emailed May 10, 2023
3. Site renderings dated received May 18, 2023
4. Aerial location map (1) – subject property
5. Aerial location map (2) – vicinity map
6. Draft Resolution No. PC2023-0601

CC: Joe Beaulieu, applicant
County file

Chisago County Department of Environmental Services
Planning & Zoning Application

Permit # 23-395

Township Fish Lake **S/T/R** 26/036/022 **PID#** 03.00385.00

Project Address 2340 Stark Rd. Harris, MN 55032

Property Owner(s) Boozhoo Coffee & Cafe LLC / Joe Beaulieu

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Applicant(s) Joe Beaulieu

Mailing Address (If Different from Project Address) _____

Phone# Same **Email** Same

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☒ Conditional Use Permit (CUP)	☐ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Install Drive-thru on west side of Coffee shop & Build/remodel existing single family residential unit. Requesting new floor design, deck, & staircases (enclosed)

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

☐ Full Legal Description ☐ Detailed Site Plan ☐ Detailed Written Narrative ☒ Plat Drawings

Joe Beaulieu — 4/12/23

Applicant Signature **Date of Application**

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

Fees		Dates	
Base Fee	$ ~~1,035.00~~ 525.00	Application Received	4-14-23
Recording Fee	$ 46.00	Application Complete	5-3-23
Plat Fee – No Road(s) / With Road(s)	$ _____	(60) / 120 Day Review Period	7-2-23
Septic Compliance Fee	$ _____	Extended Review Period	_____
Wetland Fee	$ _____		
TOTAL FEE	$ 571		

Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township Fish Lake **S/T/R** 26/036/022 **PID#** _____

Project Address 2340 Stark Rd Harris, MN 55032

Property Owner(s) Boozhoo Coffee & Cafe LLC / Joe Beaulieu

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Applicant(s) Joe Beaulieu

Mailing Address (If Different from Project Address) S

Phone# Same **Email** Same

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☒ Conditional Use Permit (CUP)	☐ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet If Necessary) _____

Build/Remodel existing single family residential unit Requesting new floor design, deck, & enclosed Entry to staircases

Applicant Signature _____ **Date of Application** 4/12/23

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

****

Date of County Public Hearing _____ **Date of Township Presentation** May 8, 2023

Township Action Taken (Township Use Only)

☒ Recommendation of Approval ☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

_____

Signatures of Township Officials or Authorized Personnel

_____ _____ _____

_____ _____ _____

RECEIVED

APR 18 2023

Chisago County
Dept. of Environmental Services
BG

Conditional Use Permit

Accessory Residential Unit on Second Story

1. We are remodeling the second story of the existing building and requesting additional building space to accommodate for staircase and entrances to access unit, and a utility room. The second story will be approximately 3,174 sq. ft. Built over the entire first story of a coffee shop and café.
2. It will have five bedrooms, four bathrooms, and two kitchens.
3. This unit will be designed and used as an accessory residential unit to house my family and mother-in-law. As well as additional family guests when visiting.
4. It is designed to provide plenty of amenities because we will host our family holidays seasonally, and a second kitchen to allow my mother-in-law an area to do her own cooking. Being Native American and my wife Filipino, this follows our culture and traditions of keeping our family together until death.
5. We will propose two entrances, this is requested to provide access to unit as well as provide escape access in an emergency. One entrance proposed is off the back of the study room, located on northwest corner of building. Our request is to build a 6'x 8' enclosed entry way with a staircase leading to the ground on the north side of the building. This will have the necessary post footings installed, with required posts to support structure. The second entry will be the same dimensions, located above attached garage on east side of second unit. An enclosed staircase will be designed to run down into the existing attached garage.
6. Our plan is to build an 8' deck off north of this unit to entertain our family and guests throughout the year. This will also be used to access our utility room located off our residential unit. Also giving us outside privacy to enjoy the seasons and additional escape routes in case of an emergency. As well as fairly standard to have a deck or patio connected to your home.
7. Lastly, our request is to build a 12'x 12' utility room on top of second story flat roof that has been designed to support this room. This room will be insulated and used to accommodate our furnace, water heater, and water softener. Duct work and water supply lines from here will be installed to provide heat and water for the second story unit.

Drive-through

1. We have designed the first story to accommodate a drive-through window on west side of coffee shop café.
2. The window will be located directly off the west end of the staff area of the main countertop, and in front of the kitchen allowing easy access to beverages and food.
3. We will have an employee door located in the drive-through area on the south side to be able to run out orders our customers may have to wait to be prepared.

4. The drive-through lane will enter the property from the south and run into our parking lot on the west side of business we are designing, running around the perimeter to allow a loop. There will be an intercom located at the back of the parking lot with a menu to order when using this service. This lane will be allowed 10' around perimeter of parking, smoothly traveling around to back of lot where we will have an intercom and menu located. In doing so, this will stay safely out of our parking area in same lot.
5. The septic system will have five separation tanks installed approximately 25 feet from the north wall of the building, connected to the new upgraded mound design. The complete system will also start 25 feet east of the northeast corner of the building. Mound part of system is located approximately 40 feet north of the main part of restaurant sitting area, running west to east.
6. Our garbage area will be located north of the building and just east of the northwest corner. Our plan is to pour approximately a 14' x 14' concrete pad, install posts and walls with a gate to contain our containers.
7. Parking for staff and residence will be located east of building. We are currently purchasing the property to our west. Our plan is to merge these properties as one to create staff, residence, and additional customer parking once we are fully open. This will only be used for staff and residential parking initially. At some point if needed, we will apply for conditional use permit for this additional parking lot for approval once we are ready to open main part of restaurant.

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Addendum to Conditional Use Permit

Section 7.22, c. Site Plan Requirements:

Garbage Area

1. We are showing an updated plan design that will encompass an additional area where we intend to install garbage storage containers. It is our preference to have three to four containers to create a recycling system. There will be containers for biodegradable materials, metal, glass, and plastics. We will also provide and container for cooking oils if necessary. Each container will be of standard commercial size compatible with one week garbage pick-up. According to our studies, these containers are 3'x4'x6', this will require us to have a screened in garbage area approximately 10'x16'. Containers will be placed back-to back and side-to-side. We will have two gates on each side of the screened garbage area for easy access for pick-up and placing garbage containers back in place. As described before, we will have an area located north of the main building and directly behind our intended spot for our kitchen that will be built in the northwest corner of the building. As stated above, we will show location, garbage receptacle design in additional drawings.

Landscaping

2. On the south side of the building, there will be a concrete porch at the height of entrance into cafe installed that connects directly to the shoulder of existing or new proposed road planned somewhere in the near future. This will run the entire length of the future café area. As our drawing already shows, we will raise the existing sidewalk across the front of the café area, installing two steps along the south and west edge to allow access to our café area. In front of the west section of the building where the main coffee shop and entrance will be located, we will install a sidewalk from building to existing or new proposed road planned in near future. This sidewalk will be installed at the height of coffee shop entrance and slope gradually away from building and taper into parking lot and shoulder, allowing a handicap access on west side.

   The Southeast section of property has about a 27'x 31' area located east of café area and south of current garage area. Our plan is to develop this into a patio area that connects into the east side of front porch, raising up the existing asphalt driveway and pouring a stamped concrete patio at the same height of the garage door on east side of café area. With the unique change in elevation around the building and in this location will allow us to create handicap access to patio through both main entrance of café and glass garage door leading onto patio. This stamped patio will be sloped down to the east and run-off from rain and water will travel east away from building and then north around east end of building, flowing into existing back yard and most likely ending up in wetland

area. All drainage and run-off will be consistent with existing run-off of the current area and the building that has been there for over 105 years.

West side of the building will consist mostly of parking lot, with drive-thru as earlier drawings indicated. The updated parking lot will include a garbage area and additional parking for the second story residential unit. The parking lot will be mostly on west end of building, but now a portion will wrap around back of building on north side. After reviewing our requirements. The becomes the most sensible place to locate garbage area and residential parking. Here will be two spots located directly behind the building, making easy access to staircase leading down from second story residential unit. We will then build an enclosed garbage area with earlier mentioned dimensions Approximately 25 feet behind building, off of its northwest corner.

The backyard and remaining areas not detailed or developed, will be brushed, cleaned of all debris, and mowed regularly.

At this time, there won't be any flower beds, bushes or trees that are not already planted. Our area will be left as natural as possible so that does not interfere with our proposed building, parking lot, and sidewalk design.

Electronic Devices

1. As we have shown on earlier drive-thru and parking lot drawings, we will have a menu screen approximately 4'x 5', located in north area of lot in our drive-thru lane. There will also be an intercom connected to this screen to order from before arriving at the drive-thru window. For the most part this intercom complies with all setbacks and requirements. I believe all adjacent lots have been designated RVC, even though some property was once considered residential. The only property in question is the lot connected to our property on the east side. We are currently purchasing this property on contract for deed, and as things progress and develop, we intend on unifying this property with the current business lot. So currently, if this property does not fall under RVC domain, our intercom would be approximately 170 feet from property line on east side our business lot. We have looked in all other directions, we believe they are zoned wetlands or RVC domain. It is our request that the intercom be approved due to the purchase of this property and once owned, we will be within all requirements of intercom setbacks and dimensions. Though I do believe the lot I am referring to has been changed to RVC domain and use as well.

   We plan on having a two-sided lighted sign located just off the southwest end of the parking lot, near the entrance of drive-thru lane. The sign will be approximately 4' x 8', mounted on a side post with bottom of sign approximately 20' off the ground. Sign will be completely on business property and not interfere with any traffic in line of sight.

<u>Section 7.22, Design Standards</u>

1. Our current proposal for the parking lot area in order to save some costs, is to install Reclaimed Asphalt Pavement (RAP) for our parking lot surface, drive-thru, residential

lots, and garbage area. Our intentions are to put down a four-inch base of RAP, we will then grade and compress it to give us a nice compact base. When graded and compressed, this material will be a hard surface to control dust and is durable rain/water will drain or run-off, and when it snows, it can be plowed. Our plan is to use this for material for the first year of business to allow our lot to firmly compact itself, then the following year to pave or install concrete for our finished lot. This will help our lot from settling or cracking because our base has been driven on and compacted for now a year, reducing the future settling.

This lot will be at its highest point near the west and north side of the building. Our drive-thru will be slightly elevated from the main parking lot at pick-up window with a 3% grade away from building. As we continue to move away from the building, we will maintain this 3% grade traveling west and north away from building. This will allow the water flow and drainage to run away from building into adjacent ditches and wetland area.

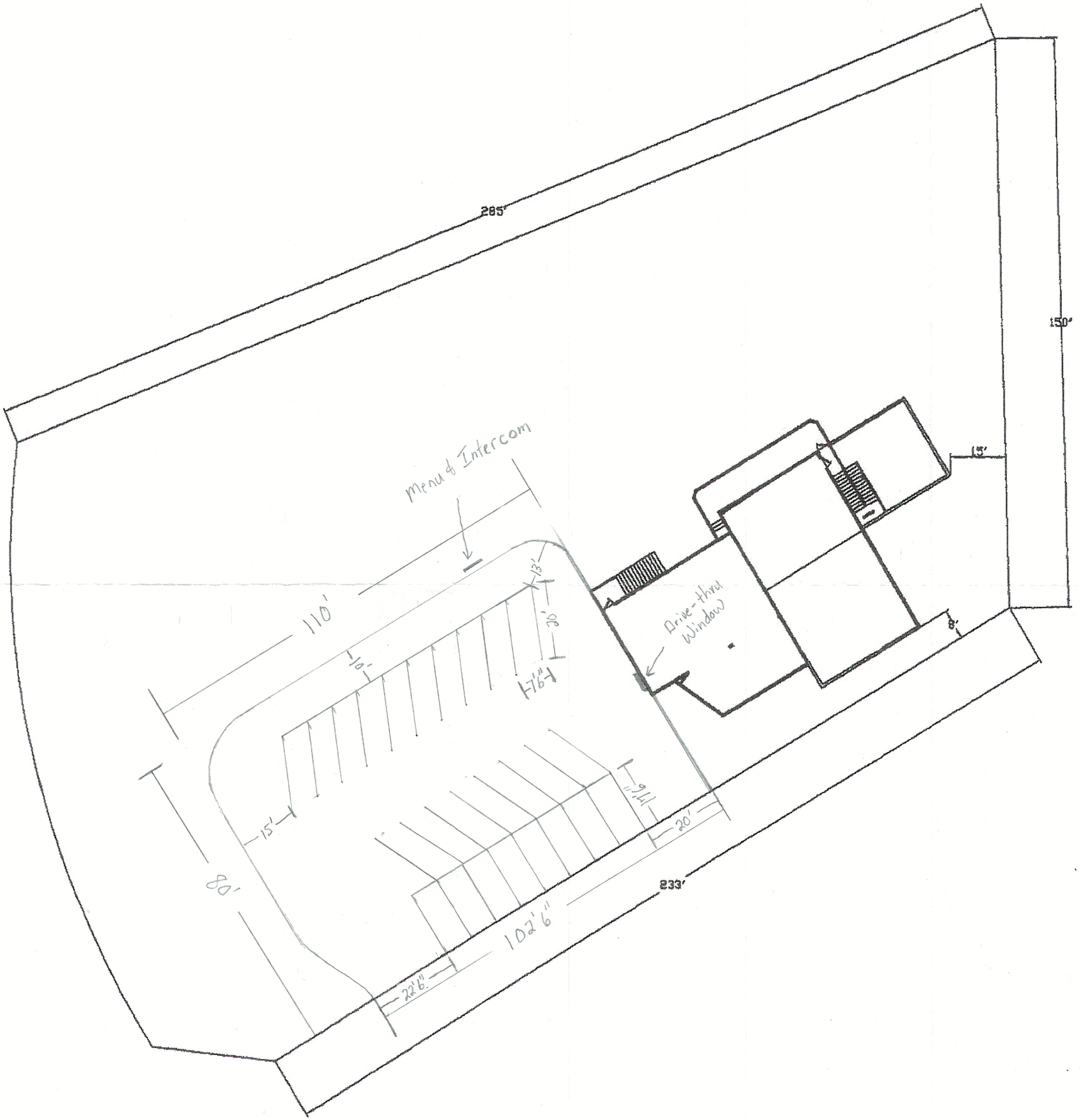
This Parking lot will maintain a distance of no less 15 feet away from wetland area connected to north side of property.

Section 7.22, E. General

1. Our proposed hours of operation would be Monday-Sunday 6:00 AM-10PM

Section 7.22, H.

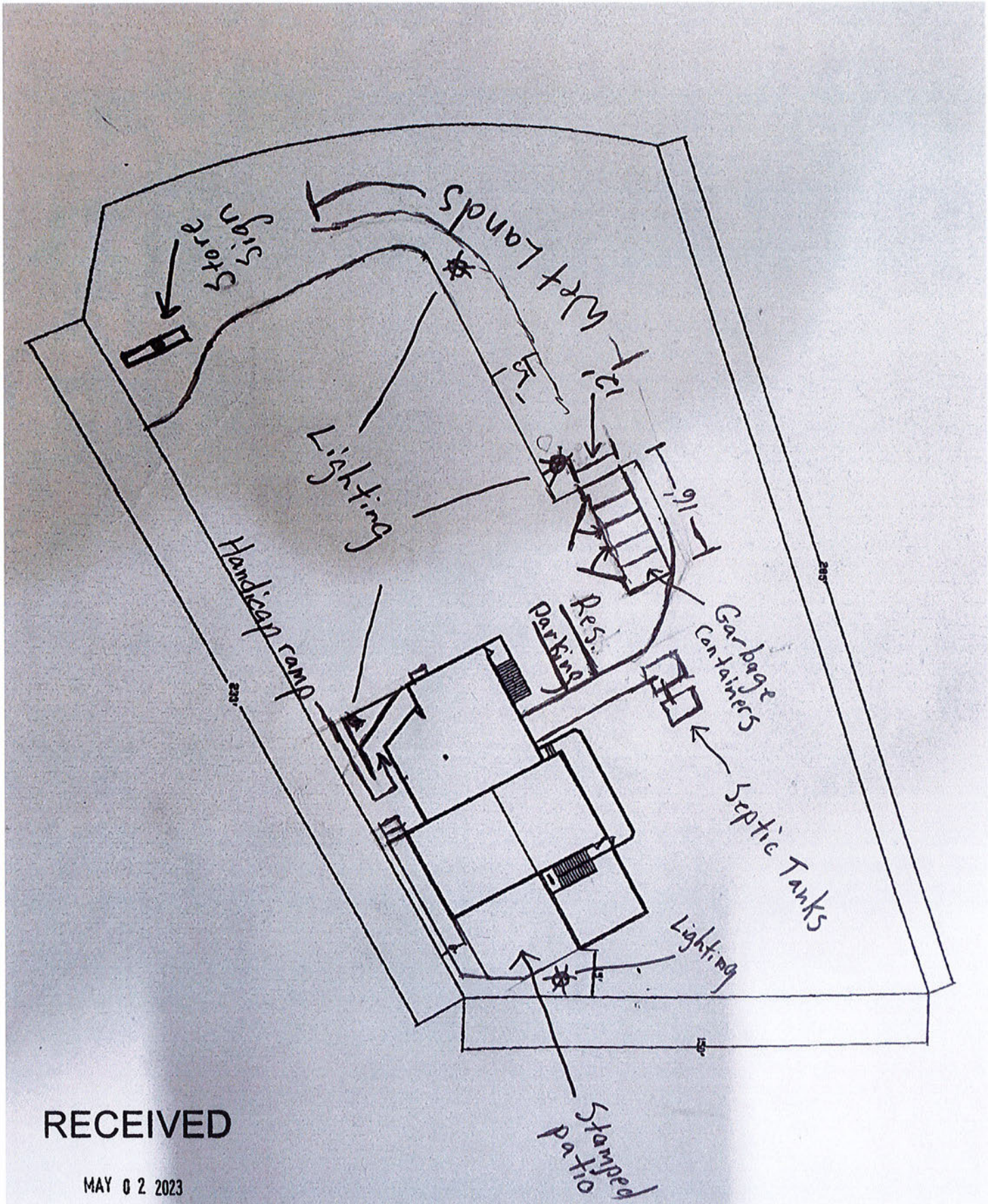
Our request is to install five street/parking lot lights evenly spaced around the perimeter of our parking lot. We will then have two more located on the sidewalk in front of the building. One at west end and one at east end, with both of these light on business property. Hoping to provide safe access to our parking lot and making pedestrians and cars visible at night to passing traffic.



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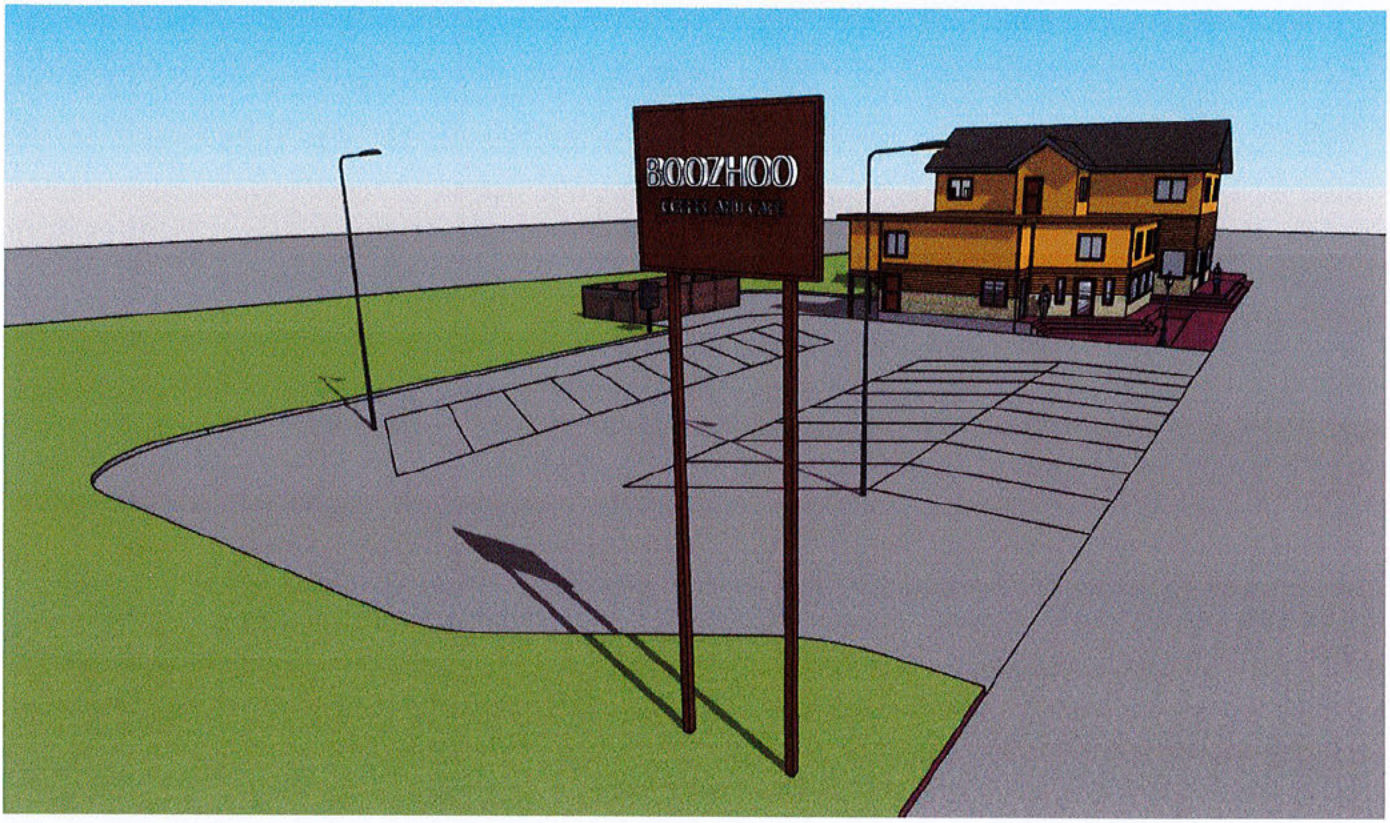
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Photo from Joe Beaulieu

From: Joe Beaulieu [redacted]

To: [redacted]

Date: Wednesday, May 10, 2023 at 08:13 AM CDT



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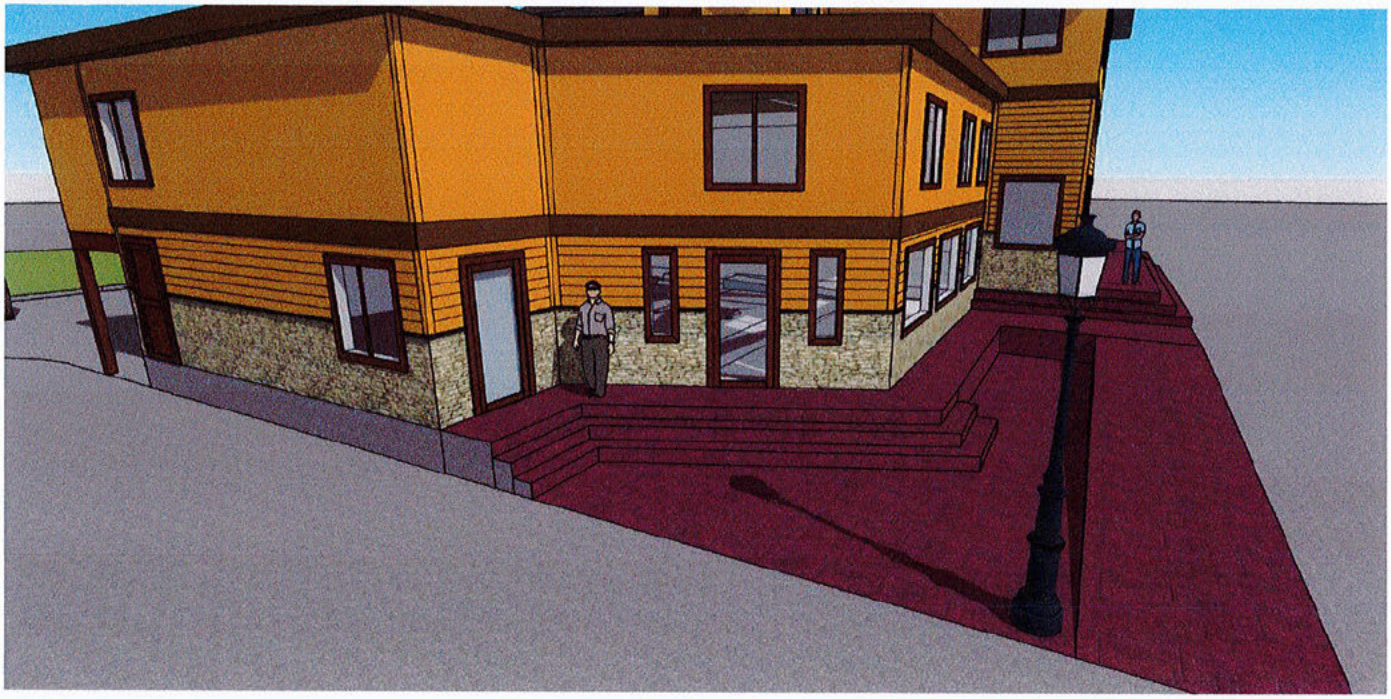
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To: [redacted]

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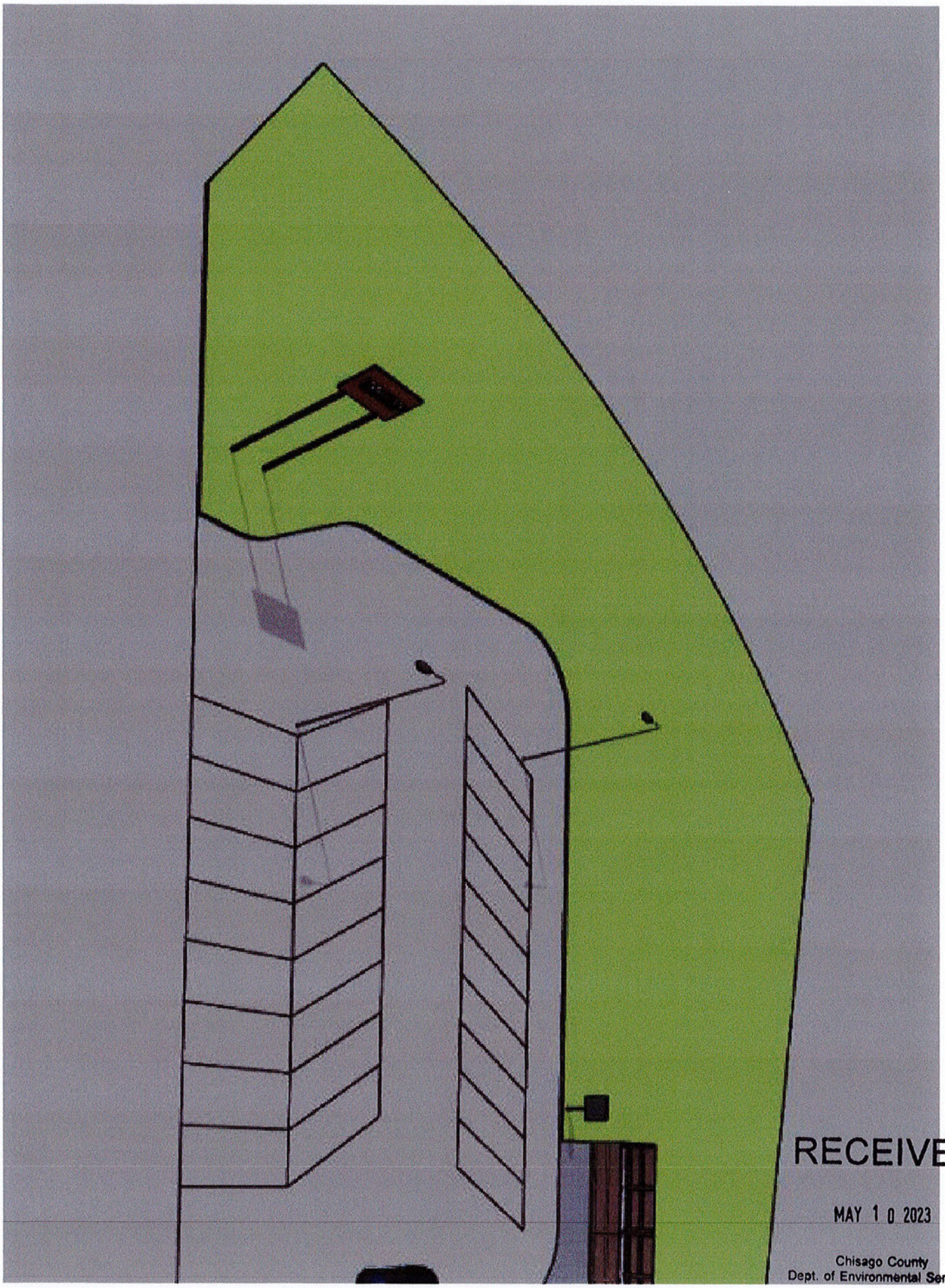


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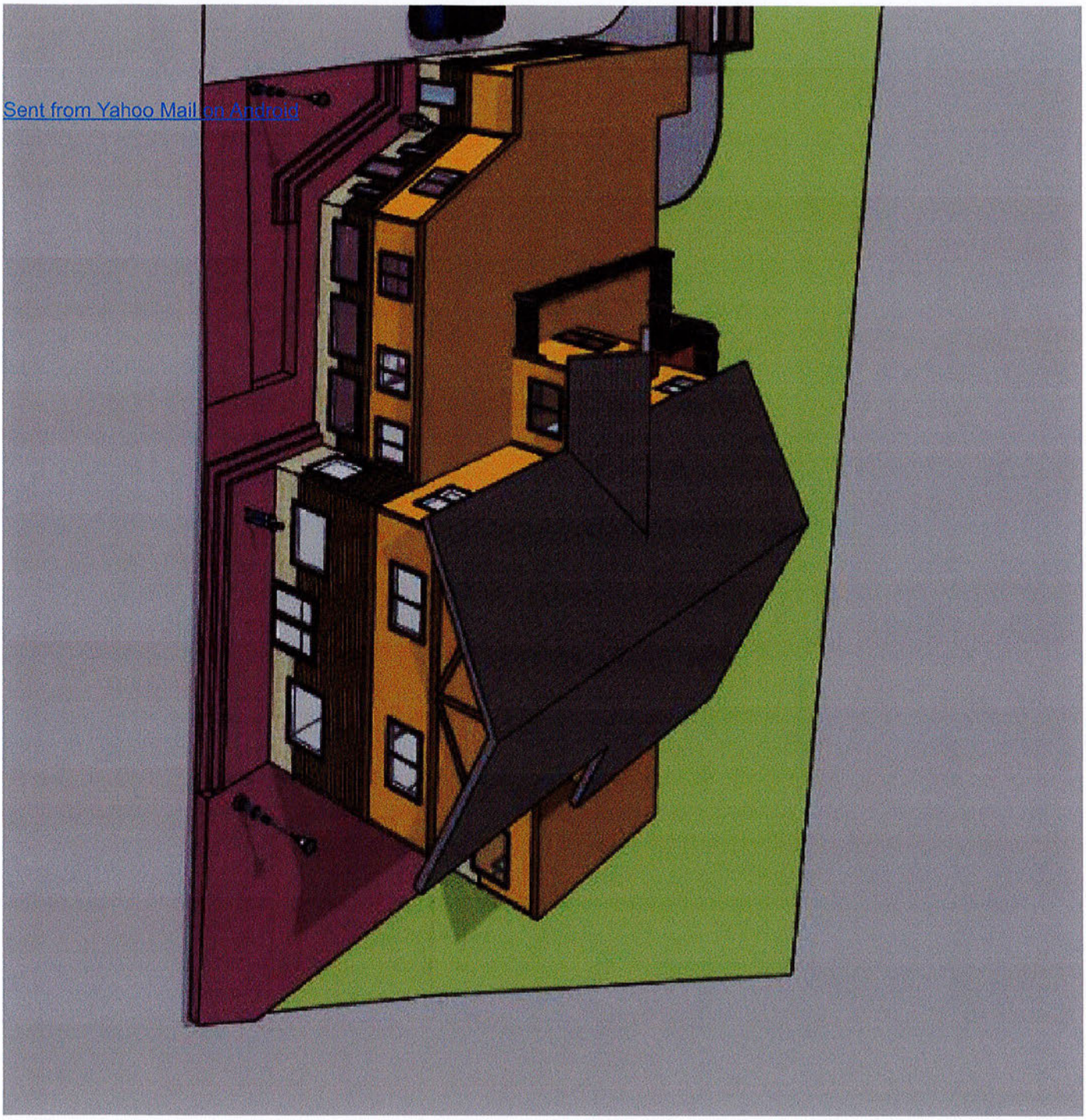
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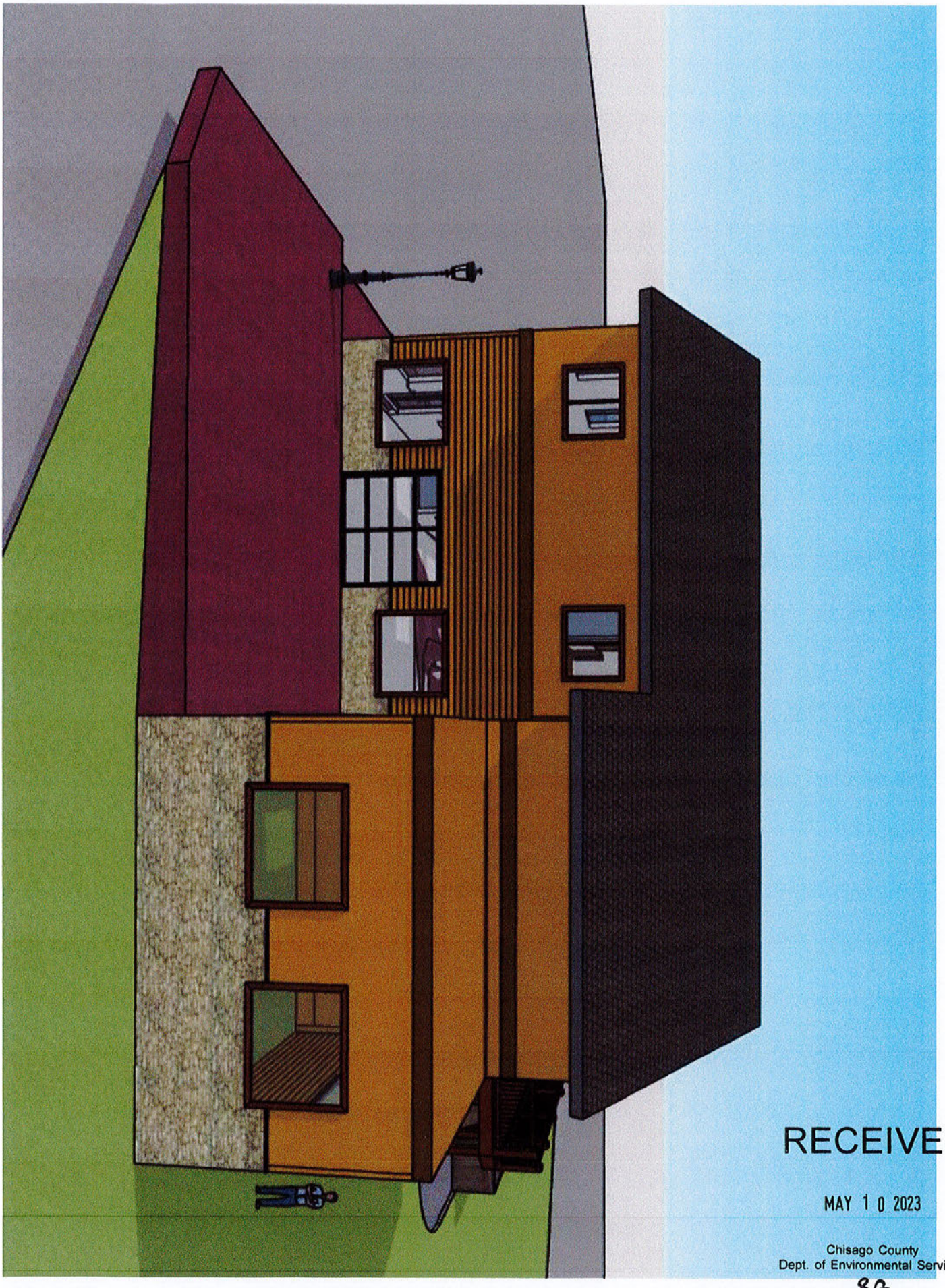
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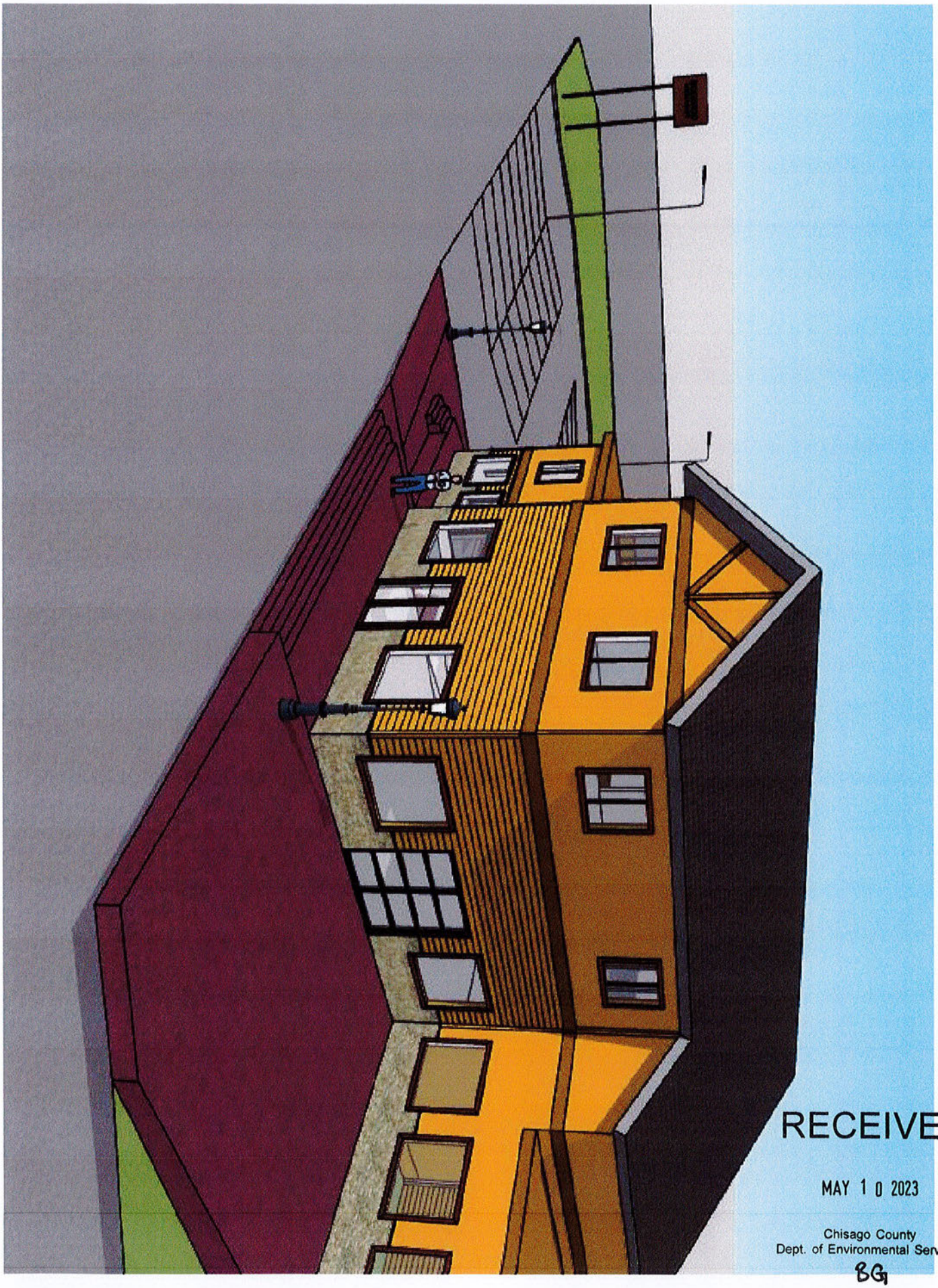


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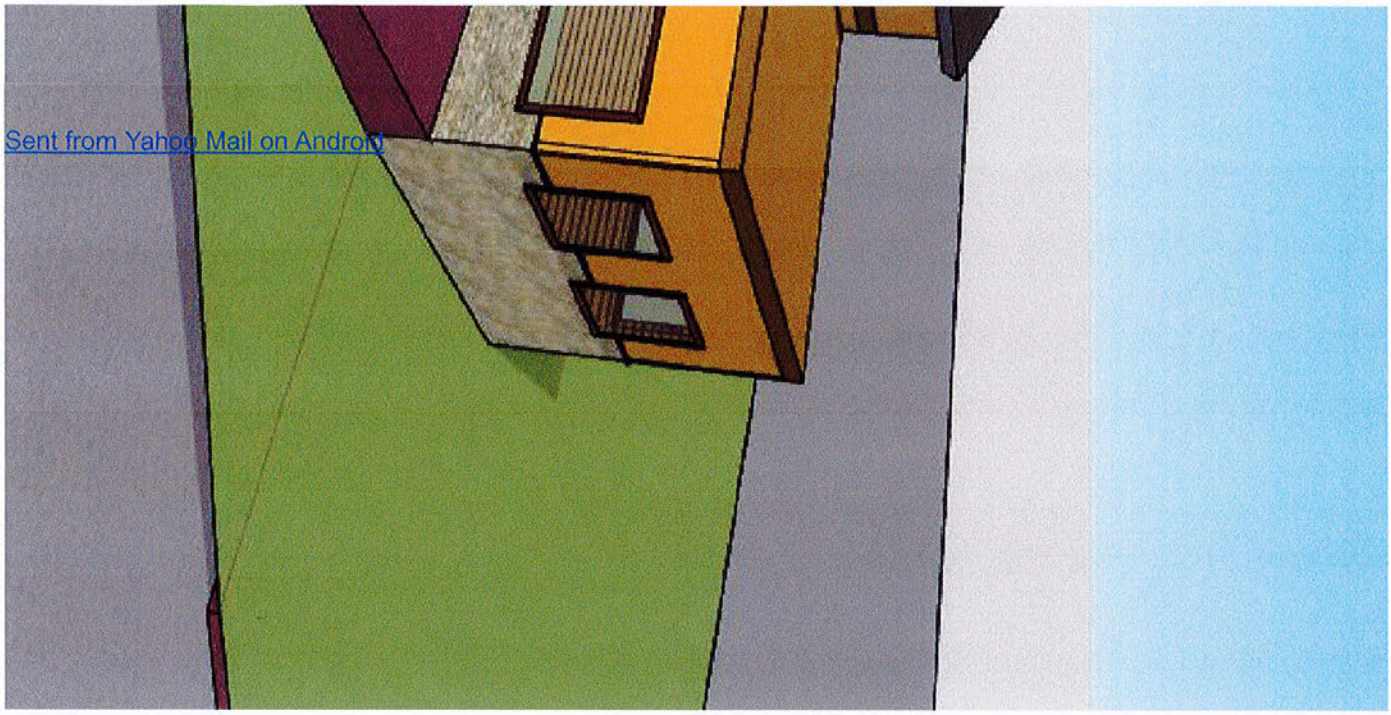


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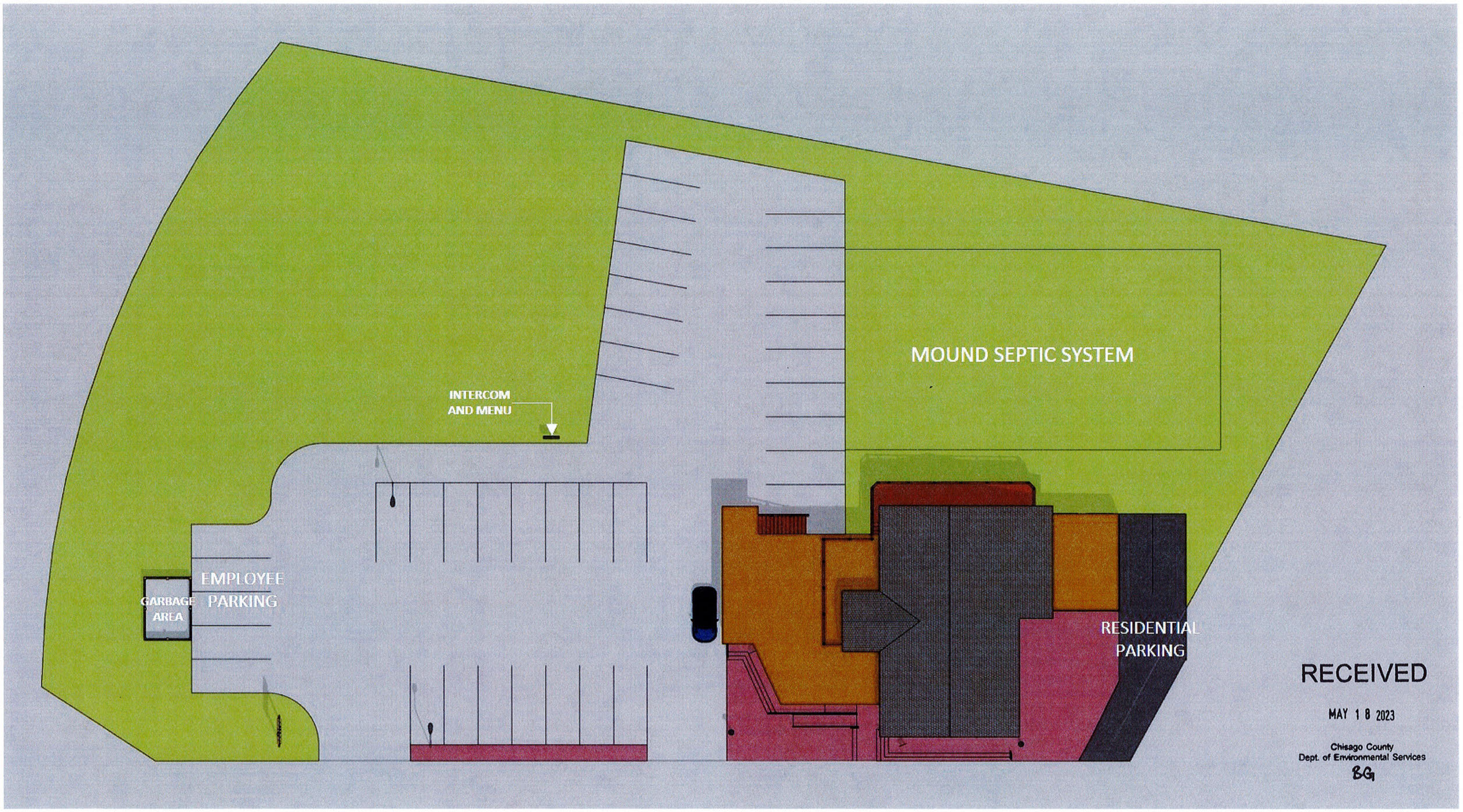
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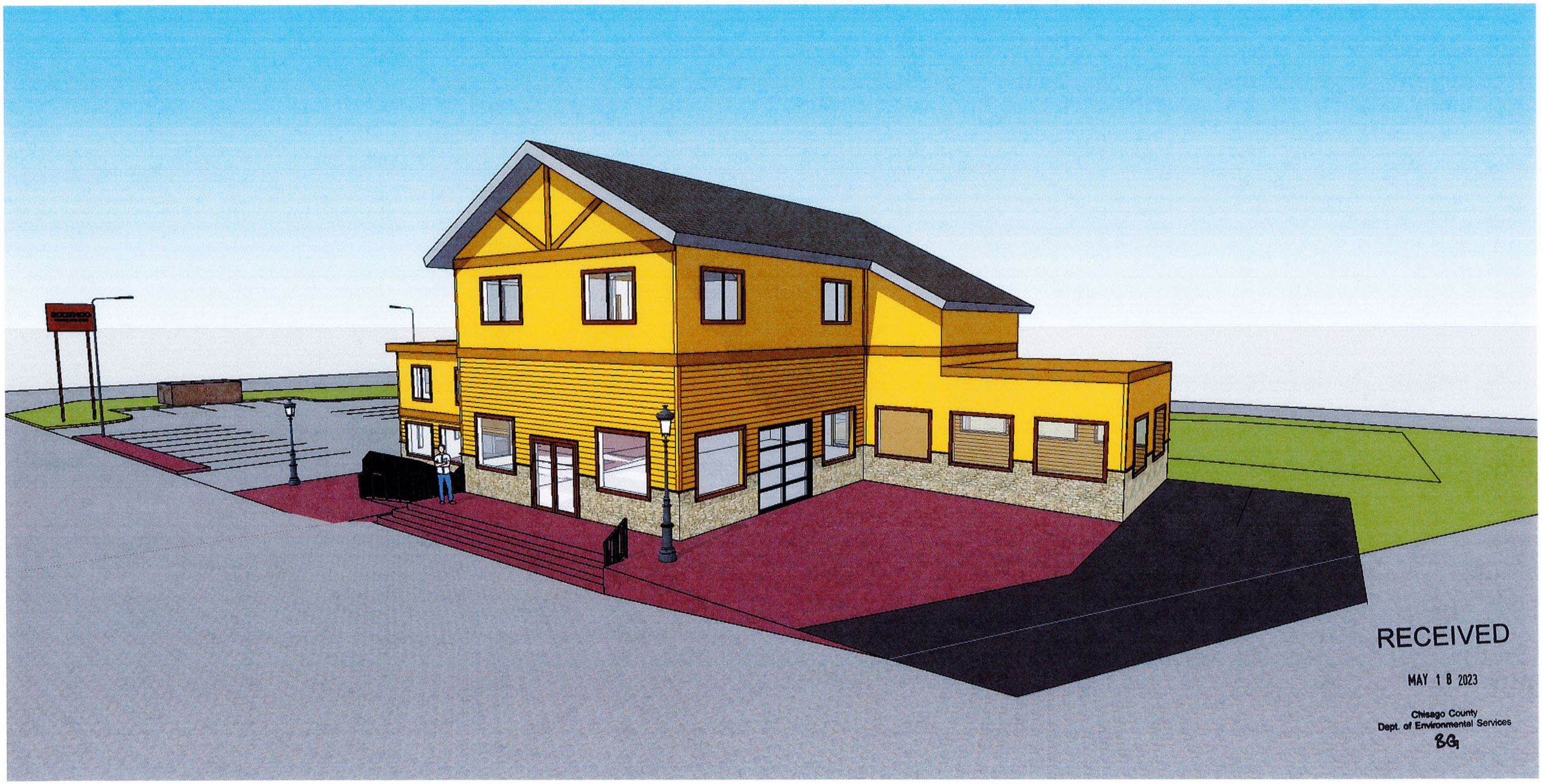
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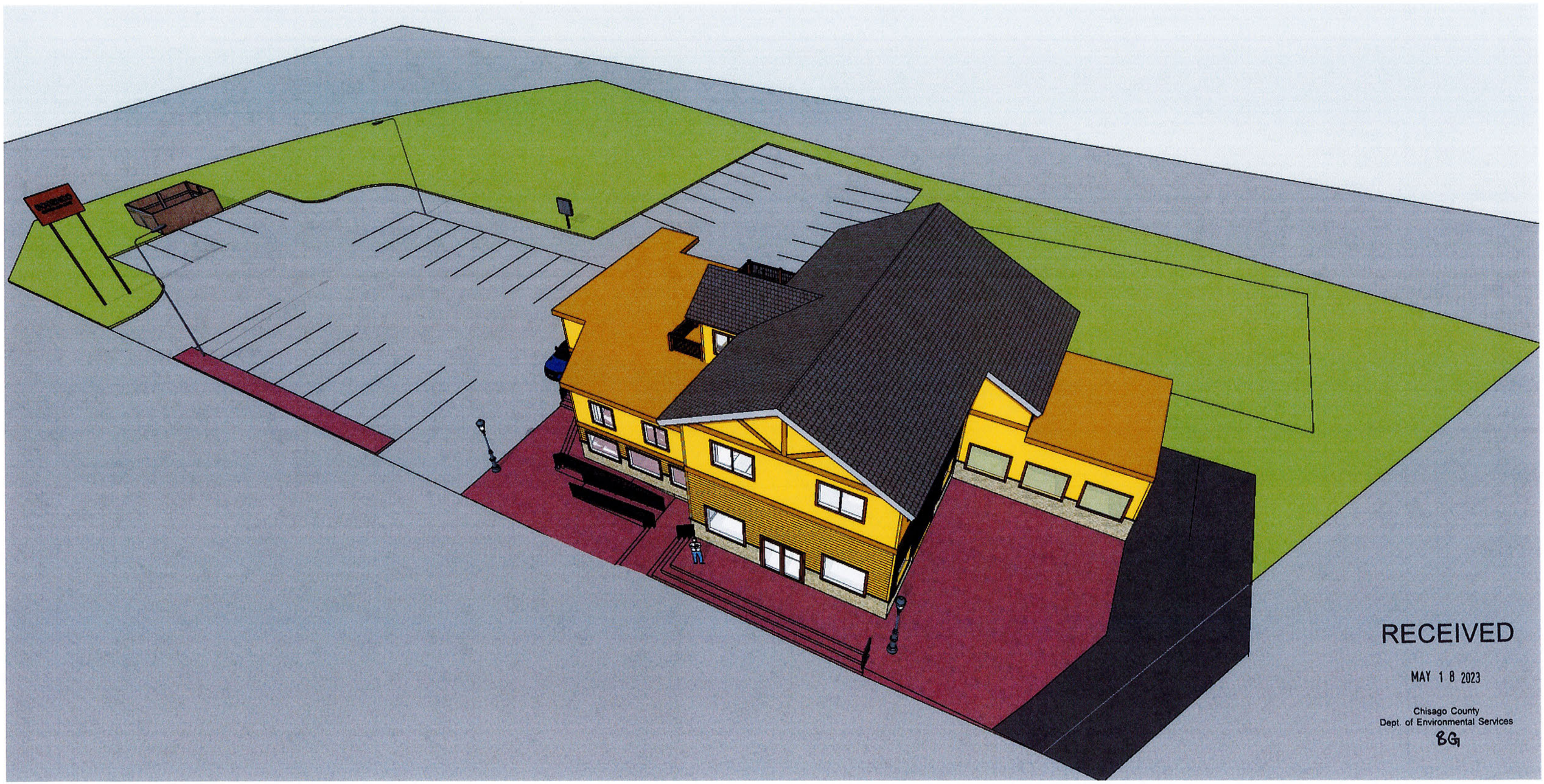
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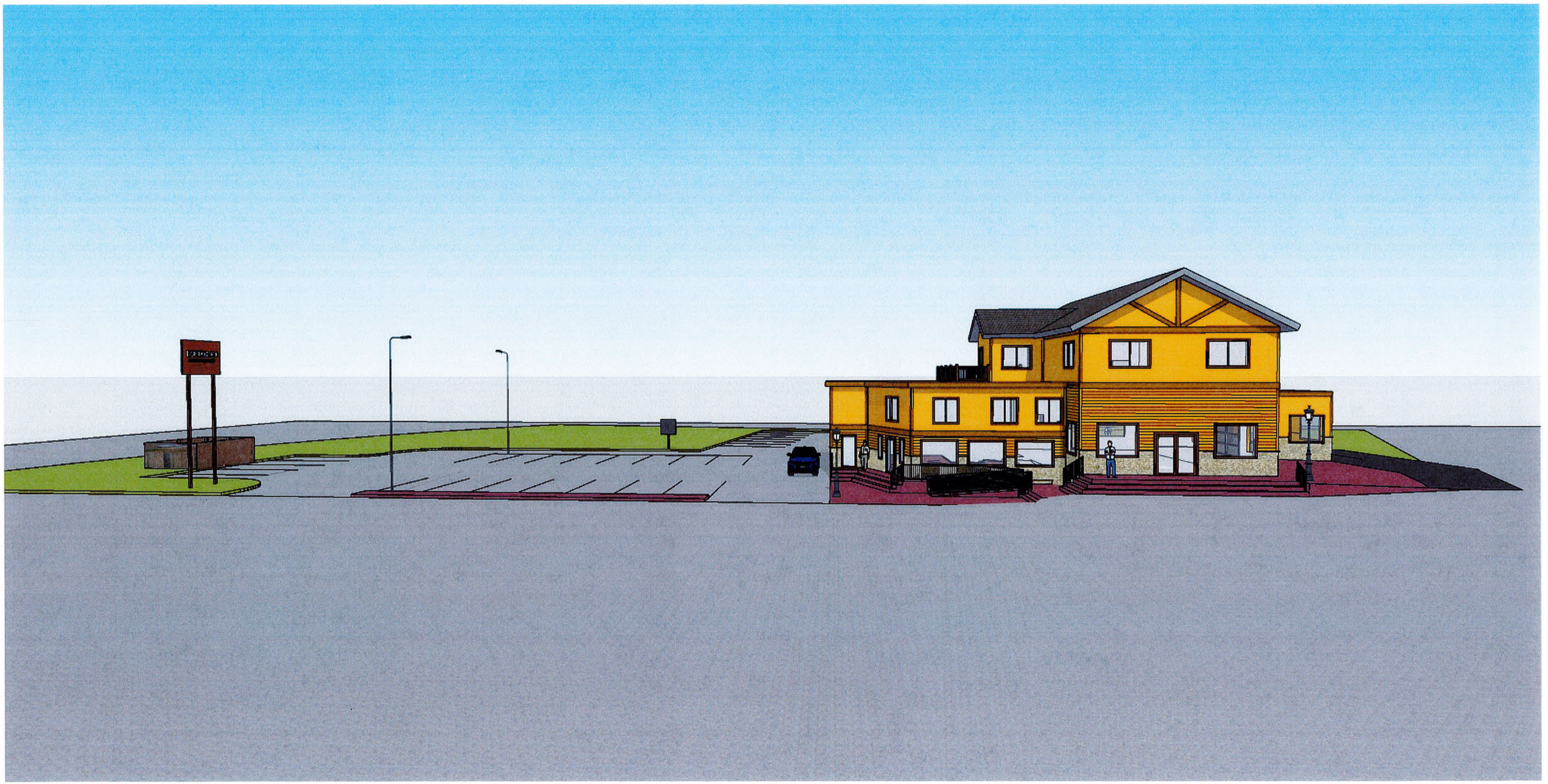
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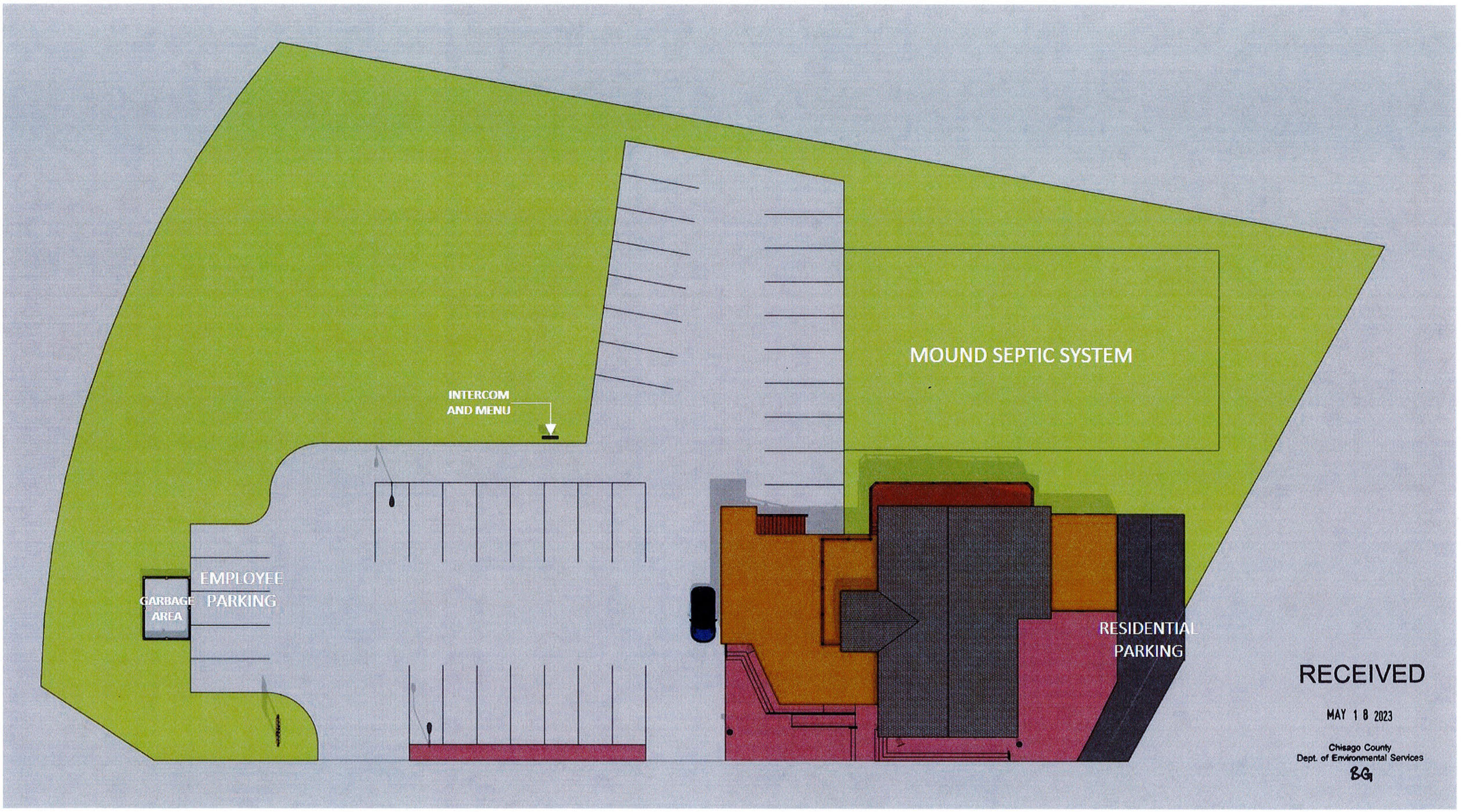


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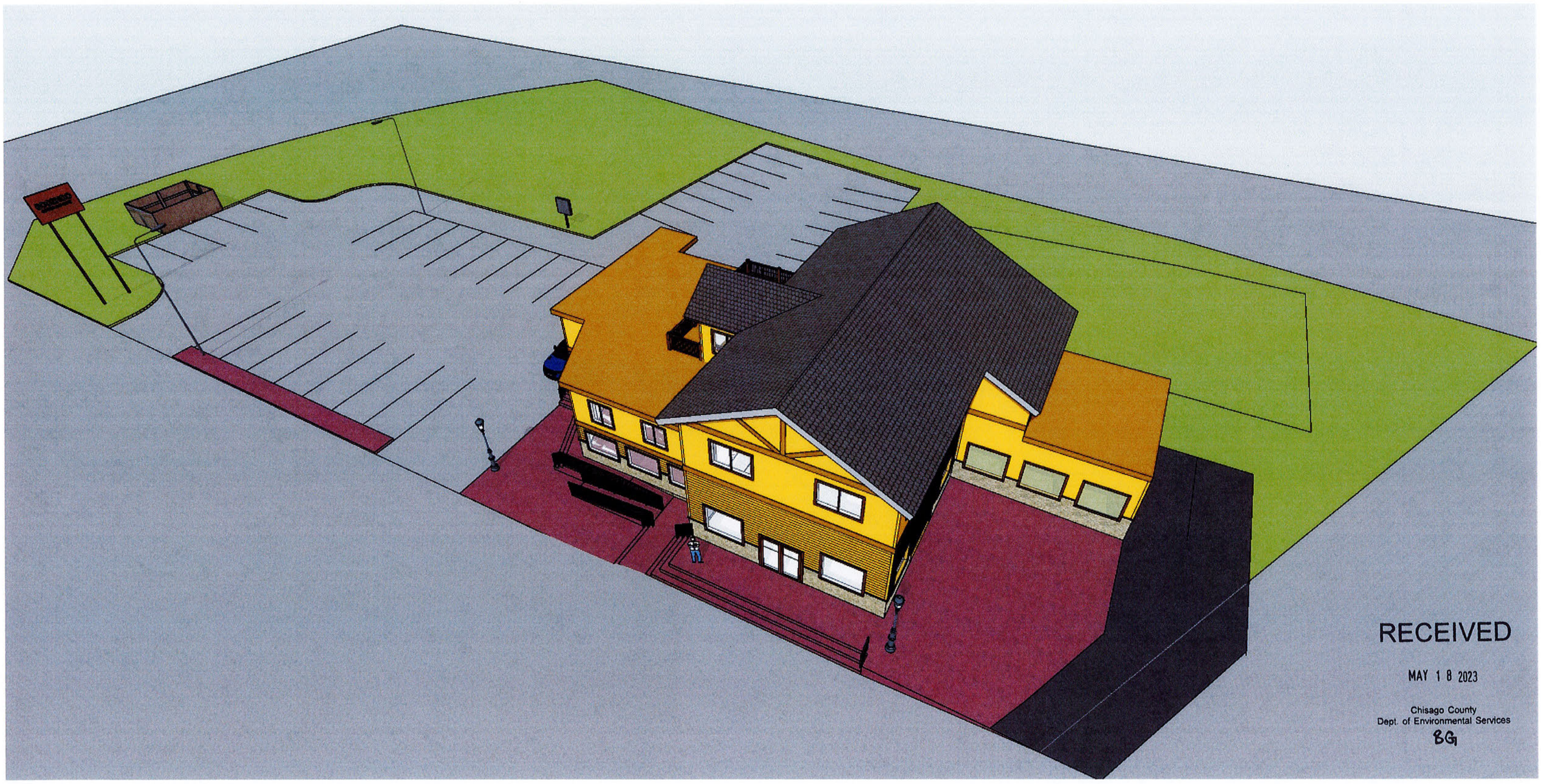
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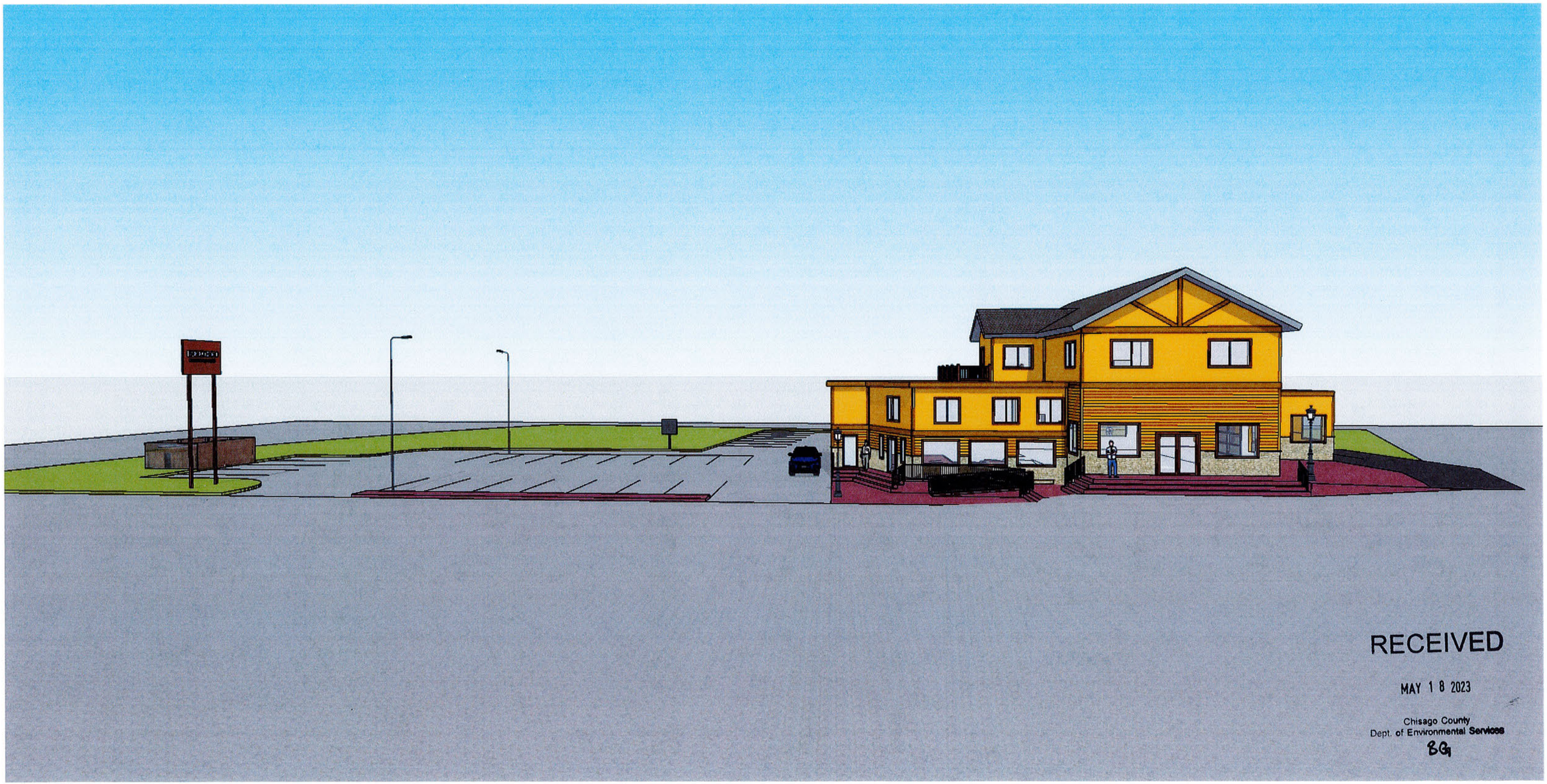
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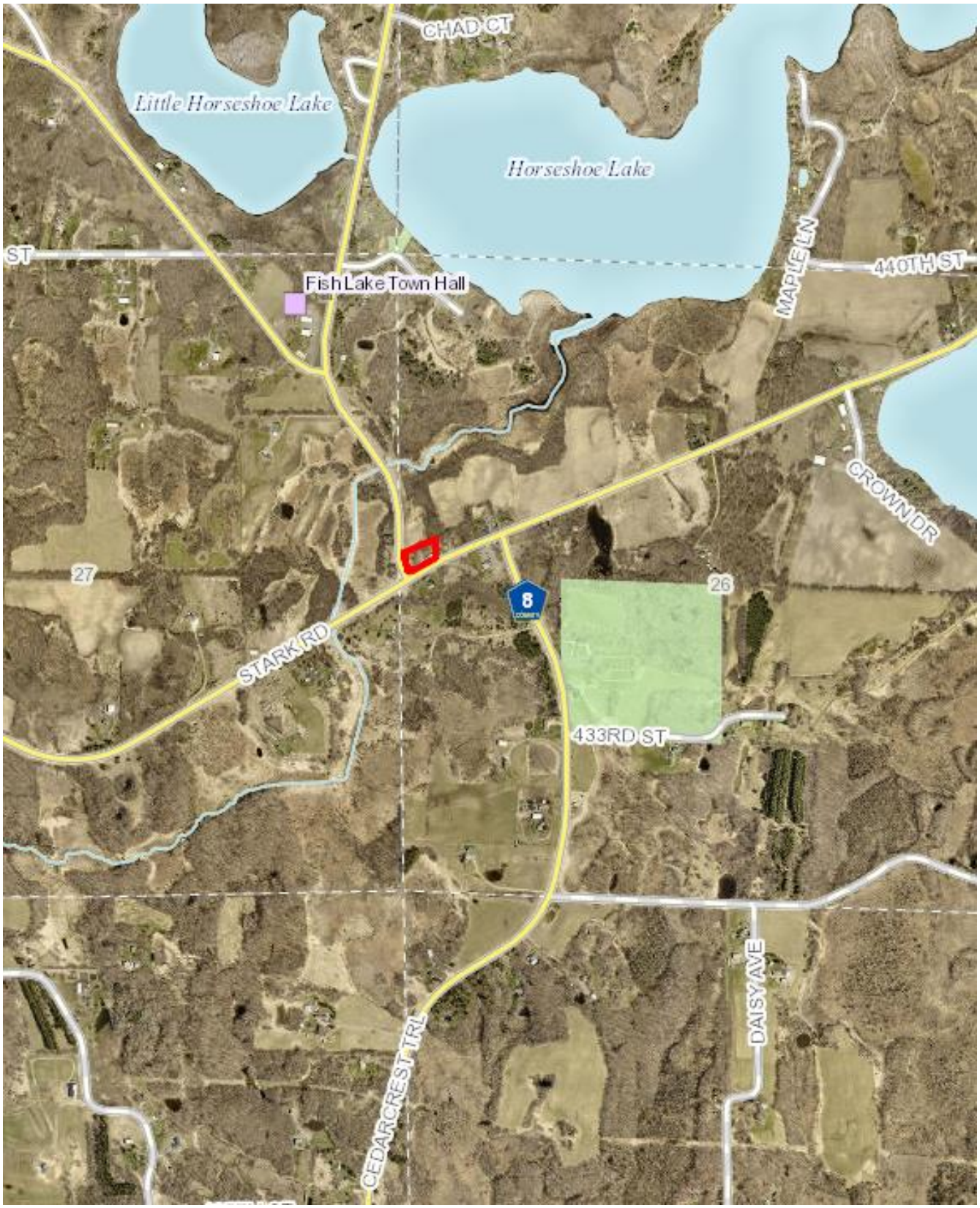
Boozhoo Coffee & Café, LLC – Property owner Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu are seeking approval of a Conditional Use Permit (CUP) allowing a Drive-Through Business and an Accessory Residential Unit in the Rural Village Center (RVC) District. The .92± acre subject property is located at 2340 Stark Road / CSAH 10 in Fish Lake Township, S26, T36, R22 (PID 03.00385.00).

Boozhoo Coffee & Café, LLC property -



Boozhoo Coffee & Café, LLC – Property owner Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu are seeking approval of a Conditional Use Permit (CUP) allowing a Drive-Through Business and an Accessory Residential Unit in the Rural Village Center (RVC) District. The .92± acre subject property is located at 2340 Stark Road / CSAH 10 in Fish Lake Township, S26, T36, R22 (PID 03.00385.00).

Boozhoo Coffee & Café, LLC property – 



RESOLUTION NO. PC2023-0602

A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A DRIVE-THROUGH BUSINESS AND AN ACCESSORY RESIDENTIAL UNIT ON PROPERTY LOCATED AT 2340 STARK ROAD / CSAH 10 IN FISH LAKE TOWNSHIP

WHEREAS, property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu submitted an application dated received April 14, 2023 and considered complete on May 3, 2023 for a Conditional Use Permit allowing a Drive-Through Business and Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township; and

WHEREAS, the .92± acre subject site is located in the Rural Village Center (RVC) District and legally described as:

PID 03.00385.00

All that part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section 26; Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, Section 26, Township 36, Range 22; thence East 2 chains to the North side of Fish Lake Road and Cambridge Road; thence on the North boundary of said road East 25 degrees North 3 chains and 10 links; thence North 2 chains; thence West parallel with said Fish Lake and Cambridge Road 5 chains to the West line of said Southwest Quarter of the Northwest Quarter of said Section 26; thence South 2 chains to the place of beginning. Excepting therefrom that certain tract deeded to the County of Chisago by Quit Claim Deed, dated March 27, 1973, filed April 5, 1973, and recorded as microfilm number 137732.

Abstract property

WHEREAS, notice was provided and on June 1, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Conditional Use Permits and made the following findings per Zoning Ordinance Section 8.04:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County Road (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that the proposed Rural Retail Tourism use will not create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and meet the intent of the RVC District.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). The Chisago County Highway Department has reviewed the proposed parking plan and required modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion. Further, access points will be reviewed by the Chisago County Highway Department and approved only if found to be in compliance with the Chisago County Access Management Ordinance.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion impacting nearby properties would be the use of electronic devices such as*

intercom systems, loudspeakers, order devices, speakers, or similar devices. Therefore, in an effort to mitigate potential intrusions, the County has prohibited the use of such electronic devices. The County finds no evidence to suggest that the proposed uses would cause glare, general unsightliness or other forms of intrusion upon nearby properties.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends approval of the request for Conditional Use Permit, subject to the following conditions:

1. This Conditional Use Permit allows a Drive-Through Business and single Accessory Residential Unit in the Second Story. The property shall be developed and used in accordance with application materials kept on file with the Department of Environmental Services, including written narratives dated received April 18, 2023 and May 1, 2023 and site plans dated received April 14, 2023 and May 2, 2023, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

<u>Conditions Specific to the Approved Drive-Through Business:</u>

2. The Drive-Through shall be allowed to operate seven days a week, operating no earlier than 6:00 am and no later than 10:00 pm.
3. Due to the current site dimensions / configuration and inability to meet required setbacks applicable to electronic devices, no electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices shall be allowed outside of the principal structure.
4. The drive-through lane shall be designed and used for one-way traffic only.
5. The drive-through lane shall have a minimum dedicated width of twelve feet (12').
6. Delivery trucks and other service vehicles must utilize the parking lot and shall not park on Stark Road / CSAH 10.
7. The permit holder shall provide suitable storage containers for all waste material and all storage containers shall be screened. Further, the permit holder shall place refuse receptacles at all exist as well as one refuse receptacle per ten vehicle parking spaces within the parking area.
8. All food and beverage preparation and/or sales shall comply with all applicable Minnesota Department of Health regulations.
9. All liquor service shall comply with applicable Minnesota Department of Public Safety regulations, and Chisago County liquor licensing requirements.

<u>Conditions Specific to the Approved Accessory Residential Unit:</u>

10. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story.

<u>General Conditions Applicable to Subject Site and Approved Uses:</u>

11. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way. The lighting plan shall be reviewed and approved by the Zoning Administrator.
12. Noise generated from the approved uses, including the playing of music, shall be subject to the Chisago County noise standards contained in Zoning Ordinance Section 7.05. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries. Further, there shall be no outdoor amplified music at any time.
13. The property owner shall request and obtain an administrative Variance from the Chisago County Highway

Department in order to have more than one access point from Stark Road / CSAH 10.

14. The parking lot shall be surfaced with materials reviewed and approved by the Chisago County Highway Department.
15. The permit holder shall accommodate all parking on-site and no customer or resident parking shall be allowed on Stark Road / CSAH 10. Further, no perpendicular parking shall be allowed adjacent to Stark Road / CSAH 10.
16. The permit holder shall ensure that adequate access and parking is available and maintained to accommodate emergency vehicles. Local fire chief inspection and approval of drive access suitability for emergency access purposes shall be obtained prior to opening to the public.
17. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed. Neither approved use shall commence until such time that a Certificate of Occupancy has been issued.
18. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
19. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14.
20. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
21. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
22. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
23. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 1st day of June, 2023.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Chris DuBose
Vice Chair

Beth Gervais
Land Services Coordinator

Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Conditional Use Permit for a Drive-Through Business and an Accessory Residential Unit in the Rural Village Center (RVC) District
2340 Stark Road / CSAH 10, Fish Lake Township
DATE: August 3, 2023

ACTION TO CONSIDER

The Planning Commission opened a public hearing to consider a Conditional Use Permit (CUP) for a Drive-Through Business and a single Accessory Residential Unit in the Rural Village Center (RVC) District at its June 1, 2023 meeting and continued the public hearing to July 6, 2023. In addition to continuing the public hearing, the Commission extended the review period by an additional 60 days and instructed the applicant to provide specific updated application materials for further review and consideration at the July 6, 2023 meeting. The Commission closed the public hearing on July 6, 2023 and tabled the request to August 3, 2023, at the applicant's request, in order to allow the applicant additional time to prepare the updated materials. The Commission will now review the updated materials and provide a recommendation for the County Board's consideration.

SITE & APPLICATION INFORMATION

Applicant(s):	Marvin "Joe" Beaulieu
Property Owner(s):	Boozhoo Coffee & Café, LLC
Location:	2340 Stark Road / CSAH 10 Fish Lake Township Section 26, Township 36, Range 22
PID:	03.00385.00
Property Area:	.92± Acres
Current Zoning:	Rural Village Center (RVC) District
Adjacent Zoning:	
North:	Rural Village Center (RVC) District
South:	Rural Village Center (RVC) District
East:	Rural Village Center (RVC) District
West:	Rural Village Center (RVC) District
Date Application Received:	April 14, 2023
Date Application Complete:	May 3, 2023
60-Day Review Period:	July 2, 2023
Extended Review Period:	August 31, 2023



BACKGROUND

Property owner Boozhoo Coffee & Café, LLC and applicant Joe Beaulieu are requesting a CUP for a Drive-Through Business and an Accessory Residential Unit on a .92± acre property in the Rural Village Center (RVC) District. The primary use of the subject site will be a coffee shop and café, which is classified as a Permitted Use in the RVC District.

The Planning Commission received a presentation from staff, heard from the applicant, and opened the requisite public hearing at its June 1, 2023 meeting. Ultimately, the Commission motioned to continue the public hearing, extend the review period by 60 days and instructed the applicant to provide specific updated application materials for further review and consideration at the July 6, 2023 meeting. Staff provided the applicant with written notice of the extension and provided a detailed list of updated application materials requested by the Commission, and provided a due date of Monday, June 26, 2023 (see attached correspondence dated June 6, 2023). The applicant failed to submit updated materials for the July 6, 2023 meeting.

The Planning Commission received a brief update from staff and a presentation from the applicant at its July 6, 2023 meeting. The applicant explained that, due to personal issues, he was not able to produce the required materials and he asked the Commission to table the request one additional month. The Commission ultimately closed the public hearing and tabled the request to the August 3, 2023 meeting in order to allow the applicant additional time to prepare the updated materials. Staff provided the applicant with written notice of the Planning Commission's July 6, 2023 action and again provided a detailed list of updated application materials requested by the Commission, and provided a due date of Monday, July 24, 2023 (see attached correspondence dated July 7, 2023). The applicant submitted updated materials to Environmental Services staff on July 25, 2023 in the forms of a written narrative and site renderings (see attached materials stamp dated July 25, 2023).

For the Planning Commission's reference, in its June 1, 2023 motion, the Commission instructed the applicant to provide the following specifically identified items:

- One comprehensive written narrative
- One comprehensive site plan or set of plans incorporating **and illustrating** all required and proposed elements, including but not limited to:
    - In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
    - Engineered grading, drainage and erosion control plan
    - Site sediment control plan
    - Parking plan showing no parking perpendicular to Stark Road / CSAH 10 and hard surfacing material(s) which has been reviewed and approved by the Chisago County Highway Department
    - Signage / parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
    - Lighting plan
    - Waste material plan showing area for suitable storage containers as well as refuse receptacles at all exits and one refuse receptacle per ten vehicle parking spaces within the lot
    - Landscaping plan
    - All other required elements per Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses
- Wetland delineation
- ~~Copy of approved administrative Variance from Chisago County Highway Department allowing more than one access point from Stark Road / CSAH 10~~ (*no longer applicable as the applicant is now proposing one access rather than two*)

Staff is aware that the applicant has been discussing the proposed CUP and parking lot design with the Chisago County Highway Department. County Engineer Triplett provided the following comments to Environmental Services staff on July 18, 2023:

We have reviewed what Joe [Beaulieu] has submitted and I had a chance to meet with him on site to go over his proposed plans. Here are our comments from Public Works:

1. *He has said he would increase the driveway width to 24 feet to accommodate 2 way traffic.*
2. *He has indicated that construction of the concrete entrance/stoop area would stay 18 feet from the existing fog line.*
3. *He is aware that we cannot offer any sort of on-street parking at this point as we have not started our design.*
4. *While I was able to meet with him on site, we still do not have an actual site plan tied to any sort of survey to memorialize proposed plans. What he has indicated to me looks to leave us room to design our project and accommodate his proposed development. We will work with him on our design once we start.*

The updated application materials were shared with the Highway Department on July 25, 2023 and County Engineer Triplett provided the following comments:

- Triplett acknowledged that the applicant had revised the site rendering to show a 24' wide access from Stark Road / CSAH 10 as he and the applicant had previously discussed.
- The sidewalk lights should be located entirely on the subject site (not located on public Right-of-Way).
- The applicant states in item no. 1 of the Parking Lot section of the written narrative that "Mr. Triplett was satisfied with our backsets from our south property line …."; however, without an actual site plan and survey, we have no way of verifying actual locations and setbacks. The Highway Department hopes to be designing the next Stark Road / CSAH 10 reconstruction project this fall at the earliest. While things will change, we should be able to match into his site, but, again, without an actual survey, we cannot verify.
- The applicant still hasn't provided a grading plan in order to review drainage; however, there is narrative stating that drainage patterns will not change.

ANALYSIS OF UPDATED APPLICATION MATERIALS

Upon receiving the updated application materials on July 25, 2023, staff conducted a cursory review for preparation of this staff report. Staff notes that while the applicant did provide one comprehensive written narrative and one set of plans for the Planning Commission's review, the applicant did not provide all of the required information, including:

- In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
- Engineered grading, drainage and erosion control plan
- Site sediment control plan
- Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)
- Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
- An illustrated landscaping plan
- Wetland delineation

While the applicant's updated written narrative describes some of the above listed items (i.e., grading, drainage, landscaping, wetland protection), the applicant was instructed to provide site plans illustrating these items. Two of the primary reasons for requiring site plans rather than written detail is to ensure that all involved parties – the applicant, the public, Environmental Services staff, Highway Department

staff, the Planning Commission, and the County Board of Commissioners – have a shared understanding of the proposal and so that County staff and officials are able to conduct a thorough analysis of the proposal.

During staff's cursory review of the updated application materials, the following concerns were identified. Given the delayed submittal of the most recent materials, this is not an exhaustive list of concerns but concerns that the Planning Commission may wish to consider during its review.

- The site renderings show a 12' wide drive-through lane but the written narrative describes it as being 10' wide. This detail should be clarified by the applicant.
- The site renderings and written narrative still include use of an intercom system. Further, the applicant inaccurately addresses the required setbacks in his written narrative. As explained in the staff report prepared for the June 1, 2023 Planning Commission meeting, given the dimensions of the subject site (approximately 285' wide x 150' deep, according to the April 14, 2023 site plan), it would be impossible for the proposed intercom system to meet all required setbacks. Staff does not support and the Zoning Ordinance does not allow the use of an intercom system on this property purely based on the fact that it cannot meet the required setbacks. Contemplated ownership or future ownership of the adjacent parcel(s) by the same party does not resolve this issue.
- The site renderings show employee parking immediately in front of the garbage area. Staff would suggest that the area immediately in front of the garbage area be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
- The site renderings show two residential parking spaces located on the east side of the building. Staff notes the following concerns with this parking area:
    - The southern end of the parking area access is shown as being approximately 6' on the subject site and approximately 6' on the neighboring property. While the applicant has explained that he is "currently purchasing this [neighboring] property on contract for deed…", this property is currently fee owned by another party and, further, the neighboring property is not included in this request for CUP.
    - The parking area includes two parking spaces with a combined width of 17'. While the Zoning Ordinance does not provide specifications for parking stalls, staff cautions that this design is extremely narrow and will be challenging for larger vehicles. A typical minimum parking stall width is 9'.
    - Based on the parking area dimensions and design, it appears that vehicles will not be able to turn around within the parking area and will be required to back out directly onto Stark Road / CSAH 10. Backing out onto Stark Road / CSAH 10 raises questions about traffic safety.
- The written narrative describes that the applicant still intends to use Reclaimed Asphalt Pavement (RAP) for parking lot surfacing purposes. Staff notes that the Highway Department identified this as a concern during its initial review prior to the June 1, 2023 Planning Commission meeting.
- The written narrative states that the applicant is "currently purchasing [the neighboring] property on contract for deed, and as things progress and develop, we intend on unifying this property with the current business lot". Staff notes that this property (located immediately east of the subject site) is currently fee owned by another party and that this property is not included in this request for CUP. If the applicant intends to utilize this neighboring property for purposes of this CUP request (assuming the CUP is approved), the applicant will be required to Amend the CUP to include both properties / legal descriptions.

STAFF RECOMMENDATION

While staff had initially deemed the application "technically" complete, staff expressed concern in its staff report prepared for the Planning Commission's June 1, 2023 meeting about whether the application materials satisfactorily addressed or fully demonstrated compliance with all requirements established by Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses. Ultimately, the Planning Commission concurred and instructed the applicant to provide an extensive list of updated materials. Upon review of the updated materials provided by the applicant on July 25, 2023, staff still has concerns about the lack of information and quality of information needed to review the proposed CUP thoroughly and adequately. Recognizing that the request also includes a proposed Accessory Residential Unit, staff notes that no specific concerns have been identified relating to the single Accessory Residential Unit use aside from concerns with the proposed parking area detailed above.

The extended review period expires on August 31, 2023, allowing the Planning Commission one final review at its August 3, 2023 meeting and for the County Board of Commissioners to make a determination at its August 16, 2023 meeting. The only way for the review period to be extended beyond August 31, 2023 is for the applicant to volunteer the extension or entirely waive the review period.

Given the Planning Commission's anticipated concerns with the updated application materials, staff has provided two options for draft Findings of Fact, one supporting approval of both requested uses and one supporting denial of the request for CUP for Drive-Through Business and approving the request for CUP for Accessory Residential Unit. Along with the Findings of Fact supporting approval, staff has also provided recommended conditions of approval. Staff notes that the recommended conditions of approval for the Drive-Through Business specifically involve the Chisago County Highway Department in review and approval of certain aspects of the project and prohibit the use of an intercom system for drive-through orders until and unless the County's Board of Adjustment and Appeals grants a Variance for such use.

FINDINGS OF FACT: SUPPORTING APPROVAL OF THE REQUEST FOR CUP FOR DRIVE-THROUGH BUSINESS AND APPROVAL OF THE REQUEST FOR CUP FOR ACCESSORY RESIDENTIAL UNIT

Zoning Ordinance Section 8.04 (Conditional Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed conditional use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*

- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County State Aid Highway (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that neither the proposed Drive-Through Business use nor the proposed Accessory Residential Unit use will create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and therefore meet the intent of the RVC District.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). The Chisago County Highway Department has reviewed the proposed parking plan and has required certain modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion. Further,*

the County has included conditions of approval to further ensure that the proposed uses will not cause traffic hazards or congestion.

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion impacting nearby properties would be the proposed use of an intercom system for drive-through orders. Therefore, in an effort to mitigate potential intrusions and because the proposed intercom system is physically unable to meet the required setbacks mandated prescribed by the Zoning Ordinance, the County has included a condition of approval which prohibits the use of such electronic devices. The County finds no evidence to suggest that the proposed uses would cause glare, general unsightliness or other forms of intrusion upon nearby properties.*

Recommended Condition(s):

1. This Conditional Use Permit allows a Drive-Through Business and single Accessory Residential Unit in the Second Story. The property shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion of the uses, including expansion of either approved use beyond the boundaries of the subject site or as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

<u>Conditions Specific to the Approved Drive-Through Business:</u>

2. The Drive-Through shall be allowed to operate seven days a week, operating no earlier than 6:00 am and no later than 10:00 pm.
3. Due to the current site dimensions / configuration and physical inability to meet required setbacks applicable to electronic devices, the use of electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices outside of the principal structure are strictly prohibited until and unless a Variance is granted by the Board of Adjustment and Appeals for such use.
4. The access from Stark Road / CSAH 10 shall be 24’ wide to accommodate two-way traffic and the drive-through lane shall have a minimum dedicated width of 12’.
5. Delivery trucks and other service vehicles must utilize the parking lot and shall not park on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.
6. The permit holder shall provide suitable storage containers for all waste material and all storage containers shall be screened. Further, the permit holder shall place refuse receptacles at all exits as well as one refuse receptacle per ten vehicle parking spaces within the parking area.
7. The garbage area / enclosure shall not be obstructed by parking. The area immediately in front of the garbage area / enclosure shall be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
8. All food and beverage preparation and/or sales shall comply with all applicable Minnesota Department of Health regulations.
9. All liquor service shall comply with applicable Minnesota Department of Public Safety regulations,

and Chisago County liquor licensing requirements.

Conditions Specific to the Approved Accessory Residential Unit:

10. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
11. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere within the approved parking lot.

General Conditions Applicable to Subject Site and Approved Uses:

12. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way. The lighting plan shall be reviewed and approved by the Zoning Administrator prior to installation.
13. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
14. Noise generated from the approved uses, including the playing of music, shall be subject to the Chisago County noise standards contained in Zoning Ordinance Section 7.05. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries. Further, there shall be no outdoor amplified music at any time.
15. The parking lot shall be surfaced with materials approved by the Chisago County Highway Department prior to installation.
16. The permit holder shall accommodate all parking on-site and no customer or resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8. Further, no perpendicular parking shall be allowed adjacent to Stark Road / CSAH 10.
17. The permit holder shall ensure that adequate access and parking is available and maintained to accommodate emergency vehicles. The permit holder shall cause for local fire chief inspection and approval of drive access suitability for emergency access purposes prior to opening to the public.
18. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed. Neither approved use shall commence until such time that a Certificate of Occupancy has been issued.
19. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
20. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
21. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
22. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.

23. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

24. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

FINDINGS OF FACT: SUPPORTING DENIAL OF THE REQUEST FOR CUP FOR DRIVE-THROUGH BUSINESS AND APPROVAL OF THE REQUEST FOR CUP FOR ACCESSORY RESIDENTIAL UNIT

Zoning Ordinance Section 8.04 (Conditional Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed conditional use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County Road (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that neither the proposed Drive-Through Business use nor the proposed Accessory Residential Unit use will create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible. However, the County further finds that the proposed use of an intercom system to support the proposed Drive-Through Business is physically unable to meet the ordinance prescribed setbacks of 400' from residentially used property and 200' from any adjacent lot regardless of use or zoning district and that the proposed use of an intercom system would cause undue negative noise impacts to adjacent land, property owners and residents.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and therefore meet the intent of the RVC District.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). While the Chisago County Highway Department has reviewed the proposed parking plan and has required certain modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion, the County finds that the proposed uses still pose potential for traffic hazards and congestion by way of the dedicated residential parking being forced to back out directly onto Stark Road / CSAH 10 rather than having room to turn around before entering the roadway. By denying the request for CUP for Drive-Through Business, the County finds that there will be adequate space for residential parking elsewhere on the property where it will not cause traffic hazards or congestion.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion related to the proposed Drive-Through Business impacting nearby properties would be the proposed use of an intercom system for drive-through*

orders, which is an integral component to a Drive-Through Business. This finding is based on the physical inability of the proposed intercom system to meet the ordinance prescribed setbacks (see Finding #3). Despite the applicant being informed of the required setbacks throughout the review process, the applicant continued to propose the use of an intercom system through multiple variations of the application materials. The County finds no evidence to suggest that the proposed Accessory Residential Unit will have any adverse impacts to nearby properties.

Additional Findings

Finding that the application materials did not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses, the Planning Commission instructed the applicant on June 1, 2023 to provide specific updated application materials for further review and consideration at its July 6, 2023 meeting. The Department of Environmental Services provided the applicant with a specific and detailed list of required materials through written correspondence dated June 6, 2023 and provided a deadline of June 26, 2023. The applicant failed to provide the required materials by the stated deadline.

On July 6, 2023, the Planning Commission tabled the request, at the applicant's request, in order to allow additional time to prepare and submit the required materials. The Department of Environmental Services provided written correspondence dated July 7, 2023 informing the applicant of the Planning Commission's July 6, 2023 action and again provided the specific and detailed list of required materials and provided a deadline of July 24, 2023. On July 25, 2023 the applicant provided an updated written narrative and updated site renderings; however, the applicant did not provide all required items which the Planning Commission deemed necessary to review the proposed Drive-Through Business thoroughly and adequately. Missing items included:

- *In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations*
- *Engineered grading, drainage and erosion control plan*
- *Site sediment control plan*
- *Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)*
- *Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site*
- *An illustrated landscaping plan*
- *Wetland delineation*

Due to the applicant's failure to provide updated application materials as deemed necessary by and as instructed by the Planning Commission, the County finds that the application materials do not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses.

Recommended Condition(s):

1. This Conditional Use Permit approves the proposed Accessory Residential Unit in the Second Story and denies the proposed Drive-Through Business. The Accessory Residential Unit and general site shall be developed and used in accordance with the application materials dated received July 25,

2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

2. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
3. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere on the subject site.
4. The permit holder shall accommodate all parking on-site and no resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.
5. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way.
6. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
7. The Accessory Residential Unit shall not be occupied until such time that a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed.
8. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
9. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
10. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
11. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
12. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

OPTIONS

1. Recommend that the County Board **approve** the Conditional Use Permit for Drive-Through Business and Accessory Residential Unit with Findings of Fact and conditions presented or amended (refer to first set of Findings of Fact and recommended conditions).
2. Recommend that the County Board **deny** the Conditional Use Permit for Drive-Through Business and **approve** the Conditional Use Permit for Accessory Residential Unit with Findings of Fact and conditions presented or amended (refer to second set of Findings of Fact and recommended conditions).
3. Should the Planning Commission determine that neither of the proposed uses comply with the intent of County's Zoning Ordinance or Comprehensive Plan, recommend that the County Board **deny** the Conditional Use Permit for both uses based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*

ACTION REQUESTED

Lacking updated application materials which were specifically requested by the Planning Commission at its June 1 and July 6, 2023 meetings and as detailed in written correspondence provided to the applicant on June 6 and July 6, 2023, staff is hesitant to provide a recommendation of approval for the proposed Drive-Through Business. However, aside from redesigning the residential parking area, staff does not have any concerns with the proposed Accessory Residential Unit.

Staff has provided two sets of Findings of Fact and recommended conditions of approval for the Planning Commission's consideration, with one set supporting denial of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit and one set supporting approval of the request for CUP for Drive-Through Business and Accessory Residential Unit.

Motion to adopt Resolution No. PC2023-0802, a resolution recommending denial of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit
-OR- a resolution recommending approval of a Conditional Use Permit allowing a Drive-Through Business and an Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Updated written narrative and site renderings dated received July 25, 2023
2. Written correspondence dated July 7, 2023
3. Written correspondence dated June 6, 2023
4. Draft Resolution No. PC2023-0802 (denial of proposed Drive-Through Business and approval of proposed Accessory Residential Unit)
5. Draft Resolution No. PC2023-0802 (approval of both proposed uses)

CC: Joe Beaulieu, applicant
County file

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JUL 25 2023

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Dept. of Environmental Services
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Conditional Use Permit

Accessory Residential Unit on Second Story

1. We are remodeling the second story of the existing building and requesting additional building space to accommodate for staircase and entrances to access unit, and a utility room. The second story will be approximately 3,174 sq. ft. Built over the entire first story of a coffee shop and café.
2. It will have five bedrooms, four bathrooms, and two kitchens.
3. This unit will be designed and used as an accessory residential unit to house my family and mother-in-law. As well as additional family guests when visiting.
4. It is designed to provide plenty of amenities because we will host our family holidays seasonally, and a second kitchen to allow my mother-in-law an area to do her own cooking. Being Native American and my wife Filipino, this follows our culture and traditions of keeping our family together until death.
5. We will propose two entrances, this is requested to provide access to unit as well as provide escape access in an emergency. One entrance proposed is off the back of the study room, located on northwest corner of building. Our request is to build a 6' x 8' enclosed entry way with a staircase leading to the ground on the north side of the building. This will have the necessary post footings installed, with required posts to support structure. The second entry (6' x 8') will be located above attached garage and future game room on east side of second unit. Our plan is to install an interior staircase down to the first floor. Our second and most preferable option is to exit from entry/foyer area, create a walk way across east flat roof and design a staircase running to ground at residential parking area.
6. Our plan is to build an 8' deck off north of this unit to entertain our family and guests throughout the year and during holidays. This will also be used to access our utility room located off our residential unit. Also giving us outside privacy to enjoy the seasons and additional escape routes in case of an emergency. As well as fairly standard to have a deck or patio connected to your home.
7. Lastly, our request is to build a 12'x 12' utility room on top of second story flat roof that has been designed to support this room. This room will be insulated and used to accommodate our furnace, water heater, water softener, washer, and dryer. Duct work and water supply lines from here will be installed to provide heat and water for the second story unit.

Parking Lot

1. After meeting with Joe Triplett and submitting our new design, Mr. Triplett informed me that the county would be able to work on and design a new road, turn lane and possible

bike path. Mr. Triplett was satisfied with our backsets from our south property line, noting that the new road may actually be even further south than its current location.

2. Our new parking lot has one exit/entrance located as close to west side of building and will have an entrance/exit of 24' feet. We have rearranged our parking spots in new drawing to accommodate for this change and using this entrance and lane to continue around to our drive-through intercom/menu, and eventually to our pick-up window. Customers will be able to enter the parking lot freely without blocking or interfering with our drive-through traffic. Our parking lot will be longer and wider to accommodate for these changes.
3. We have separated our residential parking area to the east side of building to free up additional space for our customers. This area will have two available, side-by-side parking spots. This was also done to prevent interference with incoming and outgoing traffic.
4. Our plan is to have a total of 7 exterior light poles. Two in our front parking lot (parking lot with drive-through), one located in between parking lots and drive-through lane on northwest corner. Second one would be Located on front edge, southwest area of parking lot, in between drive-through lane and sidewalk. Two additional lights will be located in the back parking lot, at the center of parking lot (parking lot added on to drive-through parking lot), on both east and west sides of lot. Using standard parling lot lighting used in most parking lots. Next two are located along front sidewalk, one located in southwest corner, approximately four feet of drive-through parking lot and four feet off south edge of sidewalk. The second one is located southeast of the sidewalk and patio, again approximately four feet off residential driveway, and four feet off south edge of patio. With the last light being located in back or north edge of new residential parking area.
5. We are request to install a 6' x 8' lighted business sign, this sign will be located next to our fenced in garbage area on south side, approximately 4' away. The sign will be elevated on two posts securely anchored to concrete footings, and bottom of sign will be 20' above ground in order to not interfere with line of sight for approaching traffic. eventually, this area will have either concrete or asphalt pour around these concrete footings.
6. The parking lot will use all or most of our available space to create our design, but not impede on any designated wetlands unless approved by the proper authority.
7. In areas of wetlands, we will install a step-up retaining wall to reinforce our parking lot in these areas.
8. We will use retaining walls Around perimeter of parking lot where earth may cause instability or erosion. Otherwise, we intend to create gradual sloping to avoid erosion, using topsoil and planting grass to help stabilize most areas. Trying to leave everything as natural as possible.
9. We will install temporary Hera or silt fence around perimeter of construction site until completed.

Drive-through

1. We have designed the first story to accommodate a drive-through window on west side of coffee shop café.
2. The window will be located directly off the west end of the staff area of the main countertop, and in front of the kitchen allowing easy access to beverages and food.
3. We will have an employee door located in the drive-through area on the south side to be able to run out orders our customers may have to wait to be prepared.
4. The drive-through lane will enter the property from the south and run into our parking lot on the west side of business we are designing, running around the perimeter to allow a loop. There will be an intercom located at the back of the parking lot with a menu to order when using this service. This lane will be allowed 10' around perimeter of parking, smoothly traveling around to back of lot where we will have an intercom and menu located. In doing so, this will stay safely out of our parking area, just east of our back parking lot. I have outlined the area recommended by a licensed plumber in my illustrated design.

Septic System

5. The septic system will have five separation tanks installed, running from west to east approximately 25 feet from the north wall of the building. Connected to the new upgraded mound design. The complete system will also start 25 feet east of the northeast corner of the building. The mound part of the system will be located approximately 40 feet north of the main part of the restaurant sitting area, running west to east.

Section 7.22, c. Site Plan Requirements:

Garbage Area

We are showing fenced in garbage storage at the west end of the parking lot. It is our preference to have three to four containers to create a recycling system. There will be containers for biodegradable materials, metal, glass, and plastics. We will also provide and container for cooking oils. Each container will be of standard commercial size compatible with one week garbage pick-up. According to our studies, these containers are 3'x4'x6', this will require us to have a six high, fenced in garbage area approximately 10'x16'. Containers will be placed back-to back and side-to-side. We will have gates on garbage area for easy access for pick-up and placing garbage containers back in place.

We will also put in place four garbage refuse for our parking lot, these will be located next to each light pole in parking lot. Then we will also install another one exiting parking lot on sidewalk.

Landscaping

On the south side of the building, there will be a concrete porch at the height of entrance into cafe installed that connects directly to the shoulder of existing or new proposed road planned somewhere in the near future. This will run the entire length of the future café area. As our drawing already shows, we will raise the existing sidewalk across the front of the café area, installing two steps along the south and west edge to allow access to our café area. In front of the west section of the building where the main coffee shop and entrance will be located, we will install a sidewalk from building to existing or new proposed road planned in near future. This sidewalk will be installed at the height of coffee shop entrance and slope gradually away from building and taper into parking lot and shoulder, allowing a handicap access on west side.

The Southeast section of property has about a 27'x 31' area located east of café area and south of current garage area. Our plan is to develop this into a patio area that connects into the east side of front porch, raising up the existing asphalt driveway and pouring a stamped concrete patio at the same height of the garage door on east side of café area. The unique change in elevation around the building and in this location will allow us to create handicap access to the patio through both main entrance of café and glass garage door leading onto patio. This stamped patio will be sloped down to the east and run-off from rain and water will travel east away from building and then north around east end of building, flowing into existing back yard and most likely ending up in wetland area.

All drainage and run-off will be consistent with existing run-off of the current area and the building that has been there for over 105 years. In the parking lot area on west side, run-off has been in three directions. North, south, and west, north into wetland area, west into existing ditch, and south down roadside. East area where patio and residential parking will be created, run-off will flow north down natural grade into wetlands, and south along roadside as it currently does now.

West side of the building will consist mostly of parking lot, with drive-thru as earlier drawings indicated. The parking lot will be mostly on west end of building, but now a portion will wrap around back of building on north side. After reviewing our requirements.

The backyard and remaining areas not detailed or developed, will be brushed, cleaned of all debris, and mowed regularly.

Our area will be left as natural as possible so that does not interfere with our proposed building, parking lot, and sidewalk design. If allowed, we may have large (2'x2') potted flowers in three locations along the front of building located on sidewalk. One near light pole at west end of building, one near light pole at east end of lot in patio section, and third one off west end of front concrete porch or apron attached to front of restaurant area.

Electronic Devices

1. We will have a menu screen approximately 4'x 5', located in the north area of lot in our drive-thru lane. There will also be an intercom connected to this screen to order from before arriving at the drive-thru window. For the most part this intercom complies with all setbacks and requirements. I believe all adjacent lots have been designated RVC, even though some property was once considered residential. The only property in question is the lot connected to our property on the east side. We are currently purchasing this property on contract for deed, and as things progress and develop, we intend on unifying this property with the current business lot. So currently, if this property does not fall under RVC domain, our intercom would be approximately 170 feet from property line on east side our business lot. We have looked in all other directions, we believe they are zoned wetlands or RVC domain. It is our request that the intercom be approved due to the purchase of this property and once owned, we will be within all requirements of intercom setbacks and dimensions. Though I do believe the lot I am referring to has been changed to RVC domain and use as well.
   We plan on having a two-sided lighted sign located just off the southwest end of the parking lot, near the entrance of drive-thru lane. The sign will be approximately 4' x 8', mounted on a side post with bottom of sign approximately 20' off the ground. Sign will be completely on business property and not interfere with any traffic in line of sight.

Section 7.22, Design Standards

1. We have been using fill dirt from other road construction to fill in current parking lot area, so our elevations have changed from original plot. It is necessary to raise the elevation of parking lot, sidewalks, and patio to divert water away from our building. The history, somewhere in the past, the existing road running in front of building was raised, causing run-off into building that collapsed the floor in store area. We have made changes to the building to allow us to raise our elevation, including sidewalks, patios, and parking lot. Grading our parking lots, sidewalks, and patio for the minimum run-off of a 3% grade. So, with this said, current elevations will change to accommodate for proper run-off and grade in all locations.
2. We will continue to use fill dirt used for parking lots and patio areas for stable compaction, so we can avoid erosion, and instability under our concrete slabs or parking lot areas. Avoiding using clay or black dirt, focusing more on compactible soils like sand, crushed stone, and stone dust, a number #57 mix.
3. Our current proposal for the parking lot area in order to save some costs, is to install Reclaimed Asphalt Pavement (RAP) for our parking lot surface, drive-thru, residential lots, and garbage area. Our intentions are to put down a four-inch base of RAP, we will then grade and compress it to give us a nice compact base. When graded and compressed, this material will be a hard surface to control dust and is durable rain/water will drain or run-off, and when it snows, it can be plowed. Our plan is to use this for material for the first year of business to allow our lot to firmly compact itself, then the

following year to pave or install concrete for our finished lot. This will help our lot from settling or cracking because our base has been driven on and compacted for now a year, reducing the future settling.

This lot will be at its highest point near the west and north side of the building. Our drive-thru will be slightly elevated from the main parking lot at pick-up window with a 3% grade away from building. As we continue to move away from the building, we will maintain this 3% grade traveling west and north away from building. This will allow the water flow and drainage to run away from building into adjacent ditches and wetland area.

This Parking lot will maintain a safe distance away from the wetland area connected to the north and northwest side of the property. Creating retaining walls in these areas to stop erosion where needed.

Section 7.22, E. General

1. Our proposed hours of operation would be Monday-Sunday 6:00 AM-10PM

Section 7.22, H.

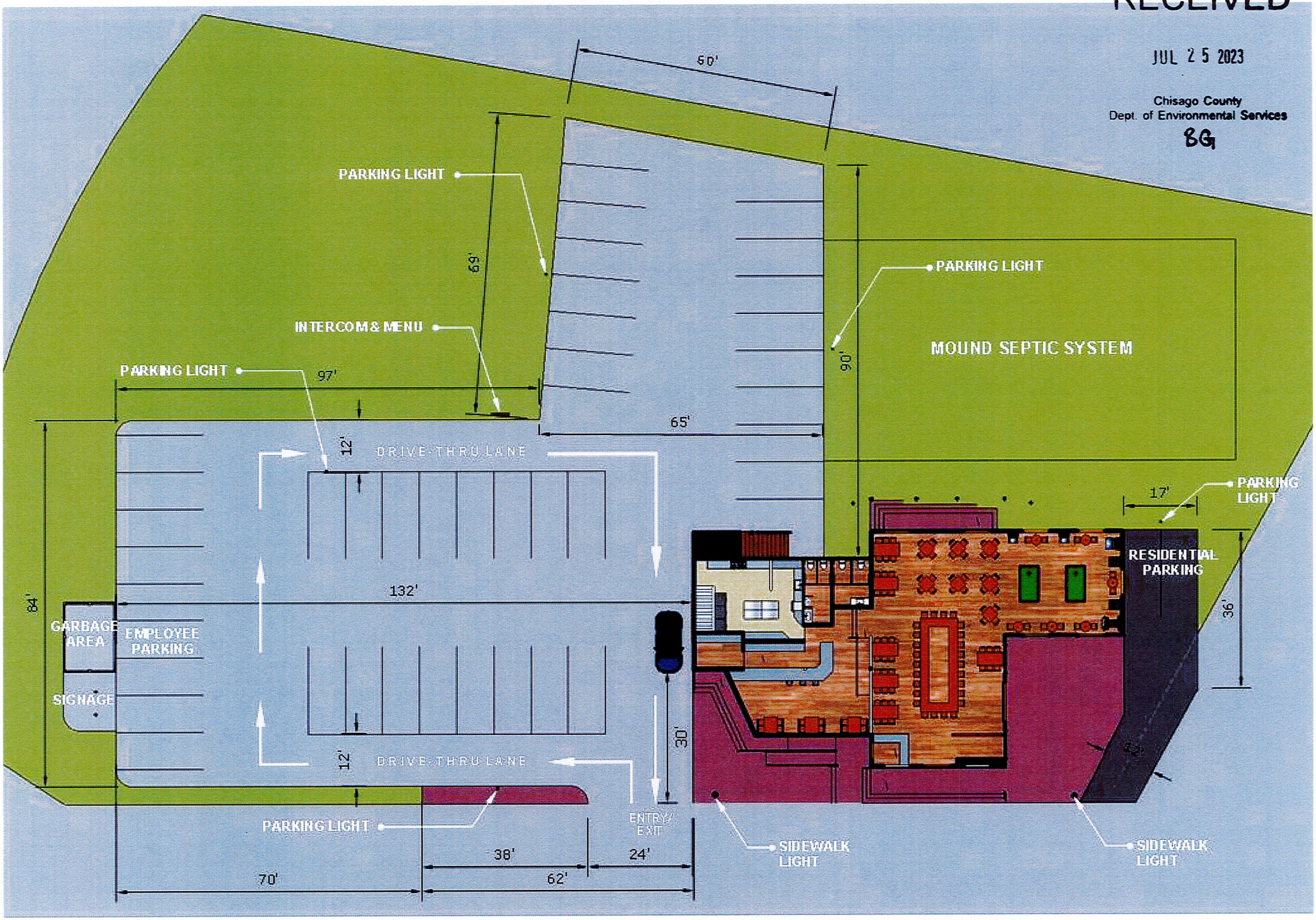
Our request is to install five street/parking lot lights evenly spaced around the perimeter of our parking lot. We will then have two more located on the sidewalk in front of the building. One at west end and one at east end, with both of these light on business property. Hoping to provide safe access to our parking lot and make pedestrians and cars visible at night to passing traffic.

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JUL 25 2023

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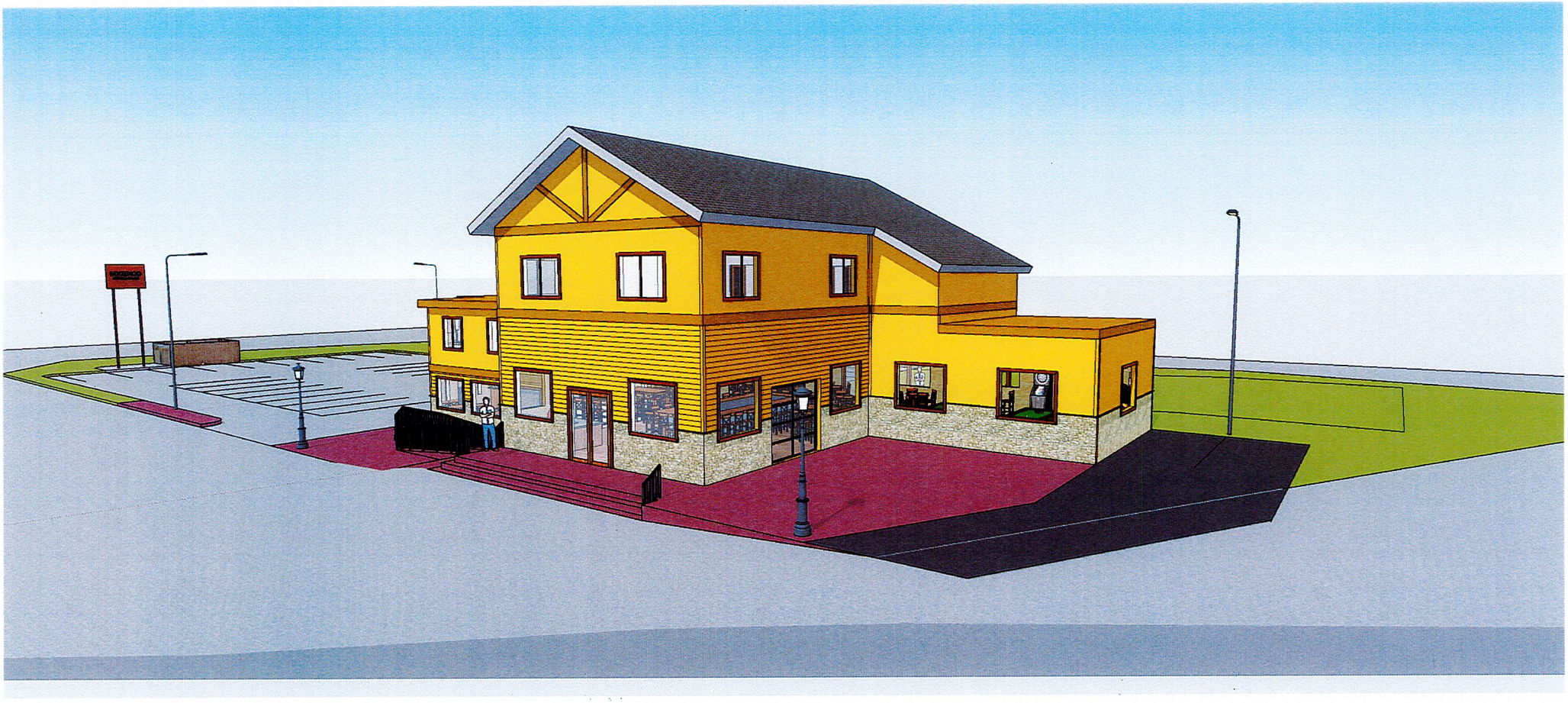


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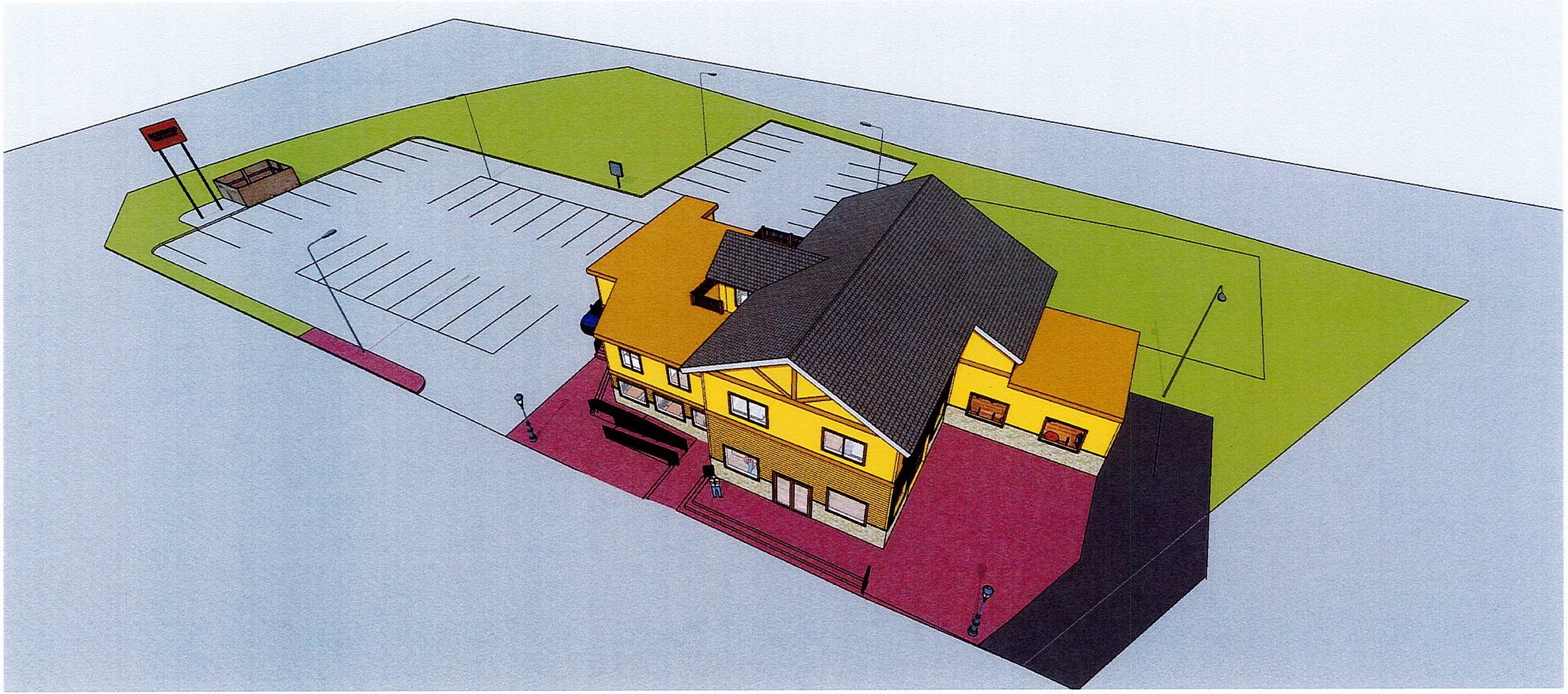
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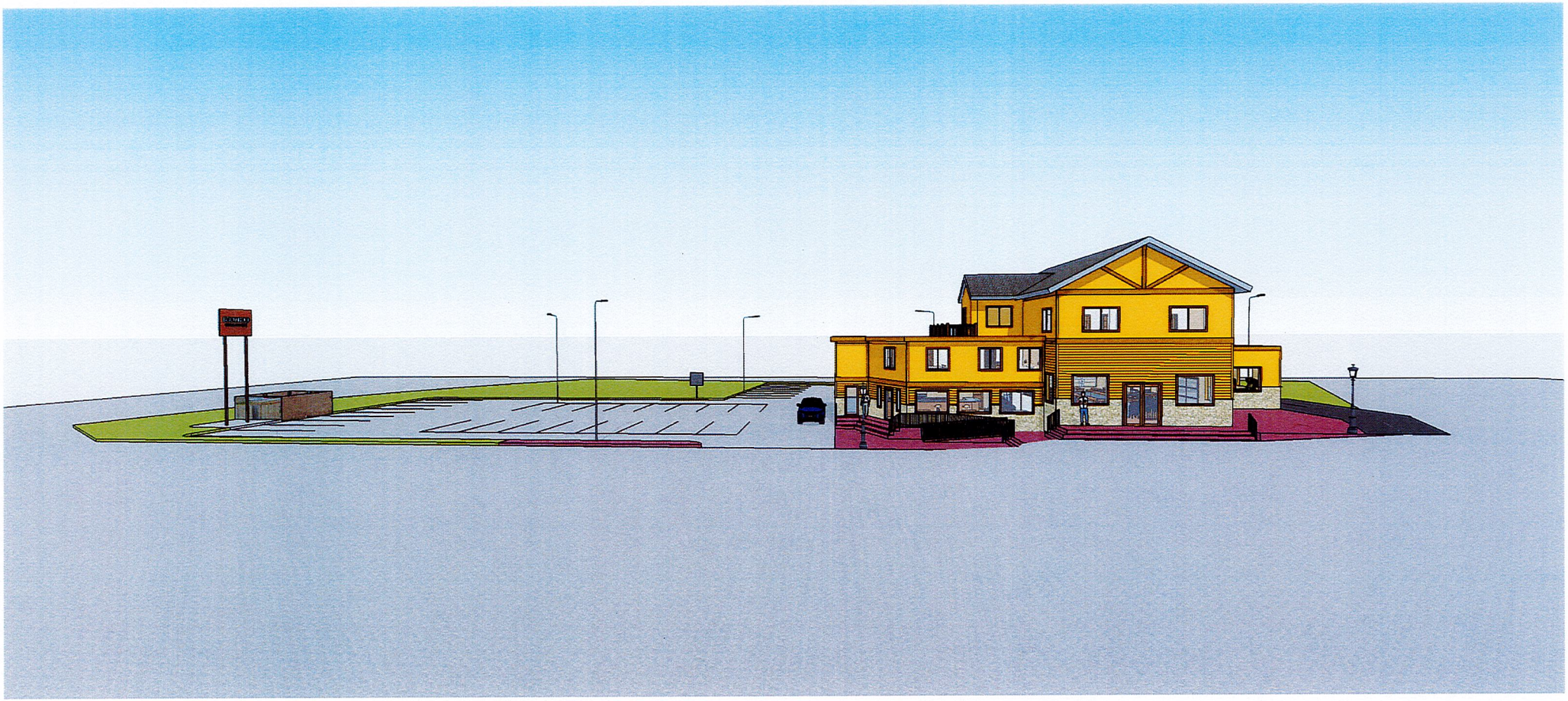


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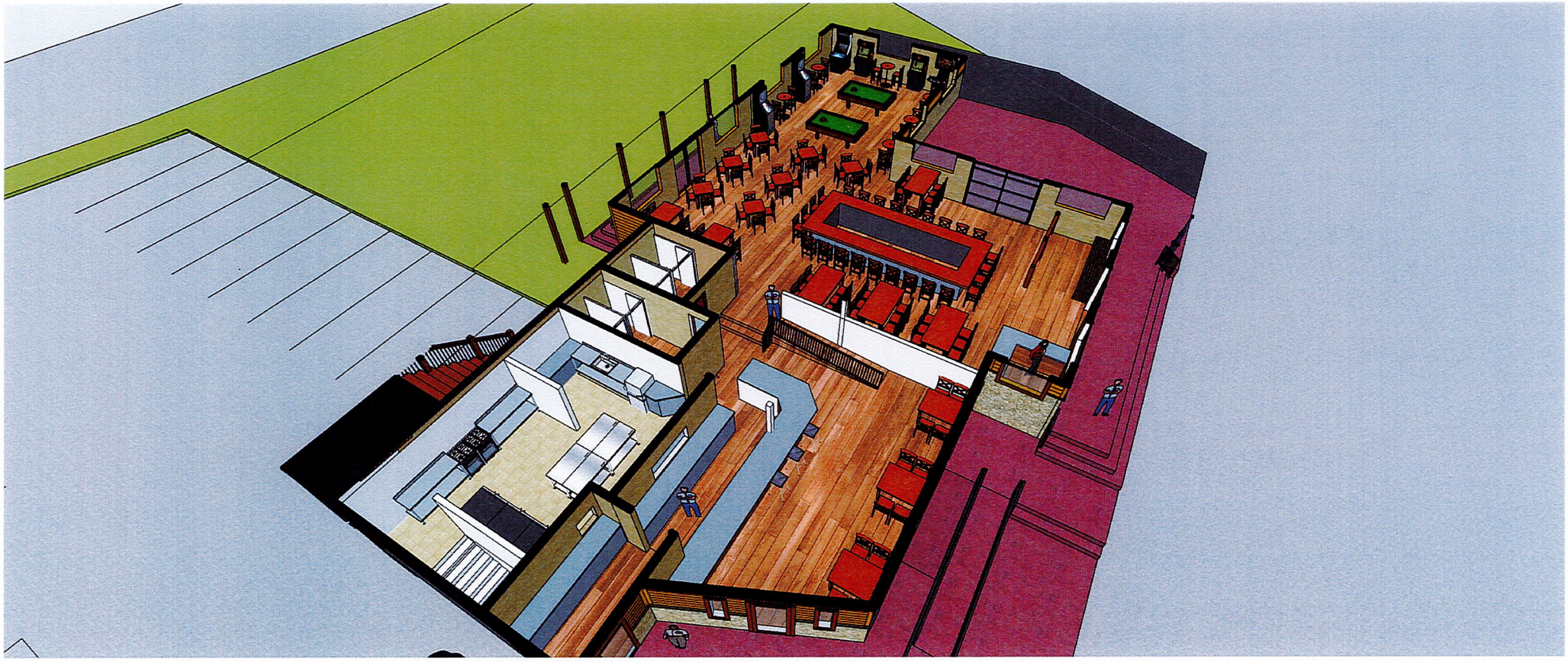
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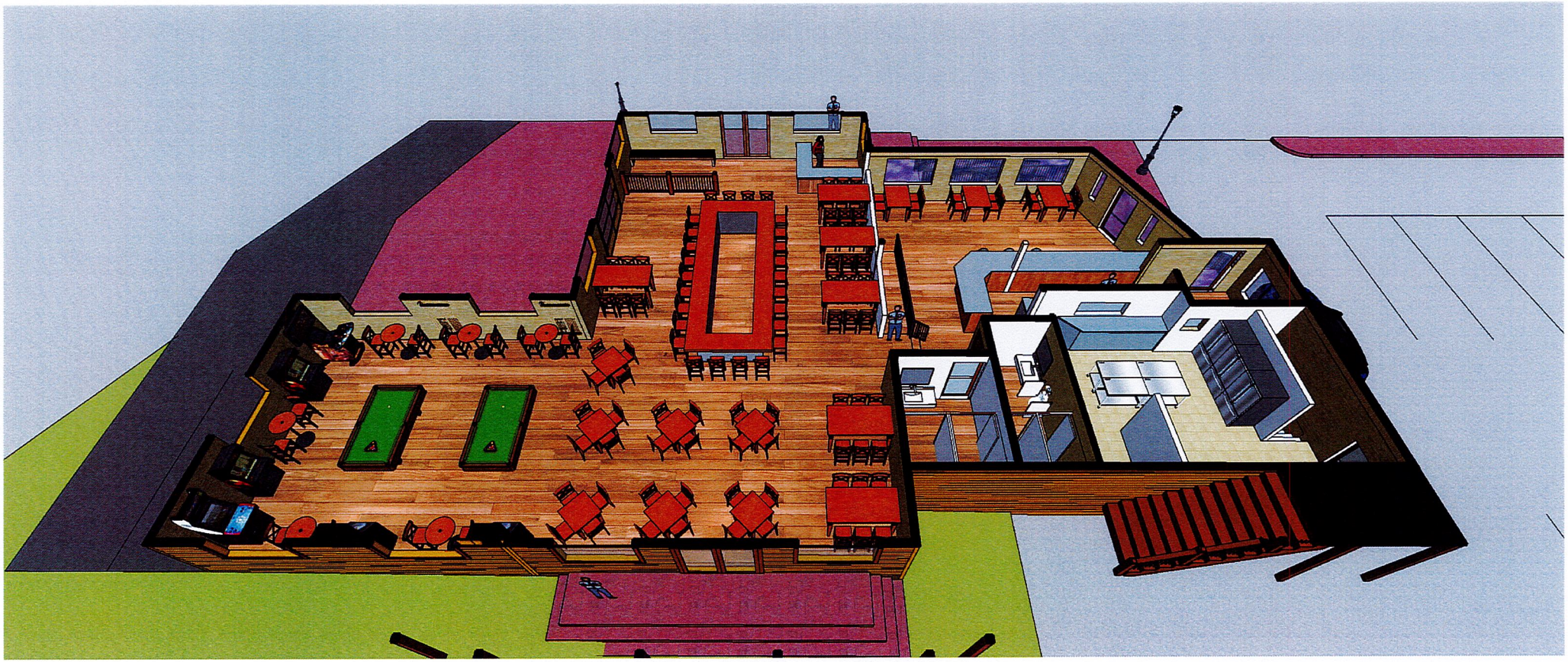


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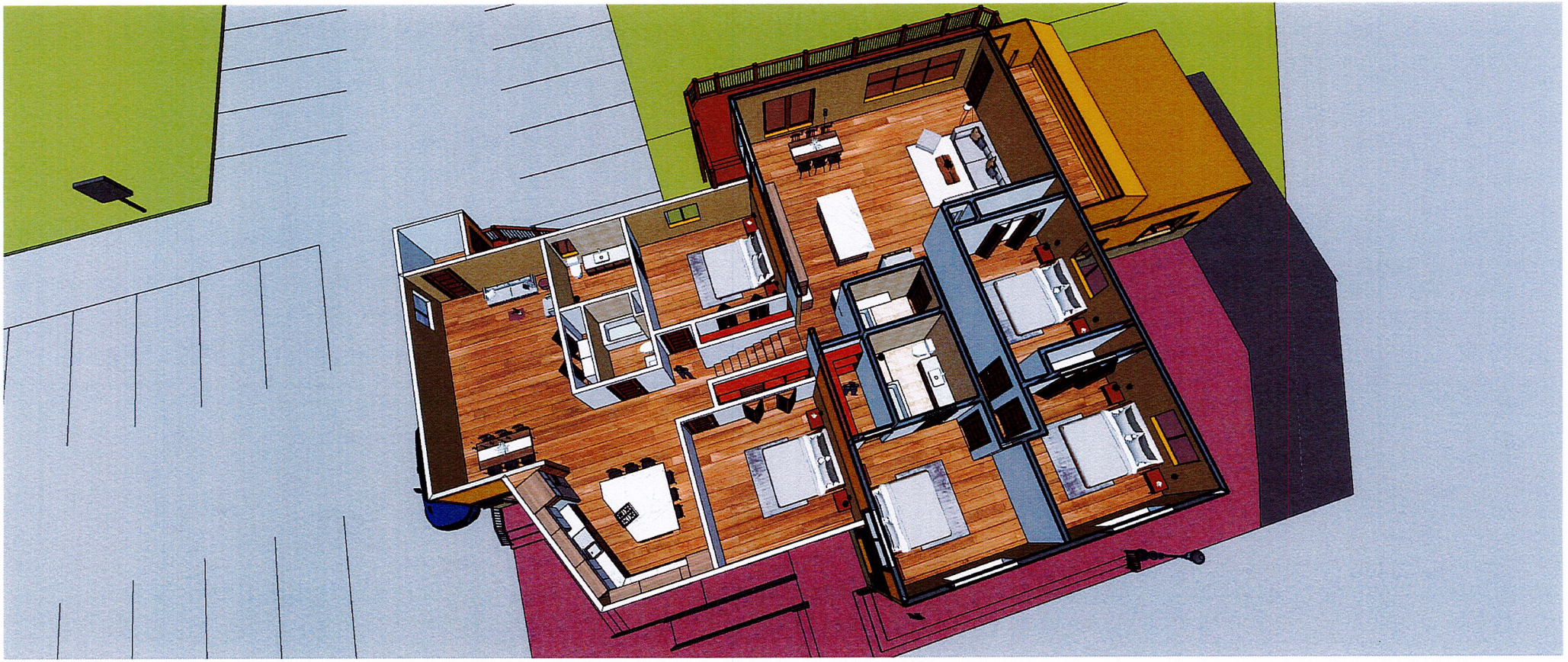


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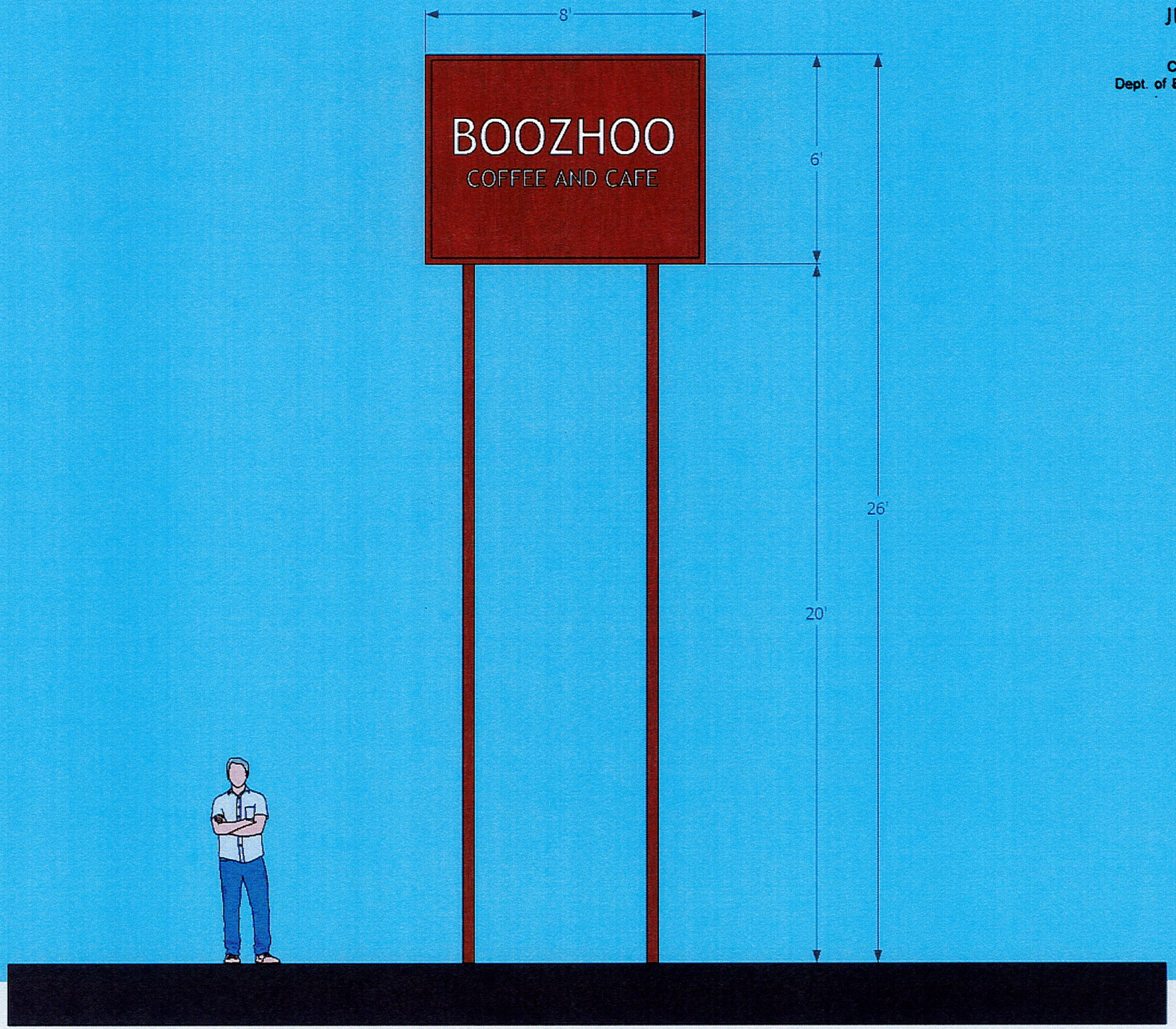


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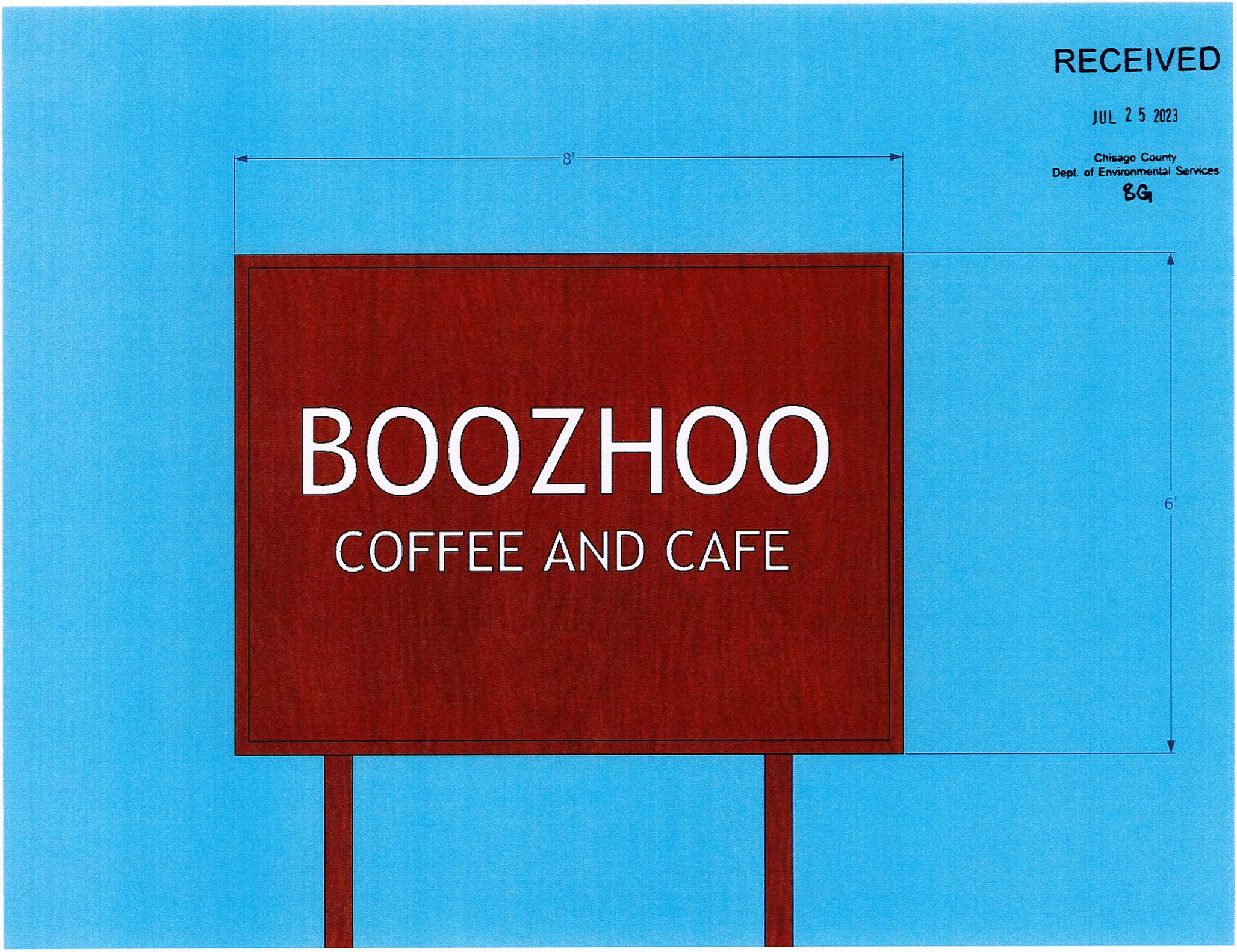
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Chisago County
Department of Environmental Services

Beth Gervais, Land Services Coordinator
313 N. Main Street, Suite 240 | Center City, MN 55012
Office: 651-213-8379 | Email: beth.gervais@chisagocountymn.gov

July 7, 2023

Boozhoo Coffee & Café, LLC
Attn: Joe Beaulieu
2340 Stark Road
Harris, MN 55032

Sent via USPS and email to: kotacrews9488@yahoo.com

RE: Proposed Conditional Use Permit (CUP) for Drive-Through Business and Accessory Residential Unit in the Rural Village Center (RVC) District
PID 03.00385.00
NOTICE OF ACTION TO TABLE REQUEST

The Chisago County Department of Environmental Services received your application for Conditional Use Permit (CUP) for Drive-Through Business and Accessory Residential Unit on April 14, 2023 and, following review, the application was deemed incomplete on April 27, 2023. After review of additional information, which you submitted on May 1 and May 2, 2023, the application was deemed technically complete on May 3, 2023.

The Chisago County Planning Commission scheduled the requisite public hearing for June 1, 2023 and ultimately motioned to continue the public hearing and extend the initial 60-day review period by an additional 60 days as allowed per MN Statute 15.99. Because the initial review period was scheduled to expire on July 2, 2023 and the public hearing was continued to the Planning Commission's July 6, 2023 meeting, the purpose of the extension was to allow time for due process (i.e., continued public hearing and all required meetings). The extended review period will expire on August 31, 2023, which means that a final determination will be made on your request prior to or on August 31, 2023 unless you grant an extension or waive the review period. If granting an extension to the review period or waiving the review period, this must be submitted to the Department of Environmental Services in writing prior to August 31, 2023.

In its June 1, 2023 motion, the Planning Commission specifically identified information that you must submit for further review and consideration of your request, including:

- One comprehensive written narrative
- One comprehensive site plan or set of plans incorporating **and illustrating** all required and proposed elements, including but not limited to:
  - In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
  - Engineered grading, drainage and erosion control plan
  - Site sediment control plan
  - Parking plan showing no parking perpendicular to Stark Road / CSAH 10 and hard surfacing material(s) which has been reviewed and approved by the Chisago County Highway Department
  - Signage / parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
  - Lighting plan
  - Waste material plan showing area for suitable storage containers as well as refuse receptacles at all exits and one refuse receptacle per ten vehicle parking spaces within the lot
  - Landscaping plan

- All other required elements per Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses
- Wetland delineation
- Copy of approved administrative Variance from Chisago County Highway Department allowing more than one access point from Stark Road / CSAH 10

Because the above listed information was not submitted by June 26, 2023 or at any point prior to the Planning Commission's July 6, 2023 meeting, the Planning Commission motioned to table the request to its Thursday, August 3, 2023 meeting in order to allow you additional time for preparation and submission of the information. In order for staff to complete a cursory review of the above listed information and present it to the Planning Commission for further review and consideration, all information must be submitted to the Department of Environmental Services no later than Monday, July 24, 2023 at 10:00 am. If you are unable to provide the above listed information by the stated deadline, I would greatly appreciate being notified so that we can discuss how best to proceed.

Best regards,

Beth Gervais
Land Services Coordinator

Chisago County
Department of Environmental Services

Beth Gervais, Land Services Coordinator
313 N. Main Street, Suite 240 | Center City, MN 55012
Office: 651-213-8379 | Email: beth.gervais@chisagocountymn.gov

June 6, 2023

Boozhoo Coffee & Café, LLC
Attn: Joe Beaulieu
2340 Stark Road
Harris, MN 55032

Sent via USPS and email to: kotacrews9488@yahoo.com

RE: Proposed Conditional Use Permit (CUP) for Drive-Through Business and Accessory Residential Unit in the Rural Village Center (RVC) District
PID 03.00385.00
NOTICE OF EXTENSION OF REVIEW PERIOD

The Chisago County Department of Environmental Services received your application for Conditional Use Permit (CUP) for Drive-Through Business and Accessory Residential Unit on April 14, 2023 and, following review, the application was deemed incomplete on April 27, 2023. After review of additional information, which you submitted on May 1 and May 2, 2023, the application was deemed technically complete on May 3, 2023. The state mandated 60-day review period is scheduled to expire on July 2, 2023.

The Chisago County Planning Commission scheduled the requisite public hearing for June 1, 2023 and ultimately motioned to continue the public hearing and extend the initial 60-day review period by an additional 60 days as allowed per MN Statute 15.99. Because the initial review period is scheduled to expire on July 2, 2023 and the public hearing was continued to the Planning Commission's next regularly scheduled meeting of July 6, 2023, the purpose of the extension is to allow time for due process (i.e., continued public hearing and all required meetings). The extended review period will expire on August 31, 2023, which means that a final determination will be made on your request prior to or on August 31, 2023.

In its June 1, 2023 motion, the Planning Commission specifically identified information that you must submit for further review and consideration of your request, including:

- One comprehensive written narrative
- One comprehensive site plan or set of plans incorporating and illustrating all required and proposed elements, including but not limited to:
  - In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
  - Engineered grading, drainage and erosion control plan
  - Site sediment control plan
  - Parking plan showing no parking perpendicular to Stark Road / CSAH 10 and hard surfacing material(s) which has been reviewed and approved by the Chisago County Highway Department
  - Signage / parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
  - Lighting plan
  - Waste material plan showing area for suitable storage containers as well as refuse receptacles at all exits and one refuse receptacle per ten vehicle parking spaces within the lot
  - Landscaping plan
  - All other required elements per Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses

- Wetland delineation
- Copy of approved administrative Variance from Chisago County Highway Department allowing more than one access point from Stark Road / CSAH 10

In order for staff to complete a cursory review of the above listed information and present it to the Planning Commission for further review and consideration, all information must be submitted to the Department of Environmental Services no later than Monday, June 26, 2023 at 10:00 am.

Recognizing that the Fish Lake Town Board next meets on Monday, June 12, 2023 and you may likely not be able to prepare and submit all required information by June 12th, the Department of Environmental Services encourages you to contact Fish Lake Township at your very earliest convenience and request to be added to the June 12th agenda to present any revised plans you may have for their review and consideration. If presenting revised plans to the Town Board on June 12th, these plans should be generally similar to the plans submitted to the Department of Environmental Services by the June 26th deadline.

Best regards,

Beth Gervais
Land Services Coordinator

RESOLUTION NO. PC2023-0802

A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A DRIVE-THROUGH BUSINESS AND AN ACCESSORY RESIDENTIAL UNIT ON PROPERTY LOCATED AT 2340 STARK ROAD / CSAH 10 IN FISH LAKE TOWNSHIP

WHEREAS, property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu submitted an application dated received April 14, 2023 and considered complete on May 3, 2023 for a Conditional Use Permit allowing a Drive-Through Business and Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township; and

WHEREAS, the .92± acre subject site is located in the Rural Village Center (RVC) District and legally described as:

PID 03.00385.00

All that part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section 26; Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, Section 26, Township 36, Range 22; thence East 2 chains to the North side of Fish Lake Road and Cambridge Road; thence on the North boundary of said road East 25 degrees North 3 chains and 10 links; thence North 2 chains; thence West parallel with said Fish Lake and Cambridge Road 5 chains to the West line of said Southwest Quarter of the Northwest Quarter of said Section 26; thence South 2 chains to the place of beginning. Excepting therefrom that certain tract deeded to the County of Chisago by Quit Claim Deed, dated March 27, 1973, filed April 5, 1973, and recorded as microfilm number 137732.

Abstract property

WHEREAS, notice was provided and on June 1, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission received the application and a presentation from the Land Services Coordinator, discussed the request with the applicant, and opened the public hearing on June 1, 2023 and ultimately continued the public hearing to July 6, 2023, extended the review period by 60 days (expiring on August 31, 2023), and instructed the applicant to provide specific updated application materials for further review and consideration on July 6, 2023; and

WHEREAS, the Planning Commission closed the public hearing on July 6, 2023 and tabled the request to its August 3, 2023 meeting, at the applicant's request, in order to allow the applicant additional time to prepare and submit the specific updated application materials; and

WHEREAS, the Planning Commission considered several factors for granting Conditional Use Permits and made the following findings per Zoning Ordinance Section 8.04:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County State Aid Highway (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that neither the proposed Drive-Through Business use nor the proposed Accessory Residential Unit use will create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and therefore meet the intent of the RVC District.*

APPROVAL

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). The Chisago County Highway Department has reviewed the proposed parking plan and has required certain modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion. Further, the County has included conditions of approval to further ensure that the proposed uses will not cause traffic hazards or congestion.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion impacting nearby properties would be the proposed use of an intercom system for drive-through orders. Therefore, in an effort to mitigate potential intrusions and because the proposed intercom system is physically unable to meet the required setbacks mandated prescribed by the Zoning Ordinance, the County has included a condition of approval which prohibits the use of such electronic devices. The County finds no evidence to suggest that the proposed uses would cause glare, general unsightliness or other forms of intrusion upon nearby properties.*

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends denial of the request for Conditional Use Permit allowing a Drive-Through Business and recommends approval of the request for Conditional Use Permit for Accessory Residential Unit, subject to the following conditions:

1. This Conditional Use Permit allows a Drive-Through Business and single Accessory Residential Unit in the Second Story. The property shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion of the uses, including expansion of either approved use beyond the boundaries of the subject site or as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

<u>Conditions Specific to the Approved Drive-Through Business:</u>

2. The Drive-Through shall be allowed to operate seven days a week, operating no earlier than 6:00 am and no later than 10:00 pm.
3. Due to the current site dimensions / configuration and physical inability to meet required setbacks applicable to electronic devices, the use of electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices outside of the principal structure are strictly prohibited until and unless a Variance is granted by the Board of Adjustment and Appeals for such use.

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4. The access from Stark Road / CSAH 10 shall be 24' wide to accommodate two-way traffic and the drive-through lane shall have a minimum dedicated width of 12'.
5. Delivery trucks and other service vehicles must utilize the parking lot and shall not park on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.
6. The permit holder shall provide suitable storage containers for all waste material and all storage containers shall be screened. Further, the permit holder shall place refuse receptacles at all exits as well as one refuse receptacle per ten vehicle parking spaces within the parking area.
7. The garbage area / enclosure shall not be obstructed by parking. The area immediately in front of the garbage area / enclosure shall be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
8. All food and beverage preparation and/or sales shall comply with all applicable Minnesota Department of Health regulations.
9. All liquor service shall comply with applicable Minnesota Department of Public Safety regulations, and Chisago County liquor licensing requirements.

Conditions Specific to the Approved Accessory Residential Unit:

10. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
11. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere within the approved parking lot.

General Conditions Applicable to Subject Site and Approved Uses:

12. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way. The lighting plan shall be reviewed and approved by the Zoning Administrator prior to installation.
13. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
14. Noise generated from the approved uses, including the playing of music, shall be subject to the Chisago County noise standards contained in Zoning Ordinance Section 7.05. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries. Further, there shall be no outdoor amplified music at any time.
15. The parking lot shall be surfaced with materials approved by the Chisago County Highway Department prior to installation.
16. The permit holder shall accommodate all parking on-site and no customer or resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8. Further, no perpendicular parking shall be allowed adjacent to Stark Road / CSAH 10.
17. The permit holder shall ensure that adequate access and parking is available and maintained to accommodate emergency vehicles. The permit holder shall cause for local fire chief inspection and

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approval of drive access suitability for emergency access purposes prior to opening to the public.

18. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed. Neither approved use shall commence until such time that a Certificate of Occupancy has been issued.
19. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
20. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
21. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
22. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
23. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
24. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 3rd day of August, 2023.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Chip Yeager
Chair

Beth Gervais
Land Services Coordinator

APPROVAL

RESOLUTION NO. PC2023-0802

A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING DENIAL OF A CONDITIONAL USE PERMIT ALLOWING A DRIVE-THROUGH BUSINESS AND APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING AN ACCESSORY RESIDENTIAL UNIT ON PROPERTY LOCATED AT 2340 STARK ROAD / CSAH 10 IN FISH LAKE TOWNSHIP

WHEREAS, property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu submitted an application dated received April 14, 2023 and considered complete on May 3, 2023 for a Conditional Use Permit allowing a Drive-Through Business and Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township; and

WHEREAS, the .92± acre subject site is located in the Rural Village Center (RVC) District and legally described as:

PID 03.00385.00

All that part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section 26; Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, Section 26, Township 36, Range 22; thence East 2 chains to the North side of Fish Lake Road and Cambridge Road; thence on the North boundary of said road East 25 degrees North 3 chains and 10 links; thence North 2 chains; thence West parallel with said Fish Lake and Cambridge Road 5 chains to the West line of said Southwest Quarter of the Northwest Quarter of said Section 26; thence South 2 chains to the place of beginning. Excepting therefrom that certain tract deeded to the County of Chisago by Quit Claim Deed, dated March 27, 1973, filed April 5, 1973, and recorded as microfilm number 137732.

Abstract property

WHEREAS, notice was provided and on June 1, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission received the application and a presentation from the Land Services Coordinator, discussed the request with the applicant, and opened the public hearing on June 1, 2023 and ultimately continued the public hearing to July 6, 2023, extended the review period by 60 days (expiring on August 31, 2023), and instructed the applicant to provide specific updated application materials for further review and consideration on July 6, 2023; and

WHEREAS, the Planning Commission closed the public hearing on July 6, 2023 and tabled the request to its August 3, 2023 meeting, at the applicant's request, in order to allow the applicant additional time to prepare and submit the specific updated application materials; and

WHEREAS, the Planning Commission considered several factors for granting Conditional Use Permits and made the following findings per Zoning Ordinance Section 8.04:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

DENIAL

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County Road (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that neither the proposed Drive-Through Business use nor the proposed Accessory Residential Unit use will create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible. However, the County further finds that the proposed use of an intercom system to support the proposed Drive-Through Business is physically unable to meet the ordinance prescribed setbacks of 400' from residentially used property and 200' from any adjacent lot regardless of use or zoning district and that the proposed use of an intercom system would cause undue negative noise impacts to adjacent land, property owners and residents.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds*

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that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and therefore meet the intent of the RVC District.

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). While the Chisago County Highway Department has reviewed the proposed parking plan and has required certain modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion, the County finds that the proposed uses still pose potential for traffic hazards and congestion by way of the dedicated residential parking being forced to back out directly onto Stark Road / CSAH 10 rather than having room to turn around before entering the roadway. By denying the request for CUP for Drive-Through Business, the County finds that there will be adequate space for residential parking elsewhere on the property where it will not cause traffic hazards or congestion.*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion related to the proposed Drive-Through Business impacting nearby properties would be the proposed use of an intercom system for drive-through orders, which is an integral component to a Drive-Through Business. This finding is based on the physical inability of the proposed intercom system to meet the ordinance prescribed setbacks (see Finding #3). Despite the applicant being informed of the required setbacks throughout the review process, the applicant continued to propose the use of an intercom system through multiple variations of the application materials. The County finds no evidence to suggest that the proposed Accessory Residential Unit will have any adverse impacts to nearby properties.*

Additional Findings *Finding that the application materials did not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses, the Planning Commission instructed the applicant on June 1, 2023 to provide specific updated application materials for further review and consideration at its July 6, 2023 meeting. The Department of Environmental Services provided the applicant with a specific and detailed list of required materials through written correspondence dated June 6, 2023 and provided a deadline of June 26, 2023. The applicant failed to provide the required materials by the stated deadline.*

On July 6, 2023, the Planning Commission tabled the request, at the applicant's request, in order to allow additional time to prepare and submit the required materials. The Department of Environmental Services provided written correspondence dated July 7, 2023 informing the applicant of the Planning Commission's July 6, 2023 action and again

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provided the specific and detailed list of required materials and provided a deadline of July 24, 2023. On July 25, 2023 the applicant provided an updated written narrative and updated site renderings; however, the applicant did not provide all required items which the Planning Commission deemed necessary to review the proposed Drive-Through Business thoroughly and adequately. Missing items included:

- *In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations*
- *Engineered grading, drainage and erosion control plan*
- *Site sediment control plan*
- *Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)*
- *Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site*
- *An illustrated landscaping plan*
- *Wetland delineation*

Due to the applicant's failure to provide updated application materials as deemed necessary by and as instructed by the Planning Commission, the County finds that the application materials do not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of Chisago County, Minnesota hereby recommends denial of the request for Conditional Use Permit allowing a Drive-Through Business and recommends approval of the request for Conditional Use Permit for Accessory Residential Unit, subject to the following conditions:

1. This Conditional Use Permit approves the proposed Accessory Residential Unit in the Second Story and denies the proposed Drive-Through Business. The Accessory Residential Unit and general site shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.
2. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
3. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere on the subject site.
4. The permit holder shall accommodate all parking on-site and no resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.
5. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from

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and limit interference with adjacent public Rights-of-Way.

6. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
7. The Accessory Residential Unit shall not be occupied until such time that a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed.
8. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
9. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
10. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
11. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
12. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 3rd day of August, 2023.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Chip Yeager
Chair

Beth Gervais
Land Services Coordinator

DENIAL APPROVAL



CONDITIONAL USE PERMIT FOR DRIVE-THROUGH BUSINESS AND ACCESSORY RESIDENTIAL UNIT

Boozhoo Coffee & Café, LLC and Joe Beaulieu

PID 03.00385.00

2340 Stark Road / CSAH 10

Fish Lake Township

Site Analysis

- Site is .92± acres in size
- Site and all surrounding properties are zoned Rural Village Center (RVC) District
- Located at intersection of Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8 in historic unincorporated Village of Stark
- Site is currently developed with a single structure which is reported by the applicant to be more than 105 years old
- Topography includes elevations ranging from 932’ in the northwest corner (wetland area) to 947’ in the southeast corner (near roadway) with a wetland in the northwest corner
- Surrounding properties vary widely in size from .2 acres to 28.5 acres and uses vary widely from residential to commercial to agricultural



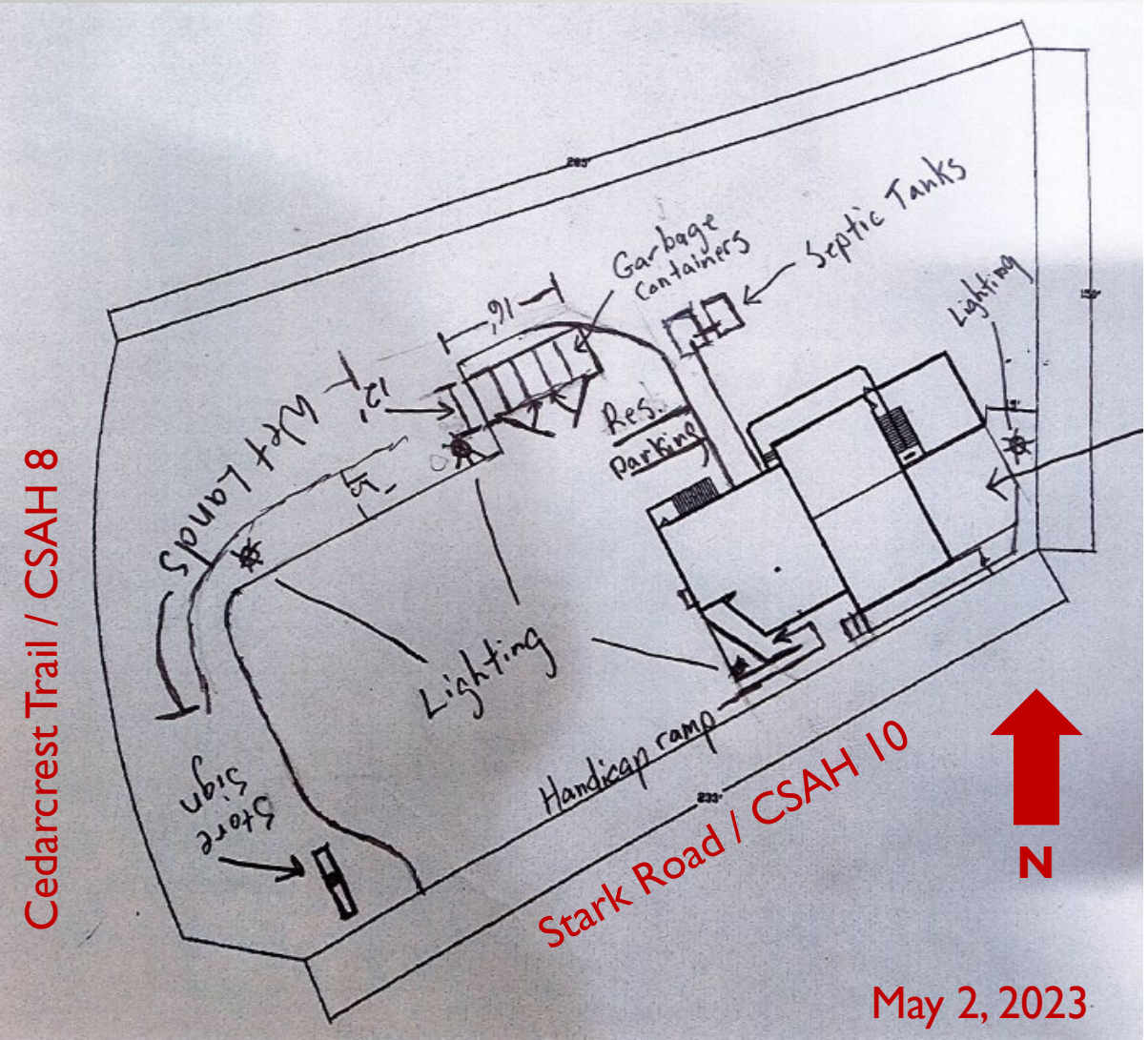
Proposal Analysis – Accessory Residential Unit

Zoning Ordinance Section 5.11 Rural Village Center (RVC) District allows, as a Conditional Use, an "Accessory residential unit in the second story of a permitted use". Staff interprets this to mean a single residential unit will be allowed upon approval of a Conditional Use Permit.

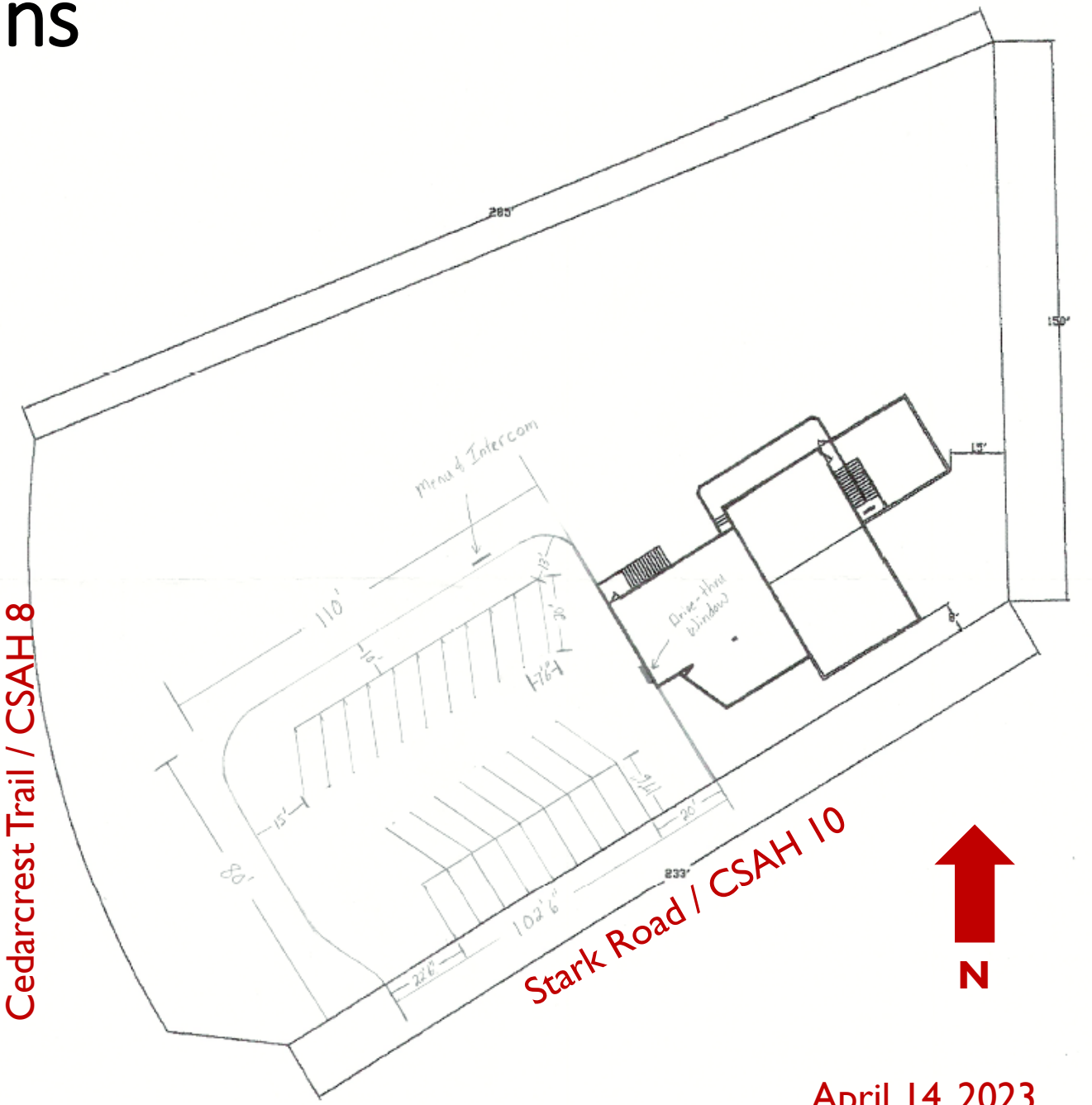
According to the UPDATED written narrative, the applicant is proposing ……

- Remodeling and expanding the second story of an existing building for a single Accessory Residential Unit. The proposed second story will be approximately 3,174 sf built over the entire first story.
- The residential unit will have a total of five bedrooms, four bathrooms, and two kitchens.
- The residential unit will have two entrances. A 6' x 8' enclosed entryway will be constructed on the north side of the structure. A second entryway of the same size is reportedly proposed for the east side of the structure. The attached site renderings show the northerly entryway; however, it's not entirely clear where the easterly entryway will be located.
- The residential unit will have an 8' deck on the north side of the structure. In addition to standard residential use, the deck will provide access to a utility room.
- The second story will include a 12' x 12' utility room for placement of a furnace, water heater, water softener, duct work, etc.

Previously Submitted Site Plans

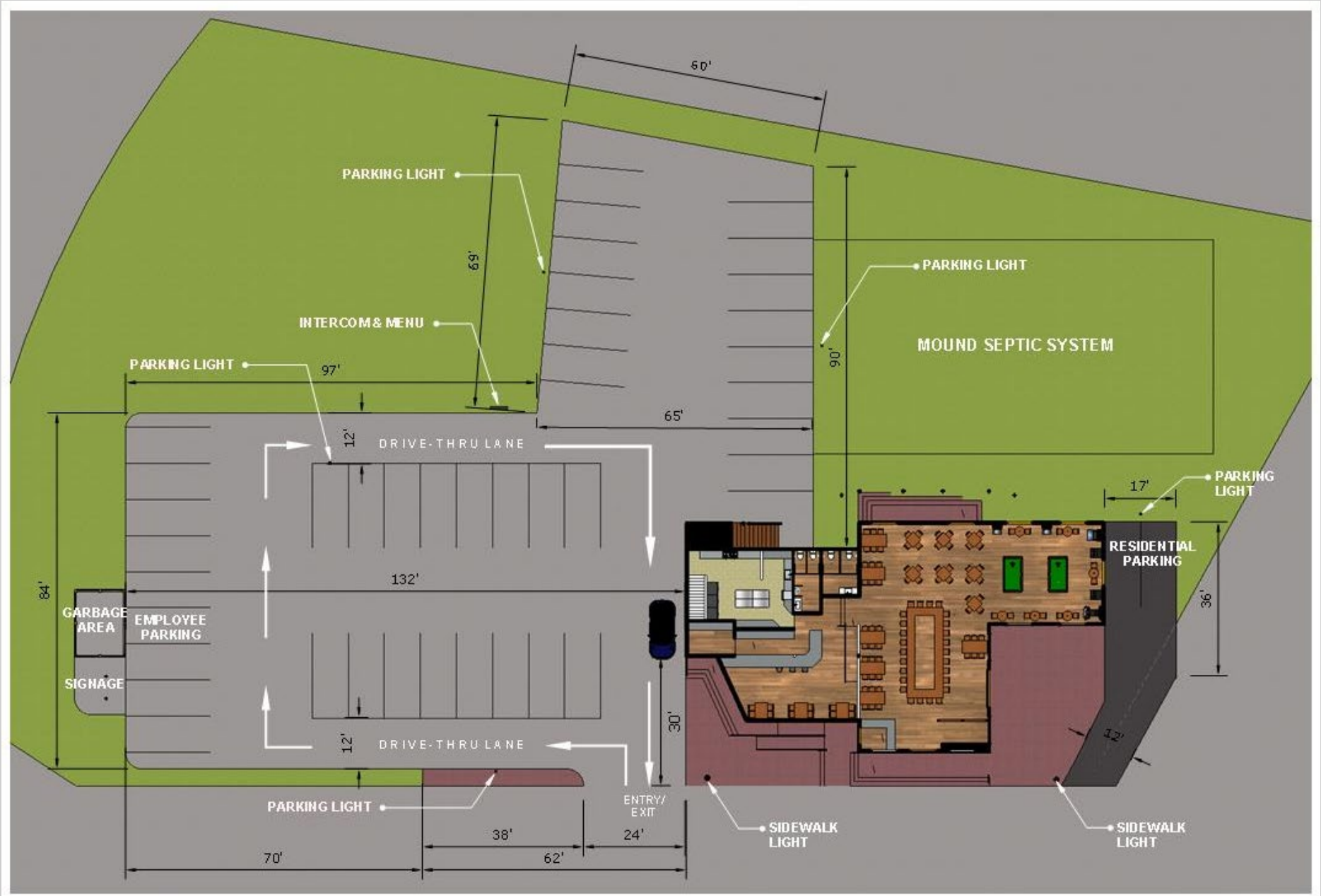


May 2, 2023



April 14, 2023

UPDATED Site Plans / Renderings



UPDATED Site Plans / Renderings



UPDATED Site Plans / Renderings



UPDATED Site Plans / Renderings



Proposal Analysis – Drive-Through Business

- The first story / main level will be designed and operated as a coffee shop and café. The **proposed drive-through window** will be located on the west side of the structure.
- The applicant was previously proposing two access points from Stark Road / CSAH 10 but has revised the site renderings to show a **single 24' wide access point**. This revision has in turn changed the proposed drive-through lane.
- The **drive-through lane** is shown to be 12' wide.
- The site plan shows a **parking lot** with a total of 42-44 parking spaces. The previously proposed parking which was immediately adjacent to Stark Road / CSAH 10 has been eliminated. Customer and employee parking is shown to be on the west side of the structure and residential parking is shown to be on the east side of the structure.
- The applicant intends to **surface** the parking lot with a four-inch layer of Reclaimed Asphalt Pavement (RAP) which will be graded and compressed to create a compacted base. The applicant believes that this compacted RAP base will create a hard surface to control dust and direct water flow / drainage. The written narrative further explains that the applicant intends to utilize this surface for the first year of business operations so that the RAP will further compact before installing concrete or pavement.
- The written **drainage plan** states that the parking lot will be at its highest point near the north and west sides of the structure and slope down 3% away from the structure toward the north and west. This 3% slope is suggested to allow water flow / drainage away from the structure and toward adjacent ditches and wetland area.
- The written narrative states that the parking lot will maintain a "safe distance" from the **wetland area**. However, staff notes that the applicant has not provided a wetland delineation or other precise detail establishing the location of the wetland area in relation to the proposed parking lot and, therefore, cannot verify the proposed setback.

Proposal Analysis – Drive-Through Business, Cont.

- The site plan shows a **menu screen and intercom system** for ordering located northwest of the structure. The intercom system does not and cannot meet the required setbacks.
- The proposed **septic system** will be located on the north side of the structure. The septic design has not yet been fully reviewed or approved. Staff notes that a Certificate of Occupancy will not be issued for the structure until such time that an approved septic system has been installed and, therefore, the proposed uses may not commence until such time that an approved septic system has been installed.
- The written narrative describes and the site plan shows that **garbage containers** will be located on the west side of the parking lot.
- The written **landscaping plan** details a proposed porch, sidewalk, entrance to the coffee shop and café, patio, proposed water flow / drainage and parking lot. The written plan concludes by stating that the area will be left as natural as possible so that [landscaping] does not interfere with [the] proposed building, parking lot, and sidewalk design".
- The written **lighting plan** describes the installation of five street / parking lot lights evenly spaced around the perimeter of the parking lot, as well as two additional lights on the front of the structure (south side).
- The **sign plan** includes a two-sided lighted sign in the southwest corner of the subject site. The sign is proposed to be 6' x 8' (48 sf) with the bottom of the sign face being 20' above ground surface.
- The proposed **hours of operation** are 6:00 am to 10:00 pm, seven days a week.

Analysis of Updated Application Materials

Upon receiving the updated application materials on July 25, 2023, staff conducted a cursory review for preparation of the staff report. Staff notes that while the applicant did provide one comprehensive written narrative and one set of plans for the Planning Commission's review, the applicant did not provide all of the required information, including:

- In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations
- Engineered grading, drainage and erosion control plan
- Site sediment control plan
- Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)
- Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site
- An illustrated landscaping plan
- Wetland delineation

While the applicant's updated written narrative describes some of the above listed items (i.e., grading, drainage, landscaping, wetland protection), the applicant was instructed to provide site plans illustrating these items. Two of the primary reasons for requiring site plans rather than written detail is to ensure that all involved parties – the applicant, the public, Environmental Services staff, Highway Department staff, the Planning Commission, and the County Board of Commissioners – have a shared understanding of the proposal and so that County staff and officials are able to conduct a thorough analysis of the proposal.

Analysis of Updated Application Materials

During staff's cursory review of the updated application materials, the following concerns were identified. This is not an exhaustive list of concerns but concerns that the Planning Commission may wish to consider during its review.

- The site renderings show a 12' wide drive-through lane but the written narrative describes it as being 10' wide. This detail should be clarified by the applicant.
- The site renderings and written narrative still include use of an intercom system. Further, the applicant inaccurately addresses the required setbacks in his written narrative. As explained in the staff report prepared, it would be impossible for the proposed intercom system to meet all required setbacks. Staff does not support and the Zoning Ordinance does not allow the use of an intercom system on this property purely based on the fact that it cannot meet the required setbacks. Contemplated ownership or future ownership of the adjacent parcel(s) by the same party does not resolve this issue.
- The site renderings show employee parking immediately in front of the garbage area. Staff would suggest that the area immediately in front of the garbage area be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
- The site renderings show two residential parking spaces located on the east side of the building. Staff notes the following concerns with this parking area:
    - The southern end of the parking area access is shown as being approximately 6' on the subject site and approximately 6' on the neighboring property. While the applicant has explained that he is "currently purchasing this [neighboring] property on contract for deed…", this property is currently fee owned by another party and, further, the neighboring property is not included in this request for CUP.
    - The parking area includes two parking spaces with a combined width of 17'. While the Zoning Ordinance does not provide specifications for parking stalls, staff cautions that this design is extremely narrow and will be challenging for larger vehicles. A typical minimum parking stall width is 9'.
    - Based on the parking area dimensions and design, it appears that vehicles will not be able to turn around within the parking area and will be required to back out directly onto Stark Road / CSAH 10. Backing out onto Stark Road / CSAH 10 raises questions about traffic safety.
- The written narrative describes that the applicant still intends to use Reclaimed Asphalt Pavement (RAP) for parking lot surfacing purposes. Staff notes that the Highway Department identified this as a concern during its initial review prior to the June 1, 2023 Planning Commission meeting.
- The written narrative states that the applicant is "currently purchasing [the neighboring] property on contract for deed, and as things progress and develop, we intend on unifying this property with the current business lot". Staff notes that this property (located immediately east of the subject site) is currently fee owned by another party and that this property is not included in this request for CUP. If the applicant intends to utilize this neighboring property for purposes of this CUP request (assuming the CUP is approved), the applicant will be required to Amend the CUP to include both properties / legal descriptions.

STAFF RECOMMENDATION

While staff had initially deemed the application “technically” complete, staff expressed concern in its staff report prepared for the Planning Commission’s June 1, 2023 meeting about whether the application materials satisfactorily addressed or fully demonstrated compliance with all requirements established by Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses. Ultimately, the Planning Commission concurred and instructed the applicant to provide an extensive list of updated materials. Upon review of the updated materials provided by the applicant on July 25, 2023, **staff still has concerns about the lack of information and quality of information needed to review the proposed CUP thoroughly and adequately.** Recognizing that the request also includes a proposed Accessory Residential Unit, staff notes that no specific concerns have been identified relating to the single Accessory Residential Unit use aside from concerns with the proposed parking area detailed above.

The extended review period expires on August 31, 2023, allowing the Planning Commission one final review at its August 3, 2023 meeting and for the County Board of Commissioners to make a determination at its August 16, 2023 meeting. The only way for the review period to be extended beyond August 31, 2023 is for the applicant to volunteer the extension or entirely waive the review period.

Given the Planning Commission’s anticipated concerns with the updated application materials, **staff has provided two options for draft Findings of Fact, one supporting approval of both requested uses and one supporting denial of the request for CUP for Drive-Through Business and approving the request for CUP for Accessory Residential Unit.** Along with the Findings of Fact supporting approval, staff has also provided recommended conditions of approval. Staff notes that the recommended conditions of approval for the Drive-Through Business specifically involve the Chisago County Highway Department in review and approval of certain aspects of the project and prohibit the use of an intercom system for drive-through orders until and unless the County’s Board of Adjustment and Appeals grants a Variance for such use.

If the Planning Commission supports approval of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit ….

RECOMMENDED CONDITIONS (1-9):

1. This Conditional Use Permit allows a Drive-Through Business and single Accessory Residential Unit in the Second Story. The property shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion of the uses, including expansion of either approved use beyond the boundaries of the subject site or as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

<u>Conditions Specific to the Approved Drive-Through Business:</u>

2. The Drive-Through shall be allowed to operate seven days a week, operating no earlier than 6:00 am and no later than 10:00 pm.
3. Due to the current site dimensions / configuration and physical inability to meet required setbacks applicable to electronic devices, the use of electronic devices such as intercom systems, loudspeakers, order devices, speakers, or similar devices outside of the principal structure are strictly prohibited until and unless a Variance is granted by the Board of Adjustment and Appeals for such use.
4. The access from Stark Road / CSAH 10 shall be 24’ wide to accommodate two-way traffic and the drive-through lane shall have a minimum dedicated width of 12’.
5. Delivery trucks and other service vehicles must utilize the parking lot and shall not park on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.
6. The permit holder shall provide suitable storage containers for all waste material and all storage containers shall be screened. Further, the permit holder shall place refuse receptacles at all exits as well as one refuse receptacle per ten vehicle parking spaces within the parking area.
7. The garbage area / enclosure shall not be obstructed by parking. The area immediately in front of the garbage area / enclosure shall be designated as a no-parking area to allow garbage and recycling haulers immediate and unobstructed access.
8. All food and beverage preparation and/or sales shall comply with all applicable Minnesota Department of Health regulations.
9. All liquor service shall comply with applicable Minnesota Department of Public Safety regulations, and Chisago County liquor licensing requirements.

RECOMMENDED CONDITIONS, CONT. (10-17):

Conditions Specific to the Approved Accessory Residential Unit:

10. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.

11. The parking area labeled “Residential Parking” on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere within the approved parking lot.

General Conditions Applicable to Subject Site and Approved Uses:

12. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way. The lighting plan shall be reviewed and approved by the Zoning Administrator prior to installation.
13. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
14. Noise generated from the approved uses, including the playing of music, shall be subject to the Chisago County noise standards contained in Zoning Ordinance Section 7.05. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site’s property boundaries. Further, there shall be no outdoor amplified music at any time.
15. The parking lot shall be surfaced with materials approved by the Chisago County Highway Department prior to installation.
16. The permit holder shall accommodate all parking on-site and no customer or resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8. Further, no perpendicular parking shall be allowed adjacent to Stark Road / CSAH 10.
17. The permit holder shall ensure that adequate access and parking is available and maintained to accommodate emergency vehicles. The permit holder shall cause for local fire chief inspection and approval of drive access suitability for emergency access purposes prior to opening to the public.

RECOMMENDED CONDITIONS, CONT. (18-24):

18. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed. Neither approved use shall commence until such time that a Certificate of Occupancy has been issued.

19. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.

20. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.

21. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.

22. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.

23. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

24. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

If the Planning Commission supports denial of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit….

RECOMMENDED CONDITIONS:

1. This Conditional Use Permit approves the proposed Accessory Residential Unit in the Second Story and denies the proposed Drive-Through Business. The Accessory Residential Unit and general site shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.

2. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.

3. The parking area labeled “Residential Parking” on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere on the subject site.

4. The permit holder shall accommodate all parking on-site and no resident parking shall be allowed on Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.

5. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way.

6. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.

7. The Accessory Residential Unit shall not be occupied until such time that a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed.

8. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.

9. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.

10. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.

11. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.

12. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

13. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

OPTIONS

1. Recommend that the County Board **approve** the Conditional Use Permit for Drive-Through Business and Accessory Residential Unit with Findings of Fact and conditions presented or amended (refer to first set of Findings of Fact and recommended conditions).
2. Recommend that the County Board **deny** the Conditional Use Permit for Drive-Through Business and **approve** the Conditional Use Permit for Accessory Residential Unit with Findings of Fact and conditions presented or amended (refer to second set of Findings of Fact and recommended conditions).
3. Should the Planning Commission determine that neither of the proposed uses comply with the intent of County's Zoning Ordinance or Comprehensive Plan, recommend that the County Board **deny** the Conditional Use Permit for both uses based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*

ACTION REQUESTED

Lacking updated application materials which were specifically requested by the Planning Commission at its June 1 and July 6, 2023 meetings and as detailed in written correspondence provided to the applicant on June 6 and July 6, 2023, **staff is hesitant to provide a recommendation of approval for the proposed Drive-Through Business**. However, aside from redesigning the residential parking area, **staff does not have any concerns with the proposed Accessory Residential Unit**.

Staff has provided two sets of Findings of Fact and recommended conditions of approval for the Planning Commission's consideration, with one set supporting denial of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit and one set supporting approval of the request for CUP for Drive-Through Business and Accessory Residential Unit.

Motion to adopt Resolution No. PC2023-0802, a resolution recommending denial of the request for CUP for Drive-Through Business and approval of the request for CUP for Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with Findings of Fact and conditions as presented or amended.

-OR-

Motion to adopt Resolution No. PC2023-0802, a resolution recommending approval of a Conditional Use Permit allowing a Drive-Through Business and an Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township, with Findings of Fact and conditions as presented or amended.

REVIEW PROCESS

Technical Review Committee

May 10, 2023

-Staff suggested use of silt fence to prevent debris from entering wetland area

-Septic design is still under review but appears to fit the site. Septic system cannot be installed until such time that the easterly neighboring well is properly sealed; and, the business cannot begin operating / a final Certificate of Occupancy cannot be granted until the septic system has been installed

-Concerns with proposed perpendicular parking adjacent to Stark Road / CSAH 10

-The Highway Department provided several comments relating to adequacy of the application materials, environmental concerns, parking / parking lot, access points / entrances, and lack of plans for grading, drainage, erosion control and removals

Fish Lake Town Board

May 8, 2023

Recommended approval with no conditions

Review Period

60-Day Review Period Expired July 2, 2023

Extended Review Period Expires August 31, 2023

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 23/0816-_____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, DENYING A CONDITIONAL USE PERMIT ALLOWING A DRIVE-THROUGH BUSINESS AND APPROVING A CONDITIONAL USE PERMIT ALLOWING AN ACCESSORY RESIDENTIAL UNIT ON PROPERTY LOCATED AT 2340 STARK ROAD / CSAH 10 IN FISH LAKE TOWNSHIP

WHEREAS, property owner Boozhoo Coffee & Café, LLC and applicant Marvin "Joe" Beaulieu submitted an application dated received April 14, 2023 and considered complete on May 3, 2023 for a Conditional Use Permit allowing a Drive-Through Business and Accessory Residential Unit on property located at 2340 Stark Road / CSAH 10 in Fish Lake Township; and

WHEREAS, the .92± acre subject site is located in the Rural Village Center (RVC) District and legally described as:

PID 03.00385.00

All that part of the Southwest Quarter of the Northwest Quarter (SW 1/4 of NW 1/4) of Section 26; Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, Section 26, Township 36, Range 22; thence East 2 chains to the North side of Fish Lake Road and Cambridge Road; thence on the North boundary of said road East 25 degrees North 3 chains and 10 links; thence North 2 chains; thence West parallel with said Fish Lake and Cambridge Road 5 chains to the West line of said Southwest Quarter of the Northwest Quarter of said Section 26; thence South 2 chains to the place of beginning. Excepting therefrom that certain tract deeded to the County of Chisago by Quit Claim Deed, dated March 27, 1973, filed April 5, 1973, and recorded as microfilm number 137732.

Abstract property

WHEREAS, notice was provided and on June 1, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission received the application and a presentation from the Land Services Coordinator, discussed the request with the applicant, and opened the public hearing on June 1, 2023 and ultimately continued the public hearing to July 6, 2023, extended the review period by 60 days (expiring on August 31, 2023), and instructed the applicant to provide specific updated application materials for further review and consideration on July 6, 2023; and

WHEREAS, the Planning Commission closed the public hearing on July 6, 2023 and tabled the request to its August 3, 2023 meeting, at the applicant's request, in order to allow the applicant additional time to prepare and submit the specific updated application materials; and

WHEREAS, the Planning Commission further reviewed and considered the request on August 3, 2023 and ultimately recommended denial of the request for Conditional Use Permit for Drive-Through Business and approval of the request for Conditional Use Permit for Accessory Residential Unit with conditions per Resolution No. PC2023-0802; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its August 16, 2023 meeting and made the following findings per Zoning Ordinance Section 8.04:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 *The Chisago County Comprehensive Plan outlines a number of goals and policies which are meant to support and encourage the proposed action. Among those identified goals and policies are the following:*

Economic Development Goal: Provide for a range of economic diversity and development opportunities to maintain and strengthen the County's economy.

Policies:

- *Encourage new commercial and industrial development within existing communities where adequate infrastructure is available, including redevelopment of existing sites and filling of industrial and business parks.*
- *Continue to use and promote the Rural Village Center zoning district established for the historical unincorporated villages to allow for mixed-use development.*

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 *The proposed use will provide sanitary facilities for customers and residents, off-street parking for customers and residents, and access to the subject site will be gained from a well-established and well-maintained County Road (Stark Road / CSAH 10). Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that neither the proposed Drive-Through Business use nor the proposed Accessory Residential Unit use will create an excessive demand on existing parks, schools or utilities which serve the subject site.*

Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;

Finding #3 *The proposed uses include a drive-through business to support a permitted use within the Rural Village Center (RVC) District as well as an accessory residential unit. Both commercial and residential uses exist within the immediate RVC District and, therefore, the County finds that the proposed uses are sufficiently compatible. However, the County further finds that the proposed use of an intercom system to support the proposed Drive-Through Business is physically unable to meet the ordinance prescribed setbacks of 400' from residentially used property and 200' from any adjacent lot regardless of use or zoning district and that the proposed use of an intercom system would cause undue negative noise impacts to adjacent land, property owners and residents.*

Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;

Finding #4 *The applicant has demonstrated through site renderings that the proposed uses and site will have a visually pleasing appearance. Therefore, the County finds that the appearance will not have an adverse impact on adjacent properties.*

Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;

Finding #5 *The Chisago County Zoning Ordinance states that the Rural Village Center (RVC) District is intended to provide areas that will allow for retail and service businesses which are appropriately located in population centers in unincorporated areas. The County finds that the Chisago County Zoning Ordinance allows both proposed uses (Drive-Through Business and Accessory Residential Unit) as Conditional Uses in the Rural Village Center (RVC) District and therefore meet the intent of the RVC District.*

Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;

Finding #6 *See Finding #5.*

Factor #7 The proposed use will not cause traffic hazard or congestion; and

Finding #7 *The subject site is situated at the intersection of two well-maintained, highly traveled County State Aid Highways (Stark Road / CSAH 10 and Cedarcrest Trail / CSAH 8). While the Chisago County Highway Department has reviewed the proposed parking plan and has required certain modifications – such as elimination of parking perpendicular to Stark Road / CSAH 10 – which will reduce potential for traffic hazards or congestion, the County finds that the proposed uses still pose potential for traffic hazards and congestion by way of the dedicated residential parking being forced to back out directly onto Stark Road / CSAH 10 rather than having room to turn around before entering the roadway and the conflict of having reversed ingress and egress (i.e., ingress on the west side and egress on the east side rather than the standard opposite) to the site which is counterintuitive. By denying the request for CUP for Drive-Through Business, the County finds that there will be adequate space for residential parking elsewhere on the property where it will not cause traffic hazards or congestion and ingress and egress can be accommodated in the standard fashion (i.e., ingress on the east side and egress on the west side).*

Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 *Of the suggested intrusions (noise, glare, and general unsightliness), the County finds that the most likely intrusion related to the proposed Drive-Through Business impacting nearby properties would be the proposed use of an intercom system for drive-through orders, which is an integral component to a Drive-Through Business. This finding is based on the physical inability of the proposed intercom system to meet the ordinance prescribed setbacks (see Finding #3). Despite the applicant being informed of the required setbacks throughout the review process, the applicant continued to propose the use of an intercom system through multiple variations of the application materials. The County finds no evidence to suggest that the proposed Accessory Residential Unit will have any adverse impacts to nearby properties.*

Additional Findings *Finding that the application materials did not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses, the Planning Commission instructed the applicant on June 1, 2023 to provide specific updated application materials for further review and consideration at its July 6, 2023 meeting. The Department of Environmental Services provided the applicant with a specific and detailed list of required materials through written correspondence dated June 6, 2023 and provided a deadline of June 26, 2023. The applicant failed to provide the required materials by the stated deadline.*

On July 6, 2023, the Planning Commission tabled the request, at the applicant's request, in order to allow additional time to prepare and submit the required materials. The Department of Environmental Services provided written correspondence dated July 7, 2023 informing the applicant of the Planning Commission's July 6, 2023 action and again provided the specific and detailed list of required materials and provided a deadline of July 24, 2023. On July 25, 2023 the applicant provided an updated written narrative and updated site renderings; however, the applicant did not provide all required items which the Planning Commission deemed necessary to review the proposed Drive-Through Business thoroughly and adequately. Missing items included:

- *In-place topography, existing conditions, removals, wetlands, Right-of-Way boundaries, and elevations*
- *Engineered grading, drainage and erosion control plan*
- *Site sediment control plan*
- *Written confirmation that the Chisago County Highway Department has reviewed and approved the parking plan and surfacing material(s)*
- *Parking lot marking plan showing all proposed signage and markings to control traffic entering and leaving the subject site*
- *An illustrated landscaping plan*
- *Wetland delineation*

Due to the applicant's failure to provide updated application materials as deemed necessary by and as instructed by the Planning Commission, the County finds that the application materials do not satisfactorily address or demonstrate compliance with all requirements of Chisago County Zoning Ordinance Section 7.22 Drive-In / Drive-Through Businesses.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby **DENIES** the request for Conditional Use Permit for Drive-Through Business.

BE IT FURTHER RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby **APPROVES** the request for Conditional Use Permit for Accessory Residential Unit, subject to the following conditions:

1. This Conditional Use Permit approves the proposed Accessory Residential Unit in the Second Story and denies the proposed Drive-Through Business. The Accessory Residential Unit and general site shall be developed and used in accordance with the application materials dated received July 25, 2023 and kept on file with the Department of Environmental Services, except as specifically noted herein, and in accordance with the conditions contained herein. Any significant deviation or expansion, as determined by Chisago County Department of Environmental Services staff, shall require further review by the Planning Commission and approval by the County Board of Commissioners.
2. There shall be only one Accessory Residential Unit allowed within the principal structure and it shall be located in the second story. Said residential unit shall be open and accessible throughout by all occupants and shall not be walled off or divided into two or more separate living spaces or addresses in the future.
3. The parking area labeled "Residential Parking" on the site renderings shall be eliminated due to its encroachment on the neighboring property and its impact on traffic safety (i.e., design requiring that vehicles back out directly onto Stark Road / CSAH 10). Dedicated residential parking shall be accommodated elsewhere on the subject site.
4. The permit holder shall accommodate all parking on-site and no resident parking shall be allowed on

Stark Road / CSAH 10 or Cedarcrest Trail / CSAH 8.

5. Exterior lighting shall be downcast and shall be designed and installed so as to limit light visible from and limit interference with adjacent public Rights-of-Way.
6. Proposed sidewalk lights shown on the site renderings to be located adjacent to the southern property boundary shall be located entirely on the subject property and no portion of the lights shall be located within public Right-of-Way.
7. The Accessory Residential Unit shall not be occupied until such time that a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be granted until such time that an approved septic system has been installed.
8. During construction of the principal structure and parking lot, the permit holder shall install silt fencing at the toe of the slope to prevent debris from entering the wetland.
9. Signage shall be permitted and installed in accordance with Chisago County Zoning Ordinance Section 4.14. A building permit shall be obtained prior to installation of the free standing sign shown to be located in the southwest corner of the subject site.
10. The property and the uses thereon are subject to all applicable local and State codes, including Zoning, Building and Septic Codes.
11. The property owner shall apply for and obtain a Construction Stormwater Permit from the Minnesota Pollution Control Agency (MPCA), if deemed necessary by the MPCA.
12. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. Annual certification of the Conditional Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Conditional Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Conditional Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.

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: August 16, 2023

_____ ATTEST: _____

Ben Montzka
Chair, Board of Commissioners

Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **15**
Title of Item for Consideration: Ki Chi Saga Park Municipal Building ARPA-0304 ENVS Change Order and Septic System Project Award	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services/Zoning - Parks Division

Previous Action on this Matter: The previously approved ARPA-0304 ENVS plan budgeted $180,000 towards the construction of a Municipal Building and all additional secondary costs associated for full project completion at the Ki Chi Saga County Park.

Background: On April 19, 2023, the County Board awarded Structural Buildings, LLC to construct a new building at Ki-Chi Saga Park. This ARPA funding requests was proposed for the purpose of designing and constructing a new multi-purpose building *(restrooms, concessions space, a storage room and outdoor pavilion space).*

In June 2023, a change order was received by Structural buildings (builder for Ki-Chi Saga Park multi-purpose building) at a cost of $5,605.00 for an additional work including an interior wall, wash sink/supply line, and electrical work to meet Minnesota Department of Health requirements for a basic concession stand.

In July 2023 at Septic System Compliance Review was completed on the Ki-Chi-Saga park Subsurface Sewage Treatment System (SSTS). The review noted that the 1992 constructed SSTS system does not meet today's state mandated requirements and is considered non-compliant. In July, the Parks Department hired a licensed designer to evaluate and prepare a compliant SSTS system design plan.

Consistent with a the new compliant SSTS design plan, staff has solicited quotes from numerous licensed contractors. A total of six (6) SSTS construction proposals were received. The lowest quote received is from rom Row Sewer Service at a cost of $19,588.98. The fully quoted range of the 6 proposals is from $29,985 to $48,000. In addition to the quoted installation cost(s), staff recommends additional funding of up to $1,200 to cover enhanced SSTS design and monitoring equipment for a total projected project cost not to exceed $20,800.

In accordance with the review and recommendation of the Budget and Finance Committee on August 9, 2023, staff recommends proceeding with the Structural Buildings, LLC change order of $5,605 and awarding Row Sewer Service to complete the Septic System Installation at Ki-Chi Saga County Park.

***Attachments*:**

- Structural Building, LLC. (Change Order)
- Row Sewer Service Quote

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners allocate an additional $26,405 in ARPA Funds to ARPA 0304-ENVS (Ki Chi Saga Multi-Purpose building) for a Structural Building change order request and Row Sewer Service Septic System Installation at Ki-Chi Saga Park. The suggested motion to approve is:

"Move to designate an additional $26,405 of available ARPA Funds to ARPA-ENVS- 0304, authorizing ESD/Parks staff to proceed with the quoted Structural Buildings Change Order of $5,605 and Row Sewer Service, LLC Septic System Replacement project of $20,800 at Ki-Chi-Saga Park"

Implications of Action: Approval will cause immediate construction contract agreements with Structural Buildings LLC and Row Sewer Service for construction in August 2023.

Budget/Financial Implications: The approved APRA-ENVS-0304 funding project will have a total cost of $206,405.

Legal/Policy Implications: Quotes were solicited and will be retained in accordance with the Chisago County Purchasing Policy Number 2020-1, Section 9, Subsection 2 and ARPA (SLFRF Compliance and Reporting Guidance).

Administrator's Recommendation

Approve C EB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

ROW SEWER

DATE: 8/8/23

JOB NAME: Chisago County Ki Chi Saga

ADDRESS: 29061 Glader Blvd Lindstrom Mn

DESCRIPTION: scope of work to be done, set 1–1500-gallon tank remove existing trench system rock haul out. Haul in all required material to construct the new mound system, we will put the wire for the pump and alarm in 1 inch conduit, grade seed and mulch the mound. This is just an estimate the price may change depending on unforeseen issues. The estimated cost is 19,588.98 and this price is good for 60 days due to the cost of materials changing.
And we would like to get 1/3 at the start of the job the remainder upon completion.
Any questions feel free to call.
Thank you.
Jim Deilke
Row Sewer Service
651-226-8802

TOTAL 19,588.98

Structural Buildings of MN, Inc.
Printed: Jul 14, 2023
12926 First St., Becker, MN 55308
Fax: 763-296-5801
Phone: 800-535-9722
www.structuralbuildings.com
MN Lic #: BC709531

Change Order

Owner Info

Chisago County Parks Dept.
313 North Main Street, Suite 240
Center City, MN 55012
Phone: 651-213-8961
Cell: 612-322-2285

Job Info

Ki Chi Saga Park - 29061 Glader Blvd
Lindstrom, MN 55045

Change Order ID
CO-23097-0001

Chisago County Parks Dept.

CO ID	Created / Approved Date		Price
CO-23097-0001	Created: Pending...	Jul 14, 2023	$5,605.00

Description
Additional Int Framing, Plumbing and Electrical

Items	Cost Types	Description	Qty / Unit	Unit Price	Price
Additional Wall Framing and Interior Finishing 0.1 Post Frame Construction	Labor Material	Add 12x9 2x4 Interior wall and Girting @ 24" on center. Add Liner Wall Steel to both sides of new wall. Replace 18 Lineal feet of Wall Liner Steel with 3/8" x 4 x8 Pebble Glass Board w/Trims.	1	$1,873.00	$1,873.00
Add Wash Sink, supply water and drain pipping 22.01 Plumbing	Bid	Add (1) Hand Wash Sink plus water supply and drain pipping.	1	$2,352.00	$2,352.00
Additional Electrical Work 26.01 Electrical		Additional (1) Surface Mounted Led Disk Light. (1) Convenience Receptacle plus wiring. (1) Single Pole Switch	1	$1,380.00	$1,380.00

Status	Signature	Date

Approved by: _____ Status	Signature	___/___/_____ Date

Approval Comments

Please approve this Change Order if you would like to confirm the adjustment to your original Scope of Work. This CHANGE ORDER is written subject to the acceptance of the Contractor and shall not be binding until accepted. This CHANGE ORDER becomes a part of the Original Purchase Agreement, and does not change any of the terms and conditions of the Original Purchase Agreement except as stated above. Customer understands that if the ORIGINAL Purchase Agreement has been turned in, this Change Order may delay the project completion date.

TOTAL AMOUNT OF CHANGE ORDER: $5,605.00

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **16**
Title of Item for Consideration: Sunrise Prairie Regional Trail - Segment G Construction Project No. 13-SPT-23 Knife River Pay Voucher 1-6/20/2023	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services/Parks

Previous Action on this Matter: An extension of the Sunrise Prairie Regional Trail from North Branch to the City of Harris is under construction. On February 7, 2023, the County received and tabulated nine (9) competitive construction bids for the Segment G Construction Project No. 13-SPT-23. The lowest responsible bid received was from Knife River at $1,221,929.03. The project was awarded to Knife River on February 15, 2023.

Background: Construction of segment G of Sunrise Prairie Regional Trail from the current termination of at 410th Street in North Branch to the City of Harris intersection at County Road 10 is progressing in a successful manner. Project scheduled completion date is September 15, 2023. Staff requests authorization and approval to process and pay contractor invoice/pay voucher #1 to Knife River as attached.

***Attachments*:**

- Knife River Pay Voucher 1-6/20/2023

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve payment of Knife River invoice/pay voucher request # 1. The following motion is suggested:

"Move to approve payment for Sunrise Prairie Regional Trail Segment G Construction Project No. 13-SPT-23 Invoice/Pay Voucher #-6/20/2023 from Knife River."

Implications of Action: Immediate project construction payment will be issued.

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 was necessary and included the February 2023 project award.

Legal/Policy Implications: This partial pay construction services payment is in accordance with the established development contract.

Administrator's Recommendation

Approve C EB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Sunrise Prairie Regional Trail

Pay Voucher 1

wsb

Client: Chisago County 313 No Main St RM 400 Center City, MN 55012-9663	**Contractor:** Knife River Corporation - North Central 4787 Shadow Wood Drive NE Sauk Rapids, MN 56379

WSB Project No.: 019856-000
Client Project No.: 13-SPT-23
State Project No.:
Federal Project No.:

Contract Amount		**Funds Encumbered**	
Original Contract	$1,221,929.03	Original	$1,221,929.03
Contract Changes	$0.00	Additional	N/A
Revised Contract	$1,221,929.03	Total	$1,221,929.03

Work Certified To Date	
Base Bid Items	$333,969.54
Contract Changes	$0.00
Material On Hand	$0.00
Total	$333,969.54

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
$333,969.54	$333,969.54	$16,698.48	$0.00	$317,271.06	$317,271.06
		Percent Retained: 5%			Percent Complete: 27.33%

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Signature

6/20/2023

Date

Approved By Knife River Corporation - North Central

Signature

6/20/23

Date

Approved By Chisago County

Signature

6-21-23

Date

15-523-250-6211

Pay Voucher 1

wsb

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/20/23	$333,969.54	$16,698.48	$317,271.06

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
County	$333,969.54	$16,698.48	$0.00	$317,271.06	$317,271.06

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	County	$317,271.06	$1,221,929.03	$1,221,929.03	$317,271.06

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	$53,000.00	1	0.5	$26,500.00	0.5	$26,500.00
2	2101.502	CLEARING	EACH	$190.00	38	38	$7,220.00	38	$7,220.00
3	2101.502	GRUBBING	EACH	$125.00	38	38	$4,750.00	38	$4,750.00
4	2101.505	CLEARING	ACRE	$2,912.16	3.7	3.7	$10,774.99	3.7	$10,774.99
5	2101.505	GRUBBING	ACRE	$2,912.16	3.7	3.7	$10,774.99	3.7	$10,774.99
6	2104.502	REMOVE PIPE APRON	EACH	$100.00	20	5	$500.00	5	$500.00
7	2104.502	REMOVE SIGN	EACH	$25.00	3	0	$0.00	0	$0.00
8	2104.502	SALVAGE BOULDER	EACH	$35.00	39	0	$0.00	0	$0.00
9	2104.502	SALVAGE SIGN	EACH	$25.00	12	0	$0.00	0	$0.00
10	2104.502	SALVAGE SIGN TYPE SPECIAL	EACH	$25.00	1	0	$0.00	0	$0.00
11	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	$6.00	1482	0	$0.00	0	$0.00
12	2104.503	REMOVE METAL CULVERT	L F	$10.00	596	140	$1,400.00	140	$1,400.00
13	2104.503	REMOVE CURB & GUTTER	L F	$6.00	111	0	$0.00	0	$0.00
14	2104.503	SALVAGE FENCE	L F	$5.00	371	0	$0.00	0	$0.00
15	2104.504	REMOVE CONCRETE PAVEMENT	S Y	$5.00	101	0	$0.00	0	$0.00
16	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$3.50	749	0	$0.00	0	$0.00
17	2104.518	REMOVE CONCRETE WALK	S F	$2.00	333	0	$0.00	0	$0.00
18	2106.507	EXCAVATION - COMMON (P)	C Y	$4.50	8441	2785	$12,532.50	2785	$12,532.50
19	2106.507	EXCAVATION - MUCK (P)	C Y	$9.00	2891	0	$0.00	0	$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
20	2106.507	EXCAVATION - SUBGRADE (P)	C Y	$6.00	272	90	$540.00	90	$540.00
21	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	$8.50	3170	1046	$8,891.00	1046	$8,891.00
22	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	$8.00	17508	5777	$46,216.00	5777	$46,216.00
23	2112.604	SUBGRADE PREPARATION (P)	S Y	$0.80	19352	6386	$5,108.80	6386	$5,108.80
24	2118.507	AGGREGATE SURFACING (CV) CLASS 2	C Y	$35.00	10	0	$0.00	0	$0.00
25	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	$100.00	100	0	$0.00	0	$0.00
26	2123.610	1.5 CU YD BACKHOE	HOUR	$140.00	40	0	$0.00	0	$0.00
27	2130.523	WATER	MGAL	$14.69	100	0	$0.00	0	$0.00
28	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	$40.00	3384	1116	$44,640.00	1116	$44,640.00
29	2231.509	BITUMINOUS PATCHING MIXTURE	TON	$120.00	98	0	$0.00	0	$0.00
30	2301.602	DRILL & GROUT REINF BAR (EPOXY COATED)	EACH	$8.50	375	0	$0.00	0	$0.00
31	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	$96.00	2887	1026.55	$98,548.80	1026.55	$98,548.80
32	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	$115.00	496	0	$0.00	0	$0.00
33	2501.502	12" GS PIPE APRON	EACH	$200.00	2	4	$800.00	4	$800.00
34	2501.502	18" GS PIPE APRON	EACH	$255.00	4	2	$510.00	2	$510.00
35	2501.502	12" RC PIPE APRON	EACH	$850.00	2	0	$0.00	0	$0.00
36	2501.502	15" RC PIPE APRON	EACH	$910.00	12	2	$1,820.00	2	$1,820.00
37	2501.502	18" RC PIPE APRON	EACH	$980.00	2	0	$0.00	0	$0.00
38	2501.502	24" RC PIPE APRON	EACH	$1,210.00	5	1	$1,210.00	1	$1,210.00
39	2501.503	12" CS PIPE CULVERT	L F	$30.00	123	108	$3,240.00	108	$3,240.00
40	2501.503	18" CS PIPE CULVERT	L F	$36.00	298	290	$10,440.00	290	$10,440.00
41	2501.503	12" RC PIPE CULVERT CLASS V	L F	$48.00	83	0	$0.00	0	$0.00
42	2501.503	15" RC PIPE CULVERT	L F	$54.00	413	48	$2,592.00	48	$2,592.00
43	2501.503	18" RC PIPE CULVERT	L F	$64.00	154	0	$0.00	0	$0.00
44	2501.503	24" RC PIPE CULVERT	L F	$80.00	62	13	$1,040.00	13	$1,040.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
45	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	$54.00	39	0	$0.00	0	$0.00
46	2503.602	CONNECT TO INPLACE CULVERT	EACH	$250.00	6	0	$0.00	0	$0.00
47	2506.502	CASTING ASSEMBLY	EACH	$850.00	2	0	$0.00	0	$0.00
48	2506.503	CONST DRAINAGE STRUCTURE DESIGN SD-48	L F	$750.00	3.5	0	$0.00	0	$0.00
49	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	$750.00	4.2	0	$0.00	0	$0.00
50	2506.602	ADJUST FRAME & RING CASTING	EACH	$200.00	1	0	$0.00	0	$0.00
51	2511.504	GEOTEXTILE FILTER TYPE 4	S Y	$5.00	51	0	$0.00	0	$0.00
52	2511.507	RANDOM RIPRAP CLASS III	C Y	$120.00	8	0	$0.00	0	$0.00
53	2511.602	PLACE BOULDER	EACH	$50.00	39	0	$0.00	0	$0.00
54	2521.518	6" CONCRETE WALK	S F	$14.80	3639	0	$0.00	0	$0.00
55	2531.503	CONCRETE CURB & GUTTER DESIGN B424	L F	$23.25	1006	0	$0.00	0	$0.00
56	2531.603	CONCRETE SILL	L F	$10.50	1094	0	$0.00	0	$0.00
57	2531.618	TRUNCATED DOMES	S F	$50.00	147	0	$0.00	0	$0.00
58	2554.502	GUIDE POST TYPE B	EACH	$95.00	27	0	$0.00	0	$0.00
59	2557.503	WIRE FENCE DESIGN 42V-9322	L F	$32.00	1257	0	$0.00	0	$0.00
60	2557.603	INSTALL FENCE	L F	$11.00	371	0	$0.00	0	$0.00
61	2563.601	TRAFFIC CONTROL	LS	$22,000.00	1	0.75	$16,500.00	0.75	$16,500.00
62	2564.502	INSTALL SIGN	EACH	$350.00	12	0	$0.00	0	$0.00
63	2564.602	RELOCATE SIGN	EACH	$500.00	1	0	$0.00	0	$0.00
64	2564.602	INSTALL SIGN TYPE SPECIAL	EACH	$250.00	1	0	$0.00	0	$0.00
65	2564.602	DELINEATOR / MARKER	EACH	$75.00	4	0	$0.00	0	$0.00
66	2564.602	DELINEATOR / MARKER PANEL	EACH	$75.00	1	0	$0.00	0	$0.00
67	2564.618	SIGN	S F	$103.50	104	0	$0.00	0	$0.00
68	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYS	$18,250.00	1	0	$0.00	0	$0.00
69	2572.503	CLEAN ROOT CUTTING	L F	$0.50	5000	0	$0.00	0	$0.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
70	2572.601	TREE PRUNING	LS	$2,500.00	1	0	$0.00	0	$0.00
71	2573.502	STORM DRAIN INLET PROTECTION	EACH	$180.00	5	0	$0.00	0	$0.00
72	2573.502	CULVERT END CONTROLS	EACH	$180.00	10	0	$0.00	0	$0.00
73	2573.503	SILT FENCE, TYPE HI	L F	$4.30	2010	0	$0.00	0	$0.00
74	2573.503	SILT FENCE, TYPE MS	L F	$2.34	2125	3644	$8,526.96	3644	$8,526.96
75	2574.505	SOIL BED PREPARATION	ACRE	$50.00	7.8	0	$0.00	0	$0.00
76	2574.508	FERTILIZER TYPE 3	LB	$0.99	114	0	$0.00	0	$0.00
77	2574.508	FERTILIZER TYPE 4	LB	$0.99	1010	0	$0.00	0	$0.00
78	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	$1.99	4921	0	$0.00	0	$0.00
79	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	$2.34	4670	0	$0.00	0	$0.00
80	2575.505	SEEDING	ACRE	$78.00	7.8	0	$0.00	0	$0.00
81	2575.508	SEED MIXTURE 25-131	LB	$10.00	72	0	$0.00	0	$0.00
82	2575.508	SEED MIXTURE 35-221	LB	$28.00	247	0	$0.00	0	$0.00
83	2575.523	RAPID STABILIZATION METHOD 3	MGAL	$245.00	46	36.3	$8,893.50	36.3	$8,893.50
84	2582.503	4" SOLID LINE PAINT	L F	$1.00	632	0	$0.00	0	$0.00
85	2582.518	PAVT MSSG PAINT	S F	$8.00	5	0	$0.00	0	$0.00
86	2582.518	CROSSWALK MULTI COMP GR IN	S F	$9.00	600	0	$0.00	0	$0.00
Bid Totals:							**$333,969.54**		**$333,969.54**

Project Category Totals

Category	Amount This Voucher	Amount To Date
Base Bid	$333,969.54	$333,969.54

Contract Change Item Status

CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	**Contract Change**	**Description**	**Amount This Voucher**	**Amount To Date**

Material On Hand Additions					
Line No.	**Item**	**Description**	**Date**	**Added**	**Comments**

Material On Hand Balance						
Line No.	**Item**	**Description**	**Date**	**Added**	**Used**	**Remaining**

15-523-250-6211 -

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **17**
Title of Item for Consideration: 2023 CIP - Sunrise Prairie Regional Trail Subgrade Corrections and Replacement Project Award	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services/Zoning – Park Division

Previous Action on this Matter: The approved 2023 CIP budgeted $25,000 towards the Sunrise Prairie Regional Trail subgrade corrections and replacement of a segment of the Regional Trail that needs repair.

Background: Staff solicited quotes for services from a bituminous paving and construction company to complete the 2023 CIP plan removal, subgrade improvements and replacement work for a trail segment approximately 264 feet in length along the Sunrise Prairie Regional Trail segment located south of 245th street in the City of Wyoming. Quotes were solicited with the intent to complete the repair work within the $25,000 CIP budget allowance. Bluhm Construction was the only quote that was received. Throughout the spring and summer of 2023 this section of trail worsened to a total length of 500 feet which now needs full replacement.

Bluhm Construction quoted $40,500 for the repair/replacement of the entire length of 500 ft. As this quoted amount is higher than the adopted CIP budgeted project (ENVS-0241) staff requested and received recommendation of approval from Budget and Finance Committee on August 9, 2023, to internally adjust/re-allocate unspent ESD/Parks CIP plan funds to accommodate the cost. To accommodate this expanded ENVS-0241 trail project repair it is recommended and requested that the balance of unspent CIP funds from ENVS-0115, ENVS-0118, ENVS-0119 and ENVS-0239 be assigned for use in the trail pavement/subgrade project and that the quoted Bluhm Construction project cost of $40,500 be authorized to proceed.

***Attachments*:**

- Bluhm Construction Inc. Proposal
- Site map

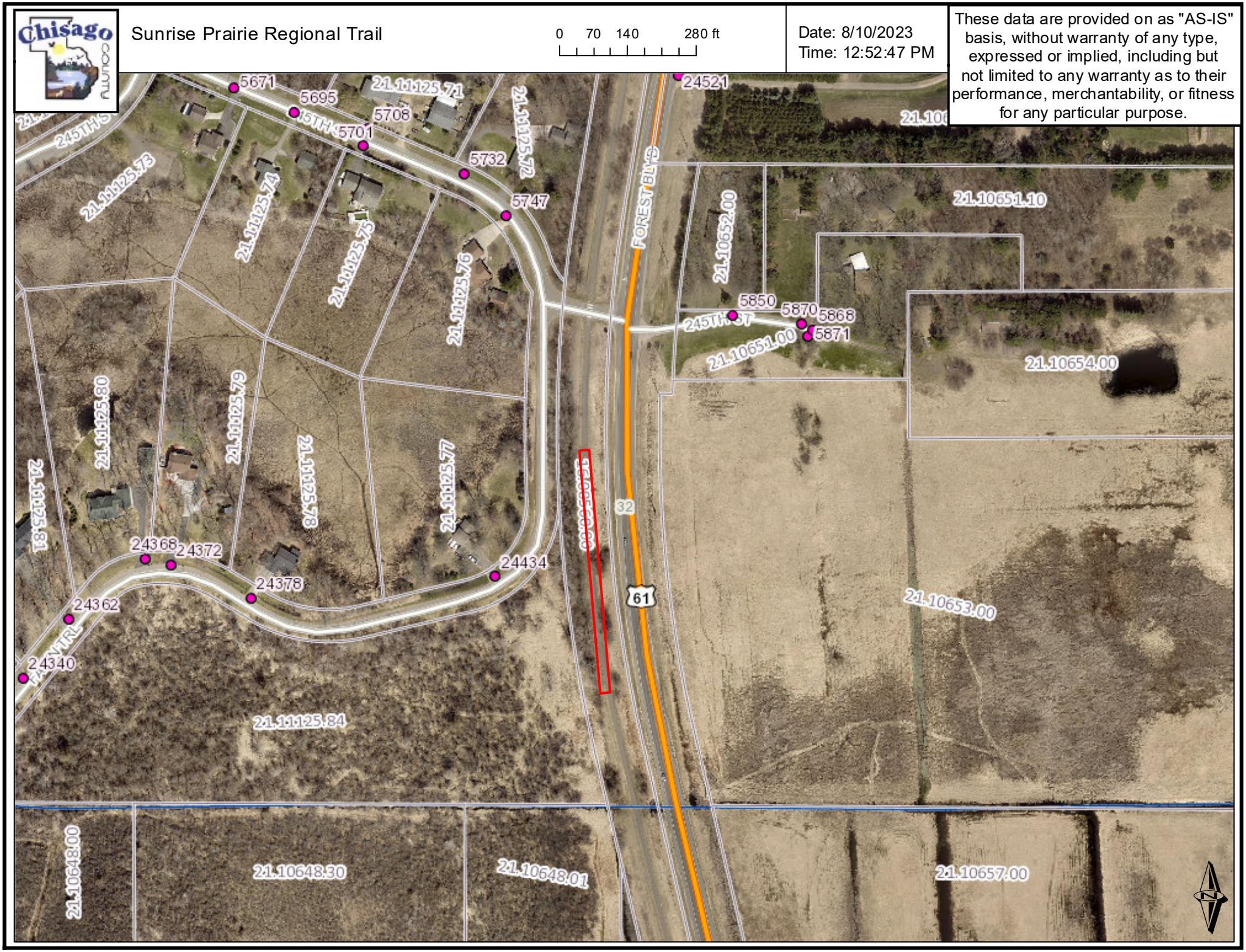
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners affirmatively consider the 2023 CIP budget allocation adjustment and award Bluhm Construction to complete project. The suggested motion to approve these action(s) is as follows:

"Move to approve the transfer of $15,748.00, from CIP projects ENVS-0115, ENVS-0118, ENVS-0119, and ENVS 0239 to the CIP ENVS-0241 Sunrise Prairie Regional Trail subgrade corrections and repair project and award Bluhm Construction to complete the repair project for a total of amount not to exceed $40,500."

Implications of Action: Approval will authorize the shift of CIP project funds and cause the trail repair work to be completed during the 2023 calendar year.

Budget/Financial Implications: The total financial commitment assigned to the ESD/Parks CIP budget remains unchanged.

Legal/Policy Implications: Solicitation and purchase of the subject construction quote was conducted in is accordance with the Chisago County Purchasing Policy Number 2020-1, Section 9, Subsection 2.			
Administrator's Recommendation			
Approve C EB	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____


Chisago County
Sunrise Prairie Regional Trail
0 70 140 280 ft
Date: 8/10/2023
Time: 12:52:47 PM
These data are provided on as "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.
5671
5695
5708
5701
5732
5747
24521
FOREST BLVD
245TH ST
5850
5870
5868
5871
24368
24372
24378
24434
24362
24340
61
32
21.10651.10
21.10652.00
21.10654.00
21.10653.00
21.10657.00
21.10648.00
21.10648.30
21.10648.01
21.11125.84

Asphalt Proposal

BLUHM
CONSTRUCTION, INC.

MPCA License # 313

State License # BC179412

BLACKTOPPING **BLACKTOP REPAIR** **ROAD CONSTRUCTION** **DRIVEWAY CONSTRUCTION**	**32635 NORTH LAKES TRAIL** **P.O.BOX 708** **LINDSTROM,MN. 55045** **(651) 257-2877**	**EXCAVATION** **SEPTIC SYSTEMS** **SEWER & WATER** **MATERIALS HAULING**

PROPOSAL SUBMITTED TO: **Joseph Tart**		PHONE:	DATE: **8/10/2023**
STREET: **313 N.Main St.**		JOB NAME: **Sunrise Regional Trail**	
CITY,STATE AND ZIP CODE: **Center City, MN. 55012**		JOB LOCATION: **245th St. Stacy**	
ESTIMATOR: **Kirk**	STATE LICENSE **#313**	JOB #	JOB PHONE:

We hereby submit specifications and estimates for:

Path Section South of 245th St.: $40,500.00

500' x 10' = 5000sq.ft

Remove Existing Asphalt & Base

Furnish & Place 9" Recycled (Class 7) Base.

Pave 3" MV3 Asphalt (Finished Thickness)

Shoulder Edges with Topsoil & Seed

TOTAL: $40,500.00

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Forty thousand five hundred & no/100 dollars **$40,500.00**

Payment to be made as follows: **CASH UPON COMPLETION**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed 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 nessary insurance. A mechanics lien will be filed on property involved in this contract, within the legal time limit, if the bill is not paid in full as outlined in said contract.

Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Kirk D. Bluhm, Pres

Kirk D. Bluhm, President.

*Note: This proposal may be withdrawn by us if not accepted within 30 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.

Signature: _____

Date of Acceptance: _____ Signature: _____

Chisago County Request for Board Action

Meeting Date: July 19, 2023	***Item Number:*** **18**
Title of Item for Consideration: Report and Recommendations from the August 9, 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 August 9th 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. **The Committee recommended accepting the reports.**

ARPA/ CIP Funds – Septic System Ki Chi Saga Park

County Environmental Services Director Kurt Schneider discussed that during the course of the Chisago County Parks Department securing the required building permit for the new bathroom/shelter building being constructed in the Ki-Chi-Saga Park (ARPA funded building) the existing septic system was required to undergo a compliance inspection. **The Committee recommended using unallocated ARPA funding of $21,000 to fund this request.**

In addition, a change order was received by Structural buildings (builder for Ki-Chi Saga Park multi-purpose building) at a cost of $5,605.00 for an additional work including (additional interior wall, wash sink/supply line, and electrical work to meet Minnesota Department of Health requirements for concession stand. **The Committee recommended using unallocated ARPA funding of $5,605 to fund this request.**

Lastly, the Parks Division has completed 7 of 9 of the 2023 CIP Projects. A full breakdown of these CIP Funds Park Division project costs is attached for further detail review. To complete the final two projects' staff proposes re-allocation of previously committed remaining unused 2023 ENVS CIP funds as follows:

1. Redirect remaining unused funds below of **$15,748.00** to ENVS-0241 (Sunrise Prairie Regional Trail Subgrade Corrections and Paving) for a total project cost of $40,500.

    1) ENVS-0115 (*Parking Lot Gravel & Grading Frandsen/Checkerboard Parks*)

        - **$5999.50**

    2) ENVS-0118 (*Parks 1998 Tractor Trailer Replacement*)

- **$2291.25**

3) ENVS-0119 (*Parks 2001 Trailer Replacement*)

- **$6396.25**

4) ENVS-0239 (*Parks Maintenance Facility Well*)

- **$1061.00**

2. Redirect remaining unused funds below of **$11,500.00** to ENVS-0105 (Swedish Immigrant Regional Trail-Erosion Control Measures) for a new total project cost of $19,000.

1) ENVS-0116 (*Swedish Immigrant Regional Trail Pavement Repair*)

- **$11,500.00**

ARPA/CIP Funds – A/T LeaseQuery Software

Deputy Auditor-Treasurer Kristin Waddell requested purchasing LeaseQuery software to help facilitate the new GASB leasing standard that is in effect for reporting periods beginning in 2023. **The Committee recommended using unused 2023 CIP funding of $10,380 to fund this request.**

2024 Department Budget Presentations

The County Administrator, County Recorder, County Attorney, HHS Director, and County Sheriff presented their 2024 Budget requests. **No action was taken at this time.**

Attachment:

- August 9th Budget and Finance Packet

Action Requested/Recommended: It is respectfully requested that the Chisago County Board accept the August 9th 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 August 9th Budget and Finance Report."

And

"Move to approve using unallocated ARPA funding of $21,000 to fund the necessary repairs/installation of a new septic system to replace the existing non-compliant system originally installed in 1992."

And

"Move to approve using unallocated ARPA funding of $5,605 to fund the change order for the for Ki-Chi Saga Park multi-purpose building."

And

"Move to approve redirecting the remaining unused funds of $15,748.00 to ENVS-0241 from the 2023 CIP projects."

And

"Move to approve using unused 2023 CIP funding of $10,380 to fund purchasing LeaseQuery software to help facilitate the new GASB leasing standard that is in effect for reporting periods beginning in 2023."

3

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 CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Chisago County
MINNESOTA
ADMINISTRATION

BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, August 96, 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. ARPA/CIP Funds – Septic System for Ki Chi Saga Park

III. ARPA/CIP Funds – Auditor-Treasurer LeaseQuery Software

2024 Department Budget Presentations

IV. Administration/Human Resources

V. Partner Organizations

VI. Recorder

VII. County Attorney

VIII. Health and Human Services

IX. Sheriff's Office – Jail and Dispatch

Schedule for Remaining Presentations (Wednesday, August 23rd)

Auditor-Treasurer

Probation

Assessor

Environmental Services

Enterprise Services

Public Works

Capital Improvement Plan (September 13th)

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 07/31/2023
58% OF YEAR COMPLETE

	2023 Budget As Amended	As of 07/31/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	161,200	98,492	61%	MICA dues paid in Feb
District Court	212,500	116,280	55%	
Law Library (Restricted)	161,092	25,574	16%	
				Misc dues paid in Feb Conferences & Training
County Administrator	71,800	65,383	91%	Mileage
Auditor-Treasurer	28,110	12,238	44%	
Audit	100,000	12,768	13%	
Assessor	39,400	19,341	49%	
Enterprise Services	3,903,842	2,079,376	53%	
Central Services	113,589	55,361	49%	
Elections	202,725	48,406	24%	
County Attorney	71,450	45,663	64%	Misc dues paid in Feb
County Attorney Forfeiture (Restricted)	29,417	91	0%	
Recorder	16,950	11,218	66%	1st Half Title Examiner Fees
Recorder Compliance/Technology (Restricted)	2,270,318	32,907	1%	
Maintenance	1,005,378	519,263	52%	
Planning & Zoning	261,500	108,696	42%	
				Longevity Bonuses ($672k of $929k) Worker's Comp/General Ins pymts HRA-EDA Loan
General Government	2,489,563	3,460,405	139%	ARPA Expenses
Contingency	109,747	-	0%	
				Misc dues paid in Feb
Sheriff	1,001,663	672,435	67%	AXON annual pymt
Sheriff Forfeitures (Restricted)	35,320	17,764	50%	
Boat & Water (Restricted)	-	-		
Sheriff's Reserve (Restricted)	10,903	4,210	39%	
Snowmobile Safety (Restricted)	-	-		
Sheriff's Contingency (Restricted)	4,828	-	0%	
Gun Permits (Restricted)	181,846	16,005	9%	
Project Lifesaver (Restricted)	5,121	-	0%	
Public Safety Grants (Restricted)	114,453	101,859	89%	
Coroner	153,159	77,045	50%	1st Half Fees
County Jail	742,150	351,131	47%	
Jail Canteen (Restricted)	136,391	55,565	41%	
Probation & Parole	138,106	72,868	53%	1st Half Sentence to Serve Fees
Emergency Management	44,580	31,716	71%	2023 CODERED Svc Fee
E-911 (Restricted)	371,715	-	0%	
Controlled Substances - Share of Fines (Restricted)	3,730	-	0%	
Historical Society	35,210	30,210	86%	1st & 2nd Half Allocation
Regional Library	748,331	748,331	100%	Full Allocation paid
Parks	131,000	44,780	34%	
County Agricultural Society	16,000	16,000	100%	Full Allocation paid
County Extension Services	138,700	74,694	54%	
Soil & Water	150,000	150,000	100%	Full Allocation paid
Water Quality Grant (Restricted)	359,089	4,938	1%	
Sewer Grants (Restricted)	43,344	500	1%	
Wetland Grant (Restricted)	5,000	5,000	100%	
Watercraft Inspection (Restricted)	141,731	6,353	4%	
Economic Development	70,000	28,229	40%	Tax Abatements
TOTAL GENERAL FUND	***$ 16,030,951***	***$ 9,221,095***	***58%***	
SELF INSURANCE FUND				
Other General Government	300,000	-	0%	
TOTAL SELF INSURANCE FUND	***$ 300,000***	***$ -***	***0%***	
ROAD AND BRIDGE FUND				
Surveyor	20,788	14,750	71%	Equipment purchase
Highway Administration	38,500	13,057	34%	
Highway Engineering	2,646,450	641,094	24%	
Highway Construction	12,000,000	1,941,446	16%	
Highway Maintenance	2,739,300	1,617,729	59%	

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 07/31/2023
58% OF YEAR COMPLETE

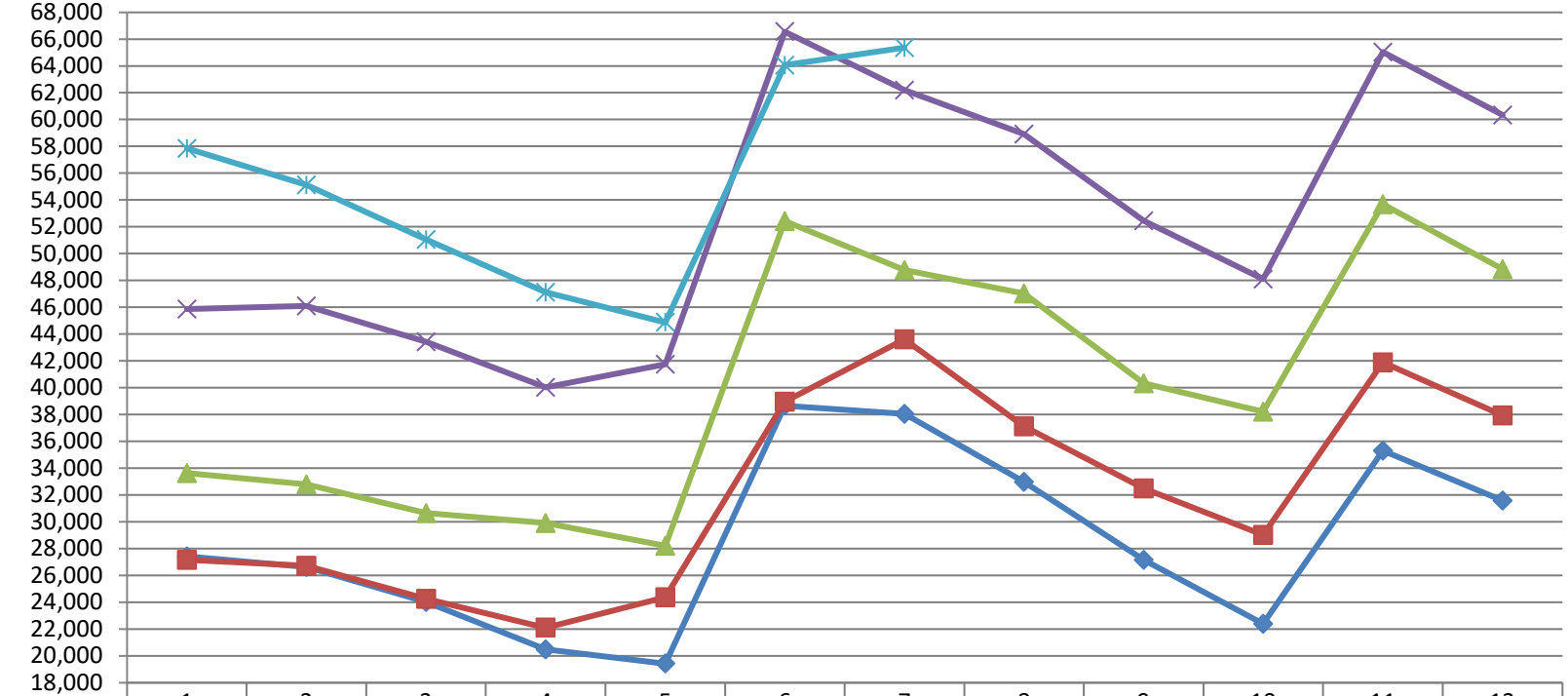
	2023 Budget As Amended	As of 07/31/2023	% of Budget	Notes
Equipment Maintenance/Shop	898,700	671,055	75%	Equipment repairs; Gas and Oil Vehicle purchase has matching revenue
Traffic Operations	391,500	191,229	49%	
TOTAL ROAD AND BRIDGE FUND	***$ 18,735,238***	***$ 5,090,360***	***27%***	
HEALTH AND HUMAN SERVICES				
Veterans Service	37,150	18,847	51%	
Income Maintenance	868,800	460,563	53%	
Social Services	3,918,493	1,721,006	44%	
Public Health Nursing	343,470	180,225	52%	
TOTAL HEALTH AND HUMAN SERVICES	***$ 5,167,913***	***$ 2,380,641***	***46%***	
BUILDING FUND				
General Government	524,750	512,262	98%	Honeywell lease payment Honeywell Phase II
Score Grant Fund	17,000	-	0%	
TOTAL BUILDING FUND	***$ 541,750***	***$ 512,262***	***95%***	
CAPITAL EQUIPMENT FUND				
Administration	34,740	2,540	7%	
Armer Radio - Replacement Fund	230,930	-	0%	
Auditor-Treasurer *(Elections)*	179,500	13,750	8%	
Enterprise Servcies	993,036	580,880	58%	
HHS	80,000	-	0%	
Maintenance	227,772	90,799	40%	
Other General Government *(Unallocated)*	138,441	-	0%	
Sheriff	627,179	382,182	61%	
Highway	968,530	208,187	21%	
Parks	357,824	73,531	21%	
TOTAL CAPITAL EQUIPMENT FUND	***$ 3,837,952***	***$ 1,351,869***	***35%***	
SOLID WASTE FUND				
Score Grant Fund	263,250	62,606	24%	
HHW Operations	721,250	173,388	24%	
TOTAL SOLID WASTE FUND	***$ 984,500***	***$ 235,994***	***24%***	
PARK ACQUISITION & IMPROVEMENT FUND				
Parks	1,396,802	398,605	29%	
TOTAL PARK ACQ & IMPV FUND	***$ 1,396,802***	***$ 398,605***	***29%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	221,650	61,190	28%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 221,650***	***$ 61,190***	***28%***	
DEBT SERVICE FUND				
Road Debt	2,009,910	1,860,131	93%	Principal + Interest
HHS Debt	261,765	242,384	93%	Principal + Interest
Library Debt	469,088	436,435	93%	Principal + Interest
Jail Debt	1,048,465	992,153	95%	Principal + Interest
Business Park Bonds	241,815	228,254	94%	Principal + Interest
Capital Projects	667,199	632,974	95%	Principal + Interest
TOTAL DEBT SERVICE FUND	***$ 4,698,242***	***$ 4,392,331***	***93%***	
TOTAL ALL FUNDS	***$ 51,914,998***	***$ 23,644,347***	***46%***	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 07/31/2023
58% OF YEAR COMPLETE

	2023 Budget	As of 07/31/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	$ 224,952	$ 131,073	58%	
County Administrator	710,811	402,695	57%	
Auditor-Treasurer	755,366	478,897	63%	Retiree payout - transferred Q3
Assessor	890,015	538,847	61%	
Enterprise Services	1,995,626	1,163,466	58%	
County Attorney	2,147,207	1,291,642	60%	
Recorder	394,525	214,472	54%	
Maintenance	609,626	338,488	56%	
Planning & Zoning	930,468	545,744	59%	
Sheriff	6,798,558	3,920,898	58%	
Public Safety Grants	21,180	-	0%	Wages transferred at year end
County Jail	3,684,060	2,154,868	58%	
Probation & Parole	1,128,769	673,630	60%	
Emergency Management	112,864	70,576	63%	
Parks	379,994	216,485	57%	
Water Quality Grant	105,931	75,436	71%	
Wetland Grant	105,443	62,719	59%	
Watercraft Inspection	212,401	94,810	45%	Seasonal
Non-Levy Departments	669,214	443,639	66%	
TOTAL GENERAL FUND	***$ 21,877,010***	***$ 12,818,385***	***59%***	
ROAD AND BRIDGE FUND				
Surveyor	$ 156,712	$ 91,821	59%	
Highway Administration	360,716	208,517	58%	
Highway Engineering	997,380	587,748	59%	
Highway Maintenance	1,679,032	1,044,985	62%	
Equipment Maintenance/Shop	485,665	307,109	63%	
Traffic Operations	212,630	80,923	38%	
TOTAL ROAD AND BRIDGE FUND	***$ 3,892,135***	***$ 2,321,103***	***60%***	
HEALTH AND HUMAN SERVICES				
Veterans Service	$ 249,951	$ 119,882	48%	
Income Maintenance	2,970,611	1,690,454	57%	
Social Services	6,644,566	3,941,094	59%	
Public Health Nursing	1,766,878	985,009	56%	
Opioid Settlement	-	3,508		Has offsetting Revenue
TOTAL HEALTH AND HUMAN SERVICES	***$ 11,632,006***	***$ 6,739,947***	***58%***	
SOLID WASTE FUND				
Score Grant Fund	$ 55,045	$ 34,443	63%	
HHW Operations	159,004	96,113	60%	
TOTAL SOLID WASTE FUND	***$ 214,049***	***$ 130,556***	***61%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	$ 141,520	$ 105,689	75%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 141,520***	***$ 105,689***	***75%***	
TOTAL ALL FUNDS	***$ 37,756,720***	***$ 22,115,680***	***59%***	

Fund Balance (000's)

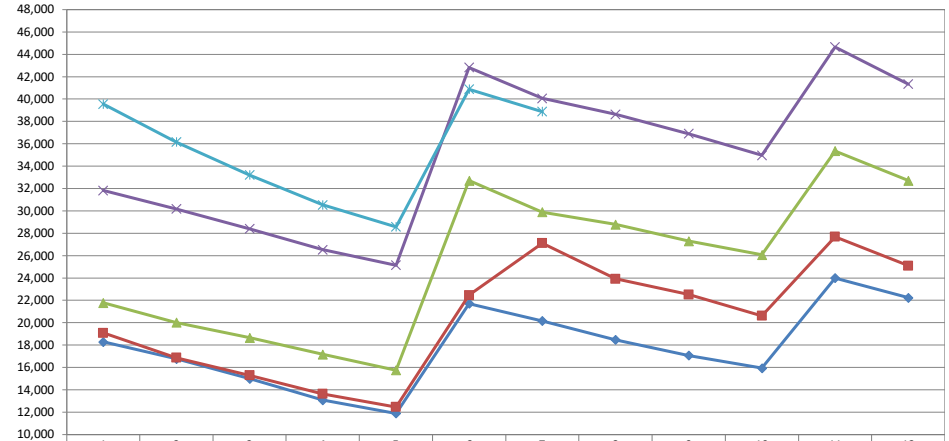
Revenue, Highway and HHS Funds: Cash Fund Balance by Month 2019-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2019	27,411	26,615	24,030	20,479	19,428	38,669	38,040	32,978	27,162	22,394	35,294	31,582
2020	27,156	26,725	24,249	22,105	24,360	38,950	43,619	37,130	32,487	29,024	41,891	37,934
2021	33,628	32,786	30,646	29,900	28,211	52,436	48,767	47,036	40,338	38,222	53,683	48,855
2022	45,863	46,089	43,418	40,026	41,748	66,560	62,198	58,915	52,458	48,096	65,037	60,334
2023	57,848	55,128	51,054	47,114	44,878	64,052	65,362					

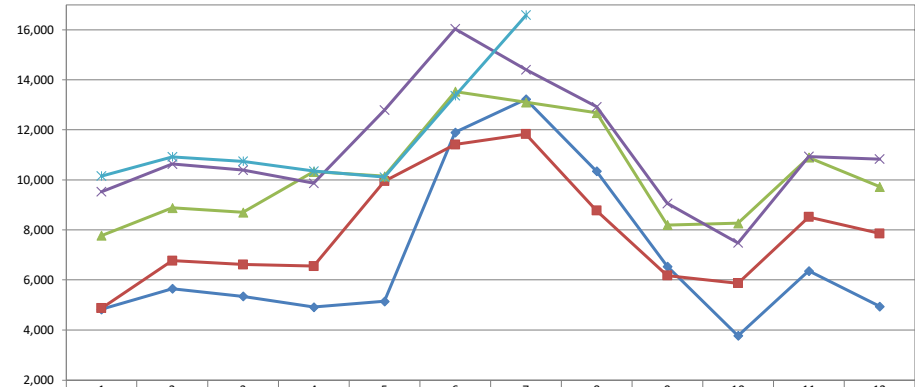
Fund Balance (000's)

General Fund: Cash Fund Balance by Month 2019-2023



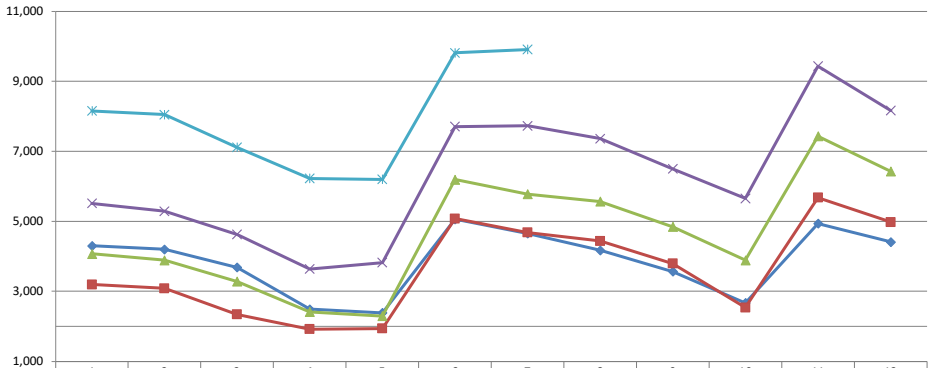
	1	2	3	4	5	6	7	8	9	10	11	12
2019	18,285	16,768	14,999	13,074	11,892	21,708	20,165	18,464	17,061	15,944	23,994	22,227
2020	19,092	16,873	15,291	13,634	12,472	22,462	27,108	23,919	22,522	20,619	27,698	25,101
2021	21,774	20,019	18,660	17,164	15,767	32,710	29,891	28,791	27,296	26,067	35,360	32,704
2022	31,823	30,169	28,401	26,522	25,144	42,821	40,066	38,629	36,901	34,966	44,667	41,343
2023	39,545	36,157	33,205	30,535	28,566	40,874	38,871					

Road & Bridge Fund Balance by Month 2019-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,828	5,649	5,347	4,913	5,148	11,900	13,223	10,343	6,539	3,780	6,364	4,943
2020	4,869	6,770	6,620	6,554	9,950	11,412	11,832	8,774	6,173	5,868	8,514	7,856
2021	7,783	8,879	8,703	10,323	10,144	13,532	13,100	12,679	8,196	8,267	10,892	9,726
2022	9,528	10,634	10,392	9,864	12,786	16,033	14,405	12,924	9,058	7,477	10,935	10,828
2023	10,151	10,922	10,739	10,353	10,111	13,364	16,583					

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



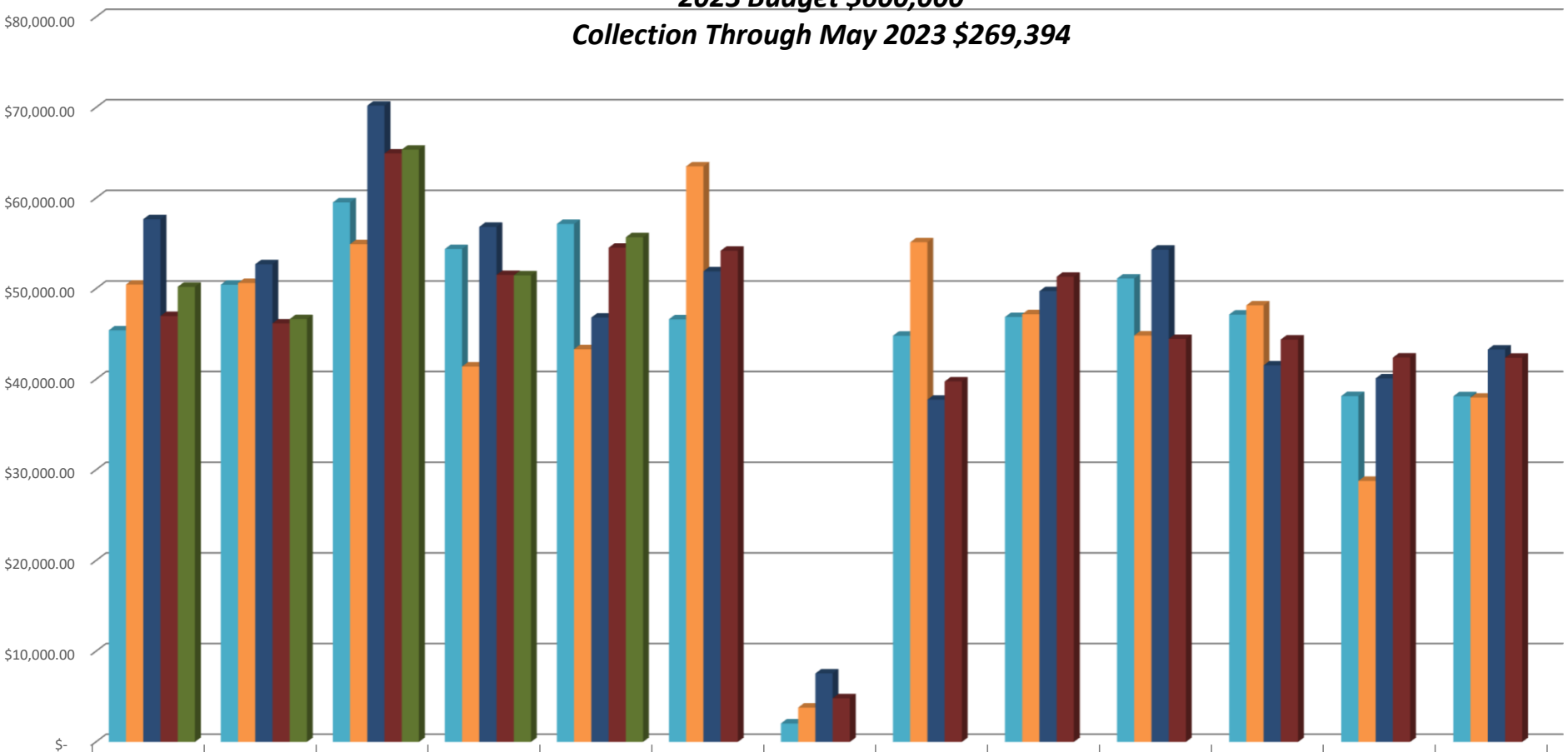
	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,298	4,198	3,684	2,491	2,388	5,061	4,652	4,171	3,562	2,670	4,935	4,411
2020	3,195	3,082	2,338	1,917	1,938	5,075	4,679	4,437	3,792	2,537	5,679	4,977
2021	4,071	3,887	3,283	2,413	2,300	6,194	5,776	5,565	4,846	3,888	7,431	6,425
2022	5,512	5,286	4,624	3,640	3,818	7,706	7,727	7,362	6,499	5,653	9,435	8,163
2023	8,152	8,049	7,110	6,226	6,201	9,814	9,908					

Wheelage Tax

Average Annual Collection $567,854

2023 Budget $600,000

Collection Through May 2023 $269,394



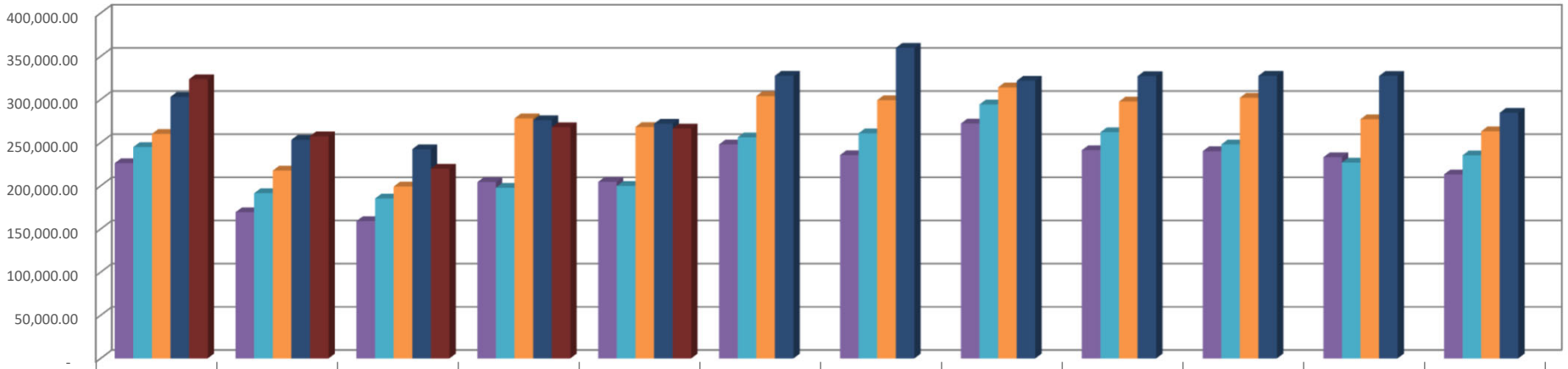
	January	February	March	April	May	June	Cleanup	July	August	September	October	November	December
2019	$45,410.66	$50,447.62	$59,526.25	$54,386.49	$57,152.45	$46,629.92	$2,043.50	$44,813.25	$46,878.14	$51,126.28	$47,146.69	$38,150.39	$38,130.00
2020	$50,463.58	$50,630.64	$54,917.39	$41,409.10	$43,328.09	$63,508.19	$3,796.36	$55,127.16	$47,193.47	$44,838.16	$48,168.82	$28,795.38	$37,983.69
2021	$57,675.88	$52,708.33	$70,214.38	$56,833.00	$46,820.71	$51,916.89	$7,560.47	$37,755.23	$49,732.78	$54,316.23	$41,540.05	$40,106.74	$43,298.19
2022	$46,984.14	$46,175.17	$64,940.55	$51,523.73	$54,524.84	$54,193.75	$4,820.30	$39,766.40	$51,328.18	$44,461.49	$44,395.41	$42,404.86	$42,375.86
2023	$50,213.73	$46,656.30	$65,361.61	$51,476.42	$55,686.04								

Sales Tax

Average Annual Collection $2,802,594

2023 Budget $3,600,000

Total Collection Through May 2023 $1,334,880

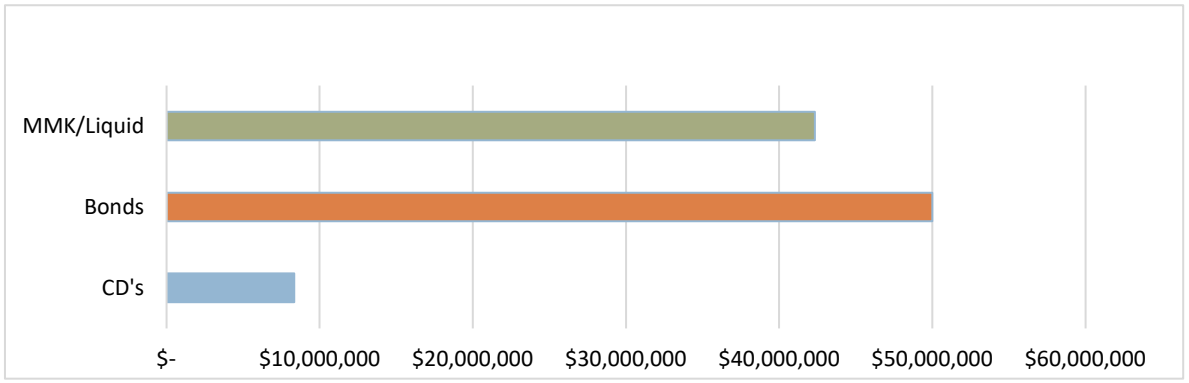


	January	February	March	April	May	June	July	August	September	October	November	December
2019	226,169.98	169,393.34	159,101.39	204,286.41	204,569.35	247,948.11	235,535.00	272,109.23	241,194.99	240,048.97	233,020.64	213,197.33
2020	244,822.69	191,388.15	185,240.25	197,581.84	199,802.27	256,119.85	260,845.66	294,224.99	262,009.72	247,842.61	226,771.81	235,295.92
2021	260,106.74	217,561.62	199,107.90	278,069.85	268,126.90	303,945.22	299,222.82	314,042.03	297,541.95	301,996.51	277,139.04	263,063.00
2022	303,035.44	253,275.28	242,386.41	276,025.44	271,845.87	327,383.41	359,757.77	321,598.37	326,999.59	327,346.98	327,169.00	284,561.00
2023	323,437.59	257,402.98	219,827.41	267,813.46	266,348.40							

Investment Graphs as of 6/30/2023

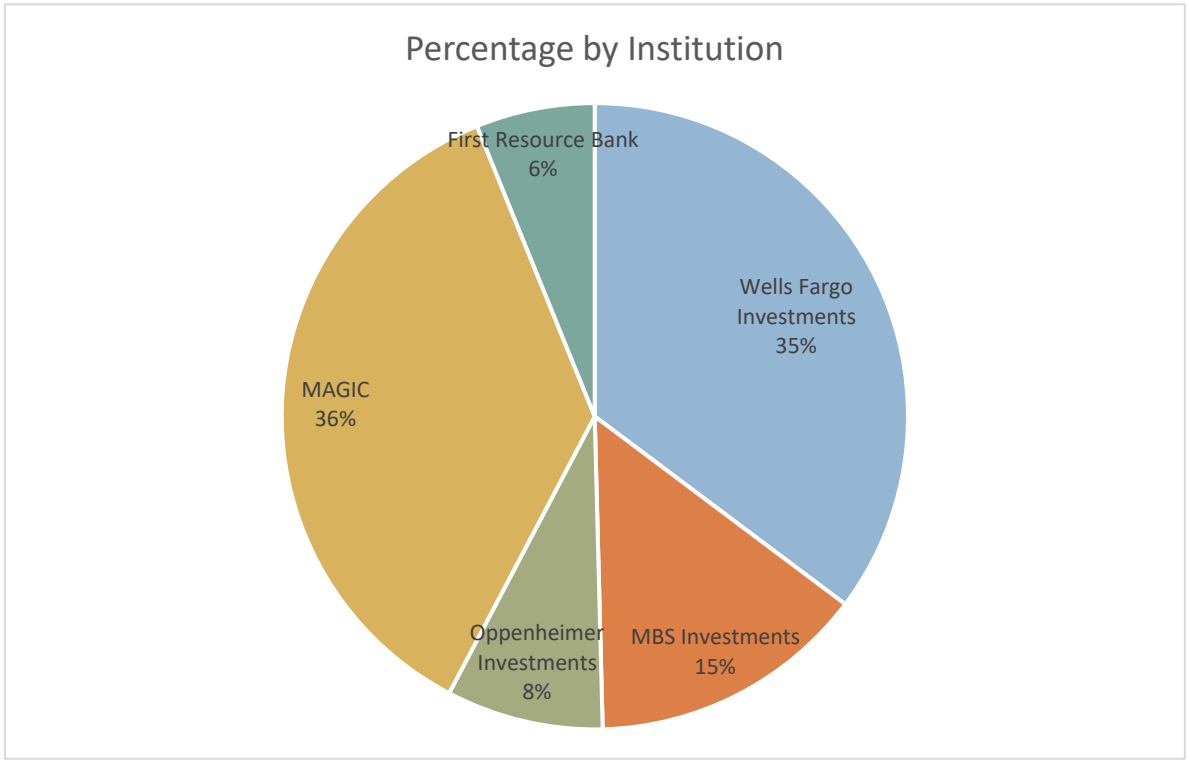
Investments by type:

CD's	$	8,342,000.00
Bonds	$	49,994,525.01
MMK/Liquid	$	42,312,735.79
	$	100,649,260.80



Investments by Institution:

Wells Fargo Investments	$	35,484,525.01
MBS Investments	$	14,437,000.00
Oppenheimer Investments	$	8,166,000.00
MAGIC	$	36,385,702.10
First Resource Bank	$	6,176,033.69
	$	100,649,260.80



Average rate:	1.75%

2023 Capital Improvement Plan
Budget to Actual
As of July 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
NB Library - Office blinds replacement	**2023 ADD**	UNALLOCATED	3,240	(2,540)	700
Management Training	**2023 ADD**	UNALLOCATED	5,500	-	5,500
NACO	**2023 ADD**	UNALLOCATED	1,000	-	1,000
Total Carryover from 2022			**34,740**	**(2,540)**	**32,200**
Total			**$ 34,740**	**$ (2,540)**	**$ 32,200**

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
GovAP	**2023 ADD**	UNALLOCATED	15,000	(13,750)	1,250
Total 2023 CIP Budget			**99,500**	**(13,750)**	**85,750**
Grand Total			**$ 179,500**	**$ (13,750)**	**$ 165,750**

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	(45,950)	4,050
Cameras at PSC	**ENTS-0184**	CARRYOVER	37,272	(35,528)	1,744
Total Carryover from 2022			**104,772**	**(81,478)**	**23,294**
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	(9,322)	178
Better Hallway 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
Public Works Cellular Service	**2023 ADD**	UNALLOCATED	29,480	-	29,480
Total 2023 CIP Budget			**152,480**	**(9,322)**	**113,678**
Grand Total			**$ 257,252**	**$ (90,800)**	**$ 136,972**

SHERIFF'S OFFICE

Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	**N/A**	REVENUE	130,014	43,811	173,825
Total Revenue			**130,014**	**43,811**	**173,825**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	2023 CIP BUDGET	372,926	(286,013)	86,913
Reserve Deputy Ballistic Vests	**CCSO-0225**	2023 CIP BUDGET	9,200	(8,213)	987
40LMTS Single Shot Less Lethal	**CCSO-0235**	2023 CIP BUDGET	46,750	(22,698)	24,052
Agency Handgun Program	**CCSO-0237**	2023 CIP BUDGET	24,500	(24,300)	200
Jail Transport Vehicle	**CCSO-0238**	2023 CIP BUDGET	43,789	(40,959)	2,830
Total 2023 CIP Budget			**497,165**	**(382,183)**	**114,982**
Grand Total			**$ 627,179**	**$ (338,372)**	**$ 288,807**

PUBLIC WORKS

Description	Project #	Source	Budget	Actual	Remaining
Skid Steer Trailer	**PWKS-0166**	CARRYOVER	19,776	-	19,776
Lowboy Trailer	**PWKS-0165**	CARRYOVER	38,118	(38,118)	-
1-Ton Work Truck	**PWKS-0168**	CARRYOVER	60,000	-	60,000
1-Ton Tipper Truck	**PWKS-0206**	CARRYOVER	76,563	-	76,563
Sign Truck	**PWKS-0081**	CARRYOVER	220,000	(77,782)	142,218
Hydrant Replacement	**N/A**	CARRYOVER	10,073	-	10,073
Total Carryover from 2022			**424,530**	**(115,900)**	**308,630**
Tandem Snow Plow Truck	**PWKS-0171**	2023 CIP BUDGET	170,000	-	170,000
Tandem Snow Plow Truck	**PWKS-0172**	2023 CIP BUDGET	170,000	-	170,000
1-ton Work Truck	**PWKS-0209**	2023 CIP BUDGET	80,000	-	80,000
Survey Equipment	**PWKS-0227**	2023 CIP BUDGET	74,000	(74,000)	-
Fuel Island Repairs	**PWKS-0233**	2023 CIP BUDGET	50,000	(18,287)	31,713
Total 2023 CIP Budget			**544,000**	**(92,287)**	**451,713**
Grand Total			**$ 968,530**	**$ (208,187)**	**$ 760,343**

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

PARKS/ENVIRONMENTAL

Description	Project #	Source	Budget	Actual	Remaining
Swedish Immigrant Trail Erosion Control Measures	**ENVS-0105**	CARRYOVER	7,500	-	7,500
Security Lighting & Electrical Services	**ENVS-0108**	CARRYOVER	500	-	500
Fish Lake Park Plan/Design Services	**ENVS-0111**	CARRYOVER	20,804	(21,279)	(475)
Sunrise Prairie Trail - 15% Match	**N/A**	CARRYOVER	209,520	-	209,520
Total Carryover from 2022			**238,324**	**(21,279)**	**217,045**
Ki-Chi-Saga Playground Swing	**ENVS-0114**	2023 CIP BUDGET	15,000	-	15,000
Parking Lot Gravel & Grading Frandsen/Checkerboard Parks	**ENVS-0115**	2023 CIP BUDGET	25,000	(19,000)	6,000
Swedish Immigrant Regional Trail Pavement Repair	**ENVS-0116**	2023 CIP BUDGET	15,000	(3,500)	11,500
Parks 1998 Tractor Trailer Replacement	**ENVS-0118**	2023 CIP BUDGET	15,000	(12,709)	2,291
Parks 2001 Trailer Replacement	**ENVS-0119**	2023 CIP BUDGET	9,500	(3,104)	6,396
Parks Maintenance Facility Well	**ENVS-0239**	2023 CIP BUDGET	15,000	(13,939)	1,061
Sunrise Prairie Regional Trail-Subgrade Correction and Paving	**ENVS-0241**	2023 CIP BUDGET	25,000	-	25,000
Total 2023 CIP Budget			**119,500**	**(52,252)**	**67,249**
Grand Total			**$ 357,824**	**(73,530)**	**$ 284,294**

TECHNOLOGY

Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	**N/A**	CARRYOVER	37,800	-	37,800
Replace 9 Printers for Sheriff's Office - Jail, Jail Admin, SO	**ENTS-017**	CARRYOVER	4,600	-	4,600
Replace 6 high volume scanners for HHS	**ENTS-030**	CARRYOVER	6,000	-	6,000
Upgrade of Keysecure Data Encryption Equipment	**ENTS-095**	CARRYOVER	17,250	(17,250)	-
Relocate the Wyoming Emergency Paging Tower	**ENTS-083**	CARRYOVER	100,000	-	100,000
Total Carryover from 2022			**165,650**	**(17,250)**	**148,400**
Replacement of 20 MDC's/Laptops for Sheriff's Office due to age 1/2 were done in 2022	**ENTS-0028**	2023 CIP BUDGET	32,500	(31,800)	700
5 replacement laptops for HHS	**ENTS-0031**	2023 CIP BUDGET	6,175	-	6,175
MCC 7500E Laptop Consoles (2)	**ENTS-0088**	2023 CIP BUDGET	165,000	-	165,000
Replace Printer for County Administration	**ENTS-0096**	2023 CIP BUDGET	500	-	500
Replace Fujitsu Scanner in Treasurer's Office	**ENTS-0098**	2023 CIP BUDGET	985	-	985
Replace network cores at ECC, No parts available	**ENTS-0099**	2023 CIP BUDGET	515,926	(494,956)	20,970
Replace network switches that support end user devices a	**ENTS-0103**	2023 CIP BUDGET	60,000	-	60,000
Social Media and Texting archive solution	**ENTS-0179**	2023 CIP BUDGET	7,200	(4,990)	2,210
Replace 3 PC's in Attorney's Office	**ENTS-0243**	2023 CIP BUDGET	3,300	(2,977)	323
Replace 6 laptops for County Attorney Office	**ENTS-0244**	2023 CIP BUDGET	8,700	(8,415)	285
Replace laptop for Assessor's Department	**ENTS-0245**	2023 CIP BUDGET	1,450	(1,402)	48
Replace laptop in Auditor's Department	**ENTS-0246**	2023 CIP BUDGET	1,450	(1,402)	48
Replace 2 laptops in Probation due to age	**ENTS-0248**	2023 CIP BUDGET	2,900	(2,805)	95
Replace 4 PC's in ECC / 911 Center due to age	**ENTS-0250**	2023 CIP BUDGET	4,400	(3,969)	431
Replace 2 PC's in HHS due to age	**ENTS-0251**	2023 CIP BUDGET	2,200	(1,984)	216
Replace 3 Desktop PC's in the Jail due to age	**ENTS-0254**	2023 CIP BUDGET	3,300	(2,977)	323
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	(5,953)	647
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	**PBTN-0249**	2023 CIP BUDGET	3,200		3,200
Total 2023 CIP Budget			**827,386**	**(563,630)**	**263,756**
Grand Total			**$ 993,036**	**$ (580,880)**	**$ 412,156**

HHS

Description	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

Description		Source	Budget	Actual	Remaining
2023 Unallocated CIP Funds		2023 CIP BUDGET	163,181		
NB Library - Office blinds replacement	Allocated at 2/8/23 meeting	TO ADMIN	(3,240)		
Management Training	Allocated at 2/8/23 meeting	TO ADMIN	(5,500)		
GovAP	Allocated at 05/10/23 meeting	TO AUD/TREAS	(15,000)		
NACO	Allocated at 06/14/23 meeting	TO ADMIN	(1,000)		
Public Works Cellular Service	Allocated at 07/14/23 meeting	TO MAINTENANCE	(29,480)		
Total			**$ 108,961**	**$ -**	**$ 108,961**

ARMER	**$ 230,930**	-	**$ 230,930**
TOTAL ALL DEPARTMENTS	**$ 3,837,952**	**$ (1,351,870)**	**$ 2,456,602**

ARPA Expenses
Budget to Actual
As of July 31, 2023

ADMINISTRATION

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0199 ADM	'Old' Jail and White House Demolition	$ 692,781	$ (44,455)	$ (24,640)	$ 623,686
ARPA-0335 ADM	Broadband	2,045,000	(79,960)	(438,115)	1,526,925
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	(36,944)	-	(1,944)
ARPA-0349 ADM	Employee Engagement Survey	9,300	(8,660)	-	640
ARPA-0354 ADM	ARPA Advisory Consultant	1,775	(1,775)	-	-
ARPA-0356 ADM	Childcare Provider Training Assistance	100,000	-	-	100,000
2023 ADD	Administration Fee	305,546	-	-	305,546
		$ 3,789,402	**$ (771,794)**	**$ (462,755)**	**$ 2,554,853**

ATTORNEY

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0339 ATT	Children's Services Collaborative	$ 118,298	$ (118,298)	$ -	$ -
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(5,575)	(10,815)	91,628
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	(13,135)	22,688
2023 ADD	LENS Update	40,600	-	-	40,600
		$ 318,384	**$ (139,518)**	**$ (23,950)**	**$ 154,916**

AUDITOR-TREASURER

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0337 AUD	Tyler Tax/CAMA Software	$ 250,000	$ -	$ -	$ 250,000
ARPA-0347 AUD	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 USC Interconnects / Chassis	229,032	-	(229,032)	-
ARPA-0093 ENTS	Upgrade Backup Exec Tape Library	75,000	-	(70,641)	4,359
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 cer	75,000	-	(75,000)	-
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	(61,529)	3,471
ARPA-0202 ENTS	Cisco UCS in DMZ Replacement of Chassis and Fabric Interconnects	53,400	-	(53,400)	-
ARPA-0352 ENTS	2 Laptops - U of MN 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	-	(13,238)	1,762
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	800,000	-	-	800,000
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	2,083,300	-	(148,761)	1,934,539
2023 ADD	Phase II County Scanning Project	5,500	-	-	5,500
		$ 3,558,752	**$ (4,557)**	**$ (726,600)**	**$ 2,827,595**

ENVIRONMENTAL SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0117 ENVS	Park Maintenance Cold Storage and Shop (add'l $5,500 allocated on 04/12/23)	$ 105,500	$ -	$ (86,283)	$ 19,217
ARPA-0180 ENVS	Online Permitting/Licensing Module ($145,000 budget reallocated on 04/12/23)	-	-	-	-
ARPA-0240 ENVS	Chisago County Mountain Bike Course (add'l $109,500 allocated on 04/12/23)	184,500	-	-	184,500
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building (add'l $30,000 allocated on 04/12/23)	180,000	-	(36,786)	143,214
ARPA-0305 ENVS	Water Resources Grant Match	250,000	-	(12,887)	237,113
ARPA-0306 ENVS	Water Resources Truck	50,000	-	-	50,000
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	-	(4,611)	116,589
2023 ADD	Preliminary Engineering - Swedish Immigrant Trail Connection to Center	7,766	-	-	7,766
2023 ADD	Land Acquisition & Appraisal - Swedish Immigrant Trail Connection to Ce	25,513	-	-	25,513
		$ 924,479	**$ -**	**$ (140,568)**	**$ 783,911**

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)**	**$ -**	**$ -**

ARPA Expenses
Budget to Actual
As of July 31, 2023

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-0135 MNT	Repair elevator on 1973 side of Courthouse	$ 111,119	$ -	$ -	$ 111,119
ARPA-0333 MNT	Honeywell Phase II	729,577	(729,577)	-	-
ARPA-0343 MNT	HVAC Replacement - ECC	59,894	(59,894)	-	-
ARPA-0346 MNT	JACE Controller	29,600	(29,600)	-	-
ARPA-0351 MNT	Air Handler - ECC	6,859	(6,859)	-	-
		$ 937,049	**$ (825,930)**	**$ -**	**$ 111,119**

PUBLIC WORKS

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0338 PWKS	Harris Building Improvements - Phase I (Engineering/Architectural Fees)	$ 148,300	$ (9,230)	$ (90,791)	$ 48,279
2023 ADD	Harris Building Improvements - Phase II	900,000	-	-	900,000
		$ 1,048,300	**$ (9,230)**	**$ (90,791)**	**$ 948,279**

SHERIFF'S OFFICE

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0182 CCSO	Camera Work Station for Jail	$ 5,061	$ -	$ (5,492)	$ (431)
2023 ADD	Recruitment Program	55,000	-	-	55,000
		$ 60,061	**$ -**	**$ (5,492)**	**$ 54,569**
	TOTALS	**$ 10,989,807**	**$ (1,774,381)**	**$ (1,450,157)**	**$ 7,765,270**

ARPA/CIP Funds – A/T LeaseQuery Software

Chisago County purchased LeaseQuery software in late 2022 to help facilitate the new GASB leasing standard that is in effect for reporting periods beginning in 2023. The purchase was made after the 2023 budget was complete. Amount for 2024 is included in the Enterprises Services budget proposal.

TOTAL NEED $10,380

Attachment(s):

- Invoice from LeaseQuery

How would the County like to fund this request?

LeaseQuery®
COMPLEX ACCOUNTING SIMPLIFIED

INVOICE

Date 7/27/2023
Invoice # INV7888
PO #
Terms Net 30
Due Date 8/26/2023

County of Chisago, MN
313 N Main St
Center City MN 55012-7698
United States

Item	Description	Quantity	Start Date	End Date	Rate	Amount
SUB-LQSUB	Platform subscription for LeaseQuery Advanced,	100.0	8/17/2023	8/16/2024	$93.60	$9,360.00
SUB-GASB87	Fixed access subscription for GASB 87	1.0	8/17/2023	8/16/2024	$0.00	$0.00
SUB-SBITA	Fixed access subscription for GASB 96	1.0	8/17/2023	8/16/2024	$1,020.00	$1,020.00

TOTAL	$10,380.00
Tax Total	$0.00
Total	$10,380.00
Amount Paid/Credited	$0.00
Amount Due	$10,380.00

Chisago County Department of Environmental Services and Zoning
313 No. Main St. #243
Center City, MN 55012

Memo

To: Chisago County Budget and Finance Committee

From: Kurt Schneider, Director Environmental Services & Zoning

Date: August 2, 2023

Re: **Environmental Services Request for additional ARPA funds and CIP Funds Reallocation**

On November 16, 2022, the County Board authorized ARPA-0304 ENVS. This ARPA funding requests was proposed for the purpose of designing and constructing a new multi-purpose building *(restrooms, concessions space, a storage room and outdoor pavilion space).* In July 2023 at Septic System Compliance Review was completed on existing system installed in 1992 at Ki Chi-Saga Park. The review noted that the septic system did not meet necessary requirements and was considered non-compliant. In July, Parks Department hired a Septic System designer to bring system up to compliance.

Park Staff has solicited quotes with experienced contractors for this Septic Installation project following requirements set forth in the design report. On August 8, 2023, county staff will review all proposals received. It's estimated by county staff that the total cost for these necessary repairs, additional septic tank and new drain field will be roughly $25,000- $30,000.

In addition, a change order was received by Structural buildings (builder for Ki-Chi Saga Park multi-purpose building) at a cost of $5,605.00 for an additional work including (additional interior wall, wash sink/supply line, and electrical work to meet Minnesota Department of Health requirements for concession stand.

<u>ARPA – 0304 ENVS (Ki Chi Saga Park Building)</u>:

1) Structural Buildings (Change Order)- **$5,605.00** *****Proposal Attached***
2) Septic System Installer (TBD)- **$25,000-$30,000** *****Staff Estimated Cost***

2023 CIP Funds Reallocation

To date the Parks Division has completed 7 of 9 of the 2023 CIP Projects. A full breakdown of these CIP Funds Park Division project costs is attached for further detail review. To complete the final two projects' staff proposes re-allocation of previously committed remaining unused 2023 ENVS CIP funds as follows:

1. Redirect remaining unused funds below of **$15,748.00** to ENVS-0241 (Sunrise Prairie Regional Trail Subgrade Corrections and Paving) for a total project cost of $40,500.

    1) ENVS-0115 (*Parking Lot Gravel & Grading Frandsen/Checkerboard Parks*)
        - **$5999.50**
    2) ENVS-0118 (*Parks 1998 Tractor Trailer Replacement*)
        - **$2291.25**
    3) ENVS-0119 (*Parks 2001 Trailer Replacement*)
        - **$6396.25**
    4) ENVS-0239 (*Parks Maintenance Facility Well*)
        - **$1061.00**

2. Redirect remaining unused funds below of **$11,500.00** to ENVS-0105 (Swedish Immigrant Regional Trail-Erosion Control Measures) for a new total project cost of $19,000.

    1) ENVS-0116 (*Swedish Immigrant Regional Trail Pavement Repair*)
        - **$11,500.00**

Recommended Action:

The Environmental Services Department respectfully requests an additional $36,000 in ARPA Funds to be allocated to in ARPA 0304-ENVS (Ki Chi Saga Multi-Purpose building) for a Structural Building change order request and necessary repairs/installation of a new septic system to replace the existing non-compliant system originally installed in 1992.

It is also requested in order to complete the final two 2023 CIP projects (ENVS-0241) and (ENVS-0105) that a re-allocation of previously un-spent funds in (ENVS-0115)(ENVS-0118)(ENVS-0119) and (ENVS-0239) be transferred to these two accounts as noted in the above breakdown.

2024

Budget and County Direction



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

Chase Burnham
County Administrator

COUNTY OF CHISAGO

COUNTY ADMINISTRATION

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

MEMORANDUM

To: Honorable Chisago County Commissioners

From: Chase Burnham
County Administrator

Subject: 2024 Budget Development

Honorable County Commissioners:

Counties are expected to offer efficient, fair, and consistent services to their residents. As you are aware, the County's budget process can be a challenging and difficult exercise due to the differing needs and concerns of the Chisago County community. However, it is also an opportunity to set goals and expectations for next year. Your challenge does not go unnoticed; you are faced with constant demands from residents to not raise their taxes, while also being told to increase or improve the services you provide while also being faced with new and changing State mandates.

For the 2024 Budget, I challenged county department heads and staff to create a preliminary budget for their department which attempts to anticipate the future 2024 conditions of the economy, the costs and availability of labor, and the demands for services they are providing. They were asked to set their line item based on what they think they need to 'run their department.' All staff acknowledge that it is their job to provide the highest quality and most efficient services to Chisago County, while also showing that money has been used wisely.

Staff's goal is to present to you a DRAFT preliminary 2024 budget which reflects the following goals:

1) Continue to deliver high quality services

2) Remain financially disciplined and consistent
3) Limited growth in tax levy
4) Address the mandated services efficiently and effectively
5) Maintain the investment in Chisago County's parks, facilities, libraries, and other natural resources

After reviewing each department's initial 2024 budget submittals, the Board should further review some specific department and budgetary areas/ requests based upon their own goals, visions, and expectations for Chisago County. These are areas/expenditures the County Board can address to reduce the County levy. By no means are these the only areas which should be addressed. It is important to note that all these areas will have impacts on Chisago County residents, employees, or services.

I want to thank all staff for their efforts and commitment to the budgeting process and Chisago County.

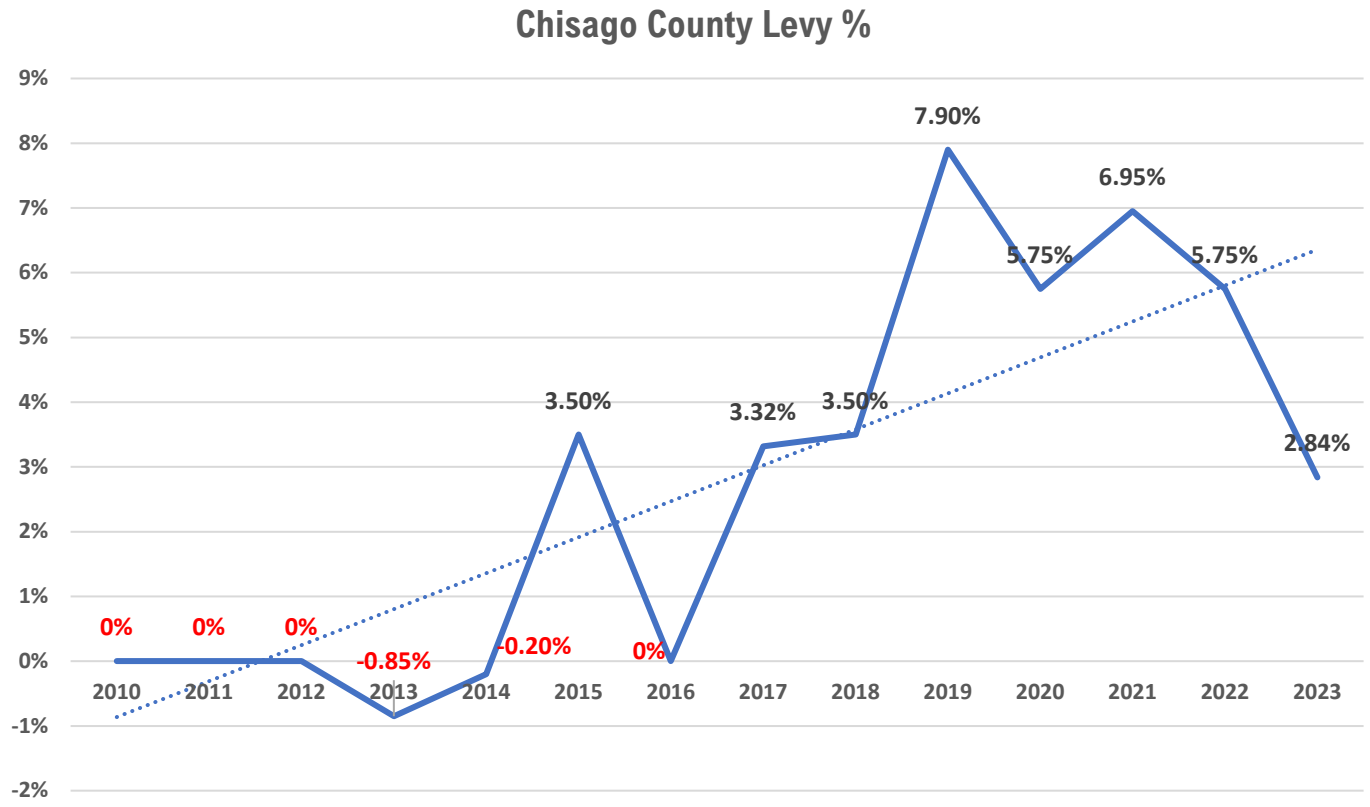
Sincerely,

C.E. Burnham

Chase Burnham
County Administrator

2010-2023

YEAR	Budgeted Expenditure	Non-Levy Revenue	Fund Balance	Property Tax Levy	Levy %
2010	$53,031,979	$21,364,312	$0	$31,667,667	0%
2011	$50,767,693	$19,100,026	$0	$31,667,667	0%
2012	$51,541,827	$19,788,485	$0	$31,667,667	0%
2013	$51,662,419	$20,137,520	$127,878	$31,397,021	-0.85%
2014	$59,769,586	$26,497,029	$1,925,456	$31,347,021	-0.20%
2015	$54,630,113	$22,307,325	-$127,212	$32,450,000	3.50%
2016	$63,997,035	$30,487,790	$1,059,245	$32,450,000	0%
2017	$63,479,967	$29,630,811	$320,554	$33,528,602	3.32%
2018	$68,234,839	$33,369,769	$162,967	$34,702,103	3.50%
2019	$68,990,233	$31,401,943	$144,741	$37,443,549	7.90%
2020	$73,623,499	$33,894,633	$132,313	$39,596,533	5.75%
2021	$72,735,610	$30,385,949	$0	$42,349,661	6.95%
2022	$78,420,261	$33,944,183	$0	$44,476,078	5.75%
2023	$80,604,063	$34,863,203	$0	$45,740,860	2.84%
2024	$90,088,848	$39,200,528	$0	$50,888,320	11.25%



2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department

	2023 Expenditures	2024 Expenditures	Inc/Dec	2023 Revenues	2024 Revenues	Inc/Dec
Assessor	*929,415*	*1,071,860*	*142,445*	-	-	-
Auditor-Treasurer	783,476	857,044	73,568	49,200	49,200	-
Audit	100,000	110,000	10,000	-	-	-
Elections	131,400	191,286	59,886	10,000	23,000	13,000
Other Gen Govt	1,978,330	1,571,395	(406,935)	1,788,190	2,145,010	356,820
Non-Co Income/Expense	4,700	-	(4,700)	-	-	-
E911	137,000	162,000	25,000	137,000	162,000	25,000
Self Insurance	300,000	-	(300,000)	300,000	-	(300,000)
Economic Development	70,000	47,000	(23,000)	-		-
Debt - Road	2,009,910	2,108,019	98,109	-		-
Debt HHS Building	261,765	260,781	(984)	-		-
Debt Library	469,088	474,075	4,987	-		-
Debt Jail	1,048,465	1,057,731	9,266	628,925	628,925	-
Debt Business Park	241,815	244,440	2,625	200,000	200,000	-
Debt 800 Mghz (Armer)	667,199	628,684	(38,515)	-		-
Property Tax - All Funds	-	-	-	410,000	410,000	-
AUDITOR-TREASURER TOTAL	*8,203,148*	*7,712,455*	*(490,693)*	*3,523,315*	*3,618,135*	*94,820*
Board of Commissioners	386,152	439,442	53,290	-	-	-
Law Library	40,514	40,514	-	40,000	50,000	10,000
County Administrator	782,611	1,118,050	335,439	7,500	7,500	-
Central Services	111,250	110,750	(500)	3,100	3,100	-
Contingency	109,747	100,000	(9,747)	-	12,500	12,500
Historical Society	35,210	40,000	4,790	-	-	-
Library	748,331	778,495	30,164	-	-	-
Agricultural Society	16,000	16,000	-	-	-	-
County Extension	138,700	141,200	2,500	-	-	-
Soil & Water	804,000	200,000	(604,000)	654,000	-	(654,000)
Building Fund - Gen Gov	-	83,602	83,602	-	-	-
Capital Equipment	2,444,232	3,376,955	932,723	2,444,232	3,376,955	932,723
COUNTY ADMINISTRATION TOTAL	*5,616,747*	*6,445,008*	*828,261*	*3,148,832*	*3,450,055*	*301,223*
County Attorney	2,218,657	2,950,715	732,058	133,800	122,300	(11,500)
County Attorney Forfeiture	-	-	-	-	-	-
COUNTY ATTORNEY TOTAL	*2,218,657*	*2,950,715*	*732,058*	*133,800*	*122,300*	*(11,500)*
Data Processing	5,831,955	6,463,285	631,330	348,873	320,947	(27,926)
Maintenance	1,615,004	1,673,961	58,957	-	-	-
ENTERPRISE SERVICES TOTAL	*7,446,959*	*8,137,246*	*690,287*	*348,873*	*320,947*	*(27,926)*
District Court	*212,500*	*212,500*	-	*76,000*	*76,000*	-
Planning & Zoning	1,191,968	1,413,934	221,966	935,043	987,643	52,600
Parks	510,994	604,468	93,474	30,000	30,000	-
Water Quality	182,601	199,193	16,592	32,743	32,743	-
Wetland Grant	110,443	118,734	8,291	27,700	27,700	-
Watercraft Inspection	295,901	315,705	19,804	172,000	172,000	-
Score Grant	318,295	333,158	14,863	291,000	428,341	137,341
Household Hazardous Waste Operations	880,254	630,367	(249,887)	489,000	297,300	(191,700)
Park Acquisition & Improvement	1,396,802	-	(1,396,802)	1,187,282	-	(1,187,282)
ENVIRONMENTAL SVC TOTAL	*4,887,258*	*3,615,559*	*(1,271,699)*	*3,164,768*	*1,975,727*	*(1,189,041)*
Veterans Services	287,101	258,177	(28,924)	15,500	15,500	-
Income Maintenance	3,739,411	4,111,355	371,944	2,227,200	2,266,961	39,761
Social Services	10,563,059	11,181,517	618,458	4,678,297	4,772,734	94,437
Collaboratives	-		-	-		-
Public Health	2,110,348	2,651,749	541,401	1,294,513	1,267,744	(26,769)
HEALTH & HUMAN SERVICES TOTAL	*16,699,919*	*18,202,798*	*1,502,879*	*8,215,510*	*8,322,939*	*107,429*
Probation	1,080,997	1,411,596	330,599	359,000	956,530	597,530
Electronic Monitoring	22,000	18,000	(4,000)	22,000	18,000	(4,000)
Caseload Reduction Grant	84,892	-	(84,892)	64,797	-	(64,797)
PROBATION TOTAL	*1,187,889*	*1,429,596*	*241,707*	*445,797*	*974,530*	*528,733*
Recorder	411,475	366,057	(45,418)	285,000	250,000	(35,000)
Recorder Tech/Compliance	1,500	1,500	-	315,000	210,000	(105,000)
RECORDER TOTAL	*412,975*	*367,557*	*(45,418)*	*600,000*	*460,000*	*(140,000)*
Surveyor	164,762	174,752	9,990	15,000	10,500	(4,500)
Highway Administration	399,216	426,034	26,818	20,000	15,000	(5,000)
Highway Engineering	3,643,830	4,032,954	389,124	2,000,000	2,250,000	250,000
Highway Construction	9,500,000	13,840,000	4,340,000	7,085,000	11,440,000	4,355,000
Highway Maintenance	4,418,332	5,007,671	589,339	3,502,000	3,492,000	(10,000)
Equipment Maintenance/Shop	1,384,365	1,421,684	37,319	230,000	230,000	-
Traffic Operations	604,130	647,339	43,209	-	-	-
ROAD & BRIDGE TOTAL	*20,114,635*	*25,550,434*	*5,435,799*	*12,852,000*	*17,437,500*	*4,585,500*

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department

	2023 Expenditures	2024 Expenditures	Inc/Dec	2023 Revenues	2024 Revenues	Inc/Dec
Sheriff	7,760,318	8,352,153	591,835	1,968,250	2,130,895	162,645
Sheriff Forfeitures	-	-	-	-		-
Sheriff's Reserve	-	-	-	-		-
Gun Permits	-	-	-	-		-
PS Grants TZD	71,700	95,500	23,800	95,458	95,500	42
PS Grants Boat & Water	25,000	52,000	27,000	25,000	52,000	27,000
PS Grants Snowmobile	6,900	7,000	100	6,900	7,000	100
PS Grants ATV	7,100	7,000	(100)	7,100	7,000	(100)
PS Grants Miscellaneous	-	-	-	-	-	-
Coroner	153,159	153,159	-	-	-	-
County Jail	4,426,210	5,495,093	1,068,883	111,000	92,000	(19,000)
Jail Canteen	-	-	-	-	-	-
Sentence to Serve	78,986	78,986	-	-	-	-
Emergency Management	144,588	152,229	7,641	53,000	58,000	5,000
TOTAL SHERIFF	*12,673,961*	*14,393,120*	*1,719,159*	*2,266,708*	*2,442,395*	*175,687*
TOTAL	*$ 80,604,063*	*$ 90,088,848*	*$ 9,484,785*	*$ 34,775,603*	*$ 39,200,528*	*$ 4,424,925*

LEVY CALCULATION	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	*$ 87,600*	$ -		
Levy	*$ 45,740,860*	*$ 50,888,320*	*$ 5,147,460*	*11.25%*

LAKE IMPROVEMENT DISTRICT (LID) LEVY

	2023 Expenditures	2024 Expenditures	Inc/Dec	2023 Revenues	2024 Revenues	Inc/Dec
Lake Improvement District	327,520	365,330	37,810	-	-	-
TOTAL	*$ 327,520*	*$ 365,330*	*$ 37,810*	$ -	$ -	$ -

LEVY CALCULATION - LID	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	$ -	$ -		
Levy	*$ 327,520*	*$ 365,330*	*$ 37,810*	*11.54%*

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

Expenditures

	2023 Non-Salary Expenditures	2023 Salary Expenditures	2023 Total Expenditures	2024 Non-Salary Expenditures	% Non-Salary Inc/Dec	2024 Salary Expenditures	% Salary Inc/Dec	2024 Total Expenditures	Total % Inc/Dec
Assessor	*39,400*	*890,015*	*929,415*	*79,850*	*102.66%*	*992,010*	*11.46%*	*1,071,860*	*15.33%*
Auditor-Treasurer	28,110	755,366	783,476	28,065	-0.16%	828,979	9.75%	857,044	9.39%
Audit	100,000	-	100,000	110,000	10.00%			110,000	10.00%
Elections	131,400	-	131,400	153,900	17.12%	37,386		191,286	45.58%
Other Gen Govt	1,943,350	35,000	1,978,350	1,536,395	-20.94%	35,000		1,571,395	-20.57%
Non-Co Income/Expense	-	4,700	4,700	-		-		-	-100.00%
Self-Insruance-Dental Ins	-	300,000	300,000	-		-		-	-100.00%
E911	137,000	-	137,000	162,000	18.25%	-		162,000	18.25%
Economic Development	70,000	-	70,000	47,000	-32.86%	-		47,000	-32.86%
Debt - Road	2,009,910	-	2,009,910	2,108,019	4.88%	-		2,108,019	4.88%
Debt HHS Building	261,765	-	261,765	260,781	-0.38%	-		260,781	-0.38%
Debt Library	469,088	-	469,088	474,075	1.06%	-		474,075	1.06%
Debt Jail	1,048,465	-	1,048,465	1,057,731	0.88%	-		1,057,731	0.88%
Debt Business Park	241,815	-	241,815	244,440	1.09%	-		244,440	1.09%
Debt 800 Mghz (Armer)	667,199	-	667,199	628,684	-5.77%	-		628,684	-5.77%
AUDITOR-TREASURER TOTAL	*7,108,102*	*1,095,066*	*8,203,168*	*6,811,090*	*-4.18%*	*901,365*	*-17.69%*	*7,712,455*	*-5.98%*
Board of Commissioners	161,200	224,952	386,152	208,024	29.05%	231,418	2.87%	439,442	13.80%
Law Library	30,000	10,514	40,514	30,000	0.00%	10,514	0.00%	40,514	0.00%
County Administrator	71,800	710,811	782,611	83,200	15.88%	1,034,850	45.59%	1,118,050	42.86%
Central Services	111,250		111,250	110,750	-0.45%	-		110,750	-0.45%
Contingency	109,747		109,747	100,000	-8.88%	-		100,000	-8.88%
Historical Society	35,210		35,210	40,000	13.60%	-		40,000	13.60%
Library	748,331		748,331	778,495	4.03%	-		778,495	4.03%
Agricultural Society	16,000		16,000	16,000	0.00%	-		16,000	0.00%
County Extension	138,700		138,700	141,200	1.80%	-		141,200	1.80%
Soil & Water	150,000	654,000	804,000	200,000	33.33%	-	-100.00%	200,000	-75.12%
Building Fund - Gen Gov	-		-	83,602		-		83,602	
Capital Equipment	2,444,232		2,444,232	3,376,955	38.16%	-		3,376,955	38.16%
COUNTY ADMINISTRATION TOTAL	*4,016,470*	*1,600,277*	*5,616,747*	*5,168,226*	*28.68%*	*1,276,782*	*-20.21%*	*6,445,008*	*14.75%*
County Attorney	71,450	2,147,207	2,218,657	102,550	43.53%	2,848,165	32.65%	2,950,715	33.00%
County Attorney Forfeiture	-	-	-	-		-		-	
COUNTY ATTORNEY TOTAL	*71,450*	*2,147,207*	*2,218,657*	*102,550*	*43.53%*	*2,848,165*	*32.65%*	*2,950,715*	*33.00%*
Data Processing	3,836,329	1,995,626	5,831,955	4,299,244	12.07%	2,164,041	8.44%	6,463,285	10.83%
Maintenance	1,005,378	609,626	1,615,004	1,008,089	0.27%	665,872	9.23%	1,673,961	3.65%
ENTERPRISE SERVICES TOTAL	*4,841,707*	*2,605,252*	*7,446,959*	*5,307,333*	*9.62%*	*2,829,913*	*8.62%*	*8,137,246*	*9.27%*
District Court	*212,500*	-	*212,500*	*212,500*	*0.00%*	-		*212,500*	*0.00%*
Planning & Zoning	261,500	930,468	1,191,968	291,500	11.47%	1,122,434	20.63%	1,413,934	18.62%
Parks	131,000	379,994	510,994	137,000	4.58%	467,468	23.02%	604,468	18.29%
Water Quality	76,670	105,931	182,601	80,900	5.52%	118,293	11.67%	199,193	9.09%
Wetland Grant	5,000	105,443	110,443	5,000	0.00%	113,734	7.86%	118,734	7.51%
Watercraft Inspection	83,500	212,401	295,901	86,100	3.11%	229,605	8.10%	315,705	6.69%
Score Grant	263,250	55,045	318,295	271,900	3.29%	61,258	11.29%	333,158	4.67%
Household Hazardous Waste Operations	721,250	159,004	880,254	443,430	-38.52%	186,937	17.57%	630,367	-28.39%
Park Acquisition & Improvement	1,396,802	-	1,396,802	-	-100.00%	-		-	-100.00%
ENVIRONMENTAL SVC TOTAL	*2,938,972*	*1,948,286*	*4,887,258*	*1,315,830*	*-55.23%*	*2,299,729*	*18.04%*	*3,615,559*	*-26.02%*
Veterans Services	37,150	249,951	287,101	37,150	0.00%	221,027	-11.57%	258,177	-10.07%
Income Maintenance	768,800	2,970,611	3,739,411	792,045	3.02%	3,319,310	11.74%	4,111,355	9.95%
Social Services	3,918,493	6,644,566	10,563,059	3,794,095	-3.17%	7,387,422	11.18%	11,181,517	5.85%
Collaboratives	-	-	-	-		-		-	
Public Health	343,470	1,766,878	2,110,348	332,030	-3.33%	2,319,719	31.29%	2,651,749	25.65%
HEALTH & HUMAN SERVICES TOTAL	*5,067,913*	*11,632,006*	*16,699,919*	*4,955,320*	*-2.22%*	*13,247,478*	*13.89%*	*18,202,798*	*9.00%*
Probation	37,120	1,043,877	1,080,997	34,020	-8.35%	1,377,576	31.97%	1,411,596	30.58%
Electronic Monitoring	22,000		22,000	18,000	-18.18%			18,000	-18.18%
Caseload Reduction Grant	-	84,892	84,892	-		-	-100.00%	-	-100.00%
PROBATION TOTAL	*59,120*	*1,128,769*	*1,187,889*	*52,020*	*-12.01%*	*1,377,576*	*22.04%*	*1,429,596*	*20.35%*
Recorder	16,950	394,525	411,475	17,950	5.90%	348,107	-11.77%	366,057	-11.04%
Recorder Tech/Compliance	1,500	-	1,500	1,500	0.00%	-		1,500	0.00%
RECORDER TOTAL	*18,450*	*394,525*	*412,975*	*19,450*	*5.42%*	*348,107*	*-11.77%*	*367,557*	*-11.00%*
Surveyor	8,050	156,712	164,762	5,050	-37.27%	169,702	8.29%	174,752	6.06%
Highway Administration	38,500	360,716	399,216	33,600	-12.73%	392,434	8.79%	426,034	6.72%
Highway Engineering	2,646,450	997,380	3,643,830	2,956,450	11.71%	1,076,504	7.93%	4,032,954	10.68%
Highway Construction	9,500,000	-	9,500,000	13,840,000	45.68%	-		13,840,000	45.68%
Highway Maintenance	2,739,300	1,679,032	4,418,332	3,033,550	10.74%	1,974,121	17.57%	5,007,671	13.34%
Equipment Maintenance/Shop	898,700	485,665	1,384,365	932,200	3.73%	489,484	0.79%	1,421,684	2.70%
Traffic Operations	391,500	212,630	604,130	437,500	11.75%	209,839	-1.31%	647,339	7.15%
ROAD & BRIDGE TOTAL	*16,222,500*	*3,892,135*	*20,114,635*	*21,238,350*	*30.92%*	*4,312,084*	*10.79%*	*25,550,434*	*27.02%*
Sheriff	961,760	6,798,558	7,760,318	929,521	-3.35%	7,422,632	9.18%	8,352,153	7.63%
Sheriff Forfeitures	-		-	-		-		-	
Sheriff's Reserve	-		-	-		-		-	
Gun Permits	-		-	-		-		-	
PS Grants TZD	71,700		71,700	95,500	33.19%	-		95,500	33.19%
PS Grants Boat & Water	25,000		25,000	52,000	108.00%	-		52,000	108.00%
PS Grants Snowmobile	6,900		6,900	7,000	1.45%	-		7,000	1.45%
PS Grants ATV	7,100		7,100	7,000	-1.41%	-		7,000	-1.41%
PS Grants Miscellaneous	-		-	-		-		-	
Coroner	153,159		153,159	153,159	0.00%	-		153,159	0.00%
County Jail	742,150	3,684,060	4,426,210	742,650	0.07%	4,752,443	29.00%	5,495,093	24.15%
Jail Canteen	-		-	-		-		-	
Sentence to Serve	78,986		78,986	78,986	0.00%	-		78,986	0.00%
Emergency Management	31,724	112,864	144,588	33,374	5.20%	118,855	5.31%	152,229	5.28%
TOTAL SHERIFF	*2,078,479*	*10,595,482*	*12,673,961*	*2,099,190*	*1.00%*	*12,293,930*	*16.03%*	*14,393,120*	*13.56%*
TOTAL EXPENDITURES	*$ 42,675,063*	*$ 37,929,020*	*$ 80,604,083*	*$ 47,361,709*	*10.98%*	*$ 42,727,139*	*12.65%*	*$ 90,088,848*	*11.77%*

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

Revenues

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Total Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Assessor	-		-	-					
Levy	-	929,415	929,415	-		1,071,860	15.33%	1,071,860	15.33%
Auditor-Treasurer	49,200		49,200	49,200	0.00%			49,200	0.00%
Audit	-		-	-				-	
Elections	10,000		10,000	23,000	130.00%			23,000	130.00%
Other Gen Govt	1,788,190		1,788,190	2,145,010	19.95%			2,145,010	19.95%
Non-Co Income/Expense	-		-	-				-	
Self-Insruance-Dental Ins	300,000		300,000	-		-		-	-100.00%
E911	137,000		137,000	162,000	18.25%			162,000	18.25%
Economic Development	-		-	-				-	
Debt - Road	-		-	-	-			-	
Debt HHS Building	-		-	-				-	
Debt Library	-		-	-				-	
Debt Jail	628,925		628,925	628,925	0.00%			628,925	0.00%
Debt Business Park	200,000		200,000	200,000	0.00%			200,000	0.00%
Debt 800 Mghz	-		-	-				-	
Other Tax	410,000		410,000	410,000	0.00%			410,000	0.00%
Levy-Debt	-	3,869,317	3,869,317	-		3,944,805	1.95%	3,944,805	1.95%
Levy-Other	-	810,516	810,516	-		149,515	-81.55%	149,515	-81.55%
AUDITOR-TREASURER TOTAL	***3,523,315***	***4,679,833***	***8,203,148***	***3,618,135***	***2.69%***	***4,094,320***	***-12.51%***	***7,712,455***	***-5.98%***
Board of Commissioners	-		-	-				-	
Law Library	40,000		40,000	50,000	25.00%			50,000	25.00%
County Administrator	7,500		7,500	7,500	0.00%			7,500	0.00%
Central Services	3,100		3,100	3,100	0.00%			3,100	0.00%
Contingency	-		-	12,500				12,500	
Historical Society	-		-					-	
Library	-		-					-	
Agricultural Society	-		-					-	
County Extension	-		-					-	
Soil & Water	654,000		654,000	-	-100.00%			-	-100.00%
Building Fund - Gen Gov	-		-					-	
Capital Equipment	2,444,232		2,444,232	3,376,955	38.16%			3,376,955	38.16%
Levy		2,467,915	2,467,915			2,994,953	21.36%	2,994,953	21.36%
COUNTY ADMINISTRATION TOTAL	***3,148,832***	***2,467,915***	***5,616,747***	***3,450,055***	***9.57%***	***2,994,953***	***21.36%***	***6,445,008***	***14.75%***
County Attorney	133,800		133,800	122,300	-8.59%			122,300	-8.59%
County Attorney Forfeiture	-		-	-				-	
Levy		2,084,857	2,084,857			2,828,415		2,828,415	35.66%
COUNTY ATTORNEY TOTAL	***133,800***	***2,084,857***	***2,218,657***	***122,300***	***-8.59%***	***2,828,415***	***35.66%***	***2,950,715***	***33.00%***
Data Processing	348,873		348,873	320,947	-8.00%			320,947	-8.00%
Maintenance			-					-	
Levy		7,098,086	7,098,086			7,816,299	10.12%	7,816,299	10.12%
ENTERPRISE SERVICES TOTAL	***348,873***	***7,098,086***	***7,446,959***	***320,947***	***-8.00%***	***7,816,299***	***10.12%***	***8,137,246***	***9.27%***
District Court	76,000		76,000	76,000	0.00%			76,000	0.00%
Levy		136,500	136,500			136,500	0.00%	136,500	0.00%
District Court	***76,000***	***136,500***	***212,500***	***76,000***	***0.00%***	***136,500***	***0.00%***	***212,500***	***0.00%***
Planning & Zoning	935,043		935,043	987,643	5.63%			987,643	5.63%
Parks	30,000		30,000	30,000	0.00%			30,000	0.00%
Water Quality	32,743		32,743	32,743	0.00%			32,743	0.00%
Wetland Grant	27,700		27,700	27,700	0.00%			27,700	0.00%
Watercraft Inspection	172,000		172,000	172,000	0.00%			172,000	0.00%
Score Grant	291,000		291,000	428,341	47.20%			428,341	47.20%
Household Hazardous Waste Operations	489,000		489,000	297,300	-39.20%			297,300	-39.20%
Park Acquisition & Improvement	1,187,282		1,187,282	-	-100.00%			-	-100.00%
Levy - Other		1,722,490	1,722,490			1,639,832	-4.80%	1,639,832	-4.80%
ENVIRONMENTAL SVC TOTAL	***3,164,768***	***1,722,490***	***4,887,258***	***1,975,727***	***-37.57%***	***1,639,832***	***-4.80%***	***3,615,559***	***-26.02%***
Veterans Services	15,500		15,500	15,500	0.00%			15,500	0.00%
Income Maintenance	2,227,200		2,227,200	2,266,961	1.79%			2,266,961	1.79%
Social Services	4,678,297		4,678,297	4,772,734	2.02%			4,772,734	2.02%
Collaboratives	-		-	-				-	
Public Health	1,294,513		1,294,513	1,267,744	-2.07%			1,267,744	-2.07%
Levy		8,484,409	8,484,409			9,879,859	16.45%	9,879,859	16.45%
HEALTH & HUMAN SERVICES TOTAL	***8,215,510***	***8,484,409***	***16,699,919***	***8,322,939***	***1.31%***	***9,879,859***	***16.45%***	***18,202,798***	***9.00%***
Probation	359,000		359,000	956,530	166.44%			956,530	166.44%
Electronic Monitoring	22,000		22,000	18,000	-18.18%			18,000	-18.18%
Caseload Reduction Grant	64,797		64,797	-	-100.00%			-	-100.00%
Levy	-	742,092	742,092	-		455,066	-38.68%	455,066	-38.68%
PROBATION TOTAL	***445,797***	***742,092***	***1,187,889***	***974,530***	***118.60%***	***455,066***	***-38.68%***	***1,429,596***	***20.35%***
Recorder	285,000		285,000	250,000	-12.28%			250,000	-12.28%
Recorder Tech/Compliance	315,000		315,000	210,000	-33.33%			210,000	-33.33%
Levy	-	(187,025)	(187,025)			(92,443)	-50.57%	(92,443)	-50.57%
RECORDER TOTAL	***600,000***	***(187,025)***	***412,975***	***460,000***	***-23.33%***	***(92,443)***	***-50.57%***	***367,557***	***-11.00%***
Surveyor	15,000		15,000	10,500	-30.00%			10,500	-30.00%
Highway Administration	20,000		20,000	15,000	-25.00%			15,000	-25.00%
Highway Engineering	2,000,000		2,000,000	2,250,000	12.50%			2,250,000	12.50%
Highway Construction	7,085,000		7,085,000	11,440,000	61.47%			11,440,000	61.47%
Highway Maintenance	3,502,000		3,502,000	3,492,000	-0.29%			3,492,000	-0.29%
Equipment Maintenance/Shop	230,000		230,000	230,000	0.00%			230,000	0.00%
Traffic Operations	-		-	-				-	
Levy		7,262,635	7,262,635	-		8,112,934	11.71%	8,112,934	11.71%
ROAD & BRIDGE TOTAL	***12,852,000***	***7,262,635***	***20,114,635***	***17,437,500***	***35.68%***	***8,112,934***	***11.71%***	***25,550,434***	***27.02%***

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Total Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Sheriff	1,968,250		1,968,250	2,130,895	8.26%			2,130,895	8.26%
Sheriff Forfeitures			-					-	
Sheriff's Reserve			-					-	
Gun Permits			-					-	
PS Grants TZD	95,458		95,458	95,500	0.04%			95,500	0.04%
PS Grants Boat & Water	25,000		25,000	52,000	108.00%			52,000	108.00%
PS Grants Snowmobile	6,900		6,900	7,000	1.45%			7,000	1.45%
PS Grants ATV	7,100		7,100	7,000	-1.41%			7,000	-1.41%
PS Grants Miscellaneous			-					-	
Coroner			-					-	
County Jail	111,000		111,000	92,000	-17.12%			92,000	-17.12%
Jail Canteen			-					-	
Sentence to Serve			-					-	
Emergency Management	53,000		53,000	58,000	9.43%			58,000	9.43%
Levy		10,407,253	10,407,253			11,950,725	14.83%	11,950,725	14.83%
TOTAL SHERIFF	2,266,708	10,407,253	12,673,961	2,442,395	7.75%	11,950,725	14.83%	14,393,120	13.56%
TOTAL REVENUES	$ 34,775,603	$ 45,828,460	$ 80,604,063	$ 39,200,528	12.72%	$ 50,888,320	11.04%	$ 90,088,848	11.77%

LEVY CALCULATION	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	$ 87,600	$ -		
Levy	$ 45,740,860	$ 50,888,320	$ 5,147,460	11.25%

LAKE IMPROVEMENT DISTRICT (LID) LEVY

Expenditures

	2023 Non-Salary Expenditures	2023 Salary	2023 Total Expenditures	2024 Non-Levy Expenditures	% Non-Salary Inc/Dec	2024 Salary Expenditures	% Salary Inc/Dec	2024 Total Expenditures	Total % Inc/Dec
Lake Improvement District	186,000	141,520	327,520	196,000	5.38%	169,330	19.65%	365,330	11.54%
TOTAL EXPENDITURES	$ 186,000	$ 141,520	$ 327,520	$ 196,000	5.38%	$ 169,330	19.65%	$ 365,330	11.54%

Revenues

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Lake Improvement District	-		-	-				-	
Levy - LID		327,520	327,520			365,330	11.54%	365,330	11.54%
TOTAL REVENUES	$ -	$ 327,520	$ 327,520	$ -		$ 365,330	11.54%	$ 365,330	11.54%

LEVY CALCULATION - LID	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	$ -	$ -		
Levy	$ 327,520	$ 365,330	$ 37,810	11.54%

****VERY PRELIMINARY ESTIMATED TAX IMPACT****

8/9/2023 B&F Meeting

2023 Levy (Excluding LID)		45,740,860
Pay 2023 Tax Capacity Rate	County	51.876

Estimated Market Value	$250,000 Res Homestead	$300,000 Res Homestead	$500,000 Res Homestead	$300,000 Comm/Ind	$500,000 Comm/Ind	$1,000,000 Comm/Ind
2023 Tax	*$1,625*	*$1,989*	*$3,403*	*$2,723*	*$4,799*	*$9,986*

Pay 2024 Tax Capacity	County	98,717,021

% Increase Excluding LID	11.25%	7.00%	5.00%
County-wide Levy	50,888,320	48,942,720	48,027,903
LID Levy	365,330	365,330	365,330
Total Levy	*51,253,650*	*49,308,050*	*48,393,233*
Tax Capacity Rate - County-Wide Levy	51.550%	49.579%	48.652%

2024 County Tax - No Value Increase						
Estimated Market Value	$250,000 Res Homestead	$300,000 Res Homestead	$500,000 Res Homestead	$300,000 Comm/Ind	$500,000 Comm/Ind	$1,000,000 Comm/Ind
Levy Increase 11.25%	$1,618	$1,980	$3,387	$2,706	$4,768	$9,923
Annual Inc/Dec	-$7	-$9	-$16	-$17	-$31	-$63
Monthly Impact	-$0.58	-$0.75	-$1.33	-$1.42	-$2.58	-$5.25
Levy Increase 7.0%	*$1,571*	*$1,922*	*$3,289*	*$2,603*	*$4,586*	*$9,544*
Annual Inc/Dec	*-$54*	*-$67*	*-$114*	*-$120*	*-$213*	*-$442*
Monthly Impact	*-$4.50*	*-$5.58*	*-$9.50*	*-$10.00*	*-$17.75*	*-$36.83*
Levy Increase 5.0%	$1,549	$1,896	$3,242	$2,554	$4,500	$9,366
Annual Inc/Dec	-$76	-$93	-$161	-$169	-$299	-$620
Monthly Impact	-$6.33	-$7.75	-$13.42	-$14.08	-$24.92	-$51.67

2024 County Tax - Average Value Increase - Residential 9% Commericial Industrial 10%						
Esimated Market Value	$272,500 Res Homestead	$327,000 Res Homestead	$545,000 Res Homestead	$330,000 Comm/Ind	$550,000 Comm/Ind	$1,100,000 Comm/Ind
Levy Increase 11.25%	$1,780	$2,175	$3,750	$3,016	$5,284	$10,954
Annual Inc/Dec	$155	$186	$347	$293	$485	$968
Monthly Impact	$13	$16	$29	$24	$40	$81
Levy Increase 7.0%	$1,729	$2,112	$3,640	$2,900	$5,082	$10,535
Annual Inc/Dec	$104	$123	$237	$177	$283	$549
Monthly Impact	$9	$10	$20	$15	$24	$46
Levy Increase 5.0%	$1,705	$2,082	$3,589	$2,846	$4,987	$10,339
Annual Inc/Dec	$80	$93	$186	$123	$188	$353
Monthly Impact	$7	$8	$16	$10	$16	$29

*Comparisons do not include LID

The total levy amount can be adjusted depending on decisions by the Budget and Finance Committee and County Board. Below are some potential changes (expenditures, policy, expectations, etc.) that the Budget and Finance Committee can discuss further to reduce the levy amount for 2024 if the Budget and Finance Committee chooses to.

It is important to note that 47.42% of the total proposed total expenditures are related to the negotiated and approved labor contracts and personnel policies. Due to the Baker Tilly Compensation Study, most employees will receive a 3.5% step increase in addition to the negotiated 2% COLA increase.

In the 2024 Personnel Budget 'snapshot,' the County also budgeted an increase in Health and Dental insurance of 10%, that assumes the County's cost increases 10%.

1. County Road Construction for 2024

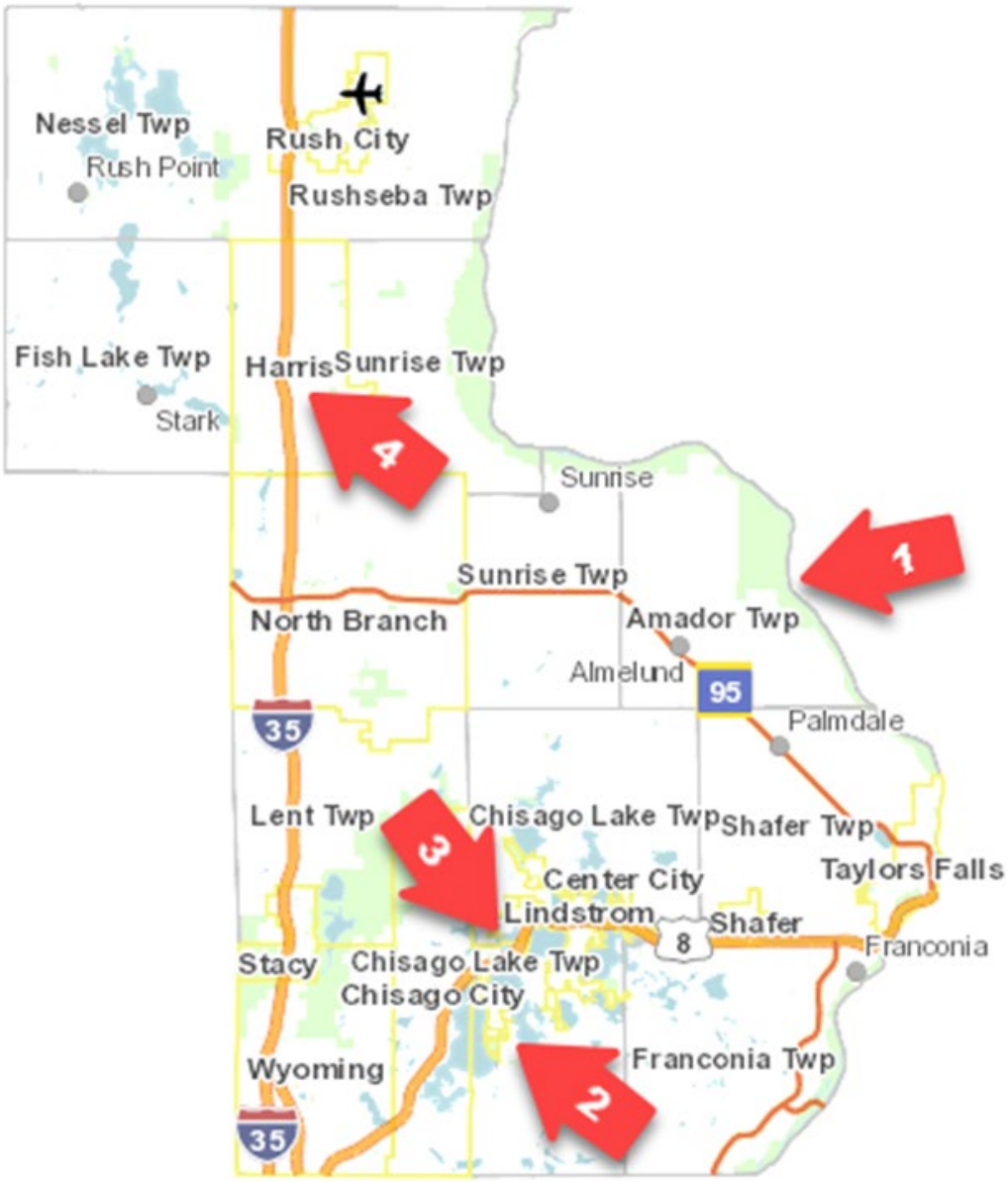
At the June 21st, 2023 Board of Commissioners meeting, the County Board approved the 2024 Transportation Improvement Plan (TIP). The TIP plan called for a total spending of $13,440,000 on 2024 Transportation projects. Of the approved $13,440,000, $5,900,000 is proposed to come from 'Local' sources, Levy and Local Option Sales and the 2024 Property Tax Levy. The Wheelage Tax the County selects can only be used on maintenance projects.

The 2024 TIP Plan budgets $3.7M in revenue from the Local Option Sales Tax (LOST), and $2.2 M in County Tax Levy dollars, in addition to using Federal and State funds.

There are 5 Total Projects planned for 2024 using 'Local' funding sources, however only one project uses funds other than LOST and Levy funds (Highway 10 – CSAH 8 North to County Line), this project uses Federal and State Aid funds:

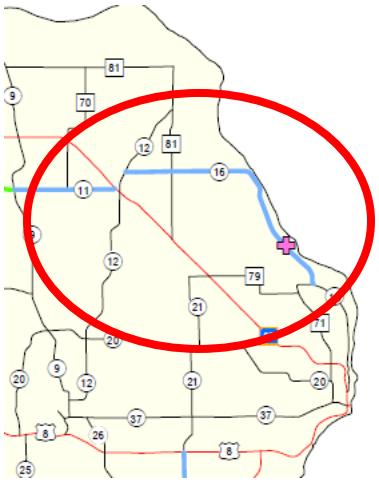
APPROVED 2024 - 2028 TIP - 6-21-23 Updated

					Estimated Cost & Funding Source					
	Highway No.	Termini	Length (mi)	Project	Federal	State	State Aid	Local (Levy & Sales Tax)	Total	Comments
2024	10	CSAH 8 North to County Line	4.2	Reconstruction	$3,140,000		$4,400,000	$800,000	$8,340,000	$2.8M STBGP
	16	CSAH 12 to CR 71	7.4	Reconditioning & Bridge				$3,500,000	$3,500,000	
	23	Pioneer Rd to CSAH 23	3.3	Mill & Overlay				$900,000	$900,000	
	34	HIR section south of CSAH 19	0.9	Mill & Overlay				$200,000	$200,000	
	9	CSAH 30 to Harder Ave	1.1	Concrete Rehab				$500,000	$500,000	
			16.9	TOTAL	$3,140,000	$0	$4,400,000	$5,900,000	$13,440,000	$3.7M in LOST; $2.2M in Levy
				PERCENTAGE OF TOTAL	23%	0%	33%	44%		

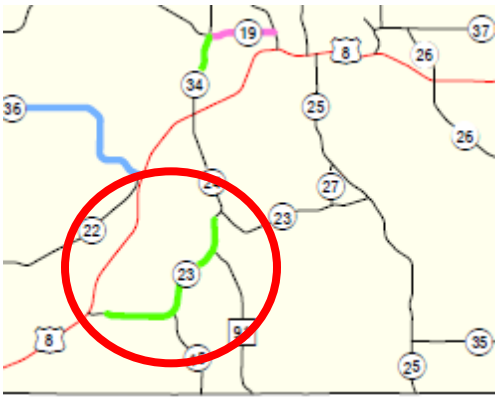


There are 4 projects using ‘local’ funding source(s);

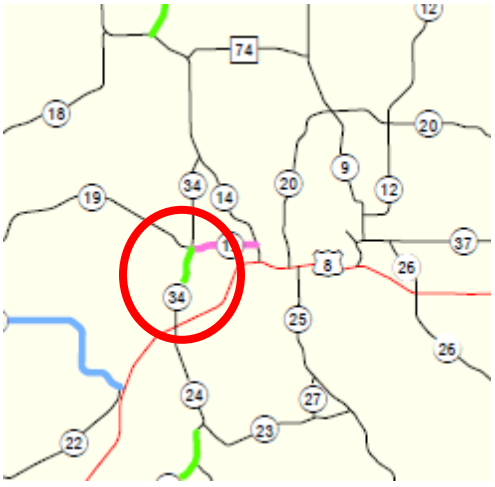
1) HWY 16 – Reconditioning and Bridge Project, 7.4 miles = $3,500,000



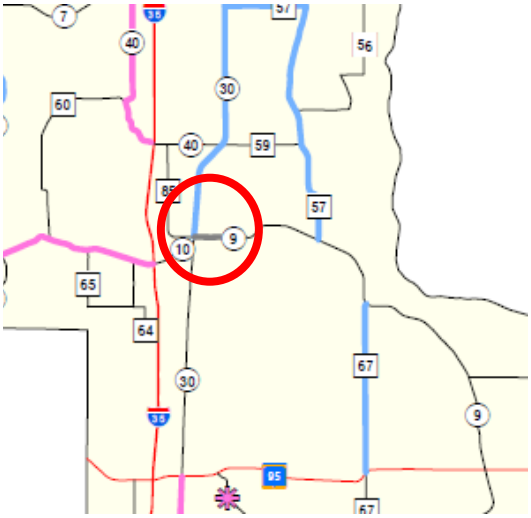
2) HWY 23 – Mill and Overlay, 3.3 miles = $900,000



3) HWY 34 – Mill and Overlay, .9 miles = $200,000



4) HWY 9 – Concreate Rehab, 1.1 miles = $500,000



Local Option Sales Tax (LOST) monies may only be used for the following purposes:

- Payment of the capital cost of a specific transportation project improvement.
- Payment of the costs, which may include both capital and operating costs, of a specific transit project or improvement.
- Payment of the capital costs of a safe route to school program under section 174.40; or
- Payment of transit operating costs

The Budget and Finance Committee needs to determine if completing all the projects using the levy dollars proposed is needed/wanted for 2024.

The Budget and Finance Committee (with guidance from the County Engineer) could decide to NOT use any Levy dollars for road projects in 2024, beyond the Highway 10 project, (which uses both Federal and State monies) or use the entire $2,200,000 planned.

The Committee could recommend lowering the levy depending on how much the Committee recommends spending on the proposed road projects.

2. Personnel Changes – Vacancies

The County currently has vacancies budgeted within County departments for 2024, which impact the 2024 levy. These positions were previously all approved by the County Board.

However, some are vacant positions due to previous decisions from the County Board (left vacant by County Board) until 2024 and others are vacant due to the County not being able to hire at this current time. The proposed 2024 preliminary levy reflects **filling/hiring** all the currently vacant positions.

It is unknown what rate of pay these positions will be employed (the grade is pre-determined, but the step is determined by the hiring authority) and it is unknown what benefits package this employee will request, which creates some range in the total amount requested.

Below is the 2024 Budgeted Employees per department and how many vacancies per department:

Department	Total Staff	Vacancies	Job Title	COST
Admin./H.R.	7.4	0	-	
Assessor	9	0	-	
Auditor/Treasurer	7	0	-	
Board of Commissioners	5	0	-	
County Attorney	19.75	3	Victim Witness Coordinator, Legal Assistant, Asst. County Attorney	VWC = $123,000 Legal Asst. = $99,258.69 Asst. County Atty = $141,307.87
Enterprise Services – IT	16	1	Infrastructure Engineer	$110,797.70
Enterprise Services – Facilities/Maint.	7.5	0	-	
Recorder	4	0	-	
Probation	12	1	Case Aide	$92,137.91
Household Hazardous Waste	2.15	0	-	
Water Quality	1	0	-	
Watercraft Inspection	1	0	-	
Wetlands	1	0	-	
Environmental Services	10	0	-	
Parks	2.6	0	-	
Public Works – Equipment Maint.	5	0	-	
Public Works – Administration	3	0	-	
Public Works – Highway Engineering	8	0	-	
Public Works – Highway Maint.	19	0	-	
Public Works – Surveyor	1	0	-	
Public Works – Traffic Operations	2	0	-	
HHS – Administration	10	0	-	
HHS – Income Maint.	32.5	1.5	Case Aide, Eligibility Worker (.5)	Case Aide = $83,441.12 Eligibility = $30,897.05
HHS – Public Health	16.15	3	Public Health Nurses (1 and .8 (x2))	Total = $300,067.29
HHS - Social Services	64	2	Social Worker (x2)	Total = $222,257.40

HHS – Veterans Services	2.4	0	-	
CCSO – Sheriff's Office	49.5	3.5 and 2 Overstrength	2 Deputies, 1 Sergeant, .5 Office/Admin.	Deputy/Sergeant = $415,618.61 Office/Admin = $36,834.15 Overstrength = $89,506.07
CCSO – Jail/Dispatch	37.5	4.5 and 4 Overstrength	2.5 Correctional Officers and 2 Dispatchers	Correctional Officer = $386,180.87 Dispatcher (.5) = $31,974.85 Overstrength = $386,180.97
CCSO – Emergency Management	1	0	-	
TOTAL	**353.85**	**19.5 and 6 Overstrength**		**TOTAL = $2,549,460.20**

The Budget and Finance Committee could choose to limit hiring the vacant positions in 2024. Additionally, the Budget and Committee could recommend not hiring anyone (or specific positions) in 2024 or make other employment policy changes; i.e. 'hiring freeze,' furloughs, etc.

It is important to note that all vacant positions are budgeted with the most expensive benefits package because it is unknown what needs the new hire will require in addition to a 10% increase in health and dental costs annually. Additionally, the overstrength positions are budgeted as full-time staff with benefits.

It is important to note the discussion which should happen with the Chisago County Sheriff regarding the policy of 'overstrength.'

3. Personnel Changes – Overtime and Seasonal Work

The County currently budgets for anticipated Overtime and expected seasonal employment. The majority of these costs are levy dollars (there is a grant which pays for all of the seasonal watercraft/AIS staff).

Below is the 2024 Budgeted Overtime and Seasonal costs for each department;

Department	Overtime	Seasonal	Funding Source
Admin./H.R.	$0	$0	-
Assessor	$1,151.50	$0	Levy
Auditor/Treasurer	$4,606.00	$0	Levy
Board of Commissioners	$0	$0	-
County Attorney	$25,333.00	$0	Levy
Enterprise Services – IT	$28,787.50	$0	Levy
Enterprise Services – Facilities/Maint.	$6,333.25	$14,468.16	Levy – May 1 – Sept. 30 (840 hours)
Recorder	$0	$0	-
Probation	$0	$0	-

Household Hazardous Waste	$0	$6,148.97	Levy – May 1 – Sept. 30 (336 hours)
Water Quality	$0	$0	-
Watercraft Inspection	$0	$139,945.00	Grant ($172,000 for AIS)
Wetlands	$0	$0	-
Environmental Services	$0	$0	-
Parks	$6,909.00	$161,475.00	Levy
Public Works – Equipment Maint.	$5,757.00	$0	Levy
Public Works – Administration	$0	$0	-
Public Works – Highway Engineering	$28,787.50	$0	Levy
Public Works – Highway Maint.	$46,060.00	$53,825.00	Levy
Public Works – Surveyor	$0	$0	-
Public Works – Traffic Operations	$1,151.50	$8,612.00	Levy
HHS – Administration	$0	$0	-
HHS – Income Maint.	$0	$0	-
HHS – Public Health	$0	$0	-
HHS - Social Services	$0	$0	-
HHS – Veterans Services	$0	$0	-
CCSO – Sheriff's Office	$406,737.50	$0	Levy
CCSO – Jail/Dispatch	$143,937.50	$0	Levy
CCSO – Emergency Management	$0	$0	-
TOTAL	**$705,551.25**	**$244,529.00**	**TOTAL = $950,080.25**

***** The AIS Grant covers the entire cost of Seasonals for the 'Watercraft Inspection' line item

The Budget and Finance Committee could choose to limit the amount of budgeted overtime and hiring seasonal positions in 2024. This should be reviewed with the decision about vacant positions. This decision will reduce the County levy, however there will be significant impact on the services these departments can provide.

Every department is different, some departments are mandated (Public Safety) so overtime will be required by the work needing to be completed. It is important to note that this is a budget, and the County should levy for what they expect to need, but it an educated guess based on past usage.

It is important to note that all vacant positions are budgeted with the most expensive benefits package because it is unknown what needs the new hire will require in addition to a 10% increase in health and dental costs annually.

4. Use of County Program Aid/Capital Improvement Aid – ARPA $$$

As Chisago County continues to grapple with new mandates, cost shifts, and increased service costs, County Program Aid (CPA) stands as the most important general-purpose aid in managing these costs and providing property taxpayers relief.

CPA is general-purpose aid given to Chisago County from the Minnesota Legislature. CPA is **NOT** a reliable funding source however because the Legislature changes the amount of aid due to the State's budgetary conditions.

It has been past practice of the Chisago County Board, to use CPA funds to pay for the County's annual Capital Improvement Plan because those purchases are one-time expenditures. If CPA funding is used on one-time expenditures, the CIP costs will have no direct impact on the County levy, however it will indirectly lower the levy over the long term because the needed purchases do not require levy monies.

In 2023, Chisago County received $3,074,535 in CPA funding from the State of MN. In 2024, Chisago County will receive **$4,005,880**, an increase of $931,345 or 30.29% more than 2023.

In addition to CPA, the County still has additional ARPA monies available to use for County expenditures in 2024. CPA monies can be used on any County purpose, while ARPA funds are restricted so these funds cannot be spent on any County purpose.

In addition to CPA, the County also has certain ARPA funds remaining, however they have already been allocated. As of 8/7/2023, the County has $305,546 remaining in ARPA funding, currently allocated for the County's 'Administrative Fee,' $1,934,539 in the ARPA ARMER Infrastructure Replacement (0334 ENTS) allocation, and $1,526,925 remaining in the Broadband ARPA allocation (without accepting Franconia Township's request).

The County has $3,376,955 CPA (remaining after the Jail Debt service) and up to $3,767,010 in ARPA funds available (however have already been allocated) to use if the County Budget and Finance Committee chooses to. **However, I will note that this would be a temporary reduction in the operating expenses of the County and would inflate the levy in the future to maintain the same level of service.**

It is expected that the Budget and Finance Committee with discuss the 2024 Capital Improvement Plan at the September 13th Budget and Finance Committee. It has been past practice to discuss the CIP after the Operating Budget and Levy.

5. 2024 Public Safety Aid

The 2023 MN Legislature approved a local public safety aid package as part of the Public Safety Bill. This aid can be used for, but is not limited to training programs, community engagement, personnel or equipment costs, officer wellness, mental health crisis response, and victim services. The aid will be distributed by the Minnesota Department of Revenue through a formula based off city, county, and tribe population size. This is one-time money.

Chisago County was allocated $1,138,241.

6. Outside Partners

Every year 'outside partner' organizations request County Funding to meet they organizations needs. The outside organizations are UMN Extension, Soil and Water Conservation District, Chisago County Historical Society, Chisago County Agricultural Society, East Central Regional Library Board, and the Central MN Council on Aging.

Some of these organizations receive County levy funds because State Statute allows them to, while others receive funding because they provide a service to the County or County residents.

Below is a list of the outside partners 2024 requests. Each one is completely levy dependent. It is important to note that the County does NOT have management control or administration over the organization.

Organization	2023 Request	2024 Request	Increase
East Central Regional Library Board	$748,331	$778,495, ($30,164 more) $465,245 is the State Minimum Local Support Requirement for Libraries	4.35%
UMN Extension (MN Stat. 38.36)	$138,700	$141,200 ($2,500 more)	2%
Soil and Water Conservation District (MN Stat. 103C)	$200,000 = Received $150,000	$200,000 ($50,000 more)	25%
Historical Society (MN Stat. 138.052)	$35,210	$40,000 ($4,790 more)	12%
Agricultural Society (MN Stat. 38.14 for County Fair)	$16,000	Not Received Request	0%

Central MN Council on Aging	$0	$3,574	$0

The Budget and Finance Committee could limit or reduce the amounts given to each of these organizations. This would have an impact on these organizations and the duties they perform.

7. Remote Work Policy Change – Cell Phone/Internet Access

During the COVID-19 Pandemic the County created a 'Work from Home' Policy. This allowed employees to work from home if their job duties allowed it. Employees were given various hardware for their working duties; laptop, tablet, cellphone, monitors, etc. It depends on what was needed for their work.

Many employees received more than 1 piece of hardware, normally a County-issued cell phone and a laptop. Both have $40.00 data service plans. If the County was to turn off the data service on the laptop and turn on the hotspot on their phone ($5.00 on their phone vs. $40.00 per month, thus a savings of $35.00 per month).

$35.00 savings X 148 users = $5,180 per month = $62,160 per year

Additionally, according to Enterprise Service's records, 20 individuals have not used their devices in the last 3 months.

$40.00 X 20 users = $800.00 per month = $9,600 per year

If the Committee recommends changing the policy, the County could save approximately $71,760.

8. ProPhoenix – Wyoming PD and North Branch PD

The Chisago County Sheriff's Office currently uses ProPhoenix software so the County can write reports, import and access photos, correct and approve reports, access mug shots and demographic information, silent messaging and dispatching while keeping officers on the road.

In 2015, the City of Wyoming and the City of North Branch Police Departments joined the Chisago County Sheriff's Office in using ProPhoenix, which has created greater efficiencies and communication between the organizations.

The County hosts this software because we were the first to use it, and because we have the appropriate infrastructure to host it and the data it creates. However, there are costs to have them on our system over time, for example the County will need new database servers.

If the County did not have Wyoming and North Branch on the County system, servers that are approximately 50% smaller could be used.

Currently, the PD's are approximately 50% of the use, storage, bandwidth, etc. of entire system. If the PDs were not on our system, the County would see a reduction in storage of data and the nightly backups would be smaller, which is less back up space. Additionally, the County would see a reduction in the Microsoft licenses. Currently, the County pays for some license because the PD's are on our servers which are licensed under the County.

Below is the cost of the ProPhoenix system:

Assume 4 year life	Cost	Total Cost / 4 = Yearly Cost	
		$0.00	
DB Servers ($25,000 each)	$50,000.00	$12,500.00	
		$0.00	
TOTAL		**$12,500.00**	
Yearly costs	Cost Each	Total Cost/Year	
PP Maint all added together NOTE 1		$108,128.33	2019 contract cost
PC CAL Lic	$36.00	$4,644.00	WPD=14, NBPD=20
TOTAL		**$112,772.33**	
	Cost/Hr	Total Cost/Year	
Support hours for PP **EXCEPT** Mobile Access, and Time for PD's	$55.00	**$124,465.00**	PD support hours not added to this total
Bandwidth for Site to Site VPN's	Cost/mo./MB	Total Cost/Year	
Using a min size of 10mb at far end @ 2 PD's	$22.70	**$5,448.00**	
Allocated amount	Cost/GB/Year		
Numbers are in GB	$1.18	$8,593.35	
Total storage costs		**$8,593.35**	(Each PD= 25% of total)

Wyoming PD	Quantity	Cost Each	Total Cost
	1		**$3,125.00**
			$0.00
PP SW Maint NOTE 1			**$13,516.04**
PC Cal	14	$36.00	**$504.00**
Support est.	200	$55.00	**$11,000.00**
10MB VPN	1	$2,724.00	**$2,724.00**
Allocated Storage Costs			**$2,148.34**
			$33,017.38

North Branch PD	Quantity	Cost Each	Total Cost
			$3,125.00
			$0.00
PP SW Maint NOTE 1			**$13,516.04**
PC Cal	20	$36.00	**$720.00**
Support est.	200	$55.00	**$11,000.00**
10MB VPN	1	$2,724.00	**$2,724.00**
Allocated Storage Costs			**$2,148.34**
			$30,108.38

According to Enterprise Services calculations and determinations, the County is currently subsidizing the Wyoming Police Department $33,017.38 and the North Branch Police Department $30,108.38, which equals $63,125.76 combined.

As stated prior, there are efficiencies for having all law enforcement organizations on the same system.

9. Debt Service

Chisago County has currently proposed levying for $3,944,804 for debt service. This is an **increase of $75,487 from 2023**.

2024 Debt Service Payments

Fund	Type of Bonds	Expenditures	Non-Levy Revenues	Levy
832	Road Bonds	2,108,019		$ 2,108,019.38
833	2006 HHS Building Bonds	260,781		$ 260,780.63
834	Library Bonds	474,075		$ 474,075.00
836	Jail Bonds	1,057,731	628,925	$ 428,805.63
840	Business Park Bonds	244,440	200,000	$ 44,440.00
850	800 Mghz Project Bonds	628,684		$ 628,683.75
	Total	**$ 4,773,729**	**$ 828,925**	**$ 3,944,804**

**Note - Jail Bonds - $628,925 from CPA used annually (2018-2024) to reduce levy.
***2023 Debt Levy $3,869,317

Chisago County will remain indebted until 2032.

Outstanding Indebtedness

Current Bond Issues	Purpose	Maturity	Principal Outstanding as of 12/31/2023
2022A GO Refunding Bonds (Refunded 2010B Bond)	Roads	2026	$ 1,530,000.00
2022A GO Refunding Bonds (Refunded 2012B Bond, which Refunded 2004A, 2006A and 2010A Bonds)	Roads, Library, Business Park & HHS Building	2032	$ 7,225,000.00
2015A GO Refunding Bonds (Refunded 2010 Bond)	Capital Impv - ARMER	2031	$ 7,750,000.00
2016A GO Jail Bonds	Jail/LEC	2032	$ 8,085,000.00
2017A GO Jail Bonds	Jail/LEC	2031	$ 8,300,000.00
			$ 32,890,000.0

Unfortunately, the County is very limited in how and when we can pay the debt the County has accrued, however it is important to acknowledge how much debt the County has when making all future budgeting decisions regarding one-time and operating expenses.

10. County Facilities

The County currently has facilities across the County to operate and execute its duties. However, there are two facilities that have previously had greater discussions about maintaining and operating; the North Branch HHS Facility and the 'Old' Jail and White House.

Based on the County Assessor's 'quick in-house' conservative analysis, the following are the values of the following County properties;

Jail Site: $700,000 - $850,000

White House Site: $200,000 - $250,000

North Branch HHS: $1,000,000 - $1,250,000

The 'Old' Jail and White House demolition project is expected to be completed by the end of September 2023. Depending on the how the County Board proceeds, the County will be able to receive revenue from this sale, approximately **$900,000 - $1,100,000** conservatively.

If the County Board wanted to change the operations of County HHS, they could proceed with selling the North Branch HHS Facility. This could also lead to revenue of approximately $1,000,000 to $1,250,000, however this has greater impacts both financially and operationally.

It is important to note that this is $711,000 principal remaining on the HHS Building. The payments will end in 2026.

11. ARMER USER Fees

All the USERs of the Chisago County ARMER System are still required to meet this year to determine the User Fee for 2024 and beyond (the SUBSCRIBERS are still under contract through 2024). This meeting is required under the current USER and SUBSCRIBER Agreements. Due to this meeting, the County has the ability to change the USER fee for ARMER USERs in 2024 and beyond. This will have an effect on the levy of the County.

At this time, the fee per radio is the 'MESB Fee and SUA2 fee by the number of radios on the system and adding a $30 fee per radio.' Each radio costs a USER $203.18 per year (each radio costs a SUBCRIBER $518.18, but $315 goes into a 'replacement fund').

There are currently 571 radios on the Chisago County ARMER System.

2023 Radios	TOTAL 571
Agency Name	**# of Radios**
Almelund Fire Department	23
Center City Fire Department	22
Chisago City Fire Department	26
Chisago County Sheriff's Office	130
Department of Enterprise Services	5
Emergency Communications Center	16
Emergency Communications Services	50
Harris Fire Department	26
Lakes Area Police Department	36
Lindstrom Fire Department	33
North Branch Fire Department	27
North Branch Police Department	34
Rush City Fire Department	14
Shafer Fire Department	14
Stacy-Lent Fire Department	35
Taylors Falls Fire Department	19
Unassigned	2
Wyoming Fire Department	34
Wyoming Police Department	25

2023 AMOUNTS	
North Branch	$ 21,528.98
Lakes Area PD	$ 7,314.48
Wyoming	$ 11,987.62
Almelund	$ 4,673.14
Center City	$ 4,469.96
Chisago City	$ 5,282.68
Harris	$ 5,282.68
Lindstrom	$ 6,704.94
Rush City	$ 2,844.52
Shafer	$ 2,844.52
Stacy	$ 7,111.30
Taylors Falls	$ 3,860.42
CCSO	$ 67,363.40
Probation	$ 1,036.36
COLLECTED for 2023	$152,305.00

	571
Agency Name	**# of Radios**
Almelund Fire Department	23
Center City Fire Department	22
Chisago City Fire Department	26
Chisago County Sheriff's Office	130
Department of Enterprise Services	5
Emergency Communications Center	16
Emergency Communications Services	50
Harris Fire Department	26
Lakes Area Police Department	36
Lindstrom Fire Department	33
North Branch Fire Department	27
North Branch Police Department	34
Rush City Fire Department	14
Shafer Fire Department	14
Stacy-Lent Fire Department	35
Taylors Falls Fire Department	19
Unassigned	2
Wyoming Fire Department	34

			User Fee	Subscriber Fee		
$30 Fee for each unit		15,000.00	30.00			
SAU Fee		61,566.33	123.13	203.18		
MESB Fee		25,026.00	50.05			
Replacement Fund	$	101,592.33		315.00		
			$203.18	$518.18		
Total Collected for 2023			**$68,878.02**	**$83,426.98**	**$152,305.00**	
				($50,715 is for replacement fund)		

In addition to the SUA2 and MESB fee, the County has 1.8 employees devoted to the ARMER radio system, in addition to the debt service for the system and the daily operating expenses.

ARMER Debt Service (2024)	$	628,683.00
Staff Costs (2024)	$	265,285.68
061-6342 Total (2024) - Day-to-day operating expenses	$	862,579.00
TOTAL	**$**	**1,756,547.68**

Based upon the current costs to operate the ARMER system (*above*), each radio should cost $3076.26 per year. USERs pay $203.18 per radio per year and SUBSCRIBERs pay $518.18, although $315 goes into a 'replacement fund, which means the County is paying/levying 93.39% of the total cost per radio.

It is important to also recognize that the County has also already spent $1,252,504.62 to upgrade and maintain the ARMER system, which has further reduced the cost to the County and its taxpayers.

If the Committee was interested in lowering the County levy, the County could increase the USER fee amount for the USERs to be more in line with other Counties. The County could also creatively use the ARMER ARPA calculation to potential lower the yearly operational costs but would need a revenue stream once ARPA is exhausted or the ARPA program ends.

It is important to note that the County's ARMER Debt is structured to stay fairly level over the years. The debt for ARMER will increase significantly beginning in 2027 after some of the County's other debt drops off. Below are the debt payments for the remainder of the 2015A GO Bond:

2015A GO Bond - ARMER			
	Principal	Interest	Total Annual Payment
2024	415,000	213,684	628,684
2025	335,000	203,088	538,088
2026	355,000	194,798	549,798
2027	1,250,000	174,110	1,424,110
2028	1,290,000	138,510	1,428,510
2029	1,330,000	101,205	1,431,205
2030	1,360,000	62,850	1,422,850
2031	1,415,000	21,225	1,436,225
	$7,750,000	$1,109,469	$ 8,859,469

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department

	2023 Expenditures	*2024 Expenditures*	*Inc/Dec*	*2023 Revenues*	*2024 Revenues*	*Inc/Dec*
Assessor	***929,415***	***1,071,860***	***142,445***	***-***	***-***	***-***
Auditor-Treasurer	783,476	857,044	73,568	49,200	49,200	-
Audit	100,000	110,000	10,000	-	-	-
Elections	131,400	191,286	59,886	10,000	23,000	13,000
Other Gen Govt	1,978,330	1,571,395	(406,935)	1,788,190	2,145,010	356,820
Non-Co Income/Expense	4,700	-	(4,700)	-	-	-
E911	137,000	162,000	25,000	137,000	162,000	25,000
Self Insurance	300,000	-	(300,000)	300,000	-	(300,000)
Economic Development	70,000	47,000	(23,000)	-		-
Debt - Road	2,009,910	2,108,019	98,109	-		-
Debt HHS Building	261,765	260,781	(984)	-		-
Debt Library	469,088	474,075	4,987	-		-
Debt Jail	1,048,465	1,057,731	9,266	628,925	628,925	-
Debt Business Park	241,815	244,440	2,625	200,000	200,000	-
Debt 800 Mghz (Armer)	667,199	628,684	(38,515)	-		-
Property Tax - All Funds	-	-	-	410,000	410,000	-
AUDITOR-TREASURER TOTAL	***8,203,148***	***7,712,455***	***(490,693)***	***3,523,315***	***3,618,135***	***94,820***
Board of Commissioners	386,152	439,442	53,290	-	-	-
Law Library	40,514	40,514	-	40,000	50,000	10,000
County Administrator	782,611	1,118,050	335,439	7,500	7,500	-
Central Services	111,250	110,750	(500)	3,100	3,100	-
Contingency	109,747	100,000	(9,747)	-	12,500	12,500
Historical Society	35,210	40,000	4,790	-	-	-
Library	748,331	778,495	30,164	-	-	-
Agricultural Society	16,000	16,000	-	-	-	-
County Extension	138,700	141,200	2,500	-	-	-
Soil & Water	804,000	200,000	(604,000)	654,000	-	(654,000)
Building Fund - Gen Gov	-	83,602	83,602	-	-	-
Capital Equipment	2,444,232	3,376,955	932,723	2,444,232	3,376,955	932,723
COUNTY ADMINISTRATION TOTAL	***5,616,747***	***6,445,008***	***828,261***	***3,148,832***	***3,450,055***	***301,223***
County Attorney	2,218,657	2,950,715	732,058	133,800	122,300	(11,500)
County Attorney Forfeiture	-	-	-	-	-	-
COUNTY ATTORNEY TOTAL	***2,218,657***	***2,950,715***	***732,058***	***133,800***	***122,300***	***(11,500)***
Data Processing	5,831,955	6,463,285	631,330	348,873	320,947	(27,926)
Maintenance	1,615,004	1,673,961	58,957	-	-	-
ENTERPRISE SERVICES TOTAL	***7,446,959***	***8,137,246***	***690,287***	***348,873***	***320,947***	***(27,926)***
District Court	***212,500***	***212,500***	***-***	***76,000***	***76,000***	***-***
Planning & Zoning	1,191,968	1,413,934	221,966	935,043	987,643	52,600
Parks	510,994	604,468	93,474	30,000	30,000	-
Water Quality	182,601	199,193	16,592	32,743	32,743	-
Wetland Grant	110,443	118,734	8,291	27,700	27,700	-
Watercraft Inspection	295,901	315,705	19,804	172,000	172,000	-
Score Grant	318,295	333,158	14,863	291,000	428,341	137,341
Household Hazardous Waste Operations	880,254	630,367	(249,887)	489,000	297,300	(191,700)
Park Acquisition & Improvement	1,396,802	-	(1,396,802)	1,187,282	-	(1,187,282)
ENVIRONMENTAL SVC TOTAL	***4,887,258***	***3,615,559***	***(1,271,699)***	***3,164,768***	***1,975,727***	***(1,189,041)***
Veterans Services	287,101	258,177	(28,924)	15,500	15,500	-
Income Maintenance	3,739,411	4,111,355	371,944	2,227,200	2,266,961	39,761
Social Services	10,563,059	11,181,517	618,458	4,678,297	4,772,734	94,437
Collaboratives	-		-	-		-
Public Health	2,110,348	2,651,749	541,401	1,294,513	1,267,744	(26,769)
HEALTH & HUMAN SERVICES TOTAL	***16,699,919***	***18,202,798***	***1,502,879***	***8,215,510***	***8,322,939***	***107,429***
Probation	1,080,997	1,411,596	330,599	359,000	956,530	597,530
Electronic Monitoring	22,000	18,000	(4,000)	22,000	18,000	(4,000)
Caseload Reduction Grant	84,892	-	(84,892)	64,797	-	(64,797)
PROBATION TOTAL	***1,187,889***	***1,429,596***	***241,707***	***445,797***	***974,530***	***528,733***
Recorder	411,475	366,057	(45,418)	285,000	250,000	(35,000)
Recorder Tech/Compliance	1,500	1,500	-	315,000	210,000	(105,000)
RECORDER TOTAL	***412,975***	***367,557***	***(45,418)***	***600,000***	***460,000***	***(140,000)***
Surveyor	164,762	174,752	9,990	15,000	10,500	(4,500)
Highway Administration	399,216	426,034	26,818	20,000	15,000	(5,000)
Highway Engineering	3,643,830	4,032,954	389,124	2,000,000	2,250,000	250,000
Highway Construction	9,500,000	13,840,000	4,340,000	7,085,000	11,440,000	4,355,000
Highway Maintenance	4,418,332	5,007,671	589,339	3,502,000	3,492,000	(10,000)
Equipment Maintenance/Shop	1,384,365	1,421,684	37,319	230,000	230,000	-
Traffic Operations	604,130	647,339	43,209	-	-	-
ROAD & BRIDGE TOTAL	***20,114,635***	***25,550,434***	***5,435,799***	***12,852,000***	***17,437,500***	***4,585,500***

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION

By Department

	2023 Expenditures	2024 Expenditures	Inc/Dec	2023 Revenues	2024 Revenues	Inc/Dec
Sheriff	7,760,318	8,352,153	591,835	1,968,250	2,130,895	162,645
Sheriff Forfeitures	-	-	-	-		-
Sheriff's Reserve	-	-	-	-		-
Gun Permits	-	-	-	-		-
PS Grants TZD	71,700	95,500	23,800	95,458	95,500	42
PS Grants Boat & Water	25,000	52,000	27,000	25,000	52,000	27,000
PS Grants Snowmobile	6,900	7,000	100	6,900	7,000	100
PS Grants ATV	7,100	7,000	(100)	7,100	7,000	(100)
PS Grants Miscellaneous	-	-	-	-	-	-
Coroner	153,159	153,159	-	-	-	-
County Jail	4,426,210	5,495,093	1,068,883	111,000	92,000	(19,000)
Jail Canteen	-	-	-	-	-	-
Sentence to Serve	78,986	78,986	-	-	-	-
Emergency Management	144,588	152,229	7,641	53,000	58,000	5,000
TOTAL SHERIFF	***12,673,961***	***14,393,120***	***1,719,159***	***2,266,708***	***2,442,395***	***175,687***
TOTAL	***$ 80,604,063***	***$ 90,088,848***	***$ 9,484,785***	***$ 34,775,603***	***$ 39,200,528***	***$ 4,424,925***

LEVY CALCULATION	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	***$ 87,600***	***$ -***		
Levy	***$ 45,740,860***	***$ 50,888,320***	***$ 5,147,460***	***11.25%***

LAKE IMPROVEMENT DISTRICT (LID) LEVY

	2023 Expenditures	2024 Expenditures	Inc/Dec	2023 Revenues	2024 Revenues	Inc/Dec
Lake Improvement District	327,520	365,330	37,810	-	-	-
TOTAL	***$ 327,520***	***$ 365,330***	***$ 37,810***	***$ -***	***$ -***	***$ -***

LEVY CALCULATION - LID	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	***$ -***	***$ -***		
Levy	***$ 327,520***	***$ 365,330***	***$ 37,810***	***11.54%***

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

Expenditures

	2023 Non-Salary Expenditures	*2023 Salary Expenditures*	*2023 Total Expenditures*	*2024 Non-Salary Expenditures*	*% Non-Salary Inc/Dec*	*2024 Salary Expenditures*	*% Salary Inc/Dec*	*2024 Total Expenditures*	*Total % Inc/Dec*
Assessor	***39,400***	***890,015***	***929,415***	***79,850***	***102.66%***	***992,010***	***11.46%***	***1,071,860***	***15.33%***
Auditor-Treasurer	28,110	755,366	783,476	28,065	-0.16%	828,979	9.75%	857,044	9.39%
Audit	100,000	-	100,000	110,000	10.00%			110,000	10.00%
Elections	131,400	-	131,400	153,900	17.12%	37,386		191,286	45.58%
Other Gen Govt	1,943,350	35,000	1,978,350	1,536,395	-20.94%	35,000		1,571,395	-20.57%
Non-Co Income/Expense	-	4,700	4,700	-		-		-	-100.00%
Self-Insruance-Dental Ins	-	300,000	300,000	-		-		-	-100.00%
E911	137,000	-	137,000	162,000	18.25%	-		162,000	18.25%
Economic Development	70,000	-	70,000	47,000	-32.86%	-		47,000	-32.86%
Debt - Road	2,009,910	-	2,009,910	2,108,019	4.88%	-		2,108,019	4.88%
Debt HHS Building	261,765	-	261,765	260,781	-0.38%	-		260,781	-0.38%
Debt Library	469,088	-	469,088	474,075	1.06%	-		474,075	1.06%
Debt Jail	1,048,465	-	1,048,465	1,057,731	0.88%	-		1,057,731	0.88%
Debt Business Park	241,815	-	241,815	244,440	1.09%	-		244,440	1.09%
Debt 800 Mghz (Armer)	667,199	-	667,199	628,684	-5.77%	-		628,684	-5.77%
AUDITOR-TREASURER TOTAL	***7,108,102***	***1,095,066***	***8,203,168***	***6,811,090***	***-4.18%***	***901,365***	***-17.69%***	***7,712,455***	***-5.98%***
Board of Commissioners	161,200	224,952	386,152	208,024	29.05%	231,418	2.87%	439,442	13.80%
Law Library	30,000	10,514	40,514	30,000	0.00%	10,514	0.00%	40,514	0.00%
County Administrator	71,800	710,811	782,611	83,200	15.88%	1,034,850	45.59%	1,118,050	42.86%
Central Services	111,250		111,250	110,750	-0.45%	-		110,750	-0.45%
Contingency	109,747		109,747	100,000	-8.88%	-		100,000	-8.88%
Historical Society	35,210		35,210	40,000	13.60%	-		40,000	13.60%
Library	748,331		748,331	778,495	4.03%	-		778,495	4.03%
Agricultural Society	16,000		16,000	16,000	0.00%	-		16,000	0.00%
County Extension	138,700		138,700	141,200	1.80%	-		141,200	1.80%
Soil & Water	150,000	654,000	804,000	200,000	33.33%	-	-100.00%	200,000	-75.12%
Building Fund - Gen Gov	-		-	83,602		-		83,602	
Capital Equipment	2,444,232		2,444,232	3,376,955	38.16%	-		3,376,955	38.16%
COUNTY ADMINISTRATION TOTAL	***4,016,470***	***1,600,277***	***5,616,747***	***5,168,226***	***28.68%***	***1,276,782***	***-20.21%***	***6,445,008***	***14.75%***
County Attorney	71,450	2,147,207	2,218,657	102,550	43.53%	2,848,165	32.65%	2,950,715	33.00%
County Attorney Forfeiture	-	-	-	-		-		-	
COUNTY ATTORNEY TOTAL	***71,450***	***2,147,207***	***2,218,657***	***102,550***	***43.53%***	***2,848,165***	***32.65%***	***2,950,715***	***33.00%***
Data Processing	3,836,329	1,995,626	5,831,955	4,299,244	12.07%	2,164,041	8.44%	6,463,285	10.83%
Maintenance	1,005,378	609,626	1,615,004	1,008,089	0.27%	665,872	9.23%	1,673,961	3.65%
ENTERPRISE SERVICES TOTAL	***4,841,707***	***2,605,252***	***7,446,959***	***5,307,333***	***9.62%***	***2,829,913***	***8.62%***	***8,137,246***	***9.27%***
District Court	***212,500***	***-***	***212,500***	***212,500***	***0.00%***	***-***		***212,500***	***0.00%***
Planning & Zoning	261,500	930,468	1,191,968	291,500	11.47%	1,122,434	20.63%	1,413,934	18.62%
Parks	131,000	379,994	510,994	137,000	4.58%	467,468	23.02%	604,468	18.29%
Water Quality	76,670	105,931	182,601	80,900	5.52%	118,293	11.67%	199,193	9.09%
Wetland Grant	5,000	105,443	110,443	5,000	0.00%	113,734	7.86%	118,734	7.51%
Watercraft Inspection	83,500	212,401	295,901	86,100	3.11%	229,605	8.10%	315,705	6.69%
Score Grant	263,250	55,045	318,295	271,900	3.29%	61,258	11.29%	333,158	4.67%
Household Hazardous Waste Operations	721,250	159,004	880,254	443,430	-38.52%	186,937	17.57%	630,367	-28.39%
Park Acquisition & Improvement	1,396,802	-	1,396,802	-	-100.00%	-		-	-100.00%
ENVIRONMENTAL SVC TOTAL	***2,938,972***	***1,948,286***	***4,887,258***	***1,315,830***	***-55.23%***	***2,299,729***	***18.04%***	***3,615,559***	***-26.02%***
Veterans Services	37,150	249,951	287,101	37,150	0.00%	221,027	-11.57%	258,177	-10.07%
Income Maintenance	768,800	2,970,611	3,739,411	792,045	3.02%	3,319,310	11.74%	4,111,355	9.95%
Social Services	3,918,493	6,644,566	10,563,059	3,794,095	-3.17%	7,387,422	11.18%	11,181,517	5.85%
Collaboratives	-	-	-	-		-		-	
Public Health	343,470	1,766,878	2,110,348	332,030	-3.33%	2,319,719	31.29%	2,651,749	25.65%
HEALTH & HUMAN SERVICES TOTAL	***5,067,913***	***11,632,006***	***16,699,919***	***4,955,320***	***-2.22%***	***13,247,478***	***13.89%***	***18,202,798***	***9.00%***
Probation	37,120	1,043,877	1,080,997	34,020	-8.35%	1,377,576	31.97%	1,411,596	30.58%
Electronic Monitoring	22,000		22,000	18,000	-18.18%			18,000	-18.18%
Caseload Reduction Grant	-	84,892	84,892	-		-	-100.00%	-	-100.00%
PROBATION TOTAL	***59,120***	***1,128,769***	***1,187,889***	***52,020***	***-12.01%***	***1,377,576***	***22.04%***	***1,429,596***	***20.35%***
Recorder	16,950	394,525	411,475	17,950	5.90%	348,107	-11.77%	366,057	-11.04%
Recorder Tech/Compliance	1,500	-	1,500	1,500	0.00%	-		1,500	0.00%
RECORDER TOTAL	***18,450***	***394,525***	***412,975***	***19,450***	***5.42%***	***348,107***	***-11.77%***	***367,557***	***-11.00%***
Surveyor	8,050	156,712	164,762	5,050	-37.27%	169,702	8.29%	174,752	6.06%
Highway Administration	38,500	360,716	399,216	33,600	-12.73%	392,434	8.79%	426,034	6.72%
Highway Engineering	2,646,450	997,380	3,643,830	2,956,450	11.71%	1,076,504	7.93%	4,032,954	10.68%
Highway Construction	9,500,000	-	9,500,000	13,840,000	45.68%	-		13,840,000	45.68%
Highway Maintenance	2,739,300	1,679,032	4,418,332	3,033,550	10.74%	1,974,121	17.57%	5,007,671	13.34%
Equipment Maintenance/Shop	898,700	485,665	1,384,365	932,200	3.73%	489,484	0.79%	1,421,684	2.70%
Traffic Operations	391,500	212,630	604,130	437,500	11.75%	209,839	-1.31%	647,339	7.15%
ROAD & BRIDGE TOTAL	***16,222,500***	***3,892,135***	***20,114,635***	***21,238,350***	***30.92%***	***4,312,084***	***10.79%***	***25,550,434***	***27.02%***
Sheriff	961,760	6,798,558	7,760,318	929,521	-3.35%	7,422,632	9.18%	8,352,153	7.63%
Sheriff Forfeitures	-		-	-		-		-	
Sheriff's Reserve	-		-	-		-		-	
Gun Permits	-		-	-		-		-	
PS Grants TZD	71,700		71,700	95,500	33.19%	-		95,500	33.19%
PS Grants Boat & Water	25,000		25,000	52,000	108.00%	-		52,000	108.00%
PS Grants Snowmobile	6,900		6,900	7,000	1.45%	-		7,000	1.45%
PS Grants ATV	7,100		7,100	7,000	-1.41%	-		7,000	-1.41%
PS Grants Miscellaneous	-		-	-		-		-	
Coroner	153,159		153,159	153,159	0.00%	-		153,159	0.00%
County Jail	742,150	3,684,060	4,426,210	742,650	0.07%	4,752,443	29.00%	5,495,093	24.15%
Jail Canteen	-		-	-		-		-	
Sentence to Serve	78,986		78,986	78,986	0.00%	-		78,986	0.00%
Emergency Management	31,724	112,864	144,588	33,374	5.20%	118,855	5.31%	152,229	5.28%
TOTAL SHERIFF	***2,078,479***	***10,595,482***	***12,673,961***	***2,099,190***	***1.00%***	***12,293,930***	***16.03%***	***14,393,120***	***13.56%***
TOTAL EXPENDITURES	***$ 42,675,063***	***$ 37,929,020***	***$ 80,604,083***	***$ 47,361,709***	***10.98%***	***$ 42,727,139***	***12.65%***	***$ 90,088,848***	***11.77%***

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

Revenues

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Total Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Assessor	-		-	-					
Levy	-	929,415	929,415	-		1,071,860	15.33%	1,071,860	15.33%
Auditor-Treasurer	49,200		49,200	49,200	0.00%			49,200	0.00%
Audit	-		-	-				-	
Elections	10,000		10,000	23,000	130.00%			23,000	130.00%
Other Gen Govt	1,788,190		1,788,190	2,145,010	19.95%			2,145,010	19.95%
Non-Co Income/Expense	-		-	-				-	
Self-Insruance-Dental Ins	300,000		300,000	-		-		-	-100.00%
E911	137,000		137,000	162,000	18.25%			162,000	18.25%
Economic Development	-		-	-				-	
Debt - Road	-		-	-				-	
Debt HHS Building	-		-	-				-	
Debt Library	-		-	-				-	
Debt Jail	628,925		628,925	628,925	0.00%			628,925	0.00%
Debt Business Park	200,000		200,000	200,000	0.00%			200,000	0.00%
Debt 800 Mghz	-		-	-				-	
Other Tax	410,000		410,000	410,000	0.00%			410,000	0.00%
Levy-Debt	-	3,869,317	3,869,317	-		3,944,805	1.95%	3,944,805	1.95%
Levy-Other	-	810,516	810,516	-		149,515	-81.55%	149,515	-81.55%
AUDITOR-TREASURER TOTAL	***3,523,315***	***4,679,833***	***8,203,148***	***3,618,135***	***2.69%***	***4,094,320***	***-12.51%***	***7,712,455***	***-5.98%***
Board of Commissioners	-		-	-				-	
Law Library	40,000		40,000	50,000	25.00%			50,000	25.00%
County Administrator	7,500		7,500	7,500	0.00%			7,500	0.00%
Central Services	3,100		3,100	3,100	0.00%			3,100	0.00%
Contingency	-		-	12,500				12,500	
Historical Society	-		-					-	
Library	-		-					-	
Agricultural Society	-		-					-	
County Extension	-		-					-	
Soil & Water	654,000		654,000	-	-100.00%			-	-100.00%
Building Fund - Gen Gov	-		-					-	
Capital Equipment	2,444,232		2,444,232	3,376,955	38.16%			3,376,955	38.16%
Levy		2,467,915	2,467,915			2,994,953	21.36%	2,994,953	21.36%
COUNTY ADMINISTRATION TOTAL	***3,148,832***	***2,467,915***	***5,616,747***	***3,450,055***	***9.57%***	***2,994,953***	***21.36%***	***6,445,008***	***14.75%***
County Attorney	133,800		133,800	122,300	-8.59%			122,300	-8.59%
County Attorney Forfeiture	-		-	-				-	
Levy		2,084,857	2,084,857			2,828,415		2,828,415	35.66%
COUNTY ATTORNEY TOTAL	***133,800***	***2,084,857***	***2,218,657***	***122,300***	***-8.59%***	***2,828,415***	***35.66%***	***2,950,715***	***33.00%***
Data Processing	348,873		348,873	320,947	-8.00%			320,947	-8.00%
Maintenance			-					-	
Levy		7,098,086	7,098,086			7,816,299	10.12%	7,816,299	10.12%
ENTERPRISE SERVICES TOTAL	***348,873***	***7,098,086***	***7,446,959***	***320,947***	***-8.00%***	***7,816,299***	***10.12%***	***8,137,246***	***9.27%***
District Court	76,000		76,000	76,000	0.00%			76,000	0.00%
Levy		136,500	136,500			136,500	0.00%	136,500	0.00%
District Court	***76,000***	***136,500***	***212,500***	***76,000***	***0.00%***	***136,500***	***0.00%***	***212,500***	***0.00%***
Planning & Zoning	935,043		935,043	987,643	5.63%			987,643	5.63%
Parks	30,000		30,000	30,000	0.00%			30,000	0.00%
Water Quality	32,743		32,743	32,743	0.00%			32,743	0.00%
Wetland Grant	27,700		27,700	27,700	0.00%			27,700	0.00%
Watercraft Inspection	172,000		172,000	172,000	0.00%			172,000	0.00%
Score Grant	291,000		291,000	428,341	47.20%			428,341	47.20%
Household Hazardous Waste Operations	489,000		489,000	297,300	-39.20%			297,300	-39.20%
Park Acquisition & Improvement	1,187,282		1,187,282	-	-100.00%			-	-100.00%
Levy - Other		1,722,490	1,722,490			1,639,832	-4.80%	1,639,832	-4.80%
ENVIRONMENTAL SVC TOTAL	***3,164,768***	***1,722,490***	***4,887,258***	***1,975,727***	***-37.57%***	***1,639,832***	***-4.80%***	***3,615,559***	***-26.02%***
Veterans Services	15,500		15,500	15,500	0.00%			15,500	0.00%
Income Maintenance	2,227,200		2,227,200	2,266,961	1.79%			2,266,961	1.79%
Social Services	4,678,297		4,678,297	4,772,734	2.02%			4,772,734	2.02%
Collaboratives	-		-	-				-	
Public Health	1,294,513		1,294,513	1,267,744	-2.07%			1,267,744	-2.07%
Levy		8,484,409	8,484,409			9,879,859	16.45%	9,879,859	16.45%
HEALTH & HUMAN SERVICES TOTAL	***8,215,510***	***8,484,409***	***16,699,919***	***8,322,939***	***1.31%***	***9,879,859***	***16.45%***	***18,202,798***	***9.00%***
Probation	359,000		359,000	956,530	166.44%			956,530	166.44%
Electronic Monitoring	22,000		22,000	18,000	-18.18%			18,000	-18.18%
Caseload Reduction Grant	64,797		64,797	-	-100.00%			-	-100.00%
Levy	-	742,092	742,092	-		455,066	-38.68%	455,066	-38.68%
PROBATION TOTAL	***445,797***	***742,092***	***1,187,889***	***974,530***	***118.60%***	***455,066***	***-38.68%***	***1,429,596***	***20.35%***
Recorder	285,000		285,000	250,000	-12.28%			250,000	-12.28%
Recorder Tech/Compliance	315,000		315,000	210,000	-33.33%			210,000	-33.33%
Levy	-	(187,025)	(187,025)			(92,443)	-50.57%	(92,443)	-50.57%
RECORDER TOTAL	***600,000***	***(187,025)***	***412,975***	***460,000***	***-23.33%***	***(92,443)***	***-50.57%***	***367,557***	***-11.00%***
Surveyor	15,000		15,000	10,500	-30.00%			10,500	-30.00%
Highway Administration	20,000		20,000	15,000	-25.00%			15,000	-25.00%
Highway Engineering	2,000,000		2,000,000	2,250,000	12.50%			2,250,000	12.50%
Highway Construction	7,085,000		7,085,000	11,440,000	61.47%			11,440,000	61.47%
Highway Maintenance	3,502,000		3,502,000	3,492,000	-0.29%			3,492,000	-0.29%
Equipment Maintenance/Shop	230,000		230,000	230,000	0.00%			230,000	0.00%
Traffic Operations	-		-	-				-	
Levy		7,262,635	7,262,635	-		8,112,934	11.71%	8,112,934	11.71%
ROAD & BRIDGE TOTAL	***12,852,000***	***7,262,635***	***20,114,635***	***17,437,500***	***35.68%***	***8,112,934***	***11.71%***	***25,550,434***	***27.02%***

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION
By Department with Operating vs Salary Breakdown

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Total Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Sheriff	1,968,250		1,968,250	2,130,895	8.26%			2,130,895	8.26%
Sheriff Forfeitures			-					-	
Sheriff's Reserve			-					-	
Gun Permits			-					-	
PS Grants TZD	95,458		95,458	95,500	0.04%			95,500	0.04%
PS Grants Boat & Water	25,000		25,000	52,000	108.00%			52,000	108.00%
PS Grants Snowmobile	6,900		6,900	7,000	1.45%			7,000	1.45%
PS Grants ATV	7,100		7,100	7,000	-1.41%			7,000	-1.41%
PS Grants Miscellaneous			-					-	
Coroner			-					-	
County Jail	111,000		111,000	92,000	-17.12%			92,000	-17.12%
Jail Canteen			-					-	
Sentence to Serve			-					-	
Emergency Management	53,000		53,000	58,000	9.43%			58,000	9.43%
Levy		10,407,253	10,407,253			11,950,725	14.83%	11,950,725	14.83%
TOTAL SHERIFF	*2,266,708*	*10,407,253*	*12,673,961*	*2,442,395*	*7.75%*	*11,950,725*	*14.83%*	*14,393,120*	*13.56%*
TOTAL REVENUES	*$ 34,775,603*	*$ 45,828,460*	*$ 80,604,063*	*$ 39,200,528*	*12.72%*	*$ 50,888,320*	*11.04%*	*$ 90,088,848*	*11.77%*

LEVY CALCULATION	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	*$ 87,600*	*$ -*		
Levy	*$ 45,740,860*	*$ 50,888,320*	*$ 5,147,460*	*11.25%*

LAKE IMPROVEMENT DISTRICT (LID) LEVY

Expenditures

	2023 Non-Salary Expenditures	2023 Salary	2023 Total Expenditures	2024 Non-Levy Expenditures	% Non-Salary Inc/Dec	2024 Salary Expenditures	% Salary Inc/Dec	2024 Total Expenditures	Total % Inc/Dec
Lake Improvement District	186,000	141,520	327,520	196,000	5.38%	169,330	19.65%	365,330	11.54%
TOTAL EXPENDITURES	*$ 186,000*	*$ 141,520*	*$ 327,520*	*$ 196,000*	*5.38%*	*$ 169,330*	*19.65%*	*$ 365,330*	*11.54%*

Revenues

	2023 Non-Levy Revenues	2023 Levy Revenues	2023 Revenues	2023 Non-Levy Revenues	% Non-Levy Inc/Dec	2024 Levy Revenues	% Levy Inc/Dec	2024 Total Revenues	Total Inc/Dec
Lake Improvement District	-		-	-				-	
Levy - LID		327,520	327,520			365,330	11.54%	365,330	11.54%
TOTAL REVENUES	*$ -*	*$ 327,520*	*$ 327,520*	*$ -*		*$ 365,330*	*11.54%*	*$ 365,330*	*11.54%*

LEVY CALCULATION - LID	2023 Levy	2024 Levy		
Use of fund balance & Other Funds	*$ -*	*$ -*		
Levy	*$ 327,520*	*$ 365,330*	*$ 37,810*	*11.54%*

*******VERY PRELIMINARY ESTIMATED TAX IMPACT******* 8/9/2023 B&F Meeting

2023 Levy (Excluding LID)		45,740,860
Pay 2023 Tax Capacity Rate	County	51.876

Estimated Market Value	**$250,000 Res Homestead**	**$300,000 Res Homestead**	**$500,000 Res Homestead**	**$300,000 Comm/Ind**	**$500,000 Comm/Ind**	**$1,000,000 Comm/Ind**
2023 Tax	*$1,625*	*$1,989*	*$3,403*	*$2,723*	*$4,799*	*$9,986*

Pay 2024 Tax Capacity	County	98,717,021

% Increase Excluding LID	**11.25%**	**7.00%**	**5.00%**
County-wide Levy	50,888,320	48,942,720	48,027,903
LID Levy	365,330	365,330	365,330
Total Levy	*51,253,650*	*49,308,050*	*48,393,233*
Tax Capacity Rate - County-Wide Levy	51.550%	49.579%	48.652%

2024 County Tax - No Value Increase

Estimated Market Value	**$250,000 Res Homestead**	**$300,000 Res Homestead**	**$500,000 Res Homestead**	**$300,000 Comm/Ind**	**$500,000 Comm/Ind**	**$1,000,000 Comm/Ind**
Levy Increase 11.25%	$1,618	$1,980	$3,387	$2,706	$4,768	$9,923
Annual Inc/Dec	-$7	-$9	-$16	-$17	-$31	-$63
Monthly Impact	-$0.58	-$0.75	-$1.33	-$1.42	-$2.58	-$5.25
Levy Increase 7.0%	*$1,571*	*$1,922*	*$3,289*	*$2,603*	*$4,586*	*$9,544*
Annual Inc/Dec	*-$54*	*-$67*	*-$114*	*-$120*	*-$213*	*-$442*
Monthly Impact	*-$4.50*	*-$5.58*	*-$9.50*	*-$10.00*	*-$17.75*	*-$36.83*
Levy Increase 5.0%	$1,549	$1,896	$3,242	$2,554	$4,500	$9,366
Annual Inc/Dec	-$76	-$93	-$161	-$169	-$299	-$620
Monthly Impact	-$6.33	-$7.75	-$13.42	-$14.08	-$24.92	-$51.67

2024 County Tax - <u>Average</u> Value Increase - Residential 9% Commericial Industrial 10%

Esimated Market Value	**$272,500 Res Homestead**	**$327,000 Res Homestead**	**$545,000 Res Homestead**	**$330,000 Comm/Ind**	**$550,000 Comm/Ind**	**$1,100,000 Comm/Ind**
Levy Increase 11.25%	$1,780	$2,175	$3,750	$3,016	$5,284	$10,954
Annual Inc/Dec	$155	$186	$347	$293	$485	$968
Monthly Impact	$13	$16	$29	$24	$40	$81
Levy Increase 7.0%	$1,729	$2,112	$3,640	$2,900	$5,082	$10,535
Annual Inc/Dec	$104	$123	$237	$177	$283	$549
Monthly Impact	$9	$10	$20	$15	$24	$46
Levy Increase 5.0%	$1,705	$2,082	$3,589	$2,846	$4,987	$10,339
Annual Inc/Dec	$80	$93	$186	$123	$188	$353
Monthly Impact	$7	$8	$16	$10	$16	$29

*Comparisons do not include LID

County Administration

Budgets Responsible for:

Board of Commissioners
Law Library
County Administrator
Central Services
Contingency
Historical Society
Library
Agricultural Society
County Extension
Soil & Water Conservation
Building Capital Fund
Capital Equipment

Narrative:

The County Administrator Budget has the following changes for 2024, all other changes relate to salaries/insurance/benefits;

Board of Commissioners = INCREASED, (salary, insurance, PERA, FICA, Medicare) all increased to reflect 2% COLA increase in salary. Contract Services increased to reflect re-negotiated contract with Larkin Hoffman for Legislative Services. Added Federal legislative services under 'Board of Commissioners' vs. Public Works. Per Diem amount increased from $50 per meeting to $65 per meeting.

County Program Aid (CPA) = INCREASED from $3,074,535 to $4,819,254 or 57.2% increase ($1,754,498) - decide by MN Legislature (H.F. 1377) - based on past County Board precedent, CPA has been used to fund the County Improvement Plan (CIP) - County Facility and Equipment Purchases.

SWCD = NO INCREASE - SWCD has requested no increase due to added revenue from State sources.

U of MN Extension = INCREASED from $138,700 to $141,200 or 2 % (or $2,500). U of MN contracted services line item has stayed the same ($123,500) all other expenses increased.

At time of the budget due date, no budget numbers from ECRLB, Agricultural Society, and County Historical Society.

The County Administrator Budget is primarily dependent on salaries (and health insurance), contract services (Larkin Hoffman Legislative Services), contingency fund (budgeting decision by the Board of Commissioners), amount of official publications required (newspaper costs), and paper costs (office supplies).

Board of Commissioners

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-003 Board of Commissioners	01-003-000-0000-6103	Expenses	Salaries And Wages - Permanent	151,275	160,381	164,721	173,795	138,662	166,976	2% COLA increase		3,339	170,315
01-003 Board of Commissioners	01-003-000-0000-6111	Expenses	Per Diem In Lieu Of Salaries	13,900	14,400	15,100	17,050	15,350	13,000	Increased Per Diems from $50 to $65 at Annual Org. Meeting		7,000	20,000
01-003 Board of Commissioners	01-003-000-0000-6153	Expenses	Insurance	82,260	68,748	71,612	41,689	23,526	32,680	Budgeted 10% increase in medical and dental		2,620	35,300
01-003 Board of Commissioners	01-003-000-0000-6163	Expenses	Pera	9,920	10,467	10,496	9,701	6,806	12,523			251	12,774
01-003 Board of Commissioners	01-003-000-0000-6175	Expenses	Social Security	8,365	5,561	3,710	6,351	4,672	10,352			207	10,559
01-003 Board of Commissioners	01-003-000-0000-6176	Expenses	Medicare	1,956	2,230	2,293	2,626	2,177	2,421			49	2,470
01-003 Board of Commissioners	01-003-000-0000-6245	Expenses	Conferences, Training And Dues	4,090	24,558	43,627	2,177	49,729	25,000	AMC and MICA Membership Annuals and AMC/MICA BOC Conference Fees		21,250	46,250
01-003 Board of Commissioners	01-003-000-0000-6273	Expenses	Contract Services	0	0	0	106,500	112,936	118,000			17,550	135,550
01-003 Board of Commissioners (Itemization)	01-003-000-0000-6273	Expenses	Contract Services							Larkin Hoffman Legislative Services (Board approved 7/5/23)	14,000		
01-003 Board of Commissioners (Itemization)	01-003-000-0000-6273	Expenses	Contract Services							Central MN Council on Aging	3,550		
01-003 Board of Commissioners	01-003-000-0000-6330	Expenses	Mileage	4,876	6,298	4,433	3,335	2,782	5,000	Reflects the changes to GSA rate of mileage		1,000	6,000
01-003 Board of Commissioners	01-003-000-0000-6400	Expenses	Office Supplies	0	187	0	175	97	200			0	200
01-003 Board of Commissioners	01-003-000-0000-6802	Expenses	Miscellaneous Expenses	88	60	40	50	0	0			0	0
				276,730	**292,890**	**316,033**	**363,448**	**356,738**	**386,152**			**53,266**	**439,418**

Law Library

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-025 Law Library	01-025-000-0000-5612	Revenues	Share Of Fines	55,721	60,488	51,527	59,098	54,161	40,000	Law Library Board of Trustees recommended an increase of $10,000 in revenue after Annual Meeting on June 28, 2023		10,000	50,000
				55,721	**60,488**	**51,527**	**59,098**	**54,161**	**40,000**			**10,000**	**50,000**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-025 Law Library	01-025-000-0000-6105	Expenses	Salaries And Wages - Parttime	766	495	298	412	133	9,749			0	9,749
01-025 Law Library	01-025-000-0000-6175	Expenses	Social Security	48	31	18	26	8	620			0	620
01-025 Law Library	01-025-000-0000-6176	Expenses	Medicare	11	7	4	6	2	145			0	145
01-025 Law Library	01-025-000-0000-6457	Expenses	Reference Books And Library Materia	30,339	25,002	39,164	30,972	36,448	30,000	Price is determined by the law changes		0	30,000
01-025 Law Library	01-025-000-0000-6802	Expenses	Miscellaneous Expenses	216	691	0	0	43	0			0	0
				31,380	**26,225**	**39,485**	**31,416**	**36,634**	**40,514**			**0**	**40,514**

County Administrator

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-031 County Administrator	01-031-000-0000-5561	Revenues	Miscellaneous Revenue	5,112	6,397	8,917	13,876	7,739	7,500			0	7,500
Total				**5,112**	**6,397**	**8,917**	**13,876**	**7,739**	**7,500**				**7,500**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-031 County Administrator	01-031-000-0000-6103	Expenses	Salaries And Wages - Permanent	479,547	431,079	436,185	444,730	485,444	533,003			218,870	751,873
01-031 County Administrator	01-031-000-0000-6105	Expenses	Salaries And Wages - Parttime	1,061	32,261	51,874	21,786	8,641	0			0	0
01-031 County Administrator	01-031-000-0000-6153	Expenses	Insurance	80,084	68,102	60,637	48,462	60,026	94,982			74,087	169,069
01-031 County Administrator	01-031-000-0000-6163	Expenses	Pera	32,797	31,153	31,104	33,461	34,464	41,003			15,387	56,390
01-031 County Administrator	01-031-000-0000-6175	Expenses	Social Security	27,052	25,878	24,049	27,207	28,059	33,896			12,720	46,616
01-031 County Administrator	01-031-000-0000-6176	Expenses	Medicare	6,453	6,052	5,966	6,363	6,562	7,927			2,975	10,902
01-031 County Administrator	01-031-000-0000-6211	Expenses	Services And Charges	31,491	26,212	31,043	23,196	93,694	62,500	WEX and Bend Financial costs. Increase in Ins broker costs, COBRA Costs, Benefits Fees, Bonding Fees.		0	62,500
01-031 County Administrator	01-031-000-0000-6235	Expenses	Publications, Brochures, Subs.	0	0	0	0	0	0			0	0
01-031 County Administrator	01-031-000-0000-6242	Expenses	Publicity Subscriptions And Dues	1,435	910	432	467	433	1,500	Twitter, Facebook Advertising and Newspaper Subscriptions		(500)	1,000
01-031 County Administrator	01-031-000-0000-6245	Expenses	Conferences, Training And Dues	5,693	5,853	7,720	13,021	29,123	5,000	AMC, MICA, MCIT Trainings for Admin and HR		5,000	10,000
01-031 County Administrator	01-031-000-0000-6245	Expenses	Contract Services	0	0	0	0	0	0	Quinlivan & Hughes Supervisor training		6,500	6,500
01-031 County Administrator	01-031-000-0000-6330	Expenses	Mileage	758	1,352	378	350	989	800	County Administrator Travel and other Admin Staff		400	1,200
01-031 County Administrator	01-031-000-0000-6341	Expenses	Rental And Service Agreements	2,352	1,681	2,108	0	0	0			0	0
01-031 County Administrator	01-031-000-0000-6350	Expenses	Sales Tax	15	0	1	0	0	0			0	0
01-031 County Administrator	01-031-000-0000-6400	Expenses	Office Supplies	2,944	2,995	1,905	1,481	3,548	2,000	Amazon and Printing Services (Letterhead)		(500)	1,500
01-031 County Administrator	01-031-000-0000-6601	Expenses	Furniture And Equipment	0	0	0	0	0	0			0	0
01-031 County Administrator	01-031-000-0000-6802	Expenses	Miscellaneous Expenses	504	0	30	689	1,825	0	Baker Tilly Disclosure Services		500	500
				672,184	**633,528**	**653,432**	**621,211**	**752,808**	**782,611**			**335,439**	**1,118,050**

Central Services

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-065 Central Services	01-065-000-0000-5560	Revenues	Share Of County Maps	0	0	0	0	0	100			0	100
01-065 Central Services	01-065-000-0000-5561	Revenues	Miscellaneous Revenue	13,068	8,256	3,518	3,621	2,655	3,000			0	3,000
				13,068	**8,256**	**3,518**	**3,621**	**2,655**	**3,100**			**0**	**3,100**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-065 Central Services	01-065-000-0000-6190	Expenses	Education Reimbursement Account	0	0	0	0	0	0			0	0
01-065 Central Services	01-065-000-0000-6244	Expenses	Official Publications	72,911	98,483	68,423	67,237	60,941	85,000			0	85,000
01-065 Central Services	01-065-000-0000-6279	Expenses	Consulting	9,082	5,000	0	0	0	0			0	0
01-065 Central Services	01-065-000-0000-6341	Expenses	Rental And Service Agreements	4,803	174	231	0	0	0			0	0
01-065 Central Services	01-065-000-0000-6350	Expenses	Sales Tax	299	295	137	189	137	250			0	250
01-065 Central Services	01-065-000-0000-6400	Expenses	Office Supplies	9,922	7,991	10,137	7,239	8,990	10,000	Price of Paper		0	10,000
01-065 Central Services	01-065-000-0000-6561	Expenses	Gas And Oil	3,007	2,998	1,273	1,715	3,046	4,000	Price of Gasoline		0	4,000
01-065 Central Services	01-065-000-0000-6562	Expenses	Repairs	1,105	523	0	83	0	1,000			0	1,000
01-065 Central Services	01-065-000-0000-6630	Expenses	Vehicle Leases	11,403	8,579	8,667	8,605	8,688	10,500			0	10,500
01-065 Central Services	01-065-000-0000-6802	Expenses	Miscellaneous Expenses	1,782	250	1,000	0	0	500			(500)	0
				114,315	**124,293**	**89,868**	**85,068**	**81,803**	**111,250**			**(500)**	**110,750**

Contingency

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-179 Contingency	01-179-000-0000-5561	Revenue	Miscellaneous Revenue	20,275	12,500	12,500	15,894	12,738	0	Installment pymts from sale of old Public Works bldg to Center City		12,500	12,500
				20,275	**12,500**	**12,500**	**15,894**	**12,738**	**0**				**12,500**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-179 Contingency	01-179-000-0000-6211	Expenses	Services And Charges	97,941	0	0	21,542	21,446	0			0	0
01-179 Contingency	01-179-000-0000-6826	Expenses	Contingency	117,354	117,015	35,184	0	0	109,747			(9,747)	100,000
01-179 Contingency	01-179-000-0000-6827	Expenses	Special Projects	82,549	97,523	82,500	0	0	0			0	0
				297,844	**214,538**	**117,684**	**21,542**	**21,446**	**109,747**			**(9,747)**	**100,000**

Historical Society

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-505 Historical Society	01-505-000-0000-6211	Expenses	Services And Charges	25,875	27,500	29,250	28,500	30,210	35,210			0	35,210
				25,875	**27,500**	**29,250**	**28,500**	**30,210**	**35,210**			**0**	**35,210**

Library

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-510 Library	01-510-000-0000-6822	Expenses	Regional Library	572,566	621,751	657,085	657,990	693,064	748,331			0	748,331
				572,566	**621,751**	**657,085**	**657,990**	**693,064**	**748,331**			**0**	**748,331**

Agricultural Society

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-601 Agricultural Society	01-601-000-0000-6211	Expenses	Services And Charges	15,000	15,500	15,500	16,000	16,000	16,000			0	16,000
				15,000	**15,500**	**15,500**	**16,000**	**16,000**	**16,000**				**16,000**

County Extension

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-603 County Extension	01-603-000-0000-5561	Revenues	Miscellaneous Revenue	2,885	174	34	148	12,897	0			0	0
				2,885	**174**	**34**	**148**	**12,897**	**0**			**0**	**0**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-603 County Extension	01-603-000-0000-6111	Expenses	Per Diem In Lieu Of Salaries	150	300	550	500	600	1,550	County Board increased Per Diems from $50 to $65		100	1,650
01-603 County Extension	01-603-000-0000-6203	Expenses	Telephone	1,872	1,890	1,887	2,158	2,513	2,100			450	2,550
01-603 County Extension	01-603-000-0000-6205	Expenses	Postage	0	0	0	0	0	1,200			150	1,350
01-603 County Extension	01-603-000-0000-6272	Expenses	Contract Purchased Services-Governn	115,240	119,225	121,070	121,070	115,171	123,500			0	123,500
01-603 County Extension	01-603-000-0000-6273	Expenses	Contract Services	0	0	0	0	0	2,000			250	2,250
01-603 County Extension	01-603-000-0000-6330	Expenses	Mileage	133	189	58	77	160	350			150	500
01-603 County Extension	01-603-000-0000-6343	Expenses	Machinery And Equipment Rental	0	0	0	0	0	2,500			600	3,100
01-603 County Extension	01-603-000-0000-6400	Expenses	Office Supplies	2,247	1,901	899	1,605	2,030	4,500			300	4,800
01-603 County Extension	01-603-000-0000-6802	Expenses	Miscellaneous Expenses	0	300	300	300	300	1,000			500	1,500
				119,642	**123,804**	**124,764**	**125,710**	**120,774**	**138,700**			**2,500**	**141,200**

Soil & Water Conservation

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-605 Soil & Water Conservation District	01-605-000-0000-5561	Revenues	Miscellaneous Revenue	383,327	518,961	531,904	550,953	514,888	654,000	Beginning in 2024, only showing County allocation request in levy calculation. SWCD reimburses the County for salaries.		-654,000	0
				383,327	**518,961**	**531,904**	**550,953**	**514,888**	**654,000**			**-654,000**	**0**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-605 Soil & Water Conservation District	01-605-000-0000-6103	Expenses	Salaries And Wages - Permanent	313,798	369,718	409,639	408,375	343,388	654,000	Beginning in 2024, only showing County allocation request in levy calculation. SWCD reimburses the County for salaries.		-654,000	0
01-605 Soil & Water Conservation District	01-605-000-0000-6105	Expenses	Salaries And Wages - Parttime	3,195	4,467	3,312	14,739	45,001	0			0	0
01-605 Soil & Water Conservation District	01-605-000-0000-6153	Expenses	Insurance	53,278	64,135	75,938	70,940	61,239	0			0	0
01-605 Soil & Water Conservation District	01-605-000-0000-6163	Expenses	Pera	23,092	27,008	29,976	28,499	28,473	0			0	0
01-605 Soil & Water Conservation District	01-605-000-0000-6175	Expenses	Social Security	19,515	22,988	25,280	25,858	23,684	0			0	0
01-605 Soil & Water Conservation District	01-605-000-0000-6176	Expenses	Medicare	4,564	5,380	5,912	6,047	5,539	0			0	0
01-605 Soil & Water Conservation District	01-605-000-0000-6211	Expenses	Services And Charges	113,500	73,500	85,000	85,000	100,000	150,000	Same allocation request as 2023		50,000	200,000
01-605 Soil & Water Conservation District	01-605-000-0000-6802	Expenses	Miscellaneous Expenses	-42	0	0	0	0	0			0	0
				530,901	**567,197**	**635,057**	**639,458**	**607,324**	**804,000**			**-604,000**	**200,000**

Building Capital Fund

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
11-149 Building Fund	11-149-500-0000-6750	Expenses	Principal Retirement	0	0	0	0	0	0	Honeywell debt payment		83,602	83,602
				0	**0**	**0**	**0**	**0**	**0**				**83,602**

Capital Equipment

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
12-071 Capital Equip - Elections	12-071-000-0000-5300	Revenues	State Grants	42,734	0	16,200	0	0	0			0	0
12-149 Capital Equip - Other General Govt	12-149-000-0000-5222	Revenues	Local Government Aid	2,879,743	2,892,231	3,163,443	3,160,677	3,135,682	2,444,232	($4,005,863 less $628,925 for Jail Debt)		932,706	3,376,938
12-149 Capital Equip - Other General Govt	12-149-000-0000-5271	Revenues	Payments In Lieu - Lindstrom Hra	7	7	0	0	0	0			0	0
12-149 Capital Equip - Other General Govt	12-149-000-0000-5273	Revenues	Payments In Lieu - State Game Refuge	153	143	13	0	0	0			0	0
12-149 Capital Equip - Other General Govt	12-149-000-0000-5276	Revenues	Payments In Lieu - Federal	8	8	0	0	0	0			0	0
12-149 Capital Equip - Other General Govt	12-149-000-0000-5901	Revenues	Transfers In	0	0	0	0	0	0			0	0
12-201 Capital Equip - Sheriff	12-201-000-0000-5561	Revenues	Miscellaneous Revenue	9,118	4,899	11,522	13,657	30,700	0			0	0
				2,931,764	**2,897,288**	**3,191,178**	**3,174,334**	**3,166,382**	**2,444,232**			**932,706**	**3,376,938**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
12-061 Capital Equip - Data Processing	12-061-000-0000-6601	Expenses	Furniture And Equipment	329,309	738,989	468,033	832,187	306,740	0			0	0
12-061 Capital Equip - Data Processing	12-061-000-0000-6802	Expenses	Miscellaneous Expenses	0	0	0	0	0	0			0	0
12-071 Capital Equip - Elections	12-071-000-0000-6601	Expenses	Furniture And Equipment	399,236	0	52,302	0	0	0			0	0
12-149 Capital Equip - Other General Govt	12-149-000-0000-6601	Expenses	Furniture And Equipment	27,120	27,120	793,056	212,749	109,178	2,444,232	($4,005,863 less $628,925 for Jail Debt)		932,706	3,376,938
12-149 Capital Equip - Other General Govt	12-149-000-0000-6905	Expenses	Interfund Transfer Out	500,000	1,257,850	1,010,925	823,988	628,925	0			0	0
12-201 Capital Equip - Sheriff	12-201-000-0000-6601	Expenses	Furniture And Equipment	197,935	257,122	294,607	297,509	429,696	0			0	0
12-201 Capital Equip - Sheriff	12-201-000-0000-6802	Expenses	Miscellaneous Expenses	1,800	114,810	53,643	0	0	0			0	0
12-251 Capital Equip - County Jail	12-251-000-0000-6601	Expenses	Furniture And Equipment	256,492	38,495	0	0	34,476	0			0	0
				1,711,892	**2,434,387**	**2,672,567**	**2,166,433**	**1,509,014**	**2,444,232**			**932,706**	**3,376,938**

	2023 Budget
Revenue	3,148,832
Expenses	5,616,747
	(2,467,915)

	2024 Budget	
Revenue	3,450,038	10%
Expenses	6,410,013	14%
	(2,959,975)	20%

East Central Regional Library

111 Dellwood Street North
Cambridge, MN 55008
(763) 689-7390
(763) 689-1447 (fax)
www.ecrlib.org
Branches in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties

	A	B	C	D	E	F	G	H	I	J	K	L
1	**2024 Budget Request to Counties - historical information**											**Projected**
2	**County**	**2010***	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024****
3	**Aitkin**	232,006	231,602	219,932	225,882	224,577	233,220	236,698	233,577	242,535	246,058	251,450
4	**Chisago**	559,188	543,083	554,211	560,783	572,116	621,401	656,735	657,540	693,014	748,331	778,495
5	**Isanti**	387,870	368,972	372,933	384,348	410,420	426,627	444,838	449,074	473,765	522,007	534,565
6	**Kanabec**	146,064	145,402	141,564	144,026	147,942	153,518	159,613	157,343	164,845	166,595	177,305
7	**Mille Lacs**	257,637	268,029	270,850	273,835	272,321	284,710	290,249	289,513	300,388	305,601	314,189
8	**Pine**	301,928	302,911	301,025	308,851	306,480	329,722	338,061	338,155	352,603	355,701	369,600
9	**Total**	1,884,692	1,860,000	1,860,514	1,899,741	1,933,856	2,049,199	2,126,194	2,125,202	2,227,150	2,344,292	2,425,603
10												
11							** Pending approval by the ECRL Board of Directors, expected 8/14/23					
12	**Contractual Assessments**											
13		**Formula-50% Tax Capacity, 25% Population, 25% Registration**	**Formula-33% Tax Capacity, 33% Population, 33% Borrower Circulation (by county of residence)**									
14	**County**	**Year 2010***	**Year 2015**	**Year 2016**	**Year 2017**	**Year 2018**	**Year 2019**	**Year 2020**	**Year 2021**	**Year 2022**	**Year 2023**	**Year 2024**
15	**Aitkin**	12.31%	12.45%	11.82%	11.90%	11.61%	11.38%	11.13%	10.99%	10.89%	10.50%	10.37%
16	**Chisago**	29.67%	29.20%	29.79%	29.55%	29.58%	30.32%	30.89%	30.94%	31.12%	31.92%	32.10%
17	**Isanti**	20.58%	19.84%	20.04%	20.25%	21.22%	20.82%	20.92%	21.13%	21.27%	22.27%	22.04%
18	**Kanabec**	7.75%	7.82%	7.61%	7.59%	7.65%	7.49%	7.51%	7.40%	7.40%	7.11%	7.31%
19	**Mille Lacs**	13.67%	14.41%	14.56%	14.43%	14.08%	13.89%	13.65%	13.62%	13.49%	13.04%	12.95%
20	**Pine**	16.02%	16.29%	16.18%	16.27%	15.85%	16.09%	15.90%	15.91%	15.83%	15.17%	15.24%

*2010 Information provided for historical perspective
(assessment formula revised in 2011)

DEPARTMENT OF EDUCATION

August 1, 2023

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2024. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,



Emma De Vera
State Library Program Specialist

DEPARTMENT OF EDUCATION

July 2023

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2024

This is to certify the 2024 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes,* Chapter 134.34 for:

Chisago County

The state-certified level of library support for 2023 is: **$465,245**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

N/A

Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone: 651/674-2333 | www.chisagoswcd.org

Date: June 15, 2023

To: County Administrator Chase Burnham and Chisago County Board of Commissioners

Re: 2024 Chisago Soil and Water Conservation District Budget Request

On June 13th the Chisago Soil and Water Conservation District Board of Supervisors adopted their 2024 preliminary budget. Our 2024 preliminary budget is $1,523,500 and includes a Chisago County general allocation request of $200,000 (this is the same amount that we requested in 2023).

We utilize the County base allocation to:

- perform administrative services, including comprehensive and annual work planning, administering grants, leveraging outside funding, establishing fiscal accountability measures, reporting accomplishments, human resources management, and staff and supervisor development;
- provide information and education outreach, including increasing landowner awareness and knowledge of soil and water conservation program opportunities to protect soil and water resources and publicizing the benefits of soil and water conservation to the general public;
- provide technical expertise, including knowledge of local resources, performing technical evaluations and certifications, assessing concerns, and providing oversight in surveying, designing, and constructing conservation practices; and
- monitor and inventory to collect data that provide a baseline understanding of resource conditions and changes to the resources over time and analyzing and interpreting the data to support program implementation.

Thanks to the County base allocation we have been able to leverage additional state and federal funds to implement local conservation programs that protect and enhance the natural resources of Chisago County, while protecting our local economy, tax base and quality of life. Since 2011 we have:

- received 27 state Clean Water Fund grants totaling nearly $5M to implement conservation and water quality projects throughout Chisago County.
- provided over $7.5M in local, state and federal dollars to County landowners to implement conservation projects resulting in cleaner water and productive land.

This represents, on average, a greater than 10:1 return on the County Board's investment in the SWCD for Chisago County residents.

Under State Statutes 103c, SWCDs do not have taxing authority and are reliant on a combination of local, state and federal dollars to fund the SWCD. Our 2024 budget includes 74% of our funding coming through a combination of State funding sources, all of which are 2- or 3-year grants. The remaining 26% comes from a combination of Federal programs, County funds, partner agreements, and charges for services.

Since 2007 we have adopted the Chisago County master wage schedule and utilized the County employee insurance benefits packages. Thanks to Chisago County Human Resources Director Karen Gates, we recently completed the Chisago County adopted Baker Tilly classification and compensation study for our employees. Our 2024 budget includes these recommendations for our staff, this represents the largest area of shortfall in our 2024 budget. Our State funding is currently not providing the adequate funding to maintain our current staffing levels to meet the needs of the landowners and natural resources of Chisago County.

Again, we appreciate the continued support by the County and look forward to working together on developing a budget that will work for both Chisago County and the SWCD. Feel free to contact me with any questions related to our 2024 preliminary budget, including our Chisago County general allocation request.

Sincerely,



Craig Mell
District Administrator

Chisago Soil and Water Conservation District

2024 Preliminary Budget

Revenues	
Federal Programs	$ 34,500.00
State Programs	$ 1,121,000.00
Chisago County Allocation	$ 200,000.00
Partner Contracts	$ 96,000.00
Charges for Services	$ 72,000.00
	$ 1,523,500.00

Expenses	
Personnel Cost	$ 710,000.00
Operational Expenses	$ 122,600.00
Project Funds	$ 690,900.00
	$ 1,523,500.00

Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone: 651/674-2333 | www.chisagoswcd.org

Date: July 28, 2023

To: County Administrator Chase Burnham and Chisago County Board of Commissioners

Re: SWCD Aid vs. SWCD Capacity Grants

From 2016-2023, the State of Minnesota provided SWCDs with a base funding appropriation through the Clean Water Fund SWCD Capacity Grants. Starting in 2024, all Minnesota SWCDs will receive their base funding from the State of Minnesota through the Department of Revenue in the form of SWCD Aid. The SWCD Aid funds will replace (not be in addition to) the SWCD Capacity Grant funds. We have budgeted to utilize 100% of our SWCD Aid allocation in 2024.

Clean Water Fund (CWF) SWCD Capacity Grants (2016-2023) – A non-competitive CWF grant meant to invest in building the capacity of local soil and water conservation districts. The 2023 state allocation was $12 million and came with tight restrictions on how the funding could be spent and left significant funding gaps in the ability of all SWCDs to deliver the services essential for delivering our statutory duties. SWCD Capacity Grant appropriations were based on varying formulas developed by the state. During the eight years we received the CWF SWCD Capacity Grants our yearly allocation ranged from $100,000 - $144,286.

SWCD Aid (passed in 2023) – Statutory appropriation for SWCDs through the Department of Revenue at $15 million (requested $22 million per year) in 2023 and 2024, and $12 million per year for aids payable in 2025 and thereafter. SWCD Aid County appropriations are based on: 80% of the appropriation is split evenly between all soil and water conservation districts, 10% is apportioned based on a soil and water conservation district's share of nonpublic lands, 10% is based on each soil and water conservation district's share of adjusted state population. Our 2024 and 2025 allocations are $162,972 per year and are projected to drop to an estimated $125,000 starting in 2026.

Please let me know if you have any additional questions regarding the new SWCD Aid funding or our 2024 Budget.

Sincerely,

Craig Mell

Craig Mell
District Administrator

"Bringing Conservation to Chisago County"

Chisago County HRA-EDA Budget Summary

Max levy 2018 TMV 4,903,500,000 X 0.0185% = 907,147.50

HRA begins to levy outside county levy in 2001 FY 2002.

	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004
INCOME:															
County Wide Levy	470,000	470,000	480,000	480,000	500,000	518,000	518,000	600,000	623,545	623,545	600,140	600,140	575,000	494,448	459,947
Carry Over Funds	47,578	181,404	53,610												
Total County Funding Subtotal:	**517,578**	**651,404**	**533,610**	**480,000**	**500,000**	**518,000**	**518,000**	**600,000**	**623,545**	**623,545**	**600,140**	**600,140**	**575,000**	**494,448**	**459,947**
Asset Management / Distributions	100,000	74,260	60,000	63,500	60,000	60,000	60,000	60,000	60,000	60,000	50,000	50,000	40,000	45,000	42,750
Interest / Misc. Income	2,000	1,000	1,250	1,500	2,000	3,400	8,000	10,000	10,000	10,000	13,500	1,200	1,200	1,200	1,200
SBDC Consultant Fees	4,000	4,000													
MHFA/SCDP Adm	750	750	500	500	500	1,000	1,000	1,200	1,200	1,200	5,200	8,000	2,000	4,500	17,850
Loan Repayment - Taylors Falls				5,000	5,000	5,000	5,000								
Loan Repayment - Lindstrom (Holmquist)	5,000	5,000	5,000	5,000											
Loan Repayment - Rush City	10,000	10,000	10,000	10,000											
Townhome Rental				10,320	10,320	10,320	10,000								
Other Funding Subtotal:	**121,750**	**95,010**	**76,750**	**95,820**	**67,500**	**79,720**	**84,000**	**71,200**	**71,200**	**71,200**	**68,700**	**59,200**	**43,200**	**50,700**	**61,800**
TOTAL INCOME:	**639,328**	**746,414**	**610,360**	**575,820**	**567,500**	**597,720**	**602,000**	**671,200**	**694,745**	**694,745**	**668,840**	**659,340**	**618,200**	**545,148**	**521,747**
EXPENSES:															
Audit	11,253	10,750	10,750	10,750	10,250	10,250	9,900	10,000	12,000	12,000	18,000	15,000	13,000	10,000	7,031
Office Building Expenses	6,825	6,500	6,200	6,200	6,200	4,300	3,300	3,300	3,210	6,000	5,000	10,000	23,700	10,080	8,400
Conferences/Training	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	5,000	10,000	2,000	2,000	2,000
Health Insurance	23,000	35,500	32,480	29,000	27,000	31,500	34,500	32,000	30,000	30,000	30,000	25,000	20,000	23,844	19,870
Board Per Diems	4,800	4,300	3,600	3,500	3,900	3,700	4,000	4,000	4,000	4,000	4,000	3,860	3,500	3,240	3,240
MCIT Insurance	4,000	4,000	4,000	4,000	4,800	4,500	4,500	4,500	4,500	4,500	4,500	4,450	4,000	4,000	4,000
Legal & Development Costs	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,925	7,500	10,000	5,000
Marketing	20,000	23,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	10,000	10,000	6,000
MHFA & SCDP Expenses	100	100	100	250	250	1,000	1,500	1,500	1,500	1,500	1,500	1,500	2,000	1,500	1,500
Misc (Sales Tax + Misc - other)	100	100	100	100	100	250	500	500	500	500	500	500	500	500	500
Office Expenses/Supplies	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	4,500	4,500	6,500	3,125	3,125
Office Equipment	5,000	5,000	5,000	5,000	5,000	3,500	3,500	3,500	4,500	4,500	4,500	4,500	2,500	2,500	2,500
Phones/Internet	4,500	4,500	4,200	4,200	4,200	4,200	3,800	3,800	3,800	3,800	3,500	3,300	3,000	3,000	3,000
Postage	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,500	2,500	2,500	6,000	5,500	5,000	5,000	2,000
Staff Expenses	4,500	4,500	4,500	4,000	4,000	3,500	3,500	5,000	5,000	5,000	5,000	5,000	5,000	4,219	3,375
Membership Dues	2,500	2,500	2,500	2,500	2,500	2,500	2,500	3,000	3,000	3,000	4,000	4,000	1,000	1,000	1,000
Wages (included: wages, taxes, pension)	175,000	167,000	161,710	157,000	154,000	150,620	148,320	144,000	144,000	144,000	137,200	131,885	122,200	117,436	112,919
Total Operating Expenses:	**280,078**	**286,250**	**273,640**	**265,000**	**260,700**	**258,320**	**258,320**	**254,100**	**256,010**	**258,800**	**263,200**	**264,920**	**231,400**	**211,444**	**185,460**

Small Business Development Center

Central Lakes College (SBA, DEED)	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
SBDC Misc	500	200	220	220	250	1,000	2,000	2,000
Total SBDC Expenses:	**4,500**	**4,200**	**4,220**	**4,220**	**4,250**	**5,000**	**6,000**	**6,000**

Multi-Family Rental Housing	100,000	100,000	100,000	100,000	100,000	130,000	137,000	97,000	97,000	97,000	97,000	80,000	36,800		
Industrial Land/Infrastructure/Redevelopment	100,000	100,000	81,000	81,000	87,270	78,800									
Industrial Land Acquisition: North Branch				120,000	120,000	120,000	120,000	200,000	200,000	200,000	200,000	200,000	200,000	183,704	251,287
County Business Park - Bond Assistance	151,500	151,500	151,500					5,000	15,000	15,000	0				
Industrial Land Acquisition: North Branch				120,000	120,000	120,000	120,000	200,000	200,000	200,000	200,000	200,000	200,000	183,704	251,287
County Tax Abatement Assistance		89,464													
Rush City Façade Program		15,000													
Countryside/Southfield												50,000	150,000	150,000	85,000
Rush City Townhome - rental expenses				5,600	5,600	5,600	5,000	19,000	19,525	19,525	44,220	50,000			
Industrial Land/Infrastructure: Taylors Falls								12,700	25,000	25,000	25,000				
Industrial Land Infrastructure: Rush City							15,000	12,700	15,000	15,000	0				
Industrial Land Acquisition: Lindstrom							25,000	25,000	25,000	25,000	25,000				
Industrial Land Acquisition: Chisago							25,000	25,000	25,000	25,000	0				
Industrial Land Acquisition: Wyoming	3,250						10,680	17,500	20,000	20,000	20,000	20,000			
Total Housing/Industrial Land Expenses:	**354,750**	**455,964**	**332,500**	**426,600**	**432,870**	**454,400**	**457,680**	**613,900**	**641,525**	**641,525**	**611,220**	**600,000**	**586,800**	**517,409**	**587,574**
TOTAL EXPENSES:	**639,328**	**746,414**	**610,360**	**695,820**	**697,820**	**717,720**	**722,000**	**874,000**	**897,535**	**900,325**	**874,420**	**864,920**	**818,200**	**728,852**	**773,034**

Revised - 2023 BUDGET				Notes
2023 Budget		**2022**		
OPERATING INCOME:				
County-Wide Levy	470,000	470,000		Limit: TMV 5,355,153,900 x 0.0185% = 990,703.47
Operating Income:	**470,000**	**470,000**		
NONOPERATING INCOME				
Interest/Misc. Income	3,000	5,000		Decreased due to potentially spending down reserves
SBDC Consultant Fees	11,500	5,000		Extra income from Kathy Lindo - new consultant (passthru)
Loan Repayments	287,645	275,000		
Tax Abatement Repayments	2,890			9 yrs @ 2890 per yr = 26,000
Nonoperating Income:	**305,035**	**285,000**		
RESTRICTED INCOME:				
Wyoming Distributions	**100,000**	**300,000**		fund 100K HTF - remaining funds to invest
NET POSITION:				
Cash (Reserves)	**649,345**	**278,961**		Carry Over Funds to balance income / expenses
TOTAL INCOME:	**1,524,380**	**1,333,961**		
OPERATING EXPENSES:				
Audit	14,000	15,591		no more COVID grants, this brings audit cost down
Office Building Expenses	25,000	25,000		Expecting to do carpet and possibly paint front awning
Conferences/Training	4,000	4,000		
Health Insurance	40,680	40,680		Left same as 2022, due to no increase in 2022 - Unknown estimated increase - estimated at 7%
Board Per Diems	4,800	4,800		
MCIT Insurance	5,000	4,500		Potential Increase
Consulting	500	500		
Legal & Development Costs	10,000	10,000		
Marketing	30,000	40,000		New sponsorships, Additional programs/events
SCDP Expenses	100	100		
Misc (Sales Tax + Misc - other)	100	100		
Office Expenses/Supplies	2,500	4,500		Lowered amount due to unused funds
Office Equipment	3,000	3,000		
Phones/Internet	4,700	4,700		
Postage	1,000	1,000		
Staff Expenses	4,500	4,500		
Membership Dues & Subscriptions	5,500	5,500		
Wages (included: wages, taxes, pension)	217,000	208,490		Estimated at 3% COLA
Total Operating Expenses:	**372,380**	**376,961**		
	2023	**2022**		**Notes**
DEVELOPMENT ASSISTANCE EXPENSES				
Small Business Development Center	12,000	5,500		4k Contribution + Consultant payout + misc expenses
Program Development	50,000			NEW LINE ITEM: Child Care Match, Economic Growth Event, Entrepreuneur
Multi-Family Rental Housing	200,000	100,000		Properties need roof work, Update housing analysis (30K)
Industrial Land/Infrastructure/Redevelopment	500,000	100,000		Upcoming potential projects: Lindstrom & Chisago Revelopment
County Business Park - Bond Assistance	190,000	151,500		Assistance 2016 to 2025 (10 years) **No Tax Abatement after 2022**
Total Development Expenses:	**952,000**	**357,000**		
Housing Trust Fund	**100,000**	**300,000**		Lowered to put more toward redevelopment
Business Forgivable Loan	**100,000**	**300,000**		Upcoming potential projects might deplete account in 2023
TOTAL EXPENSES:	**1,524,380**	**1,333,961**		
income/expense	**0**	**0**		
Future Considerations:				

Final Revised - 2023 BUDGET	
2023 Budget	
OPERATING INCOME:	
County-Wide Levy	470,000
Operating Income:	**470,000**
NONOPERATING INCOME	
Interest/Misc. Income	3,000
SBDC Consultant Fees	11,500
Loan Repayments	287,645
Tax Abatement Repayments	2,890
Nonoperating Income:	**305,035**
RESTRICTED INCOME:	
Wyoming Distributions	**100,000**
NET POSITION:	
Cash (Reserves)	**649,345**
TOTAL INCOME:	**1,524,380**
OPERATING EXPENSES:	
Audit	14,000
Office Building Expenses	25,000
Conferences/Training	4,000
Health Insurance	40,680
Board Per Diems	4,800
MCIT Insurance	5,000
Consulting	500
Legal & Development Costs	10,000
Marketing	30,000
SCDP Expenses	100
Misc (Sales Tax + Misc - other)	100
Office Expenses/Supplies	2,500
Office Equipment	3,000
Phones/Internet	4,700
Postage	1,000
Staff Expenses	4,500
Membership Dues & Subscriptions	5,500
Wages (included: wages, taxes, pension)	217,000
Total Operating Expenses:	**372,380**
	2023
DEVELOPMENT ASSISTANCE EXPENSES	
Small Business Development Center	12,000
Program Development	50,000
Multi-Family Rental Housing	200,000
Industrial Land/Infrastructure/Redevelopment	500,000
County Business Park - Bond Assistance	190,000
Total Development Expenses:	**952,000**
Housing Trust Fund	**100,000**
Business Forgivable Loan	**100,000**
TOTAL EXPENSES:	**1,524,380**

Planning- 2024 BUDGET						
		YTD as of 6.30.23	Budget		Notes	
2024 Budget	2024		2023			
OPERATING INCOME:						
County-Wide Levy	470,000	5,428	470,000		Limit: TMV 5,355,153,900 x 0.0185% = 990,703.47 from 2023	
Operating Income:	**470,000**		**470,000**			
NONOPERATING INCOME						
Interest/Misc. Income	5,000	14,370	3,000		Interest is higher	
SBDC Consultant Fees	20,000	8,738	11,500		400 hrs $50 per hour per consultant max	
Loan Repayments (Rush City Senior Living)	22,646	7,548				
Loan Repayments/Tax Abatement (IRI)	362,890		287,645		ESSBY, Rush City, Lindstrom, Taylors Falls, Chisago City - (Holmquist comes due $85,000)	
		945	2,890		Stacy BB Tax Abatement	
Nonoperating Income:	**410,536**		**305,035**			
RESTRICTED INCOME:						
Wyoming Distributions	**100,000**	**100,000**	**100,000**		fund 100K HTF /$76,052 remaining	Full amount $176,051 - additional funds where? FL?
NET POSITION:						
Cash (Reserves)	**435,314**	**423,309**	**649,345**		Carry Over Funds to balance income / expenses	
TOTAL INCOME:	**1,415,850**	**560,339**	**1,524,380**			
OPERATING EXPENSES:						
Audit	15,000	20,000	14,000		Expect 6,000 from SMR for housing audits	
Office Building Expenses	25,000	3,675	25,000		New Blinds /Flooring Bids 15,000-20,000	
Conferences/Training	4,000	956	4,000			
Health Insurance	43,600	19,995	40,680		Estimated at 7% increase	
Board Per Diems	5,460	0	4,800			
MCIT Insurance	5,500	4,904	5,000		Potential Increase	
Consulting	2,000	10,814	500		Increase for Potential Audit Assistance	
Legal & Development Costs	10,000	3,539	10,000			is this where wyoming downtown should go
Marketing	30,000	13,142	30,000			
SCDP Expenses	100	0	100			What is 90 for?
Misc (Sales Tax + Misc - other)	100	39	100			
Office Expenses/Supplies	2,500	1,731	2,500			
Office Equipment	3,000	1,100	3,000			
Phones/Internet	5,000	2,029	4,700			
Postage	1,000	45	1,000			
Staff Expenses	4,500	1,821	4,500			
Membership Dues & Subscriptions	5,500	3,408	5,500			
Wages (included: wages, taxes, pension)	238,700	59,298	217,000		Estimated at 3% COLA plus step increases	
Total Operating Expenses:	**400,960**	**146,496**	**372,380**			
	2024	**Actual as of 6.30.2023**	**2023**		**Notes**	
DEVELOPMENT ASSISTANCE EXPENSES						
Small Business Development Center	12,000	7,290	12,000		4k Contribution + Consultant payout $150x$50 $11,500	
Program Development	50,000	0	50,000		NEW LINE ITEM: Child Care Match, Economic Growth Event, Entrepreuneur	
Multi-Family Rental Housing	100,000	0	200,000		Update housing analysis (30K)	
Industrial Land/Infrastructure/Redevelopment	100,000	206,553	500,000		Chisago City loan/Remainder for - Wyoming Downtonw Study	
County Business Park - Bond Assistance	190,000	0	190,000		Assistance 2016 to 2025 (10 years) No Tax Abatement after 2023	
Total Development Expenses:	**452,000**	**213,843**	**952,000**			
Industrial Land/Infrastructure/Redevelopment (IRI)	**362,890**		**0**		Remainder of IRI budgeted - plus loan repayment / Chisago City payment and mortgage tax	
Housing Trust Fund	**100,000**	**100,000**	**100,000**		Two $100,000 loans were approved Ifrom $500K	
Business Forgivable Loan	**100,000**	**100,000**	**100,000**		Two $200,000 loans were approved leaving coming from $400K	
TOTAL EXPENSES:	**1,415,850**	**560,339**	**1,524,380**			
income/expense	**0**	**0**	**0**			
Future Considerations:						

UMN Extension

Account Name	*2018 Actuals*	*2019 Actuals*	*2020 Actuals*	*2021 Actuals*	*2022 Budget*	*2023 Actual*	*2024 Proposed*	*2025 Proposed*
Miscellaneous Revenue	-2,885	-174	-34	-148	0	0		
Per Diem In Lieu Of Salaries	150	300	550	500	1,400	1,550	1,650	
Telephone	1,872	1,890	1,887	2,158	1,900	2,100	2,550	
Postage	0	0	0	0	1,000	1,200	1,350	
Contract Purchased Services-Governmental	115,240	119,225	121,070	121,070	122,400	123,500	123,500	
Computer Supplies/Equipment	0	0	0	0	0	2,000	2,250	
Mileage	133	189	58	77	300	350	500	
Machinery And Equipment Rental	0	0	0	0	2,200	2,500	3,100	
Office Supplies/equipment	2,247	1,901	899	1,605	4,000	4,500	4,800	
Miscellaneous Expenses	0	300	300	300	300	1,000	1,500	
TOTAL					133,500	138,700	141,200	2% increase

Recorder

Budgets Responsible for: Recorder
Recorder Compliance/Technology

Narrative:
Fees & Charges- Document recording continues to be slowing down significantly. I have heard that there probably will not be an increase in recordings in 2024. For this reason, I feel we should take a conservative approach to estimating revenues for recording fees and related services.

Vitals- Vitals revenues appear to be relatively constant over the last several years. As the Real ID deadline is approaching (again), there will continue to be a need for both Birth and Marriage Certificates. Thus, I feel that carrying over that number for such revenues makes sense. One of the fees that I propose changing for 2024 is the marriage credential filing fee. Legislature passed this year will allow for anyone to register at the County Recorder's Office to perform marriages. With this legislation follows the likelihood that office staff will be providing more instruction to people with even less knowledge of the responsibilities that go along with performing marriage. (Other County Recorders are proposing to raise filing fees to $50 or more).

It continues to be a goal of this department to index our digitally imaged documents to make them more accessible to the public using our land records. Doing this would help revenues from LandShark continue to increase. Once more images become available through LandShark and ArcaSearch, I plan to change the fee structure of LandShark to a base subscription in addition to per use fees based on images viewed. ArcaSearch fees will be based on daily, weekly, monthly, or yearly subscription fees. These fees are noted on the attached fee schedule submitted with the proposed budget.

Recorder

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-101 Recorder	01-101-000-0000-5507	Revenues	Fees And Charges	212,134	212,879	275,894	302,023	224,083	250,000			(35,000)	215,000
01-101 Recorder	01-101-000-0000-5551	Revenues	Vital Statistics	33,601	34,195	35,267	36,802	37,530	35,000			0	35,000
01-101 Recorder	01-101-000-0000-5561	Revenues	Miscellaneous Revenue	1,662	896	0	0	0	0			0	0
				247,397	**247,970**	**311,161**	**338,825**	**261,613**	**285,000**			**(35,000)**	**250,000**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-101 Recorder	01-101-000-0000-6103	Expenses	Salaries And Wages - Permanent	222,232	236,549	225,429	236,781	241,334	289,653			(26,075)	263,578
01-101 Recorder	01-101-000-0000-6107	Expenses	Salaries And Wages - Overtime	19	0	0	7	90	0			0	0
01-101 Recorder	01-101-000-0000-6153	Expenses	Insurance	39,465	45,538	46,187	40,030	51,273	59,861			(15,264)	44,597
01-101 Recorder	01-101-000-0000-6163	Expenses	Pera	16,225	17,015	16,531	17,416	17,953	22,283			(2,515)	19,768
01-101 Recorder	01-101-000-0000-6175	Expenses	Social Security	13,596	14,474	13,953	14,672	14,495	18,420			(2,078)	16,342
01-101 Recorder	01-101-000-0000-6176	Expenses	Medicare	3,180	3,385	3,263	3,431	3,390	4,308			(486)	3,822
01-101 Recorder	01-101-000-0000-6245	Expenses	Conferences, Training And Dues	4,211	3,035	500	2,311	3,609	4,000	increased cost of conferences		500	4,500
01-101 Recorder	01-101-000-0000-6278	Expenses	Legal Services	7,700	7,700	7,700	7,700	7,700	7,700			0	7,700
01-101 Recorder	01-101-000-0000-6330	Expenses	Mileage	262	34	0	0	50	250			0	250
01-101 Recorder	01-101-000-0000-6400	Expenses	Office Supplies	1,667	2,681	4,057	3,158	4,386	3,500	increased cost of birth/death certificate paper		500	4,000
01-101 Recorder	01-101-000-0000-6610	Expenses	Recorders Technology Fund	0	0	1,500	1,500	1,500	1,500			0	1,500
01-101 Recorder	01-101-000-0000-6611	Expenses	Recording Compliance Expenditure	0	80,630	0	37,310	0	0			0	0
01-101 Recorder	01-101-000-0000-6803	Expenses	Refunds	15	73	0	15	0	0			0	0
				308,571	**411,112**	**319,119**	**364,331**	**345,781**	**411,475**			**(45,418)**	**366,057**

Recorder Compliance/Techology

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-103 Recorder Compliance/T	01-103-000-0000-5504	Revenues	Recording Process Compliance Fee	113,861	117,193	154,132	171,138	115,103	165,000	decreased recordings		(55,000)	110,000
01-103 Recorder Compliance/T	01-103-000-0000-5505	Revenues	Recorders Technology Fee	103,510	106,520	140,153	155,580	104,620	150,000	decreased recordings		(50,000)	100,000
				217,371	**223,713**	**294,285**	**326,718**	**219,723**	**315,000**			**(105,000)**	**210,000**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-103 Recorder Compliance/T	01-103-000-0000-6610	Expenses	Recorders Technology Fund	142,077	165,899	124,569	110,641	135,965	1,500			0	1,500
01-103 Recorder Compliance/T	01-103-000-0000-6611	Expenses	Recording Compliance Expenditure	5,623	49,568	28,075	25,675	0	0			0	0
01-103 Recorder Compliance/T	01-103-000-0000-6803	Expenses	Refunds	21	105	0	21	0	0			0	0
				147,720	**215,572**	**152,644**	**136,337**	**135,965**	**1,500**			**0**	**1,500**

	2023 Budget		2024 Budget	
Revenue	600,000	Revenue	460,000	-23%
Expenses	412,975	Expenses	367,557	-11%
	187,025		92,443	-51%

County Attorney

Budgets Responsible for: County Attorney
County Attorney Forfeiture

Narrative:

Revenues – The services provided by this Office are generally governed by statute and thus we currently have limited opportunity for additional revenue-generating programs. The Chisago County Attorney's Office has three main avenues of revenue other than levy dollars. 1) The County Attorney's Office receives a yearly grant from Minnesota Department of Public Safety (DPS) Office of Justice Programs for Victim Services. The grant process is competitive, and funds are applied for every two years (Code 5500). These resources help to offset a portion of victim-witness staff salaries and certain specific victim-related expenses. These victim services are statutorily mandated. 2) The County Attorney's Office has a yearly contract (July 2022 through July 2023) with the Department of Corrections (DOC) for up to $8,000 for prosecutorial services related to offenses committed at MCF-Rush City (prison), which is billed to DOC monthly. The contract for FY 2023 fiscal year is set at $8,000 (Code 5561). 3) The Office receives reimbursement for legal services related to Federal IV-D Child Support Enforcement and which has remained relatively stable over the years. (Code 5598). This is billed quarterly and currently is roughly $45000 annually. This modest decrease in revenue reflects the slightly fewer number of cases being brought before the Court, due to the Court's inability to accommodate a greater number of these cases. In addition, we were previously able to charge a modest fee for discovery materials to other legal offices and pro se defendants. The charges would cover the cost of copying/duplicating materials. The Office has moved to electronic means of providing discovery via Microsoft SharePoint. This is an encrypted method for sharing legal documents, and though this is a more streamlined process that copying and mailing discovery, we now no longer generate that modest income from producing discovery for opposing parties.

Expenses – The most significant expenses of the County Attorney's Office are salaries, wages and benefits which generally account for approximately 90% or more of our total annual expenses. The expenses over which the Office has the most discretion are typically found within the Professional Services line item. This fluctuates yearly based solely upon the cases handled and the types of expenses incurred in order to successfully prosecute each type. This category covers expenses and fees related to experts and witnesses needed both to prepare for and testify at trial. This expense varies greatly depending upon the cases, the need for such experts, and the hourly rates and expenses of those experts. Professional services can also include, but aren't limited to, payment for transcripts for the purposes of appeals. Expert witnesses may be retained in either civil or criminal matters to help with explaining the dynamics of stalking, domestic violence, the behavior of sex assault victims. Expert medical professionals are necessary to describe the impact and implications of injuries to crime victims, and the consequences of criminal acts on victims. Increases have been noted to the line items for professional dues and subscriptions as those costs continue to mount through 2024. The cost for attorney and law clerk access to Westlaw for on-line legal research and for print copies of legal resources, are scheduled to increase roughly 5% each year at our current staffing level. Due to many of the challenges posed by the global pandemic which led to nationwide resignations of 2022 and the early part of 2023, we had some vacancy savings, which in part was offset by the costs of recruiting, interviewing, hiring and training new staff – costs which are not reflected in the County Attorney's Office Budget. However, hiring staff to fill vacancies is competitive and the Office has not been able to realize the cost savings as may have been evident in the past. Our staff of attorneys, victim witness coordinators and legal assistants routinely put in far more than 40 hour work weeks in an effort to meet the ever changing demands. This Office is currently fully staffed, but is continuing to labor under an ever-increasing load as the Courts continue to modify procedures, requiring additional tasks for our team. At the July Budget and Finance Committee Meeting, this office is presenting a request for additional staff, to include an Assistant County Attorney, Legal Assistant and Victim Witness Assistant to commence January 2024. This request is due to the uptick in the complexity of cases as well as a significant change in the type of evidence that must be processed in handling the cases that may go to trial. These positions would add approximately $300,000 in additional wages, plus benefits, to this Office's expenses.

County Attorney

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-091 County Attorney	01-091-000-0000-5300	Revenues	State Grants	155,009	30,387	20,930	14,718	0	71,300	The State Victim Witness Grant amount increased to 142600 from October 2021 through September 2023 based on the volume and type of services provided . We do not yet know what competitive process will be involved in requesting grants for the October 2023 - September 2025 cycle and cannot offer any projections until that information has been released.		0	71,300
01-091 County Attorney	01-091-000-0000-5415	Revenues	Crime Victim Assistance - Federal	0	41,229	46,438	56,797	70,899	0			0	0
01-091 County Attorney	01-091-000-0000-5503	Revenues	Child Support Motion Fee	360	340	340	220	280	500			0	500
01-091 County Attorney	01-091-000-0000-5561	Revenues	Miscellaneous Revenue	17,138	34,116	904	4,477	5,197	4,000			0	4,000
01-091 County Attorney	01-091-000-0000-5598	Revenues	Welfare Reimb	57,725	45,405	32,922	39,623	42,270	55,000			(10,000)	45,000
01-091 County Attorney	01-091-000-0000-5610	Revenues	County Share Of Fines	1,098	1,970	1,035	841	1,376	3,000			(1,500)	1,500
01-091 County Attorney	01-091-000-0000-5616	Revenues	Forfeitures	0	0	0	0	0	0			0	0
				231,330	**153,447**	**102,568**	**116,675**	**120,022**	**133,800**			**(11,500)**	**122,300**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-091 County Attorney	01-091-000-0000-6103	Expenses	Salaries And Wages - Permanent	1,210,190	1,191,667	1,316,676	1,399,187	1,425,462	1,577,439			491,472	2,068,911
01-091 County Attorney	01-091-000-0000-6105	Expenses	Salaries And Wages - Parttime	45,903	110,379	83,978	25,395	24,917	23,000			8,747	31,747
01-091 County Attorney	01-091-000-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	1,679	21,530	22,000			0	22,000
01-091 County Attorney	01-091-000-0000-6153	Expenses	Insurance	199,839	189,448	169,309	169,448	223,506	279,641			124,283	403,924
01-091 County Attorney	01-091-000-0000-6163	Expenses	Pera	89,550	93,615	102,606	103,192	106,866	121,350			37,849	159,199
01-091 County Attorney	01-091-000-0000-6175	Expenses	Social Security	75,376	77,961	85,460	86,282	87,715	100,316			31,289	131,605
01-091 County Attorney	01-091-000-0000-6176	Expenses	Medicare	17,628	18,233	19,987	20,179	20,514	23,461			7,318	30,779
01-091 County Attorney	01-091-000-0000-6233	Expenses	Photocopying And Duplicating	1,486	1,142	1,240	1,013	285	1,250	Our photocopying and duplicating costs stayed within our anticipated budget in 2022. While we try to be paperless we do still require paper files in many criminal hearings as the technology doesn't adequately meet attorney's needs while in court.		(750)	500
01-091 County Attorney	01-091-000-0000-6235	Expenses	Publications, Brochures, Subs.	15,101	17,389	17,906	19,360	21,369	19,850	Our monthly expense for Westlaw increased to $1789.55 per month in 2023. The costs for 2024 will increase by 3%. Should we need to hire an additional attorney, our costs for an additional seat may increase commensurately.		2,600	22,450
01-091 County Attorney	01-091-000-0000-6242	Expenses	Publicity Subscriptions And Dues	8,424	9,117	8,635	9,376	9,772	8,750	MCAA (Minnesota County Attorney's Association) dues and related training costs		1,250	10,000

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-091 County Attorney	01-091-000-0000-6245	Expenses	Conferences, Training And Dues	3,257	4,306	400	2,273	5,829	3,500	As laws change and case prosecution becomes more complex, we will continue to try to take advantage of training as it's being offered. This training is often attended only by a representative member of our attorney team who then returns to share the information with the rest of the staff, thereby minimizing our training costs.		3,000	6,500
01-091 County Attorney	01-091-000-0000-6280	Expenses	Other Professional Services	12,710	19,099	8,018	12,565	9,166	7,500	Increase in trials (particularly child protection) which results in increased costs for witnesses and corresponding expenses, including expert analyses and testimony. We are also now seeing more complex crime which results in the expanded need for expert witness testimony at trial. In 2022 we exceeded our budget for this line item by almost $2000 and that is expected to rise again in 2023 and going forward.		3,000	10,500
01-091 County Attorney	01-091-000-0000-6303	Expenses	Equipment Maintenance & Repair	6,892	0	2,792	0	0	1,500			(1,500)	0
01-091 County Attorney	01-091-000-0000-6330	Expenses	Mileage	1,516	1,373	635	136	278	1,000	The office has made every effort to incur fewer mileage costs due to less travel and the availability of Zoom when handling conflict court cases in other counties. Despite that, we do still occasionally incur mileage when meeting with victims and witnesses for trial prep, or having to cover conflict cases in other jurisdictions when Zoom Court is not an option.		(400)	600
01-091 County Attorney	01-091-000-0000-6341	Expenses	Rental And Service Agreements	480	480	480	480	0	1,000			(1,000)	0
01-091 County Attorney	01-091-000-0000-6350	Expenses	Sales Tax	107	130	18	3	3	100			(100)	0
01-091 County Attorney	01-091-000-0000-6400	Expenses	Office Supplies	6,741	5,040	3,322	2,895	3,760	7,500	We have aging office supply equipment and have been fairly frugal over the past few years, re-allocating supplies to new staff. However, those supplies are aging and showing wear and tear and will need to be replaced. The replacement cost of most products has increased dramatically due to the costs associated with the gas crisis, supply chain issues and the global pandemic.		0	7,500
01-091 County Attorney	01-091-000-0000-6802	Expenses	Miscellaneous Expenses	4,267	2,930	2,229	4,022	207	4,500	Fair booth fees, expert witnesses as needed, transcripts		0	4,500
01-091 County Attorney	01-091-000-0000-6817	Expenses	Restorative Justice Program	5,000	25,000	15,000	15,000	15,000	15,000	The amount allocated for the Lakes Center for Youth and Family has been stagnant for al least 10 years and has been at $15000 consistently during that time frame. However, we use the services at Lakes Center for Youth and Family for far more than diversion, including for the truancy case load as well as for post-court services to juveniles and their families. The 2023 budget amount does not properly compensate the program for the services they provide. The Director of the program will be coming to present information to the Commissioners at the July 19th Board meeting.		25,000	40,000
				1,704,465	**1,767,309**	**1,838,691**	**1,872,484**	**1,976,179**	**2,218,657**			**732,058**	**2,950,715**

County Attorney Forefiture Fund

No Budget

	2023 Budget
Revenue	133,800
Expenses	2,218,657
	(2,084,857)

	2024 Budget	
Revenue	122,300	-9%
Expenses	2,950,715	33%
	(2,828,415)	36%

Health & Human Services

Budgets Responsible for:

Veteran's Services
Income Maintenance
Social Services
Public Health
North Branch Collaborative
Rush City Collaborative
Chisago Lakes Collaborative

Narrative:

Account # 05-430-730-0000-5507 is for our Detox collections. Our detox collections have been decreasing as this portfolio is running off. As not as many clients are being transferred to a detoxification facility there is as many new clients to collect from. The accounts that we have left that to collect from are aging and are getting tougher to collect from.

Account # 05-430-730-3710-6051 While we are not sending as many people to detoxification facilities as we have in the past we are still required by statutes to provide the service if needed. That is why we still budget money for this expense. However, the amount that we budget has decreased over the last couple of years.

Account # 05-430-741-0000-5382 is $114,880.00 that we have been receiving from the State as a result of the closing of the Moose Lake State Hospital. The money is now going to AMHI and counties have decide the ask the AMHI to keep allocation same. At this time we are not positive we will continue to receive this allocation.

In 2023 the State cut many of our allocations, we have no idea if this trend will continue into 2024.

The Workforce Grant is a new grant that Public Health was awarded in 2022. The money is being used to hire one contract employee.

Veteran's Services

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-121 Veterans Services	05-121-000-0000-5222	Revenues	Local Government Aid	1,112	1,121	1,178	1,233	1,207	0			0	0
05-121 Veterans Services	05-121-000-0000-5378	Revenues	Operational Grant	12,500	12,500	12,500	12,500	12,500	12,500			0	12,500
05-121 Veterans Services	05-121-000-0000-5552	Revenues	Passenger Fares	4,362	3,428	1,333	3,046	3,224	3,000			0	3,000
				17,974	**17,049**	**15,011**	**16,779**	**16,931**	**15,500**			**0**	**15,500**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-121 Veterans Service	05-121-000-0000-6103	Expenses	Salaries And Wages - Permanent	102,358	106,970	116,842	117,457	123,934	140,218			12,936	153,154
05-121 Veterans Service	05-121-000-0000-6105	Expenses	Salaries And Wages - Parttime	18,638	15,108	7,379	8,811	11,428	57,061			(39,685)	17,376
05-121 Veterans Service	05-121-000-0000-6153	Expenses	Insurance	23,605	24,608	26,603	24,636	21,459	22,784			1,877	24,661
05-121 Veterans Service	05-121-000-0000-6163	Expenses	Pera	7,667	8,023	8,806	8,971	9,599	14,796			(2,006)	12,790
05-121 Veterans Service	05-121-000-0000-6175	Expenses	Social Security	7,407	7,467	7,588	7,708	8,233	12,231			(1,658)	10,573
05-121 Veterans Service	05-121-000-0000-6176	Expenses	Medicare	1,732	1,746	1,775	1,803	1,925	2,861			(388)	2,473
05-121 Veterans Service	05-121-000-0000-6202	Expenses	Postage	630	597	349	139	24	400			0	400
05-121 Veterans Service	05-121-000-0000-6245	Expenses	Conferences, Training And Dues	3,006	926	400	709	1,539	5,000			0	5,000
05-121 Veterans Service	05-121-000-0000-6330	Expenses	Mileage	201	159	0	180	1,346	750			0	750
05-121 Veterans Service	05-121-000-0000-6400	Expenses	Office Supplies	184	479	211	325	323	500			0	500
05-121 Veterans Service	05-121-000-0000-6402	Expenses	Computer Software	0	898	0	0	0	0			0	0
05-121 Veterans Service	05-121-000-0000-6561	Expenses	Gas And Oil	5,192	2,907	334	2,781	4,446	3,500			0	3,500
05-121 Veterans Service	05-121-000-0000-6562	Expenses	Repairs	1,322	346	145	0	0	0			0	0
05-121 Veterans Service	05-121-000-0000-6601	Expenses	Furniture And Equipment	0	0	0	0	0	0			0	0
05-121 Veterans Service	05-121-000-0000-6630	Expenses	Vehicle Leases	0	22,824	13,521	12,440	12,484	12,500			0	12,500
05-121 Veterans Service	05-121-000-0000-6802	Expenses	Miscellaneous Expenses	1,062	1,708	170	100	19	2,000			0	2,000
05-121 Veterans Service	05-121-000-0000-6850	Expenses	Bioterrorism Grant Expense	4,752	0	2,061	14,592	10,993	12,500	Operation Enhancement Grant		0	12,500
				177,756	**194,766**	**186,184**	**200,654**	**207,752**	**287,101**			**(28,924)**	**258,177**

Income Maintenance

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-600 Income Maintenance Overhead	05-420-600-0000-5220	Revenues	Pera Rate Increase Aid	5,792	5,792	0	0	0	0			0	0
05-420-600 Income Maintenance Overhead	05-420-600-0000-5222	Revenues	Local Government Aid	8,624	8,178	9,204	9,616	8,685	0			0	0

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-600 Income Maintenance Overhead	05-420-600-0000-5325	Revenues	Fraud Prev Invest Payments	37,537	34,118	36,565	36,101	36,529	37,000			0	37,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-5373	Revenues	Maxis Recovery Incentive	2,521	771	1,349	0	102	1,000			0	1,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-5378	Revenues	Operational Grant	18,909	17,824	17,618	17,756	17,461	17,700			(239)	17,461
05-420-600 Income Maintenance Overhead	05-420-600-0000-5421	Revenues	Federal Adm Revenue	102,283	102,819	99,740	87,570	101,118	103,000			0	103,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-5427	Revenues	IV-E Adm	7,362	7,284	8,161	9,398	9,559	8,000			0	8,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-5507	Revenues	Fees And Charges	25	0	50	1,000	500	500			0	500
05-420-600 Income Maintenance Overhead	05-420-600-0000-5830	Revenues	Recoveries	1,666	100	776	3,455	2,142	1,000			0	1,000
05-420-610 Income Maintenance - Aid to Families w/Dep Children	05-420-610-0000-5830	Revenues	Recoveries	5,688	5,200	23,393	1,388	7,048	5,000			0	5,000
05-420-611 Income Maintenance - Aid to Families w/Dep Children - EA	05-420-611-0000-5830	Revenues	Recoveries	0	0	0	0	0	0			0	0
05-420-620 Income Maintenance - General Assistance	05-420-620-0000-5830	Revenues	Recoveries	623	1,673	272	173	261	500			0	500
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-5372	Revenues	State Fs Bonus	154	0	0	0	0	0			0	0
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-5421	Revenues	Federal Adm Revenue	273,935	267,402	274,708	277,244	327,180	275,000			25,000	300,000
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-5460	Revenues	Fset	5,503	13,205	3,327	0	0	0			0	0
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-5830	Revenues	Recoveries	10,299	16,077	11,802	11,221	2,742	10,000			0	10,000
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-5838	Revenues	Fs State Cash Recoveries	4,334	100	60	345	1,124	500			0	500
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-5323	Revenues	State Incentive	20,553	21,113	22,145	19,605	18,660	25,000			0	25,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-5421	Revenues	Federal Adm Revenue	444,619	378,199	431,791	505,060	474,370	475,000			0	475,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-5423	Revenues	Federal Incentive	160,212	156,860	156,551	143,203	145,064	150,000			0	150,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-5506	Revenues	Iv-D County Fees	6,832	6,199	13,284	8,508	4,404	6,500			0	6,500
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5320	Revenues	State Financing	191,076	261,726	257,307	256,677	304,974	250,000			25,000	275,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5368	Revenues	Recovery Incentive	131,720	80,672	114,901	120,084	117,735	110,000			(10,000)	100,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5420	Revenues	Periodic Data Match	0	0	0	0	0	0			0	0
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5421	Revenues	Federal Adm Revenue	573,911	599,744	577,971	479,212	467,591	550,000			0	550,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5422	Revenues	Federal Program	123,762	160,929	158,496	157,499	191,133	155,000			0	155,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5423	Revenues	Federal Incentive	14,613	15,882	25,050	21,782	18,164	20,000			0	20,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-5830	Revenues	Recoveries	54,928	(49,916)	(41,599)	260,073	(139,493)	25,000			0	25,000
05-420-660 Income Maintenance - MN Supplemental Aid	05-420-660-0000-5830	Revenues	Recoveries	0	27	0	0	359	0			0	0
05-420-660 Income Maintenance - MN Supplemental Aid	05-420-660-0000-5839	Revenues	Grh Rec	(5,273)	5,693	(6,314)	368	(540)	1,000			0	1,000
05-420-680 Income Maintenance - Refuge	05-420-680-0000-5421	Revenues	Federal Adm Revenue	0	287	377	88	885	500			0	500
Total				**2,202,208**	**2,117,957**	**2,196,985**	**2,427,427**	**2,117,754**	**2,227,200**			**39,761**	**2,266,961**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-600 Income Maintenance Overhead	05-420-600-0000-6202	Expenses	Postage	12,538	7,246	6,754	6,775	6,777	10,000			0	10,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6240	Expenses	Reg Fees	0	1,152	1,220	1,238	2,359	2,500			0	2,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6241	Expenses	General Administration	8,326	9,285	10,635	11,294	13,677	10,000	Merit system, Lexis-Nexis		5,000	15,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6242	Expenses	Publicity Subscriptions And Dues	1,274	1,170	830	1,690	1,969	2,000	For Birth Certificates		500	2,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6253	Expenses	Electricity	5,390	5,815	6,241	7,207	6,096	7,500			0	7,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6260	Expenses	Computer Support	0	1,488	0	744	818	3,000			0	3,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6261	Expenses	State Audit	2,660	913	2,494	1,307	794	2,500			0	2,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6273	Expenses	Contract Services	65,000	65,000	65,000	65,000	65,000	65,000	Sheriff		0	65,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6303	Expenses	Equipment Maintenance & Repair	638	638	249	0	156	1,000			0	1,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6381	Expenses	Co Bldg Rent	22,400	22,400	22,400	22,400	19,900	22,500			0	22,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6401	Expenses	General Supplies And Equipment	7,607	11,158	9,386	9,453	11,554	11,000			0	11,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6402	Expenses	Computer Software	28,499	29,315	30,387	31,189	32,301	40,000			0	40,000
05-420-600 Income Maintenance Overhead	05-420-600-0000-6481	Expenses	Computer Hardware	0	0	6,631	6,922	4,060	7,500			0	7,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6482	Expenses	Equipment	0	0	0	0	0	0			0	0
05-420-600 Income Maintenance Overhead	05-420-600-0000-6561	Expenses	Gas And Oil	884	1,571	254	871	1,375	1,500			0	1,500
05-420-600 Income Maintenance Overhead	05-420-600-0000-6630	Expenses	Vehicle Leases	3,149	4,472	4,591	4,873	5,689	5,000			320	5,320
05-420-600 Income Maintenance Overhead	05-420-600-0000-6800	Expenses	Other Expenditures	0	21	499	70	2,881	5,000			0	5,000
05-420-600 Income Maintenance Overhead	05-420-600-0101-6103	Expenses	Salaries And Wages - Permanent	1,031,448	1,024,525	1,062,897	886,822	975,323	1,204,458			1,216,147	2,420,605
05-420-600 Income Maintenance Overhead	05-420-600-0101-6105	Expenses	Salaries And Wages - Parttime	0	0	0	10,667	26,415	0			31,401	31,401
05-420-600 Income Maintenance Overhead	05-420-600-0101-6153	Expenses	Insurance	240,455	256,212	242,631	172,435	223,659	231,346			264,480	495,826
05-420-600 Income Maintenance Overhead	05-420-600-0101-6163	Expenses	Pera	76,131	75,869	77,753	65,441	72,604	92,274			91,626	183,900
05-420-600 Income Maintenance Overhead	05-420-600-0101-6175	Expenses	Social Security	61,352	60,277	63,053	53,908	59,556	76,275			75,749	152,024
05-420-600 Income Maintenance Overhead	05-420-600-0101-6176	Expenses	Medicare	14,348	14,098	14,746	12,608	13,928	17,838			17,716	35,554
05-420-600 Income Maintenance Overhead	05-420-600-0102-6103	Expenses	Salaries And Wages - Permanent	37,379	48,289	35,496	36,369	38,951	41,035			(41,035)	0
05-420-600 Income Maintenance Overhead	05-420-600-0102-6153	Expenses	Insurance	5,758	1,324	3,989	3,862	3,275	3,221			(3,221)	0
05-420-600 Income Maintenance Overhead	05-420-600-0102-6163	Expenses	Pera	2,814	2,109	2,586	2,648	2,839	3,077			(3,077)	0
05-420-600 Income Maintenance Overhead	05-420-600-0102-6175	Expenses	Social Security	2,100	1,825	2,155	2,208	2,366	2,544			(2,544)	0
05-420-600 Income Maintenance Overhead	05-420-600-0102-6176	Expenses	Medicare	491	427	504	516	553	595			(595)	0
05-420-600 Income Maintenance Overhead	05-420-600-0103-6103	Expenses	Salaries And Wages - Permanent	156,850	152,266	115,809	160,731	162,151	182,675			(182,675)	0
05-420-600 Income Maintenance Overhead	05-420-600-0103-6153	Expenses	Insurance	36,659	36,275	25,025	30,667	42,092	48,136			(48,136)	0
05-420-600 Income Maintenance Overhead	05-420-600-0103-6163	Expenses	Pera	11,781	11,403	8,643	12,054	12,148	13,701			(13,701)	0

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-600 Income Maintenance Overhead	05-420-600-0103-6175	Expenses	Social Security	8,935	8,646	6,654	9,509	9,315	11,326			(11,326)	0
05-420-600 Income Maintenance Overhead	05-420-600-0103-6176	Expenses	Medicare	2,090	2,022	1,556	2,224	2,179	2,649			(2,649)	0
05-420-600 Income Maintenance Overhead	05-420-600-0105-6103	Expenses	Salaries And Wages - Permanent	28,377	24,046	38,962	39,297	40,533	53,628			(53,628)	0
05-420-600 Income Maintenance Overhead	05-420-600-0105-6153	Expenses	Insurance	66	1,321	8,397	7,272	6,486	9,262			(9,262)	0
05-420-600 Income Maintenance Overhead	05-420-600-0105-6163	Expenses	Pera	2,038	1,735	2,916	2,942	3,036	3,995			(3,995)	0
05-420-600 Income Maintenance Overhead	05-420-600-0105-6175	Expenses	Social Security	1,759	1,457	2,228	2,268	2,433	3,303			(3,303)	0
05-420-600 Income Maintenance Overhead	05-420-600-0105-6176	Expenses	Medicare	411	341	521	530	569	773			(773)	0
05-420-600 Income Maintenance Overhead	05-420-600-0106-6103	Expenses	Salaries And Wages - Permanent	37,396	24,381	27,927	27,785	29,840	30,830			(30,830)	0
05-420-600 Income Maintenance Overhead	05-420-600-0106-6153	Expenses	Insurance	5,860	3,675	3,989	3,500	3,275	3,221			(3,221)	0
05-420-600 Income Maintenance Overhead	05-420-600-0106-6163	Expenses	Pera	2,795	1,823	2,029	2,082	2,171	2,312			(2,312)	0
05-420-600 Income Maintenance Overhead	05-420-600-0106-6175	Expenses	Social Security	2,311	1,500	1,720	1,711	1,831	1,911			(1,911)	0
05-420-600 Income Maintenance Overhead	05-420-600-0106-6176	Expenses	Medicare	540	351	402	400	428	447			(447)	0
05-420-600 Income Maintenance Overhead	05-420-600-0110-6103	Expenses	Salaries And Wages - Permanent	80,796	74,279	84,007	144,285	96,115	64,407			(64,407)	0
05-420-600 Income Maintenance Overhead	05-420-600-0110-6153	Expenses	Insurance	18,265	14,236	13,371	21,313	17,753	9,273			(9,273)	0
05-420-600 Income Maintenance Overhead	05-420-600-0110-6163	Expenses	Pera	5,951	5,291	5,749	10,421	7,059	4,830			(4,830)	0
05-420-600 Income Maintenance Overhead	05-420-600-0110-6175	Expenses	Social Security	4,824	4,346	4,890	8,779	5,802	3,993			(3,993)	0
05-420-600 Income Maintenance Overhead	05-420-600-0110-6176	Expenses	Medicare	1,128	1,016	1,144	2,053	1,357	934			(934)	0
05-420-600 Income Maintenance Overhead	05-420-600-0112-6103	Expenses	Salaries And Wages - Permanent	47,750	66,763	70,008	76,147	68,061	79,509			(79,509)	0
05-420-600 Income Maintenance Overhead	05-420-600-0112-6153	Expenses	Insurance	14,925	16,495	16,824	13,754	13,788	15,495			(15,495)	0
05-420-600 Income Maintenance Overhead	05-420-600-0112-6163	Expenses	Pera	3,550	4,878	5,187	5,203	5,032	5,963			(5,963)	0
05-420-600 Income Maintenance Overhead	05-420-600-0112-6175	Expenses	Social Security	2,707	3,843	4,101	4,202	4,095	4,930			(4,930)	0
05-420-600 Income Maintenance Overhead	05-420-600-0112-6176	Expenses	Medicare	633	899	959	983	958	1,153			(1,153)	0
05-420-600 Income Maintenance Overhead	05-420-600-0117-6103	Expenses	Salaries And Wages - Permanent	31,764	33,241	51,085	84,257	49,876	89,621			(89,621)	0
05-420-600 Income Maintenance Overhead	05-420-600-0117-6153	Expenses	Insurance	8,783	9,223	12,819	21,106	9,578	17,672			(17,672)	0
05-420-600 Income Maintenance Overhead	05-420-600-0117-6163	Expenses	Pera	2,382	2,493	3,832	6,322	3,784	6,722			(6,722)	0
05-420-600 Income Maintenance Overhead	05-420-600-0117-6175	Expenses	Social Security	1,958	2,050	3,124	5,079	3,022	5,556			(5,556)	0
05-420-600 Income Maintenance Overhead	05-420-600-0117-6176	Expenses	Medicare	458	479	731	1,188	707	1,299			(1,299)	0
05-420-600 Income Maintenance Overhead	05-420-600-0121-6240	Expenses	Reg Fees	1,126	2,051	185	696	4,056	5,000	Financial Training	0		5,000
05-420-600 Income Maintenance Overhead	05-420-600-0121-6335	Expenses	Worker Travel	4,401	4,202	1,110	386	2,000	3,375		625		4,000
05-420-600 Income Maintenance Overhead	05-420-600-0130-6240	Expenses	Reg Fees	435	50	238	50	50	1,000	SS Directory Training	0		1,000
05-420-600 Income Maintenance Overhead	05-420-600-0130-6335	Expenses	Worker Travel	611	493	484	316	469	1,125		0		1,125

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-600 Income Maintenance Overhead	05-420-600-0131-6240	Expenses	Reg Fees	3	0	0	0	0	500	Clerical Training		0	500
05-420-600 Income Maintenance Overhead	05-420-600-0131-6335	Expenses	Worker Travel	11	489	1,652	572	9	750			0	750
05-420-600 Income Maintenance Overhead	05-420-600-0132-6240	Expenses	Reg Fees	370	599	9	216	222	1,100	Accounting Training		0	1,100
05-420-600 Income Maintenance Overhead	05-420-600-0132-6335	Expenses	Worker Travel	1,277	964	159	143	114	1,500			0	1,500
05-420-600 Income Maintenance Overhead	05-420-600-0133-6240	Expenses	Reg Fees	212	20	0	85	39	500	Directory Training		0	500
05-420-600 Income Maintenance Overhead	05-420-600-0133-6335	Expenses	Worker Travel	0	222	176	78	178	750			0	750
05-420-610 Income Maintenance - Aid to Families w/Dep Children	05-420-610-0000-6001	Expenses	Payments To Recipients	9,067	3,153	19,539	876	2,359	2,500	Pass-Through		5,000	7,500
05-420-620 Income Maintenance - General Assistance	05-420-620-0000-6001	Expenses	Payments To Recipients	65	108	883	87	32	0			0	0
05-420-622 Income Maintenance - General Relief	05-420-622-0000-6006	Expenses	Burials	15,049	11,284	12,578	14,964	5,114	20,000			(5,000)	15,000
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-6001	Expenses	Payments To Recipients	3,336	3,181	12,048	213	5,118	3,500			0	3,500
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-6051	Expenses	Purchase Of Service	4,537	4,732	0	0	0	1,000			0	1,000
05-420-630 Income Maintenance - Food Stamp Overhead	05-420-630-0000-6850	Expenses	Bioterrorism Grant Expense	3,328	0	0	0	0	1,000			0	1,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6202	Expenses	Postage	7,906	6,863	6,329	6,563	6,197	8,000			0	8,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6241	Expenses	General Administration	500	405	191	65	475	400			0	400
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6264	Expenses	Paternity Costs	1,733	4,226	1,579	1,818	1,661	3,000			0	3,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6267	Expenses	Other Co Sheriff Sop	6,321	4,080	3,073	3,223	4,953	5,500			0	5,500
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6269	Expenses	Proff Process Servers	1,465	781	1,390	1,647	2,095	3,000			0	3,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6298	Expenses	Fed Tax Offset	3,950	3,819	12,465	5,285	3,453	4,100			0	4,100
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6335	Expenses	Worker Travel	0	0	0	0	0	0			0	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6383	Expenses	Iv-D Legal Co Atty	56,675	44,605	31,772	39,123	42,270	60,000			0	60,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6385	Expenses	Cc Sheriff Sop & Bailiff	7,277	7,655	5,475	1,620	3,200	5,500			(1,500)	4,000
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6401	Expenses	General Supplies And Equipment	1,350	1,284	885	1,460	993	1,500			0	1,500
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0000-6482	Expenses	Equipment	0	0	2,206	566	0	5,000			(1,500)	3,500
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0111-6103	Expenses	Salaries And Wages - Permanent	387,263	381,037	430,132	423,258	437,143	474,275			(474,275)	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0111-6153	Expenses	Insurance	98,286	77,037	96,721	84,106	70,335	72,298			(72,298)	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0111-6163	Expenses	Pera	28,198	25,917	31,875	30,942	32,788	35,571			(35,571)	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0111-6175	Expenses	Social Security	21,988	20,683	24,947	24,500	26,098	29,403			(29,403)	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0111-6176	Expenses	Medicare	5,142	4,837	5,834	5,730	6,103	6,875			(6,875)	0
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0126-6240	Expenses	Reg Fees	1,799	1,527	0	796	920	3,000	Training		500	3,500
05-420-640 Income Maintenance - Child Support Overhead	05-420-640-0126-6335	Expenses	Worker Travel	899	839	0	166	173	1,700			(200)	1,500
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-6001	Expenses	Payments To Recipients	344,498	383,572	418,700	422,622	494,928	400,000	Pass-Through		25,000	425,000

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-6004	Expenses	Access Services	485	1,878	708	4,527	2,559	3,500			(500)	3,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-6005	Expenses	Ma Transportation	19,728	16,916	16,335	13,552	11,425	25,000			(5,000)	20,000
05-420-650 Income Maintenance - Medical Assistance	05-420-650-0000-6006	Expenses	Burials	0	0	0	0	0	0			0	0
				3,193,677	**3,176,880**	**3,337,672**	**3,216,826**	**3,367,876**	**3,739,411**			**371,944**	**4,111,355**

Social Services

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5220	Revenues	Pera Rate Increase Aid	9,342	9,342	0	0	0	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5222	Revenues	Local Government Aid	23,986	28,142	31,769	31,406	34,382	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5271	Revenues	Payments In Lieu - Lindstrom Hra	322	365	477	433	524	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5273	Revenues	Payments In Lieu - State Game Refuge	6,976	8,001	9,052	7,925	8,402	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5276	Revenues	Payments In Lieu - Federal	367	437	505	489	541	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5326	Revenues	Ccs Grant	444,218	474,151	452,529	484,776	489,706	445,529			(6,612)	438,917
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5358	Revenues	MA - LTSS Admin MNChoices State	448,294	349,643	331,591	306,093	321,193	324,000			20,000	344,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5440	Revenues	Title Xx	238,110	234,740	242,387	256,896	288,615	243,670			(3,489)	240,181
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5448	Revenues	Ma Non Waiver Ssts	141,674	138,834	130,815	138,283	147,027	150,000			0	150,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5457	Revenues	MNChoices Fed MA Admin SSTS	319,614	417,907	404,874	373,739	392,178	396,000			25,000	421,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5500	Revenues	Other Health Care Revenue	492	1,237	0	0	0	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5507	Revenues	Fees And Charges	2,096	2,275	6,678	3,675	1,392	3,500			0	3,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-5834	Revenues	Misc Revenue	0	79	0	0	28	0			0	0
05-430-710 Social Services - Children Services	05-430-710-0000-5329	Revenues	Adoption State	166,976	103,498	57,564	760	64,640	0			0	0
05-430-710 Social Services - Children Services	05-430-710-0000-5331	Revenues	Ma-Csp-Armhs-Mhc	0	0	0	0	0	0	STAY Funds State portion		2,200	2,200
05-430-710 Social Services - Children Services	05-430-710-0000-5333	Revenues	Cac/Cadi Waiver	12,646	23,931	26,308	34,260	32,058	35,000			0	35,000
05-430-710 Social Services - Children Services	05-430-710-0000-5340	Revenues	Consumer Support Grant	16,592	15,454	10,941	10,615	17,255	0	Consumer Support Grant is going away, per the State		0	0
05-430-710 Social Services - Children Services	05-430-710-0000-5356	Revenues	Psopchildtrst State	8,067	7,836	12,328	20,491	25,123	26,217			4,822	31,039
05-430-710 Social Services - Children Services	05-430-710-0000-5361	Revenues	Child Protection Grant	207,590	257,732	205,664	213,559	214,231	207,389			(20,122)	187,267
05-430-710 Social Services - Children Services	05-430-710-0000-5368	Revenues	Recovery Incentive	2,360	1,833	4,113	2,946	3,386	0			0	0
05-430-710 Social Services - Children Services	05-430-710-0000-5395	Revenues	Alternative Response	4,725	6,059	6,908	7,178	6,839	4,937	Family Response Grant State		349	5,286
05-430-710 Social Services - Children Services	05-430-710-0000-5396	Revenues	Relative Custody Study	0	0	7,800	7,800	32,890	18,944	CO Opioid Response Allocation		83,947	102,891
05-430-710 Social Services - Children Services	05-430-710-0000-5427	Revenues	IV-E Adm	0	0	0	17,057	72,365	15,000	IVE Training		185,000	200,000
05-430-710 Social Services - Children Services	05-430-710-0000-5428	Revenues	Capta Grant	3,394	0	9,273	480	171	5,000			0	5,000
05-430-710 Social Services - Children Services	05-430-710-0000-5430	Revenues	Cw Tcm	201,723	238,835	180,491	131,160	146,033	200,000			(25,000)	175,000

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-710 Social Services - Children Services	05-430-710-0000-5431	Revenues	Self	2,855	6,369	2,285	16,389	8,859	11,550	Stay Funds Federal		(2,750)	8,800
05-430-710 Social Services - Children Services	05-430-710-0000-5433	Revenues	Cac/Cadi Waiver	12,649	23,931	26,308	34,260	32,058	35,000			0	35,000
05-430-710 Social Services - Children Services	05-430-710-0000-5434	Revenues	Iv-E Adm	320,065	290,496	236,075	158,940	122,174	200,000	Admin & maintenance		(135,000)	65,000
05-430-710 Social Services - Children Services	05-430-710-0000-5467	Revenues	Parent Support Outreach	1,239	1,204	1,497	700	0	16,157			(16,157)	0
05-430-710 Social Services - Children Services	05-430-710-0000-5468	Revenues	Title Iv-B Pr10	12,775	16,383	18,411	23,304	16,365	8,776	Family Response Grant Federal		622	9,398
05-430-710 Social Services - Children Services	05-430-710-0000-5469	Revenues	PSOP CHILD TRUST FUND	6,205	6,029	6,634	10,956	15,933	16,762	PSOP Federal		3,082	19,844
05-430-710 Social Services - Children Services	05-430-710-0000-5507	Revenues	Fees And Charges	122,329	81,771	124,277	136,208	145,151	130,000			0	130,000
05-430-710 Social Services - Children Services	05-430-710-0000-5511	Revenues	Adoption Fees	375	450	75	600	450	0			0	0
05-430-710 Social Services - Children Services	05-430-710-0000-5830	Revenues	Recoveries	59,860	52,304	55,891	30,463	15,364	40,000			(20,000)	20,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5345	Revenues	Bsf Child Care State	12,048	7,496	8,799	11,300	10,689	10,000			0	10,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5346	Revenues	Afdc Child Care State	5,437	4,736	4,045	5,669	4,445	5,000			0	5,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5383	Revenues	Mfip Adm	18,057	16,446	26,982	24,490	31,137	27,500			0	27,500
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5445	Revenues	Bsf Cc	14,721	9,163	10,751	13,812	16,396	20,000			0	20,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5446	Revenues	Mfip Cc	5,660	4,929	4,207	5,897	5,554	6,000			0	6,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5481	Revenues	Mfip Adm	245,891	158,281	228,633	190,026	184,037	300,000			0	300,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5507	Revenues	Fees And Charges	6	0	0	0	0	0			0	0
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5512	Revenues	Background Check	9,000	3,150	3,850	2,750	3,200	0			0	0
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5830	Revenues	Recoveries	2,125	8,956	1,590	1,577	550	2,000			1,000	3,000
05-430-720 Social Service - Child Care/Stride	05-430-720-0000-5831	Revenues	Net Iv-D	(1,270)	(6,693)	(1,019)	(1,241)	(375)	0			0	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5320	Revenues	State Financing	0	0	0	193	1,552	20,000			(15,000)	5,000
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5348	Revenues	Ccdtf (Chemical Dependancy)	16,432	21,913	14,924	11,815	22,681	0			0	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5422	Revenues	Federal Program	0	0	0	945	2,034	20,000			(15,000)	5,000
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5435	Revenues	R 25 Assess Ma Ssts	65,376	59,478	59,730	49,594	33,409	0			0	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5507	Revenues	Fees And Charges	38,304	30,031	45,944	26,694	12,469	15,000			0	15,000
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5850	Revenues	3Rd Party Recoveries	4,596	5,965	0	0	0	10,000			(10,000)	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-0000-5852	Revenues	3Rd Party R 25 Recoveries	0	0	0	0	0	0			0	0
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5366	Revenues	Respite Grant	44,596	9,052	17,193	7,783	15,309	23,545			0	23,545
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5369	Revenues	State Combined Mh Grt Chn	29,822	16,426	21,701	22,252	20,324	20,324	Childrens Mental Health Screening mostly to Probation		(3,836)	16,488
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5435	Revenues	R 25 Assess Ma Ssts	66,723	93,523	94,625	102,045	96,322	100,000			0	100,000
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5438	Revenues	Iv-E Fc R5	(2,122)	0	0	0	0	0			0	0
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5462	Revenues	MA MN Child Residential Treatment	0	2,132	737	0	0	0			0	0
05-430-740 Social Services - Childrens Mental Heath	05-430-740-0000-5500	Revenues	Other Health Care Revenue	111,897	173,388	143,980	175,901	175,468	200,000			0	200,000
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5336	Revenues	Isp Grant	409	1,003	4,211	1,422	1,359	1,500	MH Adult TCM		0	1,500
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5337	Revenues	R 25 State Share	0	0	0	0	400	0	PASSAR State portion		1,000	1,000
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5360	Revenues	CSP - State	189,468	189,468	189,468	189,468	189,468	189,468			0	189,468
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5382	Revenues	Adult Integreated ML Alt	114,880	114,880	114,880	114,880	114,880	0	Moose Lake Grant is going away		0	0

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5435	Revenues	R 25 Assess Ma Ssts	94,109	113,544	90,998	83,003	61,956	75,000	MH Adult TCM Federal		0	75,000
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5437	Revenues	R 25 Fed Share	0	0	0	0	1,200	0	PASSAR Fed portion		3,000	3,000
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5500	Revenues	Other Health Care Revenue	341,793	373,433	341,417	388,612	392,553	405,000			0	405,000
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5832	Revenues	Refuge Reimb	0	0	9,600	0	0	0			0	0
05-430-741 Social Services - Adult Mental Health	05-430-741-0000-5834	Revenues	Misc Revenue	0	0	0	0	0	114,880	Replacement for ML money		0	114,880
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5333	Revenues	Cac/Cadi Waiver	59,407	88,424	95,802	101,915	100,933	100,000			0	100,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5341	Revenues	Sils	9,863	4,559	4,233	4,381	4,683	5,749			(1,472)	4,277
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5359	Revenues	DT&H -State	3,445	4,462	5,879	11,143	6,280	4,000			3,500	7,500
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5379	Revenues	Family Support Grt	4,386	15,903	18,217	14,055	3,114	26,000			0	26,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5433	Revenues	Cac/Cadi Waiver	59,416	88,424	95,802	101,915	100,933	100,000			0	100,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-0000-5436	Revenues	Cssa Block Grt	6,524	15,491	2,816	2,746	860	10,000	VA/DD TCM		(5,000)	5,000
05-430-760 Social Services - Adult Services	05-430-760-0000-5333	Revenues	Cac/Cadi Waiver	69,773	108,325	128,432	132,043	115,513	140,000			20,000	160,000
05-430-760 Social Services - Adult Services	05-430-760-0000-5334	Revenues	State Ac 180 Day	3,608	4,366	1,871	947	3,734	2,000			2,000	4,000
05-430-760 Social Services - Adult Services	05-430-760-0000-5335	Revenues	Mh Waiver R-74 Chn	0	12,198	22,698	35,414	31,900	31,900	Adult Protection Grant		(2,147)	29,753
05-430-760 Social Services - Adult Services	05-430-760-0000-5340	Revenues	Consumer Support Grant	1,663	2,333	2,886	3,325	3,256	0			0	0
05-430-760 Social Services - Adult Services	05-430-760-0000-5434	Revenues	Iv-E Adm	69,790	108,299	127,889	131,476	115,209	140,000	MA Waivers Fed		20,000	160,000
05-430-760 Social Services - Adult Services	05-430-760-0000-5436	Revenues	Cssa Block Grt	3,608	4,367	1,871	947	3,734	2,000			2,000	4,000
05-430-760 Social Services - Adult Services	05-430-760-0000-5507	Revenues	Fees And Charges	14,900	17,500	15,500	15,500	16,500	18,000			(1,500)	16,500
				4,532,260	**4,684,620**	**4,564,664**	**4,446,536**	**4,559,000**	**4,678,297**			**94,437**	**4,772,734**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6180	Expenses	Uc Cost	0	0	600	0	0	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6202	Expenses	Postage	16,106	16,248	15,362	16,885	15,629	18,000			0	18,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6240	Expenses	Reg Fees	4,436	6,193	2,968	3,118	7,567	5,000			1,000	6,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6241	Expenses	General Administration	12,253	14,777	15,632	17,009	20,527	16,000	Merit System, Lexis-Nexis		4,000	20,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6253	Expenses	Electricity	10,780	11,631	12,483	14,413	12,193	16,000			0	16,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6260	Expenses	Computer Support	6,743	8,059	7,025	9,260	9,380	15,000			1,000	16,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6261	Expenses	State Audit	3,989	1,370	3,742	1,960	1,190	4,000			0	4,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6273	Expenses	Contract Services	8,014	340	0	0	0	5,000			(2,500)	2,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6279	Expenses	Consulting	0	3,777	0	0	0	4,000			(1,000)	3,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6303	Expenses	Equipment Maintenance & Repair	1,277	1,277	453	0	233	1,200			0	1,200
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6381	Expenses	Co Bldg Rent	17,600	17,600	17,600	17,600	18,200	17,600			2,400	20,000

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6401	Expenses	General Supplies And Equipment	14,388	16,182	16,972	18,166	17,120	18,000			0	18,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6481	Expenses	Computer Hardware	0	1,700	56,275	2,085	1,774	5,000			0	5,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6482	Expenses	Equipment	0	0	0	0	0	1,800			0	1,800
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6561	Expenses	Gas And Oil	1,426	2,534	410	1,404	2,217	2,000			0	2,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6562	Expenses	Repairs	143	30	435	43	0	2,000			0	2,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6630	Expenses	Vehicle Leases	5,079	7,213	7,405	7,860	9,177	8,000			2,000	10,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6800	Expenses	Other Expenditures	30	15	0	195	(195)	0			0	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0000-6826	Expenses	Contingency	0	21,451	0	0	3,074	20,000			(5,000)	15,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0102-6103	Expenses	Salaries And Wages - Permanent	65,373	84,117	61,832	63,353	67,851	71,480			5,458,873	5,530,353
05-430-700 Social Services - Social Services Overhead	05-430-700-0102-6153	Expenses	Insurance	10,031	2,306	6,949	6,789	5,705	5,610			1,013,611	1,019,221
05-430-700 Social Services - Social Services Overhead	05-430-700-0102-6163	Expenses	Pera	4,902	3,674	4,505	4,613	4,945	5,361			409,415	414,776
05-430-700 Social Services - Social Services Overhead	05-430-700-0102-6175	Expenses	Social Security	3,657	3,179	3,755	3,846	4,121	4,432			338,450	342,882
05-430-700 Social Services - Social Services Overhead	05-430-700-0102-6176	Expenses	Medicare	855	743	878	899	964	1,037			79,153	80,190
05-430-700 Social Services - Social Services Overhead	05-430-700-0103-6103	Expenses	Salaries And Wages - Permanent	0	0	0	369,881	388,568	389,218			(389,218)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0103-6153	Expenses	Insurance	0	0	0	49,576	57,056	60,689			(60,689)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0103-6163	Expenses	Pera	0	0	0	27,341	29,010	29,191			(29,191)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0103-6175	Expenses	Social Security	0	0	0	22,340	23,243	24,131			(24,131)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0103-6176	Expenses	Medicare	0	0	0	5,225	5,436	5,644			(5,644)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0105-6103	Expenses	Salaries And Wages - Permanent	124,586	105,527	85,990	151,965	165,567	159,803			(159,803)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0105-6153	Expenses	Insurance	11,451	13,016	15,268	22,776	20,278	19,636			(19,636)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0105-6163	Expenses	Pera	9,208	7,813	6,424	11,456	12,420	11,973			(11,973)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0105-6175	Expenses	Social Security	7,582	6,365	4,975	8,976	9,892	9,893			(9,893)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0105-6176	Expenses	Medicare	1,773	1,489	1,164	2,099	2,314	2,306			(2,306)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0106-6103	Expenses	Salaries And Wages - Permanent	65,142	42,470	48,648	48,400	51,979	53,704			(53,704)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0106-6153	Expenses	Insurance	10,208	6,401	6,949	6,097	5,705	5,610			(5,610)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0106-6163	Expenses	Pera	4,869	3,176	3,535	3,626	3,781	4,028			(4,028)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0106-6175	Expenses	Social Security	4,025	2,613	2,996	2,981	3,189	3,330			(3,330)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0106-6176	Expenses	Medicare	941	611	701	697	746	779			(779)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0107-6103	Expenses	Salaries And Wages - Permanent	415,981	373,208	440,117	483,215	483,172	542,542			(542,542)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0107-6153	Expenses	Insurance	91,132	91,872	106,196	93,173	115,775	99,144			(99,144)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0107-6163	Expenses	Pera	30,296	27,639	31,890	35,221	36,256	40,692			(40,692)	0

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05-430-700 Social Services - Social Services Overhead	05-430-700-0107-6175	Expenses	Social Security	24,704	21,942	26,182	29,098	28,863	33,637			(33,637)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0107-6176	Expenses	Medicare	5,778	5,132	6,123	6,805	6,750	7,867			(7,867)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0109-6103	Expenses	Salaries And Wages - Permanent	2,904,298	3,068,674	3,392,933	3,016,865	3,126,513	3,543,691			(3,543,691)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0109-6153	Expenses	Insurance	443,458	455,950	505,849	430,275	622,125	640,414			(640,414)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0109-6163	Expenses	Pera	213,685	224,761	247,223	222,917	237,914	265,789			(265,789)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0109-6175	Expenses	Social Security	173,270	183,365	201,170	182,434	191,874	219,725			(219,725)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0109-6176	Expenses	Medicare	40,522	42,884	47,048	42,666	44,874	51,395			(51,395)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0110-6103	Expenses	Salaries And Wages - Permanent	246,731	231,165	223,998	93,289	115,791	112,193			(112,193)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0110-6153	Expenses	Insurance	74,503	58,168	50,913	24,279	31,128	16,152			(16,152)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0110-6163	Expenses	Pera	18,317	16,338	15,840	6,866	8,670	8,414			(8,414)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0110-6175	Expenses	Social Security	14,344	13,538	13,284	5,508	6,893	6,956			(6,956)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0110-6176	Expenses	Medicare	3,355	3,166	3,107	1,288	1,612	1,626			(1,626)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0112-6103	Expenses	Salaries And Wages - Permanent	83,177	116,277	121,949	132,643	118,558	138,500			(138,500)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0112-6153	Expenses	Insurance	25,999	28,733	29,305	23,897	24,018	26,991			(26,991)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0112-6163	Expenses	Pera	6,184	8,497	9,035	9,063	8,839	10,388			(10,388)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0112-6175	Expenses	Social Security	4,715	6,694	7,144	7,320	7,134	8,587			(8,587)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0112-6176	Expenses	Medicare	1,103	1,566	1,671	1,712	1,669	2,008			(2,008)	0
05-430-700 Social Services - Social Services Overhead	05-430-700-0125-6335	Expenses	Worker Travel	354	407	114	11	48	300	CD Travel	0		300
05-430-700 Social Services - Social Services Overhead	05-430-700-0127-6240	Expenses	Reg Fees	(1,526)	2,304	(674)	1,244	(1,217)	3,000	MH Training	500		3,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0127-6335	Expenses	Worker Travel	31,095	38,415	7,780	5,631	11,700	30,000	MH Travel	0		30,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0128-6240	Expenses	Reg Fees	1,143	2,316	900	2,063	3,952	5,000	Child Protection training	0		5,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0128-6335	Expenses	Worker Travel	22,752	27,079	12,363	18,885	19,861	25,000	CP Travel	0		25,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0129-6240	Expenses	Reg Fees	427	185	20	40	40	500	Licensing Training	0		500
05-430-700 Social Services - Social Services Overhead	05-430-700-0129-6335	Expenses	Worker Travel	1,656	2,288	782	510	620	2,000	Licensing Travel	0		2,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0130-6240	Expenses	Reg Fees	652	75	447	75	195	1,500	SS Dir Training	0		1,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0130-6335	Expenses	Worker Travel	917	739	726	474	704	1,500	SS Dir travel	0		1,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0131-6240	Expenses	Reg Fees	5	100	0	0	0	200	Clerical Training	0		200
05-430-700 Social Services - Social Services Overhead	05-430-700-0131-6335	Expenses	Worker Travel	34	59	59	762	26	300	Clerical Travel	0		300
05-430-700 Social Services - Social Services Overhead	05-430-700-0132-6240	Expenses	Reg Fees	597	1,044	15	349	358	1,000	Accounting Training	0		1,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0132-6335	Expenses	Worker Travel	2,053	1,474	257	231	185	2,500	Accounting Travel	0		2,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0133-6240	Expenses	Reg Fees	542	33	90	138	63	1,500	Director Training	0		1,500

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05-430-700 Social Services - Social Services Overhead	05-430-700-0133-6335	Expenses	Worker Travel	0	359	284	126	288	1,000	Directory Travel		0	1,000
05-430-700 Social Services - Social Services Overhead	05-430-700-0134-6240	Expenses	Reg Fees	115	539	144	490	446	800	DD Training		0	800
05-430-700 Social Services - Social Services Overhead	05-430-700-0134-6335	Expenses	Worker Travel	7,435	10,340	2,812	1,365	1,582	8,000	DD Travel		(1,500)	6,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0137-6240	Expenses	Reg Fees	322	1,037	456	1,429	1,384	2,500	Adult Services Training		0	2,500
05-430-700 Social Services - Social Services Overhead	05-430-700-0137-6335	Expenses	Worker Travel	13,269	14,057	4,319	1,728	4,199	12,000	Adult Services Travel		(2,000)	10,000
05-430-710 Social Service - Children Services	05-430-710-3020-6057	Expenses	Capta Grant Expense	3,394	4,623	4,650	480	4,917	5,000			0	5,000
05-430-710 Social Service - Children Services	05-430-710-3021-6056	Expenses	CP Opiod Grant Expense	0	0	7,069	7,529	18,874	18,944			1,056	20,000
05-430-710 Social Service - Children Services	05-430-710-3110-6086	Expenses	Court Services	0	0	0	0	0	5,347	CMH Screening		(1,912)	3,435
05-430-710 Social Service - Children Services	05-430-710-3150-6051	Expenses	Purchase Of Service	1,037	0	269	864	1,190	5,000	Interpreter services		(2,500)	2,500
05-430-710 Social Service - Children Services	05-430-710-3160-6051	Expenses	Purchase Of Service	44,264	45,030	27,394	38,796	20,756	40,000	CHN Transportation		0	40,000
05-430-710 Social Service - Children Services	05-430-710-3180-6051	Expenses	Purchase Of Service	500	125	706	3,691	256	2,000	Health Related Services		(500)	1,500
05-430-710 Social Service - Children Services	05-430-710-3190-6051	Expenses	Purchase Of Service	134,990	120,270	102,606	119,290	87,730	120,000	Court related Services		0	120,000
05-430-710 Social Service - Children Services	05-430-710-3450-6051	Expenses	Purchase Of Service	0	288	0	0	0	0			0	0
05-430-710 Social Service - Children Services	05-430-710-3460-6065	Expenses	Self	5,978	3,880	1,558	16,323	2,684	11,550	Stay Grant expenses		(550)	11,000
05-430-710 Social Service - Children Services	05-430-710-3620-6097	Expenses	Family Preservation	0	0	188	423	0	1,000	Family Based Counseling		0	1,000
05-430-710 Social Service - Children Services	05-430-710-3630-6097	Expenses	Family Preservation	4,031	0	0	897	0	0			0	0
05-430-710 Social Service - Children Services	05-430-710-3640-6051	Expenses	Purchase Of Service	0	240	0	1,380	890	5,000	Services for Family Resp		0	5,000
05-430-710 Social Service - Children Services	05-430-710-3650-6055	Expenses	Concurrent Planning	51,772	8,450	0	0	82	2,000			0	2,000
05-430-710 Social Service - Children Services	05-430-710-3660-6051	Expenses	Purchase Of Service	499	370	0	2,209	2,963	3,000	Family Group Decision Making		0	3,000
05-430-710 Social Service - Children Services	05-430-710-3670-6051	Expenses	Purchase Of Service	1,519	6,113	6,757	9,432	14,796	22,000	Parent Support Outreach		0	22,000
05-430-710 Social Service - Children Services	05-430-710-3710-6051	Expenses	Purchase Of Service	3,002	40,738	31	290	1,440	2,500	Child Shelter		0	2,500
05-430-710 Social Service - Children Services	05-430-710-3780-6051	Expenses	Purchase Of Service	0	0	0	30,241	0	0			0	0
05-430-710 Social Service - Children Services	05-430-710-3800-6051	Expenses	Purchase Of Service	164,593	142,715	77,281	51,003	6,332	100,000	Treatment Foster Care		0	100,000
05-430-710 Social Service - Children Services	05-430-710-3810-6051	Expenses	Purchase Of Service	480,609	425,065	311,403	356,968	375,925	425,000	Foster Care Fees		(25,000)	400,000
05-430-710 Social Service - Children Services	05-430-710-3810-6077	Expenses	Iv-E Foster Care	340,832	236,961	163,317	164,445	162,966	200,000			0	200,000
05-430-710 Social Service - Children Services	05-430-710-3810-6086	Expenses	Court Services	0	0	35,306	10,425	0	15,000			0	15,000
05-430-710 Social Service - Children Services	05-430-710-3812-6051	Expenses	Purchase Of Service	112,032	90,020	26,161	26,850	28,996	50,000	FC Admin		0	50,000
05-430-710 Social Service - Children Services	05-430-710-3812-6077	Expenses	Iv-E Foster Care	35,408	38,048	27,754	14,507	12,710	30,000			(10,000)	20,000
05-430-710 Social Service - Children Services	05-430-710-3830-6051	Expenses	Purchase Of Service	61,440	32,151	0	35,105	28,836	50,000	Rule 8 Group Home		(10,000)	40,000
05-430-710 Social Service - Children Services	05-430-710-3830-6086	Expenses	Court Services	0	0	0	0	0	5,000			0	5,000
05-430-710 Social Service - Children Services	05-430-710-3850-6051	Expenses	Purchase Of Service	50,149	92,264	19,168	39,195	30,886	50,000	Correction Facility HHS		100,000	150,000

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05-430-710 Social Service - Children Services	05-430-710-3850-6077	Expenses	Iv-E Foster Care	18,958	0	0	0	11,084	0			0	0
05-430-710 Social Service - Children Services	05-430-710-3850-6086	Expenses	Court Services	263,145	292,202	634,809	549,843	251,408	425,000	Corrections		0	425,000
05-430-710 Social Service - Children Services	05-430-710-3857-6086	Expenses	Court Services	234,377	258,758	209,267	272,392	213,862	210,000	Corrections		0	210,000
05-430-710 Social Service - Children Services	05-430-710-3880-6051	Expenses	Purchase Of Service	18,578	34,974	22,834	24,693	17,066	30,000	Sup Independant living		0	30,000
05-430-710 Social Service - Children Services	05-430-710-3890-6051	Expenses	Purchase Of Service	9,587	7,845	6,040	3,708	6,307	10,000			0	10,000
05-430-710 Social Service - Children Services	05-430-710-3930-6051	Expenses	Purchase Of Service	350	0	0	0	0	1,000			0	1,000
05-430-710 Social Service - Children Services	05-430-710-3960-6055	Expenses	Concurrent Planning	899	727	574	18,557	781	2,000			(500)	1,500
05-430-710 Social Service - Children Services	05-430-710-3980-6051	Expenses	Purchase Of Service	0	0	0	0	0	0			0	0
05-430-720 Social Services - Child Care/Stride	05-430-720-3140-6051	Expenses	Purchase Of Service	86,333	84,755	62,178	88,236	93,870	86,000			0	86,000
05-430-720 Social Services - Child Care/Stride	05-430-720-3370-6078	Expenses	Mfip Expenditures	164,713	156,762	188,683	202,327	172,882	186,583			0	186,583
05-430-720 Social Services - Child Care/Stride	05-430-720-3371-6078	Expenses	Mfip Expenditures	54,943	58,257	20,939	8,573	46,996	60,000			0	60,000
05-430-720 Social Services - Child Care/Stride	05-430-720-3373-6078	Expenses	Mfip Expenditures	0	0	0	0	0	0			0	0
05-430-720 Social Services - Child Care/Stride	05-430-720-3374-6078	Expenses	Mfip Expenditures	704	804	0	0	0	0			0	0
05-430-720 Social Services - Child Care/Stride	05-430-720-3980-6051	Expenses	Purchase Of Service	0	62	429	0	54	500			0	500
05-430-730 Social Services - Chemical Dependency Services	05-430-730-3050-6051	Expenses	Purchase Of Service	4,278	7,038	5,355	918	153	0			0	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-3160-6051	Expenses	Purchase Of Service	280	20	0	0	0	160			(160)	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-3170-6051	Expenses	Purchase Of Service	6,069	0	0	0	0	0			0	0
05-430-730 Social Services - Chemical Dependency Services	05-430-730-3590-6072	Expenses	Consolidated Chemical Dependency Fun	104,555	129,867	73,076	42,890	16,043	50,000			(10,000)	40,000
05-430-730 Social Services - Chemical Dependency Services	05-430-730-3710-6051	Expenses	Purchase Of Service	99,096	7,184	5,145	3,480	5,559	8,000			0	8,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-0000-6051	Expenses	Purchase Of Service	0	0	0	0	0	0			0	0
05-430-740 Social Services - Childrens Mental Health	05-430-740-3020-6051	Expenses	Purchase Of Service	458	0	459	60	568	500	Community ED & Prev		0	500
05-430-740 Social Services - Childrens Mental Health	05-430-740-3050-6051	Expenses	Purchase Of Service	2,630	0	2,500	0	4,328	2,500	Child outpatient Diagnostic		0	2,500
05-430-740 Social Services - Childrens Mental Health	05-430-740-3160-6051	Expenses	Purchase Of Service	1,912	253	900	80	180	1,000	MH Trtansportation		0	1,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-3830-6051	Expenses	Purchase Of Service	525,632	576,850	565,410	350,431	297,713	500,000	Child Residential Trmt		0	500,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-3830-6077	Expenses	Iv-E Foster Care	0	0	0	0	6,576	10,000			10,000	20,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-3830-6086	Expenses	Court Services	173,615	87,255	0	4,130	134,288	100,000			0	100,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-3890-6051	Expenses	Purchase Of Service	40,062	18,659	8,471	20,913	18,512	23,545	CHild Respite Care		0	23,545
05-430-740 Social Services - Childrens Mental Health	05-430-740-3900-6051	Expenses	Purchase Of Service	10,022	10,385	5,608	8,485	7,939	12,000	CHild Rule 79 Case Management		0	12,000
05-430-740 Social Services - Childrens Mental Health	05-430-740-3920-6051	Expenses	Purchase Of Service	0	30	939	0	0	1,000	MH TCM CNH		0	1,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3020-6051	Expenses	Purchase Of Service	(39)	200	175	20	20	1,000	Comm Ed & Prev Drop in Center		6,500	7,500
05-430-741 Social Services - Adult Mental Health	05-430-741-3080-6051	Expenses	Purchase Of Service	209	209	328	325	0	1,000	OP Diag Assessment		0	1,000

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-430-741 Social Services - Adult Mental Health	05-430-741-3160-6051	Expenses	Purchase Of Service	838	1,404	741	781	3,713	2,000	Transportation		0	2,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3180-6051	Expenses	Purchase Of Service	1,140	777	1,510	670	2,834	3,000	CSP Flex Funds		0	3,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3340-6051	Expenses	Purchase Of Service	5,881	(4,223)	0	260	819	1,000	Comm Support		0	1,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3360-6051	Expenses	Purchase Of Service	0	53,022	45,460	0	0	25,000	Adult Stabilization		(15,000)	10,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3430-6051	Expenses	Purchase Of Service	8,612	5,854	7,778	3,737	13,938	8,000	Housing Subsidy		7,000	15,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3460-6051	Expenses	Purchase Of Service	59,339	77,326	58,673	67,036	60,649	80,000	Basic Life Skills No longer have a contract with Lighthouse		(75,000)	5,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3520-6051	Expenses	Purchase Of Service	143	363	1,491	550	1,790	1,500	OP Psychotherapy		0	1,500
05-430-741 Social Services - Adult Mental Health	05-430-741-3520-6080	Expenses	Five County Mental Health Center	0	0	0	0	0	0			0	0
05-430-741 Social Services - Adult Mental Health	05-430-741-3680-6051	Expenses	Purchase Of Service	2,877	6,122	0	0	0	15,000	Adult Day Treatment		0	15,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3720-6074	Expenses	State Hospital Expense	341,203	647,734	601,466	324,545	168,937	325,000			(75,000)	250,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3730-6068	Expenses	Hold Orders	1,999	0	512	0	0	0			0	0
05-430-741 Social Services - Adult Mental Health	05-430-741-3740-6051	Expenses	Purchase Of Service	0	0	0	0	0	17,000	IRTS Adult		0	17,000
05-430-741 Social Services - Adult Mental Health	05-430-741-3910-6051	Expenses	Purchase Of Service	10,634	13,372	11,690	9,918	11,717	16,500	Case Management		0	16,500
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3150-6051	Expenses	Purchase Of Service	0	0	0	0	0	1,000	Intrepreter Services		0	1,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3160-6051	Expenses	Purchase Of Service	1,015	323	0	0	0	1,000	DD Transportation		0	1,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3340-6073	Expenses	Sils	12,552	5,575	4,470	5,287	4,554	6,764	7/22 Revised per Mark's Email		(1,732)	5,032
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3350-6051	Expenses	Purchase Of Service	4,604	20,094	17,830	12,366	0	26,000	Family Support Grant Exp		0	26,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3410-6051	Expenses	Purchase Of Service	0	0	0	0	0	0			0	0
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3660-6051	Expenses	Purchase Of Service	14,996	13,560	12,610	9,114	6,522	7,500	DTH		0	7,500
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3660-6094	Expenses	Mr Waiver	28,735	38,969	32,422	31,801	29,520	25,000	ICF-DTH added another client for 2024		15,000	40,000
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3742-6051	Expenses	Purchase Of Service	13,846	10,726	0	0	129	0			0	0
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3890-6051	Expenses	Purchase Of Service	548	0	0	0	0	0			0	0
05-430-750 Social Services - Developmental Disabilities Services	05-430-750-3950-6051	Expenses	Purchase Of Service	42,780	42,323	35,500	32,742	26,577	40,000	Guardianship		(10,000)	30,000
05-430-760 Social Services - Adult Services	05-430-760-3040-6051	Expenses	Purchase Of Service	0	0	9,971	22,698	11,874	31,900	Adult Protection Grant7/22 Revised per Mark's Email		0	31,900
05-430-760 Social Services - Adult Services	05-430-760-3150-6051	Expenses	Purchase Of Service	3,825	101	160	0	475	1,500	Intrerpreter		0	1,500
05-430-760 Social Services - Adult Services	05-430-760-3160-6051	Expenses	Purchase Of Service	0	100	60	130	2,100	1,000	Adult Transportation		0	1,000
05-430-760 Social Services - Adult Services	05-430-760-3190-6051	Expenses	Purchase Of Service	0	200	0	0	0	0			0	0
05-430-760 Social Services - Adult Services	05-430-760-3710-6051	Expenses	Purchase Of Service	25,000	25,000	25,000	25,000	25,000	25,000	County is going to pay this to MN council on aging		(25,000)	0
05-430-760 Social Services - Adult Services	05-430-760-3930-6051	Expenses	Purchase Of Service	814	8,006	3,720	6,293	5,289	10,000	Case Management		0	10,000
05-430-760 Social Services - Adult Services	05-430-760-3950-6051	Expenses	Purchase Of Service	72,926	66,658	76,571	75,903	67,430	100,000	Guardianship		0	100,000
05-430-760 Social Services - Adult Services	05-430-760-3980-6051	Expenses	Purchase Of Service	0	0	0	0	0	500	Licensing		0	500
				9,301,985	**9,550,147**	**9,497,172**	**8,966,257**	**8,797,001**	**10,563,059**			**618,458**	**11,181,517**

North Branch, Rush City and Chisago Lakes Collaboratives

No Budget

Public Health

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-451-430 Public Health - Administration	05-451-430-0000-5220	Revenues	Pera Rate Increase Aid	3,550	3,550	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-430-0000-5222	Revenues	Local Government Aid	5,218	5,246	6,343	6,331	6,187	0			0	0
05-451-430 Public Health - Administration	05-451-430-0000-5271	Revenues	Payments In Lieu - Lindstrom Hra	70	68	96	87	94	0			0	0
05-451-430 Public Health - Administration	05-451-430-0000-5273	Revenues	Payments In Lieu - State Game Refuge	1,518	1,492	1,808	1,598	1,512	0			0	0
05-451-430 Public Health - Administration	05-451-430-0000-5276	Revenues	Payments In Lieu - Federal	80	82	101	98	97	0			0	0
05-451-430 Public Health - Administration	05-451-430-0000-5353	Revenues	Chs Grant	12,781	8,975	9,730	14,460	13,300	13,500			0	13,500
05-451-431 Public Health - LPH Grant Admin	05-451-431-0000-5353	Revenues	Chs Grant	1,026	2,645	673	20,900	9,812	2,700			0	2,700
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-5353	Revenues	Chs Grant	47,678	39,999	27,184	49,973	71,880	40,000			0	40,000
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-5463	Revenues	Vaccine Planning - Federal	0	0	0	23,847	61,061	75,000			0	75,000
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-5475	Revenues	CMIC Grant Revenue	6,809	0	0	0	0	0			0	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-5528	Revenues	Imms Revenue	1,317	2,475	838	68	671	1,000			0	1,000
05-451-470 Public Health - Family Health	05-451-470-0000-5327	Revenues	Local Public Health Grant	26,599	16,166	44,230	18,908	18,414	58,490			0	58,490
05-451-470 Public Health - Family Health	05-451-470-0000-5349	Revenues	Epsdt	127,043	127,290	113,116	120,285	114,953	80,300			9,508	89,808
05-451-470 Public Health - Family Health	05-451-470-0000-5371	Revenues	Home Visiting Project	0	0	0	0	0	140,000	MECSH Grant replacing MAHF		0	140,000
05-451-470 Public Health - Family Health	05-451-470-0000-5454	Revenues	Mch Grt	35,991	35,987	45,901	39,269	36,024	40,000			0	40,000
05-451-470 Public Health - Family Health	05-451-470-0000-5491	Revenues	TANF	45,394	49,670	49,175	37,830	45,392	46,000			(1,000)	45,000
05-451-470 Public Health - Family Health	05-451-470-0000-5507	Revenues	Fees And Charges	449	0	0	6	0	200			(100)	100
05-451-470 Public Health - Family Health	05-451-470-0000-5521	Revenues	Medical Assistance	122,852	131,082	109,881	72,629	78,193	200,000			0	200,000
05-451-470 Public Health - Family Health	05-451-470-0000-5804	Revenues	MAHF Revenue	17,152	71,852	95,694	107,325	93,882	0	MAHF is going away replaced with MECSH		0	0
05-451-470 Public Health - Family Health	05-451-470-0000-5834	Revenues	Misc Revenue	2,025	3,100	3,075	2,025	5,798	2,500			0	2,500
05-451-470 Public Health - Family Health	05-451-470-0000-5841	Revenues	Follow Along Revenue	2,098	1,296	2,277	2,120	6,073	2,500			(400)	2,100
05-451-472 Public Health - WIC Grant	05-451-472-0000-5455	Revenues	Wic Grant	171,932	156,222	208,784	208,002	182,189	200,000			0	200,000
05-451-473 Public Health - Preparedness	05-451-473-0000-5471	Revenues	Bioterrorism Grt	58,769	54,183	30,755	80,200	54,829	58,536	Emergency Preparedness Grant		13	58,549
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-5353	Revenues	Chs Grant	55,492	63,453	32,714	75,732	70,750	64,000			0	64,000
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-5357	Revenues	Schipp Grant	249,680	157,381	248,438	125,860	161,847	189,787			0	189,787
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-5388	Revenues	Enable Grant	0	0	0	0	28,962	80,000	Workforce Grant		(34,790)	45,210
				995,522	**932,213**	**1,030,813**	**1,007,553**	**1,061,919**	**1,294,513**			**(26,769)**	**1,267,744**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-451-430 Public Health - Administration	05-451-430-0000-6103	Expenses	Salaries And Wages - Permanent	301,702	363,259	389,207	388,263	378,128	430,263			995,725	1,425,988
05-451-430 Public Health - Administration	05-451-430-0000-6153	Expenses	Salaries And Wages -Parttime	0	0	0	0	0	0			239,408	239,408
05-451-430 Public Health - Administration	05-451-430-0000-6153	Expenses	Insurance	62,382	51,217	40,498	34,645	52,648	84,110			317,905	402,015
05-451-430 Public Health - Administration	05-451-430-0000-6163	Expenses	Pera	22,556	25,921	28,073	25,470	28,220	32,270			92,635	124,905
05-451-430 Public Health - Administration	05-451-430-0000-6175	Expenses	Social Security	16,626	20,582	23,679	22,468	22,725	26,676			76,579	103,255
05-451-430 Public Health - Administration	05-451-430-0000-6176	Expenses	Medicare	3,888	4,814	5,538	5,255	5,315	6,239			17,909	24,148
05-451-430 Public Health - Administration	05-451-430-0000-6202	Expenses	Postage	5,472	5,673	7,075	6,200	6,102	6,500			0	6,500
05-451-430 Public Health - Administration	05-451-430-0000-6235	Expenses	Publications, Brochures, Subs.	73	0	400	0	0	200			0	200
05-451-430 Public Health - Administration	05-451-430-0000-6245	Expenses	Conferences, Training And Dues	1,154	3,251	5,068	4,120	5,517	6,000			500	6,500
05-451-430 Public Health - Administration	05-451-430-0000-6253	Expenses	Electricity	12,199	13,161	14,125	16,310	13,797	17,000			0	17,000
05-451-430 Public Health - Administration	05-451-430-0000-6260	Expenses	Computer Support	0	912	0	456	502	500			100	600
05-451-430 Public Health - Administration	05-451-430-0000-6273	Expenses	Contract Services	390	3,076	8,855	34,433	26,242	15,000			0	15,000
05-451-430 Public Health - Administration	05-451-430-0000-6303	Expenses	Equipment Maintenance & Repair	1,445	1,445	361	0	0	1,450			(250)	1,200
05-451-430 Public Health - Administration	05-451-430-0000-6335	Expenses	Worker Travel	1,331	1,851	315	1,655	663	2,000			0	2,000
05-451-430 Public Health - Administration	05-451-430-0000-6351	Expenses	Room And Board	2,768	2,474	2,187	1,452	1,384	3,000	MN Care Tx		(500)	2,500
05-451-430 Public Health - Administration	05-451-430-0000-6381	Expenses	Co Bldg Rent	0	0	0	0	1,900	0			6,000	6,000
05-451-430 Public Health - Administration	05-451-430-0000-6401	Expenses	General Supplies And Equipment	4,944	6,044	37,181	6,044	7,590	6,500			(500)	6,000
05-451-430 Public Health - Administration	05-451-430-0000-6481	Expenses	Computer Hardware	0	1,755	9,907	0	0	1,500			0	1,500
05-451-430 Public Health - Administration	05-451-430-0000-6561	Expenses	Gas And Oil	542	963	156	950	928	2,000			0	2,000
05-451-430 Public Health - Administration	05-451-430-0000-6562	Expenses	Repairs	54	11	165	156	566	2,000			0	2,000
05-451-430 Public Health - Administration	05-451-430-0000-6630	Expenses	Vehicle Leases	1,930	2,741	2,814	2,987	3,487	3,770			0	3,770
05-451-430 Public Health - Administration	05-451-430-0000-6800	Expenses	Other Expenditures	449	1,228	83,735	1,358	1,310	1,700			0	1,700
05-451-430 Public Health - Administration	05-451-430-0000-6827	Expenses	Special Projects	500	14,000	0	5,600	5,600	5,600	Accreditation Expenditures		0	5,600
05-451-430 Public Health - Administration	05-451-430-0000-6851	Expenses	Grant Expenditures	5,775	5,274	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-490-0000-6103	Expenses	Salaries And Wages - Permanent	0	0	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-490-0000-6153	Expenses	Insurance	0	0	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-490-0000-6163	Expenses	Pera	0	0	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-490-0000-6175	Expenses	Social Security	0	0	0	0	0	0			0	0
05-451-430 Public Health - Administration	05-451-490-0000-6176	Expenses	Medicare	0	0	0	0	0	0			0	0
05-451-431 Public Health - LPH Grant Admin	05-451-431-0000-6111	Expenses	Per Diem In Lieu Of Salaries	0	0	0	0	0	500			0	500
05-451-431 Public Health - LPH Grant Admin	05-451-431-0000-6245	Expenses	Conferences, Training And Dues	1,026	307	0	55	1,470	2,000			0	2,000
05-451-431 Public Health - LPH Grant Admin	05-451-431-0000-6335	Expenses	Worker Travel	0	0	0	0	0	200			0	200

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6103	Expenses	Salaries And Wages - Permanent	42,721	64,996	78,744	77,036	61,982	74,316			(74,316)	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6105	Expenses	Salaries And Wages - Parttime	0	0	0	0	0	0			0	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	209	0	0			0	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6153	Expenses	Insurance	173	955	1,149	1,089	12,399	720			(720)	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6163	Expenses	Pera	2,918	4,579	5,530	5,452	4,355	5,574			(5,574)	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6175	Expenses	Social Security	2,532	3,978	4,723	4,537	3,609	4,608			(4,608)	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6176	Expenses	Medicare	592	930	1,105	1,061	844	1,078			(1,078)	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6245	Expenses	Conferences, Training And Dues	0	234	209	169	0	300			0	300
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6335	Expenses	Worker Travel	373	91	111	0	648	400			0	400
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6401	Expenses	General Supplies And Equipment	0	294	0	0	552	0			0	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6435	Expenses	Public Health Supplies	1,714	1,028	7,582	28,366	622	8,000			0	8,000
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6824	Expenses	Schipp Grant Exp	0	0	0	0	0	0			0	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6837	Expenses	Tobacco Settlement Expense	0	0	0	15,209	6,389	75,000	Fed Vac Grant Exp		0	75,000
05-451-470 Public Health - Family Health	05-451-470-0000-6103	Expenses	Salaries And Wages - Permanent	348,498	422,457	460,134	431,998	276,333	415,885			(415,885)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6105	Expenses	Salaries And Wages - Parttime	0	0	0	84,886	144,335	47,766			(47,766)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	93	1,173	0			0	0
05-451-470 Public Health - Family Health	05-451-470-0000-6153	Expenses	Insurance	40,624	43,096	43,507	66,778	82,505	79,116			(79,116)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6163	Expenses	Pera	25,506	30,826	33,443	36,874	30,961	34,371			(34,371)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6175	Expenses	Social Security	19,719	24,343	26,606	28,098	24,691	28,413			(28,413)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6176	Expenses	Medicare	4,612	5,693	6,223	6,571	5,774	6,646			(6,646)	0
05-451-470 Public Health - Family Health	05-451-470-0000-6235	Expenses	Publications, Brochures, Subs.	124	0	0	37	151	150			0	150
05-451-470 Public Health - Family Health	05-451-470-0000-6243	Expenses	Advertising	0	0	0	0	0	500			0	500
05-451-470 Public Health - Family Health	05-451-470-0000-6245	Expenses	Conferences, Training And Dues	1,131	4,766	235	1,967	800	3,000			0	3,000
05-451-470 Public Health - Family Health	05-451-470-0000-6335	Expenses	Worker Travel	6,308	5,265	1,393	906	2,058	7,000			(2,000)	5,000
05-451-470 Public Health - Family Health	05-451-470-0000-6401	Expenses	General Supplies And Equipment	0	226	171	43	1,000	1,000			0	1,000
05-451-470 Public Health - Family Health	05-451-470-0000-6435	Expenses	Public Health Supplies	1,645	2,943	1,783	1,858	3,165	3,500			(1,000)	2,500
05-451-470 Public Health - Family Health	05-451-470-0000-6820	Expenses	MAHF Exp	180	7,576	5,958	8,100	13,101	0			0	0
05-451-470 Public Health - Family Health	05-451-470-0000-6821	Expenses	Follow Along Exp	32	0	0	0	147	100			0	100
05-451-470 Public Health - Family Health	05-451-470-0000-6838	Expenses	Epsdt Grant Expense	16,464	19,749	7,819	9,608	1,067	14,000	C&TC Grant expenses		0	14,000
05-451-470 Public Health - Family Health	05-451-470-0000-6844	Expenses	Mfip Hvp Expense	0	0	0	0	0	0	MECSH Grant Expense		20,900	20,900
05-451-472 Public Health - WIC Grant	05-451-472-0000-6103	Expenses	Salaries And Wages - Permanent	135,770	141,637	154,415	131,783	100,181	142,453			(142,453)	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6105	Expenses	Salaries And Wages - Parttime	0	0	0	23,234	56,265	0			0	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	0	0	0			0	0

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
05-451-472 Public Health - WIC Grant	05-451-472-0000-6153	Expenses	Insurance	17,233	17,985	28,909	31,377	43,174	46,918			(46,918)	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6163	Expenses	Pera	10,183	10,623	11,581	11,541	11,683	10,684			(10,684)	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6175	Expenses	Social Security	8,288	8,719	9,455	8,770	9,041	8,832			(8,832)	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6176	Expenses	Medicare	1,938	2,039	2,211	2,051	2,114	2,065			(2,065)	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6245	Expenses	Conferences, Training And Dues	480	380	150	100	105	300			0	300
05-451-472 Public Health - WIC Grant	05-451-472-0000-6335	Expenses	Worker Travel	149	122	8	0	6	200			0	200
05-451-472 Public Health - WIC Grant	05-451-472-0000-6401	Expenses	General Supplies And Equipment	76	118	328	216	594	200			0	200
05-451-472 Public Health - WIC Grant	05-451-472-0000-6435	Expenses	Public Health Supplies	2,257	1,025	286	0	394	1,000			0	1,000
05-451-473 Public Health - Preparedness	05-451-473-0000-6103	Expenses	Salaries And Wages - Permanent	67,279	68,943	76,788	73,634	74,797	78,775			(78,775)	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6105	Expenses	Salaries And Wages - Parttime	0	0	0	0	0	0			0	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	0	429	0			0	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6153	Expenses	Insurance	18,559	19,736	21,461	18,785	10,549	10,389			(10,389)	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6163	Expenses	Pera	5,046	5,171	5,759	5,523	5,641	5,907			(5,907)	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6175	Expenses	Social Security	3,748	3,828	4,264	4,112	4,638	4,884			(4,884)	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6176	Expenses	Medicare	877	895	997	962	1,085	1,141			(1,141)	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6245	Expenses	Conferences, Training And Dues	100	236	50	0	291	200			100	300
05-451-473 Public Health - Preparedness	05-451-473-0000-6335	Expenses	Worker Travel	148	204	0	29	299	250			0	250
05-451-473 Public Health - Preparedness	05-451-473-0000-6401	Expenses	General Supplies And Equipment	0	0	0	0	0	200			0	200
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6103	Expenses	Salaries And Wages - Permanent	90,277	116,062	141,147	143,167	156,618	153,091			(153,091)	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6105	Expenses	Salaries And Wages - Parttime	0	0	0	0	0	0			0	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6107	Expenses	Salaries And Wages - Overtime	0	0	0	183	24	0			0	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6153	Expenses	Insurance	11,557	7,260	13,022	12,387	27,039	494			(494)	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6163	Expenses	Pera	6,664	8,323	10,210	10,395	11,102	11,482			(11,482)	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6175	Expenses	Social Security	5,597	7,196	8,748	8,875	9,677	9,492			(9,492)	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6176	Expenses	Medicare	1,309	1,683	2,046	2,076	2,263	2,220			(2,220)	0
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6245	Expenses	Conferences, Training And Dues	163	15	365	0	325	500			0	500
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6335	Expenses	Worker Travel	521	244	0	0	680	250			0	250
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6824	Expenses	Schipp Grant Exp	164,597	139,952	135,016	65,256	26,627	60,000	SHIP expenses are down as turned the contracted position into County Employee.		0	60,000
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6841	Expenses	Tobacco Grant Expense	0	1,427	713	459	3,945	10,000	Community Services		0	10,000
05-451-480 Public Health - LPH Grant Health Education	05-451-480-0000-6846	Expenses	Pher Iii Grant Expense	0	0	0	0	55,362	80,000	Work Force Grant Expense		(34,790)	45,210
				1,515,889	**1,737,804**	**1,973,689**	**1,923,739**	**1,857,703**	**2,110,348**			**541,401**	**2,651,749**

	2023 Budget		**2024 Budget**	
Revenue	8,215,510	Revenue	8,322,939	1%
Expenses	16,699,919	Expenses	18,202,798	9%
	(8,484,409)		(9,879,859)	16%

Sheriff

Budgets Responsible for:

Sheriff
Sheriff Forfeitures
Boat & Water
Sheriff's Reserve
Snowmobile Safety Education
Gun Permits
Project Lifesaver
Coroner
County Jail
Jail Canteen
Sentence To Service
Emergency Management

Narrative:

The Chisago County Sheriff's Office 2024 budget remains consistent with spending but is affected by the continued rise in inflation. Several areas within the Sheriff's budget have been directly influenced by the increase in product costs and availability. The Sheriff's Office has worked hard to identify areas to improve efficiencies and reduce costs. Notable changes in the operating budget are as follows:

Gas and Oil (01-201-6561 & 01-251-6561) – The Sheriff's Office continues experiencing substantial savings with the County gas program, which was fully established in 2022. In 2024 there is a projected $35,000 reduction in total gas spending.

Furniture and Equipment (01-201-6601) - The Sheriff's Office manages its AXON body worn camera products in this line item. Below is a recap of the program and description of future increased costs.

In October 2020 the Sheriff's Office, with Board approval, entered a 5-year contract with AXON for patrol body worn cameras. These cameras were deployed to our patrol deputies and have been an asset to the County. In 2021, 6 additional cameras were added to the agency and assigned to our Investigations Division to be used during field work, arrest warrants and search warrants. In 2022, 8 more cameras were added to ensure all licensed deputies, including the Sheriff, are equipped with a body worn camera.

In July 2021 the Sheriff's Office presented to the Budget and Finance committee regarding the expansion of AXON cameras to our patrol fleet. In the past, the Sheriff's Office purchased WatchGuard camera systems each year for new squad builds. Currently data collected from WatchGuard camera systems is burned onto DVDs for storage which is obsolete. In 2021, the Sheriff proposed a change to AXON fleet cameras which are integrated into our Evidence.com software cloud and the body worn cameras. The Board agreed and a 5-year plan was created to replace the WatchGuard systems (6 cameras a year over 5 years). As proposed, additional fleet cameras have been added yearly and 6 more cameras are being proposed for 2024. This will bring our total of AXON fleet camera systems to 24.

In 2021, with the ongoing success of the body worn camera systems, the Sheriff's Office began a plan to implement them into our Jail. Currently, the jail has mounted cameras with no audio inside the facility. Equipment was purchased at the end of 2021 using dedicated funds from the Jail accounts to start a Jail pilot body worn camera program in 2022.

In 2023 the Sheriff's Office and Jail moved to the Taser 7 as old Taser devices continued to fail and were discontinued by the manufacture. The Taser 7 devices are integrated into all AXON systems and activate body wore cameras and fleet cameras when deployed. All Taser evidence, including trigger pulls, are captured, and retained within AXON for easy agency audits and use of force reviews.

The 2024 Axon contract increases are caused by the addition of fleet cameras (as described and approved in prior budgets) and the addition of interview room AXON cameras. Currently, the soft and hard interview rooms at the PSC have very poor video and audio equipment, which records onto physical digital evidence. Investigators, Child Protection, the BCA, and surrounding agencies all utilize these room to interview suspects, victims and children. The addition of AXON interview cameras will intergrade the interview and interrogation process into our current cloud-based storage, which is easily accessed by the County Attorney's Office. The evidence can also be stored, managed, redacted, and shared through Evidence.com.

Wellness (01-201-6889) - The Sheriff's Office believes that engaged and holistically healthy team members will have a direct correlation to improved services to the citizens of Chisago County. This voluntary program has taken foothold within the agency. Staff are reporting positive interactions and effective results from taking advantage of the Wellness resources. Approved funds will be used for program development, mental health check-ins, follow-up therapy and replacing aging and defective exercise equipment at the Public Safety Center.

Sheriff

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-201 Sheriff	01-201-000-0000-5105	Revenues	Gun Permit Fees	70,000	75,000	88,000	96,335	110,019	100,000	Gun permits to include renewals		0	100,000
01-201 Sheriff	01-201-000-0000-5221	Revenues	Police State Aid	348,004	362,565	398,519	386,088	424,864	421,410	Projected increase (3%)		29,325	450,735
01-201 Sheriff	01-201-000-0000-5300	Revenues	State Grants	8,328	0	8,293	6,881	0	0			0	0
01-201 Sheriff	01-201-000-0000-5306	Revenues	Post Board Training	39,237	40,761	40,459	45,336	46,682	45,000	Projected POST Board training reimbursement. Based of 2021 actual.		5,000	50,000
01-201 Sheriff	01-201-000-0000-5443	Revenues	Safe & Sober Grant	32,866	36,555	39,901	61,500	0	0	Funds moved to 01-220-100-0000-5443. Towards Zero Death grant account(s).		0	0
01-201 Sheriff	01-201-000-0000-5507	Revenues	Fees And Charges	45,330	47,546	239,280	29,135	33,600	50,000	Civil Process fees		0	50,000
01-201 Sheriff	01-201-000-0000-5538	Revenues	Fee - Police Protection	682,300	718,200	632,568	903,848	854,618	950,390	Increase in contract rate / special event overtime rate		98,903	1,049,293
01-201 Sheriff	01-201-000-0000-5561	Revenues	Miscellaneous Revenue	150,673	141,126	116,240	122,234	174,609	153,000	Fingerprint Cards, DTF quarterly reimbursement, Tow bill reimbursement(s)		0	153,000
01-201 Sheriff	01-201-000-0000-5598	Revenues	Welfare Reimb	67,767	61,419	66,330	65,000	65,000	65,000	$5416 a month - Welfare Investigator Reimbursement		0	65,000
01-201 Sheriff	01-201-000-0000-5750	Revenues	Misc Donations	11,000	1,800	3,506	11,259	9,647	5,000	Local Donations - Estimate based on past years		5,000	10,000
01-201 Sheriff	01-201-000-0000-5880	Revenues	Insurance Claims Reimbursement	0	48,497	67,347	92,346	24,932	118,450	Repair insurance reimbursement		7,500	125,950
01-201 Sheriff	01-201-000-0000-5902	Revenues	Transfers In From Solid Waste Fund	55,000	53,000	60,000	55,000	55,000	60,000	SWAP Deputy - 1/2 time enforcement Deputy for Environmental Services includes 1/2 vehicle costs for the position.		16,917	76,917
				1,510,505	**1,586,470**	**1,760,443**	**1,874,962**	**1,798,971**	**1,968,250**			**162,645**	**2,130,895**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-201 Sheriff	01-201-000-0000-6103	Expenses	Salaries And Wages - Permanent	3,603,360	3,710,423	4,071,209	3,969,938	4,248,269	4,481,531			109,211	4,590,742
01-201 Sheriff	01-201-000-0000-6105	Expenses	Salaries And Wages - Parttime	91,928	110,682	135,935	141,639	152,053	0			318,473	318,473
01-201 Sheriff	01-201-000-0000-6107	Expenses	Salaries And Wages - Overtime	237,648	193,515	147,465	185,630	354,124	300,000			25,000	325,000
01-201 Sheriff	01-201-000-0000-6111	Expenses	Per Diem In Lieu Of Salaries	1,250	1,250	815	1,150	550	1,000			0	1,000
01-201 Sheriff	01-201-000-0000-6153	Expenses	Insurance	645,684	694,707	750,935	644,416	860,292	888,139			55,224	943,363
01-201 Sheriff	01-201-000-0000-6163	Expenses	Pera	576,658	630,906	707,805	709,943	753,262	777,234			66,403	843,637
01-201 Sheriff	01-201-000-0000-6175	Expenses	Social Security	22,949	22,325	24,611	29,083	35,506	285,001			39,520	324,521
01-201 Sheriff	01-201-000-0000-6176	Expenses	Medicare	54,129	55,893	60,125	61,036	65,758	66,653			9,243	75,896
01-201 Sheriff	01-201-000-0000-6242	Expenses	Publicity Subscriptions And Dues	3,948	3,873	348	48	110	300	News paper postings/Jobs advertising		0	300
01-201 Sheriff	01-201-000-0000-6245	Expenses	Conferences, Training And Dues	15,246	14,260	17,063	19,358	21,347	21,125	Lexipol, Patrol Online, MSA Dues, MN ICLD, POST License Dues		445	21,570
01-201 Sheriff	01-201-000-0000-6273	Expenses	Contract Services	114,548	114,885	104,466	69,545	64,004	96,650	Increase in contracted services to include: Clear, Guardian, Oxygen Forensics, Leads, ARMAR, Martin McAllister, Fairview Health Services, ABS, DTF Cost-Share, Iam Responding, Drone streaming, BCA Audit, Radar Trailer Subscription, Certified Crime Fighter		6,726	103,376
01-201 Sheriff	01-201-000-0000-6299	Expenses	Schooling And Training	39,838	34,482	39,289	39,932	34,609	48,000	Patrol/Dispatch Training. Increase in personnel training costs. - Covers 50 licensed Deputies and 14 Dispatchers. Adding: Peer Support Trainers (5x$250) in each division		5,850	53,850
01-201 Sheriff	01-201-000-0000-6303	Expenses	Equipment Maintenance & Repair	21,226	562	0	0	0	0			0	0
01-201 Sheriff	01-201-000-0000-6330	Expenses	Mileage	2,426	2,037	1,121	1,582	1,580	2,300	Adjustment based on trending mileage costs.		(700)	1,600
01-201 Sheriff	01-201-000-0000-6341	Expenses	Rental And Service Agreements	17,400	4,500	0	0	0	0			0	0
01-201 Sheriff	01-201-000-0000-6346	Expenses	Building And Facilities Rentals	0	17,400	18,150	18,405	18,645	19,200	Increase in Rush City District Office rent / Shared cost with Drug Task Force (50%)		960	20,160
01-201 Sheriff	01-201-000-0000-6400	Expenses	Office Supplies	5,235	4,000	3,478	5,452	4,366	4,000			0	4,000
01-201 Sheriff	01-201-000-0000-6452	Expenses	Law Enforcement Supplies	94,912	117,092	98,367	116,946	114,634	129,190	Ammo, medical/fire equipment and certifications, new hire uniforms and equipment, ballistic vests, PBT replacement, less lethal munitions, Lidar, CNT, Drone batteries/repair, K9 supplies/repair, dispatch headsets, 24-7 chairs, chaplain uniforms, Reserve Deputy equipment.		7,400	136,590
01-201 Sheriff	01-201-000-0000-6453	Expenses	Safe And Sober Grant Expenses	18,081	18,214	21,451	37,119	0	0	Grant funding moved to 01-220-6453 - Grant funding accounts		0	0
01-201 Sheriff	01-201-000-0000-6561	Expenses	Gas And Oil	188,967	157,150	129,984	165,791	204,142	220,500	Reduction with new County Highway Gas Program. Projected based on 2023 usage and CPG.		(35,000)	185,500
01-201 Sheriff	01-201-000-0000-6562	Expenses	Repairs	102,614	129,245	151,405	204,774	123,053	200,850	Projected for 2024. New County Maint Program in 2024. Continued increase in repair costs. Some offset with increase in insurance payments (rev - 01-201-5880 or 12-201)		44,000	244,850
01-201 Sheriff	01-201-000-0000-6601	Expenses	Furniture And Equipment	2,953	5,014	14,066	34,776	30,602	93,145	**Moved to 01-061-6641 for 2024**		(93,145)	0
01-201 Sheriff	01-201-000-0000-6630	Expenses	Vehicle Leases	123,009	92,789	100,756	99,932	91,833	95,000	Increase to cover Solid Waste contract Deputy truck. Shared 50% cost with Environmental Services. End of the year transfer.		9,975	104,975
01-201 Sheriff	01-201-000-0000-6802	Expenses	Miscellaneous Expenses	7,234	9,466	17,089	16,443	11,264	11,000	Deputy Registrar fees, plates, Tow bills (seizures, recovers, reimbursements)		0	11,000
01-201 Sheriff	01-201-000-0000-6803	Expenses	Refunds	190	2,615	208,881	666	3,145	2,000	Civil refunds		0	2,000
01-201 Sheriff	01-201-000-0000-6855	Expenses	Crime Prevention	8,975	9,525	10,417	13,089	11,474	12,000	Increase in community outreach activities and cost of supplies and registrations.		1,250	13,250
01-201 Sheriff	01-201-000-0000-6889	Expenses	Wellness Committee	0	0	0	0	0	5,500	Program expenses / Dr. Check-ins / Follow up therapy / Defective equipment replacement at PSC		21,000	26,500
				6,000,406	**6,156,810**	**6,835,228**	**6,586,693**	**7,204,622**	**7,760,318**			**591,835**	**8,352,153**

Public Safety Grants

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-220-100 PS Grants TZD	01-220-100-0000-5443	Revenues	Safe & Sober Grant	0	0	0	0	48,199	95,458	TZD Grant (Towards Zero Death - DWI, Seatbelt, Speed and Distracted driving enforcement)		42	95,500
01-220-101 PS Grants Boat & Water	01-220-101-0000-5300	Revenues	State Grants	0	0	0	0	13,984	0			0	0
01-220-101 PS Grants Boat & Water	01-220-101-0000-5303	Revenues	Boat And Water Grant	0	0	0	0	17,698	18,000	State Boat and Water enforcement grant which covers wags and equipment		(5,000)	13,000
01-220-101 PS Grants Boat & Water	01-220-101-0000-5401	Revenues	Federal Grants	0	0	0	0	0	7,000	Applied for additional Federal equipment grant		32,000	39,000
01-220-101 PS Grants Boat & Water	01-220-101-0000-5561	Revenues	Miscellaneous Revenue	0	0	0	0	1,709	0			0	0
01-220-102 PS Grants Snowmobile	01-220-102-0000-5300	Revenues	State Grants	0	0	0	0	6,912	6,900	State Snowmobile Grant		100	7,000
01-220-102 PS Grants Snowmobile	01-220-102-0000-5561	Revenues	Miscellaneous Revenue	0	0	0	0	5,412	0			0	0
01-220-103 PS Grants ATV	01-220-103-0000-5300	Revenues	State Grants	0	0	0	0	6,875	7,100	ATV State Grant		(100)	7,000
01-220-112 PS Grants Miscellaneous	01-220-112-0000-5561	Revenues	Miscellaneous Revenue	0	0	0	0	5,000	0			0	0
				0	**0**	**0**	**0**	**105,788**	**134,458**			**27,042**	**161,500**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-220-100 PS Grants TZD	01-220-100-0000-6103	Expenses	Salaries And Wages - Permanent	0	0	0	0	0	0	Wages for filling TZD grant funded enforcement - CCSO only		23,560	23,560
01-220-100 PS Grants TZD	01-220-100-0000-6299	Expenses	Schooling And Training	0	0	0	0	0	0	TZD Conference Training - Reg/Hotel		240	240
01-220-100 PS Grants TZD	01-220-100-0000-6453	Expenses	Safe And Sober Grant Expenses	0	0	0	0	29,672	71,700	PD Agency payouts from TZD Grant (75% of total grant)		0	71,700
01-220-101 PS Grants Boat and Water	01-220-101-0000-6103	Expenses	Salaries And Wages - Permanent	0	0	0	0	0	14,200	Wages for Grant Funded Boat and Water enforcement		(1,200)	13,000
01-220-101 PS Grants Boat and Water	01-220-101-0000-6303	Expenses	Equipment Maintenance & Repair	0	0	0	0	362	0			0	0
01-220-101 PS Grants Boat and Water	01-220-101-0000-6343	Expenses	Machinery And Equipment Rental	0	0	0	0	6,268	10,800	State and Federal Grants for equipment		28,200	39,000
01-220-101 PS Grants Boat and Water	01-220-101-0000-6562	Expenses	Repairs	0	0	0	0	566	0			0	0
01-220-101 PS Grants Boat and Water	01-220-101-0000-6802	Expenses	Miscellaneous Expenses	0	0	0	0	13,640	0			0	0
01-220-102 PS Grants Snowmobile	01-220-102-0000-6103	Expenses	Salaries And Wages - Permanent	0	0	0	0	0	4,140			(640)	3,500
01-220-102 PS Grants Snowmobile	01-220-102-0000-6343	Expenses	Machinery And Equipment Rental	0	0	0	0	122	2,760			740	3,500
01-220-102 PS Grants Snowmobile	01-220-102-0000-6802	Expenses	Miscellaneous Expenses	0	0	0	0	5,759	0			0	0
01-220-103 PS Grants ATV	01-220-103-0000-6103	Expenses	Salaries And Wages - Permanent	0	0	0	0	0	2,840	State ATV Grant enforcement funding		660	3,500
01-220-103 PS Grants ATV	01-220-103-0000-6802	Expenses	Miscellaneous Expenses	0	0	0	0	7,177	4,260	State ATV Grant equipment funding		(760)	3,500
				0	**0**	**0**	**0**	**63,566**	**110,700**			**50,800**	**161,500**

Coroner

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-240 Coroner	01-240-000-0000-6211	Expenses	Services And Charges	135,613	137,991	139,658	141,469	139,509	153,159	Medical Examiner Services 2024 contract pricing and transportation services monthly average.		0	153,159
				135,613	**137,991**	**139,658**	**141,469**	**139,509**	**153,159**			**0**	**153,159**

County Jail

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-251 County Jail	01-251-000-0000-5516	Revenues	Room And Board	36,118	37,942	53,836	44,321	47,656	50,000	Better collection methods/technology		(5,000)	45,000
01-251 County Jail	01-251-000-0000-5518	Revenues	Booking Fee	21,656	25,663	15,818	15,170	14,630	15,000	Trending down over last 5 years in average number of booking fees paid		0	15,000
01-251 County Jail	01-251-000-0000-5519	Revenues	Huber	26,251	34,848	22,376	0	19,154	25,000	Trending down over last 4 years on huber fees collected		(7,000)	18,000
01-251 County Jail	01-251-000-0000-5536	Revenues	Prisoner Medical Copay	2,237	4,760	2,298	3,203	3,428	6,000	Prisoners now charged for prescription medications, excessive lien balances also going to collections		(2,000)	4,000
01-251 County Jail	01-251-000-0000-5561	Revenues	Miscellaneous Revenue	12,568	54,807	20,079	6,709	19,341	15,000	Restitution and State transport		(5,000)	10,000
				98,831	**158,019**	**114,406**	**69,403**	**104,208**	**111,000**			**(19,000)**	**92,000**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-251 County Jail	01-251-000-0000-6103	Expenses	Salaries And Wages - Permanent	2,167,162	2,411,387	2,532,118	2,411,219	2,460,597	2,356,217			744,800	3,101,017
01-251 County Jail	01-251-000-0000-6105	Expenses	Salaries And Wages - Parttime	22,549	29,245	15,980	25,405	24,890	0			59,719	59,719
01-251 County Jail	01-251-000-0000-6107	Expenses	Salaries And Wages - Overtime	87,407	73,419	47,419	88,419	87,134	75,000			50,000	125,000
01-251 County Jail	01-251-000-0000-6153	Expenses	Insurance	444,927	503,273	557,542	483,045	654,714	658,636			293,132	951,768
01-251 County Jail	01-251-000-0000-6163	Expenses	Pera	182,457	197,089	208,953	201,341	207,470	409,109			(145,529)	263,580
01-251 County Jail	01-251-000-0000-6175	Expenses	Social Security	135,114	143,586	146,166	148,531	151,161	150,014			53,702	203,716
01-251 County Jail	01-251-000-0000-6176	Expenses	Medicare	31,628	33,794	34,820	34,737	35,352	35,084			12,559	47,643
01-251 County Jail	01-251-000-0000-6242	Expenses	Publicity Subscriptions And Dues	299	0	0	360	180	200	Covers annual cost of Correctional Law Reporter case law review. Subscriptions for incarcerated population paid for from commissary fund		0	200
01-251 County Jail	01-251-000-0000-6245	Expenses	Conferences, Training And Dues	1,169	235	0	0	0	0			0	0
01-251 County Jail	01-251-000-0000-6273	Expenses	Contract Services	32,576	10,458	9,197	29,941	19,845	10,000	Increase to cover the cost of an annual service agreement to cover software/hardware support for our security electronics system (door control, cameras, etc.)		7,000	17,000
01-251 County Jail	01-251-000-0000-6299	Expenses	Schooling And Training	10,466	14,591	7,159	14,794	13,476	12,300	Increase based on inflation to keep up with rising costs of training		2,700	15,000
01-251 County Jail	01-251-000-0000-6303	Expenses	Equipment Maintenance & Repair	4,557	748	3,001	175,778	7,789	7,500			0	7,500
01-251 County Jail	01-251-000-0000-6330	Expenses	Mileage	1,252	785	135	413	232	1,200	Reduced expectation for mileage requests in 2024 as most training opportunities are still offered via online/video, and those that are in person can usually be accommodated with a vehicle from the jail transport fleet.		(450)	750
01-251 County Jail	01-251-000-0000-6352	Expenses	Board In County	42,620	31,706	29,483	25,201	47,364	41,200	Expenses within this line are associated with processing and housing inmates, such as: clothing/bedding, consumables (paper/plastic products), materials for laundry service, UA testing, eating utensils/mugs, items related to inmate hygiene, extradition costs, etc.		0	41,200
01-251 County Jail	01-251-000-0000-6354	Expenses	Board Out Of County	122,330	275	2,413	0	2,875	10,000	Reduced expectation for need to house in other facilities		(5,000)	5,000
01-251 County Jail	01-251-000-0000-6400	Expenses	Office Supplies	5,848	5,079	6,165	8,302	10,091	11,000	Small increase to account for rising costs of supplies.		1,000	12,000
01-251 County Jail	01-251-000-0000-6413	Expenses	Custodial Supplies	10,554	8,183	4,340	7,772	8,821	12,750	Small increase to account for rising costs of cleaning supplies.		250	13,000
01-251 County Jail	01-251-000-0000-6415	Expenses	Food And Beverages	133,949	173,783	123,160	103,019	172,880	243,000	Anticipate a price increase of at least 8-10% at the start of 2024 based on CPI data (per contract). Previous calculations were based on an estimated Average Daily Population of 60 for the entire year but population trends are not increasing so no budget increase is being requested at this time.		0	243,000
01-251 County Jail	01-251-000-0000-6431	Expenses	Medical Services Prisoners	184,498	210,926	276,595	268,454	289,646	310,000	Anticipate an increase in medical contract of approximately 2-4% over the 2023 contract rate.		10,000	320,000
01-251 County Jail	01-251-000-0000-6451	Expenses	Other Operating Supplies	0	3,309	1,110	1,204	2,904	3,000	Increase in expenses related to promoting careers in corrections		2,000	5,000
01-251 County Jail	01-251-000-0000-6452	Expenses	Law Enforcement Supplies	12,496	20,435	20,880	17,031	24,179	25,000	Costs for supplies and equipment related to managing safety and security of the facility, such as: new hire costs (uniforms, equipment, medical screening), restraint supplies, protective nitrile gloves, uniform supplies for newly promoted/administrative staff, etc.		5,000	30,000
01-251 County Jail	01-251-000-0000-6561	Expenses	Gas And Oil	14,459	14,280	8,340	6,260	8,926	25,000	Significant increase in transports we expected previously has not materialized. County gas pumps have also greatly reduced our need for outside fuel costs.		(15,000)	10,000
01-251 County Jail	01-251-000-0000-6562	Expenses	Repairs	7,858	14,967	14,551	16,597	19,953	25,000	Costs associated with repair of security equipment (outside the scope of the Maintenance department) such as: replacing broken security glazing, electronic controls for doors/intercoms, fire system repairs due to intentional damage, transport squad repairs (other than standard vehicle maintenance), etc.. Moving funds to 10-251-6273 to cover annual service agreement for security electronics maintenance		(7,000)	18,000
01-251 County Jail	01-251-000-0000-6601	Expenses	Furniture And Equipment	0	0	1,304	1,356	2,099	2,000			0	2,000
01-251 County Jail	01-251-000-0000-6802	Expenses	Miscellaneous Expenses	1,231	216	420,303	12,617	1,196	2,000			0	2,000
01-251 County Jail	01-251-000-0000-6803	Expenses	Refunds	880	0	0	932	653	1,000			0	1,000
				3,658,286	**3,901,766**	**4,471,133**	**4,082,727**	**4,254,426**	**4,426,210**			**1,068,883**	**5,495,093**

Sentence To Service

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-253 Sentence To Serve	01-253-000-0000-6211	Expenses	Services And Charges	33,857	60,338	71,952	73,806	76,351	78,986	anticipating 3+% increase in contract at renewal in early-2023		0	78,986
				33,857	**60,338**	**71,952**	**73,806**	**76,351**	**78,986**			**0**	**78,986**

Emergency Management

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-281 Emergency Management	01-281-000-0000-5404	Revenues	Fed Grant - Emergency Management	83,005	36,614	76,614	52,820	30,672	53,000	EMPG = $38,000 and UASI = $20,000. This is projected since UASI is not closed or approved.		5,000	58,000
01-281 Emergency Management	01-281-000-0000-5561	Revenues	Miscellaneous Revenue	0	0	138	0	0	0			0	0
				83,005	**36,614**	**76,752**	**52,820**	**30,672**	**53,000**			**5,000**	**58,000**

Worksheet	Account String	Type	Account Name	2018 Actuals	2019 Actuals	2020 Actual	2021 Actual	2022 Actual	2023 Budget	Description	Itemization Detail	Adjustments	Prelim 2024 Budget
01-281 Emergency Management	01-281-000-0000-6103	Expenses	Salaries And Wages - Permanent	60,004	61,484	65,751	64,647	66,923	82,270			8,968	91,238
01-281 Emergency Management	01-281-000-0000-6153	Expenses	Insurance	18,575	19,752	21,477	18,798	16,568	19,033			1,604	20,637
01-281 Emergency Management	01-281-000-0000-6163	Expenses	Pera	0	0	0	0	0	0			0	0
01-281 Emergency Management	01-281-000-0000-6175	Expenses	Social Security	3,133	3,111	3,337	3,307	3,662	6,329			(672)	5,657
01-281 Emergency Management	01-281-000-0000-6176	Expenses	Medicare	733	728	780	773	856	5,232			(3,909)	1,323
01-281 Emergency Management	01-281-000-0000-6245	Expenses	Conferences, Training And Dues	0	265	350	503	150	3,224			0	3,224
01-281 Emergency Management	01-281-000-0000-6601	Expenses	Furniture And Equipment	6,540	4,835	0	1,510	0	0			0	0
01-281 Emergency Management	01-281-000-0000-6802	Expenses	Miscellaneous Expenses	29,589	35,418	103,234	30,022	29,514	28,500	Increase to CodeRed contract costs. EM pays for this county wide service per Chases request.		1,650	30,150
				118,575	**125,593**	**194,929**	**119,560**	**117,674**	**144,588**			**7,641**	**152,229**

	2023 Budget		2024 Budget	
Revenue	2,266,708	Revenue	2,442,395	8%
Expenses	12,673,961	Expenses	14,393,120	14%
	(10,407,253)		(11,950,725)	15%

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **19**
Title of Item for Consideration: CAMA/Tax Software – Tyler Technology	
Action Requested by: Daryl Moeller and Bridgitte Konrad	***Department:*** County Assessor and Auditor/Treasurer

Previous Action on this Matter: On May 4, 2022, the Board authorized staff to work with MnCCC and Tyler Technology to bring a contract for a new CAMA and Tax software. At the June 1, 2022 meeting, the Board approved the contract and price quote as delivered.

Background: Since we signed the contract, MnCCC, Tyler Technology and the Counties that are under the MnCCC contract with Tyler Technology are working on a schedule for conversions. Due to the Assessor's current CAMA software contract expiring in 2024 and Presidential Election year for the Auditor, we need to split our conversions into two separate occurrences. The original cost of the one-time conversion was $387,000 and annual service fees of $117,424. The new cost of the two conversions is Assessor $257,552 one-time fee and $72,223 service fees for the first year. Auditor-Treasurer is $268,652. We are requesting an additional $94,003. Current funding for this project is being split in half with ARPA and Recorder's Compliance Fund.

As part of the June 1, 2022 RBA; The county currently uses a 3rd party vendor Woolpert (DCS – Data Cloud Solutions), for the mobile application of the CAMA software. The current contract has been through Vision Government Solutions. This contract will need to be transferred from our Vision Government Solutions contract to a contract with Chisago County.

***Attachment(s)*:**

- Price Quote from Tyler Technology

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the increase in funding for the CAMA/Tax Conversion process and authorize contract transfer for the mobile assessing application. The suggested motion is as follows:

"Move to approve the increase in funding from the Recorder's Technology Fund for the CAMA/Tax software."

AND

"Move to Authorize the County Assessor to proceed with the preparation of transferring the mobile assessor application contract."

Implications of Action: By approving this request, the Assessor's office will be able to convert to a new CAMA software before the existing contract expires. This also allows the Auditor's office to focus on all elections in 2024.

***Budget/Financial Implications*:** The increase in financial needs can be used from the Recorder's Technology Fund. This would have no impact to the levied budget.

***Legal/Policy Implications*:** The contract has been previously viewed and approved by the County Attorney's office already.

Administrator's Recommendation

Approve C EB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

Quoted By:	Troy Fryman
Quote Expiration:	11/9/23
Quote Name:	Chisago County, MN _ Enterprise Tax Quote Only (MnCCC)

Sales Quotation For:
Chisago County
313 N Main St Rm 271
Center City MN 55012-7656
Phone: +1 (651) 213-7120

Tyler SaaS

Description	Annual SaaS Fee	Term	Total Annual SaaS Fee
Property & Recording			
Cashiering			
Cashiering	$ 14,250.00	3	$ 42,750.00
Enterprise Assessment & Tax			
Enterprise Tax Unlimited Legislation Changes Uplift	$ 4,750.00	3	$ 14,250.00
Enterprise Property Tax Standard	$ 39,312.00	3	$ 117,936.00
Deliquent Tax	$ 4,150.00	3	$ 12,450.00
Property Access	$ 4,150.00	3	$ 12,450.00
TOTAL	**$ 66,612.00**		**$ 199,836.00**

Services

Description	Fees
Property & Recording	
Enterprise Tax Integration with GL Application	$ 20,000.00
Enterprise Tax Base Service	$ 198,352.00
Cashiering Service	$ 29,500.00
TOTAL	**$ 247,852.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Annual / SaaS (Yearly)	$ 0.00	$ 66,612.00
Total Tyler Services	$ 247,852.00	$ 0.00
Summary Total (Entire Term)	**$ 247,852.00**	**$ 199,836.00**
Contract Total	**$ 447,688.00**	

Transaction Fees

Description	Transaction Fees
Payments Core	

Optional Third-Party Hardware, Software and Services

Description	Quantity	Total Price	Annual
Tyler One			
Payments Annual PCI Fee	1	$ 0	$ 180.00

Payments Lane 3000 Terminal Purchase		1	$ 419	$ 0.00
	TOTAL		**$ 419**	**$ 180.00**

Comments

Tyler to use a base standard installation of the software for the starting to-be solution.

An onsite week is considered Tuesday thru Thursday. Monday and Friday will be travel days. Tyler resource time for travel days is accounted for from contract time and will reduce dollars for specific tasks (i.e. Training and Production Cutover).

Tyler has provided an estimate project duration based on the requirements shared during procurement of the solution. The project duration will be reviewed and solidified at the completion of the Assess & Define stage.

Standard Payment terms for licensed products are: (i) license fees paid at Project Initiation; (ii) maintenance fees for the first twelve (12) months are waived and commence on the one (1) year anniversary of the Project Initiation; and (iii) Professional Services fees are paid as the services are performed. Standard Payment terms for Software as a Services (SaaS) arrangements are: (i) SaaS fees paid at Project initiation; and (ii) Professional Services fees are paid as the services are performed.
In the event the Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Travel expenses will be invoiced as incurred per the then current Tyler Travel Policy.

Tyler's pricing does not include applicable local, city, state or federal sales, use excise, personal property or other similar taxes or duties, which Client is responsible for determining and remitting.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at: https://www.tylertech.com/terms/payment-card-processing-agreement. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Tyler Payment Fee Schedule

Electronic Payment Costs If passing transaction costs to the payer	
Payer Card Cost – per card transaction with Visa, MasterCard, Discover, and American Express	2.95% per transaction $1.45 minimum
Payer eCheck Cost – per electronic check transaction	$1.00
Miscellaneous Costs	
Credit Card Chargebacks – if a card payer disputes a transaction at the card issuing bank (e.g. stolen card)	$15.00
eCheck Rejects – when an eCheck transaction comes back as declined (e.g. bounced check)	$5.00

* Applied to: Enterprise Assessment & Tax for online and over the counter payments

Quoted By:	Troy Fryman
Quote Expiration:	11/8/23
Quote Name:	Chisago County, MN _ Enterprise Assessment Quote Only (MnCCC)

Sales Quotation For:
Chisago County
313 N Main St Rm 271
Center City MN 55012-7656
Phone: +1 (651) 213-7120

Tyler SaaS

Description	Annual SaaS Fee	Term	Total Annual SaaS Fee
Property & Recording			
Assessment Connect			
Assessment Connect	$ 15,870.00	3	$ 47,610.00
Enterprise Assessment & Tax			
Enterprise Assessment Unlimited Legislative Changes Uplift	$ 4,750.00	3	$ 14,250.00
Enterprise Assessment Standard	$ 33,325.00	3	$ 99,975.00
Inquiry & Appeals Tracking	$ 9,978.00	3	$ 29,934.00
Property Access	$ 4,150.00	3	$ 12,450.00
SmartFile	$ 4,150.00	3	$ 12,450.00
TOTAL	**$ 72,223.00**		**$ 216,669.00**

Services

Description	Fees
Property & Recording	
Assessment Connect Service	$ 18,400.00
Enterprise Assessment Integration with Tax Application	$ 20,000.00
Enterprise Assessment Base Service	$ 188,352.00
Hearing Tracking Service	$ 10,000.00
TOTAL	**$ 236,752.00**

Summary	**One Time Fees**	**Recurring Fees**
Total Annual / SaaS (Yearly)	$ 0.00	$ 72,223.00
Total Tyler Services	$ 236,752.00	$ 0.00
Summary Total (Entire Term)	**$ 236,752.00**	**$ 216,669.00**
Contract Total	**$ 453,421.00**	
Travel (Not included in Contract Total)	**$ 20,800.00**	

Comments

Tyler to use a base standard installation of the software for the starting to-be solution.

An onsite week is considered Tuesday thru Thursday. Monday and Friday will be travel days. Tyler resource time for travel days is accounted for from contract time and will reduce dollars for specific tasks (i.e. Training and Production Cutover).

Tyler has provided an estimate project duration based on the requirements shared during procurement of the solution. The project duration will be reviewed and solidified at the completion of the Assess & Define stage.

Standard Payment terms for licensed products are: (i) license fees paid at Project Initiation; (ii) maintenance fees for the first twelve (12) months are waived and commence on the one (1) year anniversary of the Project Initiation; and (iii) Professional Services fees are paid as the services are performed. Standard Payment terms for Software as a Services (SaaS) arrangements are: (i) SaaS fees paid at Project initiation; and (ii) Professional Services fees are paid as the services are performed.
In the event the Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Travel expenses will be invoiced as incurred per the then current Tyler Travel Policy.

Tyler's pricing does not include applicable local, city, state or federal sales, use excise, personal property or other similar taxes or duties, which Client is responsible for determining and remitting.

Chisago County Request For Board Action

Meeting Date: August 16, 2023	***Item Number:*** **20**
Title of Item for Consideration: Bethel Student Agreement 2023-2026	
Action Requested by: Robert Benson, Director	***Department:*** Health and Human Services
Previous Action on this Matter: Approval of a contract with Bethel University for provision of clinical experiences for students in nursing dated September 1, 2020 through August 31, 2023.	
Background: Chisago County Public Health has offered a clinical experience for qualified nursing students preparing for nursing careers at Bethel University for the last several years. **Attachment(s):** • Bethel Student Agreement 2023-2026	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Bethel Student Agreement 2023-2026. The suggested motion is as follows: ***"Move to approve the Bethel Student Agreement 2023-2026"***	
Implications of Action: Approval of this contract will allow Chisago County and Bethel University to continue to work cooperatively to offer clinical experiences for students preparing for nursing careers. ***Budget/Financial Implications*:** None. ***Legal/Policy Implications*:** The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____

CONTRACT BETWEEN CHISAGO COUNTY AND BETHEL UNIVERSITY FOR PROVISION OF CLINICAL EXPERIENCES FOR STUDENTS IN NURSING

This Contract is made and entered into between the County of Chisago, by and through Chisago County Health and Human Services, hereinafter referred to as "County" 313 North Main Street, RM 230, Center City, MN 55012-9665 and Bethel University, 3900 Bethel Drive, St. Paul, MN 55112, hereinafter referred to as "College".

WHEREAS, the College has established educational programs in the health sciences and related fields that have a clinical training component;

WHEREAS, it is in the general interest of the County to assist in educating persons to be qualified professionals in health care and related fields and the County has suitable facilities for the educational needs of these programs; and

WHEREAS, the College and the County wish to cooperate to furnish a clinical experience program for students enrolled in the various education programs in the health sciences and related fields at the College,

THEREFORE, the parties hereby agree as follows:

1. DUTIES OF THE COLLEGE

A. When applicable, approximately four (4) weeks prior to the beginning of the quarter or semester, the College will provide a tentative schedule indicating the number of students available for internships and the responsible faculty member(s). The County will retain final right of refusal to accept any or all students for a particular quarter, semester or placement.

B. The College will assume responsibility for determining that students have had an annual Mantoux test and/or chest x-ray, Hepatitis B vaccination (or documentation that the student has been offered and refused vaccination), and that students are immune to rubella.

C. The College will identify a faculty member and the County will appoint a staff member to act as coordinators to implement this Contract.

D. The College shall conduct all criminal background studies required pursuant to Minn. Stat. § 245C and any motor vehicle records checks as required by the County. The College certifies that copies of the background checks will be available for the County upon their request.

2. DUTIES OF THE COUNTY

A. The County has ultimate responsibility for the quality of service given to clients.

B. The County will provide satisfactory client assignment for students. College faculty and County staff will confer on the selection of clients and other public health activities.

C. The County will provide without cost to the College or its students the use by the student of available County clinical resources and facilities; services rendered to clients by students will accrue to the County's total service record.

3. POLICIES RELATING TO THE CONDUCT OF THE EXPERIENCE

A. The usual length of the laboratory experience for students will be a College quarter or semester; in the case of graduate students and selected undergraduate students, it may extend over a longer period.

B. The College and the County will plan cooperatively for student clinical experiences and for the appropriate orientation for students and faculty.

C. This Contract and the conduct of the program will be reviewed annually by the parties concerned; interim conferences also will be held as needed in the interest of harmonious planning when program changes are considered.

D. The College faculty member responsible for a group of students, and the County personnel share responsibility for interpreting the student program to County staff and helping College faculty and students understand current County policies and practices. College faculty and students will be expected to follow County policies including Employee Right to Know and Public Health Blood Borne Pathogens Exposure Control Plan.

E. Student orientation will be arranged at a time convenient to the County.

F. The College faculty member arranges for students to provide periodic reports to the County supervisor and/or staff nurse of the services being provided to clients and community groups by students.

G. The College faculty members will meet with County staff for an evaluation of the clinical experience. Students' evaluations of the experience will be provided.

H. The College shall cooperate with the County in complying with its obligations as a covered entity under the Minnesota Data Practices Act, MN Statutes Chapter 13, and the Health Insurance Portability and Accountability Act (HIPAA), 45 CFR 160.103. Prior to placement at the County, the College shall instruct its students and faculty to comply with the County's policies governing the use and disclosure of private data and of individually identifiable health information.

Solely for the purposes of defining the students' and faculty's roles in relation to the use and disclosure of the County's protected health information, the College and faculty engaged in activities pursuant to this Contract are members of the County workforce, as that term is defined in 45 CFR 160.103. The College students and faculty are not, and shall not be construed to be, employees of the County.

I. All transportation costs will be borne directly or indirectly by the student, including responsibility for automobile liability insurance. The College shall inform students of their responsibility to comply with State law concerning licensing and insurance when operating a motor vehicle. The County shall not be responsible for any transportation needs, costs or insurance for any student or faculty.

4. TERM AND TERMINATION

The term of this Contract shall be effective on September 1, 2023 or upon the date the final required signature is obtained by the County, whichever occurs later, and shall remain in effect until August 31, 2026.

This Contract may be terminated with or without cause by either party upon thirty (30) days written notice; provided however, that if a termination date falls during an academic term in which student nurses have been provided to the County, then the termination date shall be extended to the end of the academic term.

5. FINANCIAL CONSIDERATION

A. The College and the County shall each bear their own costs associated with this Contract and no payment is required by either the College or the County to the other party.

B. The County is not required to reimburse the College faculty or students for any services rendered to the County or its clients pursuant to this Contract.

6. INSURANCE

A. The College certifies that it maintains general and professional liability insurance coverage for its students and faculty while providing services under this Contract. The College shall provide at the request of the County a Certificate of Insurance evidencing coverage.

B. Insurance coverage by the College in amounts greater than tort liability limits set for a municipal corporation, pursuant to Minn. Stat. §466 shall not constitute a waiver of the liability cap(s) available to the County.

C. Coverage afforded under these policies shall not be cancelled without at least thirty (30) days' advance written notice to the County.

D. Each party, at its sole expense, shall provide and maintain workers' compensation insurance as may be required to obtain by law. The County is self-insured for Workers' Compensation purposes, and any such insurance extends only to employees of the County, not to students.

7. INDEMNIFICATION

All claims that arise or may arise against the College, its students, officers, employees and/or agents as a consequence of any act or omission on the part of the College, its students, officers, employees and/or agents while engaged in the performance of this Contract shall in no way be the obligation or

responsibility of the County. The College shall indemnify, hold harmless and defend the County, its officers, employees and agents against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees that the County, its officers, employees and/or agents may sustain, incur or be required to pay, arising out of or by reason of any act or omission of the College, its students, officers, employees and/or agents in the execution, performance, or failure to adequately perform College's obligations pursuant to this Contract.

All claims that arise or may arise against the County, its officers, employees and/or agents, as a consequence of any act or omission on the part of the County, its officers, employees and/or agents while engaged in the performance of this Contract shall in no way be the obligation or responsibility of the College. The County shall indemnify, hold harmless and defend the College, its students, officers, employees and agents against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees that the College, its students, officers, employees and/or agents may sustain, incur or be required to pay, arising out of or by reason of any act or omission of the County, its officers, employees and/or agents in the execution, performance, or failure to adequately perform County's obligations pursuant to this Contract.

8. INDEPENDENT CONTRACTOR STATUS

No student shall be deemed to be an agent or employee of the County. The College is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the College as the agent, representative, or employee of the County for any purpose or in any manner whatsoever. The College acknowledges and agrees that the employees and students of the College are not entitled to receive any of the benefits received by County employees and are not eligible for workers' or unemployment compensation benefits under the County.

9. COMPLIANCE WITH LAWS

A. General. The College shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect or hereafter adopted pertaining to this Contract or to the facilities, programs and staff for which the College is responsible.

B. Licenses. The parties shall procure and maintain all applicable licenses, certifications or registrations required for the provision of services contemplated by this Contract. The College shall provide copies of such licenses, certifications or registrations to the County upon request. The College shall inform the County of any changes in licenses, certifications or registrations within five (5) days of occurrence.

C. Violations. Any violation of such laws, statutes, ordinances, rules or regulations, as well as loss of any applicable license, certification or registration by the College shall constitute a material breach of this Contract, and shall entitle the County to terminate this Contract. The effective date of termination will be as stated in the written notice of the termination delivered to the College unless the College cures the violation prior to the termination date and provides the County with adequate proof that the violation has been cured.

D. Revision of Laws. In the event that there is a revision of Federal, State or local statutes, rules or other law, which makes performance of the Contract or any portion thereof unlawful, all parties will review the Contract and renegotiate those items necessary to bring the Contract into compliance with the law. Refusal to renegotiate within seven (7) days of a request to bring the Contract into compliance shall be cause for termination of this Contract as of the date when the Contract is out of compliance.

E. Minnesota Law to Govern. 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.

10. SUBCONTRACTING

The College shall not enter into any subcontract for the performance of the services contemplated under this Contract nor assign any interest in the Contract without prior written consent of the County and subject to such conditions and provisions as are deemed necessary. The College shall be responsible for the performance of its subcontractors or assignees unless otherwise agreed.

11. AUTHORIZED REPRESENTATIVE

The following named persons are designated the authorized representatives of the parties for purposes of this Contract. These persons have authority to bind the party they represent and to consent to modifications and subcontracts, except that, as to the County, the authorized representative shall have only the authority specifically or generally granted by the County Board. Notice is deemed effective upon deposit of written notice in the United States mail, postage prepaid and addressed to the party authorized to receive notice as specified below. Notification required pursuant to this Contract shall be provided to the following named persons and addresses unless otherwise stated in this Contract, or in a modification of this Contract:

TO COUNTY:
Name: Robert Benson
Title: Director
Address:
Chisago County Health and Human Services
313 N Main Street Rm 230
Center City, MN 55012-9665

Phone Number: 651 213-5664

TO COLLEGE:
Name: Dr. Robin Rylaarsdam
Title: University Provost
Address:
Bethel University
3900 Bethel Drive
St. Paul, MN 55112

Phone Number: 651 638-6371

12. MODIFICATIONS

Any alterations, variations, modifications, or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing and signed by Authorized Representatives of the County and the College.

13. 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. MERGER

This Contract is the final expression of the contract of the parties and the complete and exclusive statement of the terms agreed upon, and shall supersede all prior negotiations, understandings or contracts. Attachment A, "University Non-Discrimination Policy", is attached and incorporated herein by reference.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

IN WITNESS THEREOF, the County and the College, each intending to be bound by this Contract, effective September 1, 2023, or upon the date the final required signature is obtained by the County, whichever occurs later, certifies that the appropriate persons have executed the Contract, as required by applicable articles, by-laws resolutions and ordinances

APPROVED:

1. COLLEGE:

By: Dr. Robin Rylaarsdam Signed:
Title: University Provost
Date:

2. COUNTY OF CHISAGO:

By: Ben Montzka Signed:
Title: Chair, County Board
Date:

Certified:

By: Chase Burnham Signed:
Title: County Administrator
Date:

By: Robert Benson Signed:
Title: Health and Human Service Director
Date:

Reviewed as to Form:

By: Janet Reiter Signed: Janet Reiter
Title: Chisago County Attorney's Office
Date: 8/9/2023

ATTACHMENT A

UNIVERSITY NON-DISCRIMINATION POLICY

County recognizes that is the policy of Bethel University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, sex, national origin, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. County further recognizes, however, that with regard to religion or creed, the University reserves the right to exercise discretion in educational and employment decisions consistent with its status as an educational institution sponsored by the churches of the Baptist General Conference, and in accordance with statutory authority contained in Minnesota Statutes §363A.20, and §363A.23, as amended, and Title 42 U.S.C. Sections §2000e-1 and §2000e-2(e), as amended. With regard to sexual orientation, Bethel is entitled to exercise discretion pursuant to Minnesota Statute §363A.26, as amended.

CORRESPONDENCE

City of North Branch

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022

TIF District Name:	Prairie Partners Venture TIF - ESSBY	Redev Dist 2 Gateway	TIF 2005-A
Current net tax capacity	67,169	156,915	107,693
Original net tax capacity	5,630	10,411	10,939
Captured net tax capacity	61,539	146,504	96,754
Principal and interest payments due during current year	236,237	177,700	0
Tax increment received	85,141	203,085	132,057
Tax increment expended	148,212	195,547	144,263
Month and year of first tax increment receipt	July 2013	December 2000	July 2006
Date of required decertification	12-31-2038	12-31-2025	12-31-2031

TIF District Name:	TIF 2017-1 Flashing by Design	TIF 2018-1 Willow Grove	TIF 2020-1 Everlong Holdings
Current net tax capacity	19,002	12,330	19,116
Original net tax capacity	2,027	623	67
Captured net tax capacity	16,975	11,707	19,049
Principal and interest payments due during current year	0	12,818	0
Tax increment received	23,892	16,488	26,832
Tax increment expended	4,263	22,212	728
Month and year of first tax increment receipt	July 2020	June 2021	July 2022
Date of required decertification	12-31-2028	12-31-2046	12-31-2030

Additional information regarding each district may be obtained from:

Renae Fry, City Administrator
6408 Elm Street, P.O. Box 910
North Branch, MN 55056
(651) 674-8113
renaef@ci.north-branch.mn.us

City of Rush City

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022

TIF District Name:	TIF Housing District #2	TIF Housing District #3
Current net tax capacity	0	0
Original net tax capacity	0	0
Captured net tax capacity	0	0
Principal and interest payments due during current year	0	0
Tax increment received	310	4,884
Tax increment expended	0	0
Month and year of first tax increment receipt	Jun-90	Jun-96
Date of required decertification	12/31/2015	12/31/2021

TIF District Name:	TIF Housing District #4	TIF Housing District #5
Current net tax capacity	13,105	57,868
Original net tax capacity	144	0
Captured net tax capacity	12,961	57,868
Principal and interest payments due during current year	18,130	101,975
Tax increment received	17,274	75,555
Tax increment expended	18,979	35,504
Month and year of first tax increment receipt	Jul-09	Jul-21
Date of required decertification	12/31/2034	12/31/2046

Additional information regarding each district may be obtained from:

Amy Mell, Administrator
PO Box 556 Rush City, MN 55069
(320) 358-4743
amell@ci.rush-city.mn.us

City of Lindstrom

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022

TIF District Name:	TIF District 1-2	TIF District 1-5	TIF District 1-7
Current net tax capacity	0	28,209	20,995
Original net tax capacity	0	23,642	17,147
Captured net tax capacity	0	4,567	3,848
Principal and interest payments due during current year	25,837	34,990	0
Tax increment received	3	5,538	5,290
Tax increment expended	26,362	300	9,904
Month and year of first tax increment receipt	Jul-98	Jul-14	Jul-21
Date of required decertification	12/31/2023	12/31/2039	12/31/2046

TIF District Name:	TIF District 1-8	TIF District 1-9
Current net tax capacity	169,558	0
Original net tax capacity	4,674	0
Captured net tax capacity	164,884	0
Principal and interest payments due during current year	175,899	0
Tax increment received	220,444	0
Tax increment expended	198,400	0
Month and year of first tax increment receipt	Jul-22	Jul-23
Date of required decertification	12/31/2047	12/31/2048

Additional information regarding each district may be obtained from:

Kay Mattson, Finance Director
13292 Sylvan Ave Lindstrom, MN 55045
(651) 257-0807
kmattson@cityoflindstrom.us