



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

REGULAR MEETING – Wednesday, October 18, 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 |
| 2.) Engineering Design Services Contract - Stonebrooke Engineering | TAB 2 |
| 3.) City of Harris Local Road Improvement Program Grant Funding Application | TAB 3 |
| 4.) Nessel Township Local Road Improvement Program Grant Funding Application | TAB 4 |
| 5.) FINAL Contract Payment – CSAH 26 Reconstruction SAP 013-626-008 | TAB 5 |

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 – Engineering Design Services Contract | TAB 2 |
| 3.) R&B Committee Recommendation – City of Harris LRIP Grant Funding Application | TAB 3 |
| 4.) R&B Committee Recommendation – Nessel Twp LRIP Program Grant Funding App. | TAB 4 |
| 5.) R&B Committee Recommendation – FINAL Contract Payment for CSAH 26 Recon. | TAB 5 |
| 6.) Minutes from the October 4, 2023 County Board Meeting | TAB 6 |
| 7.) Payment of County's Warrants and Miscellaneous Bills | TAB 7 |
| 8.) Application for On-Sale Wine License with Strong Beer – Wild Mountain Snow Tubing | TAB 8 |

Environmental Services/Zoning Report – Kurt Schneider, Director

- | | |
|---|--------|
| 9.) Director's Report | TAB 9 |
| 10.) William Payne & Beverly Payne (applicant Keith Payne) IUP – Contracting Business | TAB 10 |
| 11.) Mackenzie Johnston & Megan Johnston CUP – Major Home Occupation | TAB 11 |
| 12.) Sunrise Homes, Inc. Final Plat of Zackary Meadows | TAB 12 |
| 13.) MDA Noxious Weed Invasive Plant Program Grant Authorization | TAB 13 |

Other Business of the County Board

- | | |
|---|--------|
| 14.) Budget and Finance Report from October 11, 2023 | TAB 14 |
| 15.) Minnesota Towards Zero Deaths Grant 2024 | TAB 15 |
| 16.) Request to Hire Community Health Worker Alison Gau | TAB 16 |
| 17.) Opioid Settlement Q3 Staff Expenses | TAB 17 |
| 18.) Out of State Travel Request – ARMER System Upgrade | TAB 18 |
| 19.) Furnace Replacement – 'Heartland Transit' Building in North Branch | TAB 19 |

Discussion Items:

- Correspondence
- Administrator Updates
 - Sporleder Joint Defense Agreement w/ Hennepin County
- Commissioner Committee Reports

CORR.

Adjourn Meeting of the Board of Commissioners



Chisago County Board of Commissioners
October 18, 2023
Board Meeting Agenda



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: October 11, 2023
RE: Public Works Director's Report

Project Updates:

CSAH 40: Project work is complete with only punchlist items remaining.

CSAH 21: Paving complete. Restoration and punchlist work remain.

CSAH 10: We have received our environmental clearance, all the R/W has been acquired, 100% final plans have been submitted to Mndot and we are pursuing all of the required permits. We will be letting the tree clearing portion of the project later this fall so the work can be done over the winter.

CSAH 30: We have held our kickoff meeting. We expect survey and subsurface work to be done this fall.

Local Road Improvement Program Solicitation

We have to local agencies, so far, that have asked for county sponsorship to apply for funding from LRIP. Since the City of Harris is not a State Aid city and Nessel is a township, the state requires county sponsorship in order to apply for funding. Sponsorship entails Public Works to act as the fiscal agent in receiving and distributing any state funding as well as to help guide them through the process.

Harris Shop Improvement Project

Work continues. The truck bay exterior is complete. The wash bay walls are up. The parking lot is being graded for pavement and the concrete work to happen.

CSAH 19 Project

We have construction planned for CSAH 19 (Stacy Trail) in 2026. This will entail a roundabout at Stacy Trail and Lofton Ave, reconstructing CSAH 19 between Lofton Ave and Lincoln Rd and connecting the trails on the north side of the highway. We have 3 different pots of federal funding slated for this project. Given the complexities of the project and the coordinating that will need to be done with the local agencies, we will need to start on the preliminary work so we can deliver in 2026. We have enlisted Stonebrooke Engineering to assist with this project.

APWA Western Snow & Ice Conference

We sent our snowplow driver Mitch Anderson out to the conference in September to compete in the National Snow Rodeo. Mitch and his counterpart, Terry Thorsten of Benton County, placed first in the competition. They competed against 53 other teams from across the country. The competition consists of 3 parts: written, dialog & snowplow course.

On a related note, we had 3 of our operators compete in the annual Minnesota Fall Maintenance Expo in St. Cloud on October 5th. Mitch and Pete Carlson placed in the top 5 in the snowplow competition and Josh Miron finished first in the mini backhoe competition.



Mitch Anderson (left) and Terry Thorsten (right)

Chisago County Request for Board Action

Meeting Date: October 18, 2023	Item Number: 2
Title of Item for Consideration: Engineering Design Services Contract	
Action Requested by: Joe Triplett, Director	Department: Public Works
Previous Action on this Matter: None.	
Background: Public Works requires assistance with the preliminary design for the CSAH 19 project between CSAH 34 (Lofton Ave) and CSAH 14 (Lincoln Trl) in the cities of Lindstrom and Chisago City. We have construction planned 2026. This will entail a roundabout at Stacy Trail and Lofton Ave, reconstructing CSAH 19 between Lofton Ave and Lincoln Rd and connecting the trails on the north side of the highway. The County has 3 different pots of federal funding slated for this project. Given the complexities of the project and the coordinating that will need to be done with the local agencies, the County will need to start on the preliminary work so it can deliver in 2026. The has enlisted Stonebrooke Engineering to assist with this project. Attachment(s): Professional Services Agreements (<i>available with Clerk of the Board</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Engineering Design Services Contract agreements with Stonebrooke Engineering. The following motion is suggested: <i>“Move to approve the Engineering Design Services Contract agreements with Stonebrooke Engineering.”</i>	
Implications of Action: Approval will allow the County to begin preliminary design for the CSAH 19 Reconstruction and Roundabout project Budget/Financial Implications: Funding will come out of 03-320-6273 account Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 3
Title of Item for Consideration: City of Harris Local Road Improvement Program Grant Funding Application	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: None	
Background: The City of Harris is applying for funding out of the Local Road Improvement Program (LRIP). As they are not a State Aid City, they are required to have a county sponsor. Sponsorship includes a willingness to act as the fiscal agent to receive and distribute any state funding from this program, should it be awarded. The city and their Engineer will design, construct, and maintain the improvements. Attachments: - City Resolution - County Resolution	
Action Requested/Recommended: The County Board is respectfully requested to approve the County Engineer's request to support sponsorship of Harris LRIP Grant application. The following motion is suggested: <i>“Move to sponsor City of Harris LRIP Grant application at tonight's meeting.”</i>	
Implications of Action: Board approval at tonight's meeting will allow the City of Harris to apply for the LRIP grant. 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 <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**CITY OF HARRIS
COUNTY OF CHISAGO
STATE OF MINNESOTA**

RESOLUTION 2023-25

A RESOLUTION SEEKING THE SUPPORT OF CHISAGO COUNTY TO ACT AS PROJECT SPONSOR SHOULD THE CITY OF HARRIS BE SELECTED TO RECEIVE LOCAL ROAD IMPROVEMENT PROGRAM FUNDS.

WHEREAS, On September 12, 2023, the Minnesota Department of Transportation (MnDOT) opened the solicitation process for grants from the Local Road Improvement Program (LRIP). The LRIP provides funding assistance to local agencies for road construction, reconstruction, or reconditioning projects; and

WHEREAS, Funding assistance is for capital construction costs only and to be considered for the program, a local road project must meet the criteria from one of three specific accounts: The Trunk Highway Corridor Account, The Routes of Regional Significance Account, or The Rural Road Safety Account; and

WHEREAS, If the applicant for a project is a township or non-state aid city, LRIP requires county sponsorship. Counties have an existing mechanism in place that allows state aid to issue project related payments. These mechanisms do not exist for townships and non-state aid cities; and

WHEREAS, the City of Harris (the “City”) has an eligible project under The Routes of Regional Significance Account, in a non-state aid city that requires County sponsorship; and

WHEREAS, The City intends to apply for LRIP funding to pave the sections of roads beginning at the intersection of County Road (CSAH) 10 and Falcon Avenue, City of Harris, Chisago County; Thence North along Falcon Avenue, for approximately 1.50 miles to the intersection of 450th Street; Thence West along 450th Street, for approximately 0.75 miles to the intersection of Evergreen Avenue; Thence North along Evergreen Avenue, for approximately 0.50 miles to the intersection of 455th Street, also being the point of termination.

NOW, THEREFORE, BE IT RESOLVED BY The City Council of the City of Harris, Minnesota (the “City”) to respectfully request sponsorship from Chisago County should the City be selected to receive LRIP funds. The sponsor’s tasks will include:

- Be the fiscal agent on behalf of the City and have funds flow from MnDOT to the County to the contractor, and
- Submit pay requests to State Aid, and
- Assist with project close out.

Adopted by the Harris City Council on this 16th day of October 2023.

Randall Carlson, Mayor

ATTEST:

Shannon Geier, City Clerk

RESOLUTION No. _____

**LOCAL ROAD IMPROVEMENT PROGRAM
SPONSORSHIP OF CITY OF HARRIS PROJECT**

WHEREAS, The Local Road Improvement Program (LRIP) is established in Minnesota Statute 174.52; and

WHEREAS, the legislature provided approximately \$102M for LRIP with a cap of \$1.5M for each project, and

WHEREAS, this funding is available for statewide solicitation to fund projects in the Routes of Regional Significance Account, the Rural Road Safety Account or the Trunk Highway Account, and

WHEREAS, Non-State Aid cities and townships must have a county sponsor, and

WHEREAS, the City of Harris has requested the county sponsorship by resolution 2023-25 for its Falcon Ave/ 450th St./Evergreen Ave/ 455th St. project, and

WHEREAS, the City and its Engineer shall prepare the grant agreement, develop and deliver State Aid plans for the project, advertise, bid and award the project, provide all construction services for the project and close out the project, and

WHEREAS, the City of Harris will ultimately be responsible for all costs not covered by such grant application, as well as other liabilities that may arise from such a project, and has agreed to maintain such improvements for the lifetime of the improvements, and

WHEREAS, the City of Harris does not intend to ask or require any participation, financial or otherwise from Chisago County other than the use of the County Engineer to act as the County's agent in dealing with matters related to the County acting as fiscal agent for this project and to assist, if needed, in the project close out, and

NOW, THEREFORE, BE IT RESOLVED: Chisago County will act as the sponsoring agency for the project for the City of Harris should an LRIP grant be awarded and acknowledges herewith that it is willing to be the project sponsor acting only as the fiscal agent on behalf of the City so the funds can be allocated to the contractor.

Chisago County Request For Board Action

Meeting Date: October 18 th , 2023	Item Number: 4
Title of Item for Consideration: Nessel Township Local Road Improvement Program Grant Funding Application	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: None.	
Background: Nessel Township is applying for funding out of the Local Road Improvement Program (LRIP). As they are a township, they are required to have a county sponsor. Sponsorship includes a willingness to act as the fiscal agent to receive and distribute any state funding from this program, should it be awarded. The township and their Engineer will design, construct, and maintain the improvements. Attachment: - Township Resolution - County Resolution	
Action Requested/Recommended: The County Board is respectfully requested to approve the County Engineer's request to support sponsorship of Nessel Township LRIP Grant application. The following motion is suggested: <i>“Move to sponsor Nessel Township LRIP Grant application at tonight's meeting.”</i>	
Implications of Action: Board approval at tonight's meeting will allow Nessel Township to apply for the LRIP grant. 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 <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Nessel Township

49205 Acacia Trail
Stanchfield, MN 55080
320-396-2702

Resolution 02-2023

Resolution to apply for LRIP grant for pavement of Clover Trail

WHEREAS, the purpose of this resolution is to document Nessel Townships commitment to a Local Road Improvement Program (LRIP) grant application for the pavement of Clover Trail.

WHEREAS, the Town Board of Nessel Township, shall seek the sponsorship of the Chisago County Board for this grant application.

WHEREAS, the Town Board of Nessel Township proposes the grant project to consist of the following:

1. Pavement upgrades on Clover Trail from the intersection of County Road 7 to the intersection of Clover Way, nominally 6,600 linear feet.
2. Installation of new asphalt pavement to nominally consist of a 2" base course and 1-1/2" to 2" of wear course placed over the existing gravel road surface.
3. Final engineering and project management to be provided by Short Elliot Hendrickson Engineering of St. Paul.
4. Final design effort and project bidding to be conducted post grant award during the second half of 2024.
5. Project implementation to take place during the construction season of 2025.

6. Estimated project construction cost of \$728,000.00.
7. Any incidental projects costs in excess of \$728,000.00 would be paid by Nessel Township.
8. Town Board would seek to assess those properties benefiting from the project directly for engineering fees, fees not eligible under the LRIP grant and all project costs in excess of \$728,000.00.
9. Online grant application to be completed by Nessel Township prior to the December 2023 deadline.

NOW, THEREFORE, BE IT RESOLVED that the Nessel Township Board of Supervisors approves this resolution approving the application for and LRIP grant for the pavement of Clover Trail.

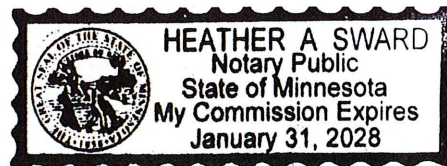
Adopted on this 10th day of October, 2023.

By the Town Board:

Michelle Meis
Dan F.
Stan Ziska
Betsy Rasing by Clerk

Attested by Town Clerk:

Heather A Sward



RESOLUTION No. _____

**LOCAL ROAD IMPROVEMENT PROGRAM
SPONSORSHIP OF NESSEL TOWNSHIP PROJECT**

WHEREAS, The Local Road Improvement Program (LRIP) is established in Minnesota Statute 174.52; and

WHEREAS, the legislature provided \$102M for LRIP with a cap of \$1.5M for each project, and

WHEREAS, this funding is available for statewide solicitation to fund projects in the Routes of Regional Significance Account, the Rural Road Safety Account or the Trunk Highway Account, and

WHEREAS, Non-State Aid cities and townships must have a county sponsor, and

WHEREAS, Nessel Township has requested the county sponsorship by resolution 02-2023 for its Clover Trail project, and

WHEREAS, the Township and its Engineer shall prepare the grant agreement, develop and deliver State Aid plans for the project, advertise, bid and award the project, provide all construction services for the project and close out the project, and

WHEREAS, Nessel Township will ultimately be responsible for all costs not covered by such grant application, as well as other liabilities that may arise from such a project, and has agreed to maintain such improvements for the lifetime of the improvements, and

WHEREAS, Nessel Township does not intend to ask or require any participation, financial or otherwise from Chisago County other than the use of the County Engineer to act as the County's agent in dealing with matters related to the County acting as fiscal agent for this project, and

NOW, THEREFORE, BE IT RESOLVED: Chisago County will act as the sponsoring agency for the project for Chisago Lake Township should an LRIP grant be awarded and acknowledges herewith that it is willing to be the project sponsor acting only as the fiscal agent on behalf of the Township so the funds can be allocated to the contractor.

Chisago County Request for Board Action

Meeting Date: October 18, 2023	Item Number: 5
Title of Item for Consideration: FINAL Contract Payments for FINAL Contract Payment – CSAH 26 Reconstruction SAP 013-626-008	
Action Requested by: Joe Triplett, P.E.	Department: Chisago County Public Works
Previous Action on this Matter: Projects have been previously approved and awarded.	
Background: The final contract payment amount for the CSAH 26 Reconstruction SAP 013-626-008 is \$19,424.12. The contract amount was \$1,834,657.79 and the total work certified amount was \$1,776,577.00. Attachment(s): Final Contract Voucher – CSAH 26 Reconstruction SAP 013-626-008 (<i>available upon request</i>)	
Action Requested/Recommended: The County Board is respectfully requested to approve the Final Contract CSAH 26 Reconstruction SAP 013-626-008. The following motion is suggested: <i>“Move to approve the CSAH 26 Reconstruction SAP 013-626-008 Final payment.”</i>	
Implications of Action: Board approval at tonight’s meeting will allow the Public Works department to complete the project. Budget/Financial Implications: None. Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, October 04, 2023**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, October 04, 2023 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and County Attorney Janet Reiter.

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

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

On motion by Greene, seconded by Dahlberg, the board moved to open the Health and Human Services Committee of the Whole at 6:38 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Chair Montzka gave the gavel to Vice-Chair Dunne.

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

On motion by Greene, seconded by Swenson, the Board moved to add items 1-4 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the board moved to close the HHS Committee Board of the Whole at 6:50 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

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

Board of Commissioners' Consent Agenda:

- 1.) HHS Committee Recommendation – Directors Update
- 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS
- 3.) HHS Committee Recommendation – Home and Community-Based Waiver Services
- 4.) HHS Committee Recommendation – AXON Enterprise Payment Invoice

- 5.) 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.
- 6.) Minutes from the September 20, 2023, Regular Meeting
- 7.) Amended Minutes from September 6, 2023, Regular Meeting
- 8.) Recognition of County Staff October Anniversaries
- 9.) Credit Card and Increase in Limits for Auditor-Treasurer's Office
- 10.) Application for Exempt Permit – NWTF – Long Spurs of Sunrise River

RESOLUTION NO: 23/1004-01

**APPROVING THE SUBMISSION OF AN APPLICATION FOR EXEMPT GAMBLING
PERMIT FOR NWTF – LONG SPURS OF SUNRISE RIVER**

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

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

BE IT RESOLVED that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board an application for an exempt gambling permit for the NWTF – Long Spurs of Sunrise River to conduct a raffle and have a paddleboard on February 10, 2024, at the Lent Town Hall in Stacy, MN, located at 33155 Hemingway Ave, Stacy, MN 55079.

On motion by Greene, seconded by Dunne, the Board moved to approve the MnDOT Amendment Number 1. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to authorize the DES Director issue any required P.O.'s and sign any associated paperwork to proceed with the Chisago County facilities concrete repair project with funding from fund balance. The motion **failed** as follows: **IN FAVOR THEREOF:** Dunne, Montzka **OPPOSED:** Swenson, Greene, Dahlberg

On motion by Greene, seconded by Dahlberg, the Board moved to authorize the DES Director issue any required P.O.'s and sign any associated paperwork to proceed with the Chisago County facilities concrete repair project and determine funding source at the next Budget and Finance Meeting scheduled for Wednesday, October 11, 2023, at 3:00 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:07 p.m. **END TIME** – 7:15 p.m.

of SPEAKERS – 1

On motion by Dahlberg, seconded by Greene, the Board moved to recognize the Lives and Legacies of former Commissioners Loren Jennings and Jim Thorn. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the attached Proclamation, which proclaims October 2023 as Manufacturers Month in Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

RESOLUTION NO: 23/1004-02

PROCLAMATION DECLARING THE MONTH OF OCTOBER 2023 AS “MANUFACTURER’S MONTH” IN CHISAGO COUNTY

WHEREAS, the manufacturing industry is a dynamic part of Chisago County and Minnesota’s economy, and promotion of this sector’s strength, success, and high quality of life is an integral part of Chisago County’s economic development strategy; and

WHEREAS, manufacturing provides high skill, high wage jobs which significantly contribute to Minnesota’s high standard of living and economic vitality; and

WHEREAS, in 2022 there are 89 manufacturing businesses in Chisago County employing 2,453 with total wages of over \$143 million being the second largest total payroll among business sectors in Chisago County; and

WHEREAS, manufacturing jobs in Chisago County account for 16% of all private sector employment within the county; and

WHEREAS, manufacturing has the second largest total payroll among business sectors in Minnesota, providing almost \$25 billion in wages in 2022; and

WHEREAS, manufacturing produces \$63.7 billion for the state economy in 2022 and is the largest share, 14 percent of our gross domestic product; and

WHEREAS, manufactured exports brought over \$23.5 billion into the Minnesota economy in 2022.

Now, therefore, I, Ben Montzka, Chair of the Chisago County Board, do hereby proclaim that, the month of October 2023 shall be as observed as:

CHISAGO COUNTY, MINNESOTA MANUFACTURER’S MONTH

in the County of Chisago on this fourth day of October, Two Thousand and Twenty-Three.

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 Swenson, seconded by Dunne, the Board adjourned the meeting at 7:36 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Ben Montzka, Chair

Attest: _____
Christina Vollrath
Clerk of the Board



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
October 18, 2023**

7

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid \$836,889.70

Please authorize payment for the following Human Services Warrants

Check Date	Amount	Board Date	Type of Check/Payments
10/20/2023	\$230,782.31	10/18/2023	Commissioners Warrants
10/6/2026	\$ 37,965.07		Auditors Warrants
	\$268,747.38	Total	

Lake Area Bank; Chase Burnham; Administration; registration; \$50.00
Lake Area Bank; Karen Gates; Human Resources; registration; \$330.88
Lake Area Bank; Mark Hendrickson; Probation; supplies; \$242.55
Lake Area Bank; Ronald Istvanovich; Sheriff; supplies; \$10.00
Lake Area Bank; Bridgitte Konrad; Auditor; supplies, registration; \$850.10
Lake Area Bank; Karen Long; Recorder; registration; \$363.94
Lake Area Bank; Andrew Mahowald; Sheriff; conference; \$1,496.07
Lake Area Bank; Mary Melby; Wellness; supplies; \$85.90
Lake Area Bank; Daryl Moeller; Assessor; registration; \$150.00
Lake Area Bank; Kyle Puelston; Sheriff; supplies; \$40.46
Lake Area Bank; Janet Reiter; County Attorney; registration, supplies; \$806.20
Lake Area Bank; Kurt Schneider; Environmental Services; supplies, registration; \$416.00
Lake Area Bank; Barbara Shimmon; Public Works; supplies; \$780.00
Lake Area Bank; Alicia Stovern; Sheriff; supplies; \$472.33
Lake Area Bank; Joe Tart; Parks; conference; \$890.00
Lake Area Bank; Dennis Wilton; Enterprise Services; supplies; \$274.75
Lake Area Bank; Polly Zais; Sheriff; registration; \$199.00
Lake Area Bank; Todd McMurray; HHS; supplies, conference; \$608.57

LSaumer
10/11/2023 9:33:35AM

*** **Chisago County** ***



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 1

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

LSaumer
10/11/2023 9:33:35AM
5 Health And Human Services

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
1	1830 ABC LEGAL SERVICES INC 05-420-640-0000-6269		129.00	[REDACTED] 09/23/2023 09/23/2023	15159452.100	Proff Process Servers	N
	1830 ABC LEGAL SERVICES INC		129.00	1 Transactions			
4	10292 AMAZON CAPITAL SERVICES 05-420-600-0000-6401		72.00	Supplies 09/22/2023 09/22/2023	16TD-GDPP-PGMX	General Supplies	N
4	05-430-700-0000-6401		107.99	Supplies 09/22/2023 09/22/2023	16TD-GDPP-PGMX	General Supplies	N
9	05-420-640-0000-6401		310.08	Supplies 10/09/2023 10/09/2023	1JPG-RPH3-XJWM	Iv-D General Supplies	N
2	05-420-600-0000-6401		3.20	Supplies 09/26/2023 09/26/2023	1K6L-WRL1-6CHQ	General Supplies	N
2	05-430-700-0000-6401		4.79	Supplies 09/26/2023 09/26/2023	1K6L-WRL1-6CHQ	General Supplies	N
3	05-430-700-0000-6401		48.36	Supplies 09/23/2023 09/23/2023	1KXR-4C7W-QKQV	General Supplies	N
5	05-430-700-0000-6401		508.75	Supplies 09/30/2023 09/30/2023	1LR6-1K93-HWK4	General Supplies	N
6	05-451-470-0000-6435		43.18	Supplies 10/01/2023 10/01/2023	1T7Y-JW1T-4X44	Public Health Supplies	N
7	05-451-470-0000-6844		43.18	Supplies 10/01/2023 10/01/2023	1T7Y-JW1T-4X44	MECSH Grant Exp	N
10	05-430-700-0000-6401		79.98	Supplies 10/06/2023 10/06/2023	1XKG-KJD7-G7C1	General Supplies	N
8	05-420-600-0000-6401		41.38	Supplies 10/03/2023 10/03/2023	1Y93-PL3P-PJDK	General Supplies	N
8	05-430-700-0000-6401		85.21	Supplies 10/03/2023 10/03/2023	1Y93-PL3P-PJDK	General Supplies	N
8	05-451-430-0000-6401		116.86	Supplies 10/03/2023 10/03/2023	1Y93-PL3P-PJDK	General Supplies	N
	10292 AMAZON CAPITAL SERVICES		1,464.96	13 Transactions			
11	655 BLUE EARTH COUNTY SHERIFF 05-420-640-0000-6267		65.00	[REDACTED] 08/31/2023 08/31/2023	2023-1298	Other Co Sheriff Sop	N
	655 BLUE EARTH COUNTY SHERIFF		65.00	1 Transactions			

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12	1198 BOOKER/KIMBERLY 05-430-700-0128-6335		117.94	Travel Expense-Mileage 09/05/2023 09/27/2023 1 Transactions		Child Prot Staff Travel	N
	1198 BOOKER/KIMBERLY		117.94				
14	20053 BREEZY POINT RESORT 05-451-431-0000-6245		277.02	Travel Expense-Lodging 11/01/2023 11/01/2023	426624	Comferences, Training And Dues	N
13	05-451-480-0000-6824		277.02	Travel Expense-Lodging 11/01/2023 11/03/2023 2 Transactions	426624	Ship Grant Expense	N
	20053 BREEZY POINT RESORT		554.04				
15	7555 BRINK'S MARKET 05-121-000-0000-6850		1,125.00	Brink's Market Gift Cards 10/10/2023 10/10/2023 1 Transactions		Op Enhancement Grant Expense	N
	7555 BRINK'S MARKET		1,125.00				
16	2168 BUDDE/JODI 05-451-473-0000-6335		79.26	Travel Expense-Mileage 09/14/2023 09/14/2023 1 Transactions		Worker Travel	N
	2168 BUDDE/JODI		79.26				
17	952 CARLSON/MARSHA 05-420-640-0126-6335		26.00	Travel Expense-Meals 10/01/2023 10/01/2023 1 Transactions		Ivd Travel	N
	952 CARLSON/MARSHA		26.00				
18	112020 CARROLL/CYNDI 05-430-700-0125-6335		13.30	Travel Expense-Mileage 09/01/2023 09/12/2023		Worker Travel	N
19	05-430-700-0127-6335		91.70	Travel Expense-Mileage 09/05/2023 09/29/2023 2 Transactions		Mh Travel	N
	112020 CARROLL/CYNDI		105.00				
20	3756 CHILDREN'S DENTAL SERVICES 05-451-480-0000-6841		459.49	Transportation-Restore Team Fe 08/03/2023 08/03/2023 1 Transactions		Community Services	N
	3756 CHILDREN'S DENTAL SERVICES		459.49				
	30069 CHISAGO COUNTY PRESS						

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21	05-121-000-0000-6850		Coffee Ta k Advertisement	166296-50	Op Enhancement Grant Expense	N
			09/13/2023 09/13/2023			
	30069 CHISAGO COUNTY PRESS		260.00	1 Transactions		
	30071 CHISAGO COUNTY RECORDER					
22	05-420-600-0000-6242		Birth Certificates	2023-301	Birth Certificates	N
			09/14/2023 09/14/2023			
23	05-420-600-0000-6242		Birth Certificates	2023-318	Birth Certificates	N
			09/22/2023 09/22/2023			
24	05-420-600-0000-6242		Birth Certificates	2023-322	Birth Certificates	N
			10/02/2023 10/02/2023			
	30071 CHISAGO COUNTY RECORDER		234.00	3 Transactions		
	30177 CINTAS CORPORATION					
25	05-420-600-0000-6241		Weekly Rug Service	4168798858	General Administration	N
			09/25/2023 09/25/2023			
25	05-430-700-0000-6241		Weekly Rug Service	4168798858	General Administration	N
			09/25/2023 09/25/2023			
25	05-451-430-0000-6800		Weekly Rug Service	4168798858	Other Expense	N
			09/25/2023 09/25/2023			
27	05-420-600-0000-6241		Weekly Rug Service	4169526417	General Administration	N
			10/02/2023 10/02/2023			
27	05-430-700-0000-6241		Weekly Rug Service	4169526417	General Administration	N
			10/02/2023 10/02/2023			
27	05-451-430-0000-6800		Weekly Rug Service	4169526417	Other Expense	N
			10/02/2023 10/02/2023			
26	05-420-600-0000-6241		Weekly Rug Service	4170206356	General Administration	N
			10/09/2023 10/09/2023			
26	05-430-700-0000-6241		Weekly Rug Service	4170206356	General Administration	N
			10/09/2023 10/09/2023			
26	05-451-430-0000-6800		Weekly Rug Service	4170206356	Other Expense	N
			10/09/2023 10/09/2023			
	30177 CINTAS CORPORATION		105.27	9 Transactions		
	9233 Circle of Security International					
28	05-430-700-0128-6240		Training Registration	Steek.Ashley	Child Prot Staff Trng	N
			10/16/2023 10/20/2023			
	9233 Circle of Security International		1,000.00	1 Transactions		
	9029 County Market					

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29	05-121-000-0000-6850		1,125.00	County Market Gift Cards		Op Enhancement Grant Expense
				10/10/2023 10/10/2023		
	9029 County Market		1,125.00	1 Transactions		
30	05-430-700-0134-6335		40.28	Travel Expense-Mileage		DD Worker Travel
				09/11/2023 09/29/2023		
31	05-430-700-0137-6335		93.98	Travel Expense-Mileage		Adult Services Travel
				09/11/2023 09/29/2023		
	8302 COX/BREANNA		134.26	2 Transactions		
32	05-430-700-0134-6335		24.37	Travel Expense-Mileage		DD Worker Travel
				09/14/2023 09/29/2023		
33	05-430-700-0137-6335		56.85	Travel Expense-Mileage		Adult Services Travel
				09/14/2023 09/29/2023		
	1207 CUMMINGS/KRISTA		81.22	2 Transactions		
34	05-420-600-0000-6279		5,842.50	Consulting	61120178858	Consulting
				09/26/2023 09/26/2023		
	40105 DATABANK IMX LLC		5,842.50	1 Transactions		
35	05-430-700-0127-6240		575.00	DBT Skills Training	Huber.Diann	Mh Training
				11/13/2023 11/15/2023		
	9208 DBT Associates, LLP		575.00	1 Transactions		
36	05-430-700-0134-6335		18.80	Travel Expense-Mileage		DD Worker Travel
				09/11/2023 09/27/2023		
37	05-430-700-0137-6335		43.85	Travel Expense-Mileage		Adult Services Travel
				09/11/2023 09/27/2023		
	9097 Debel/Jessica		62.65	2 Transactions		
38	05-430-700-0000-6481		168.19	Dell 24 Monitor	10694992140	Computer Hardware
				08/28/2023 08/28/2023		
	10501 DELL MARKETING LP		168.19	1 Transactions		

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39	5160 DHS MAPS 05-430-741-0000-5360		201,460.00	CSP Overpayment 09/20/2023 09/20/2023 1 Transactions	759861 CSP - State	N
	5160 DHS MAPS		201,460.00			
40	1926 DNA DIAGNOSIS CENTER 05-420-640-0000-6264		81.00	Genetic Testing 09/01/2023 09/01/2023 1 Transactions	11633582023 Paternity Costs	N
	1926 DNA DIAGNOSIS CENTER		81.00			
41	9213 Dwyer/Samantha 05-430-700-0137-6335		206.59	Travel Expense-Mileage 09/05/2023 09/29/2023 1 Transactions	Adult Services Travel	N
	9213 Dwyer/Samantha		206.59			
113	2201 EISENSCHENK/JEANETTE 05-430-700-0127-6335		49.78	Travel Expense-Mileage 09/20/2023 09/20/2023 1 Transactions	Mh Travel	N
	2201 EISENSCHENK/JEANETTE		49.78			
42	8508 ELLIOTT/JENNIFER 05-430-700-0127-6335		206.55	Travel Expense-Mileage 09/01/2023 09/29/2023 1 Transactions	Mh Travel	N
	8508 ELLIOTT/JENNIFER		206.55			
46	50116 ENTERPRISE FM TRUST 05-121-000-0000-6630		1,036.66	HHS Motor Pool Lease Charges 10/01/2023 10/31/2023	447564 Vehicle Leases	N
44	05-420-600-0000-6630		339.46	HHS Motor Pool Lease Charges 10/01/2023 10/31/2023	447564 Vehicle Leases	N
43	05-430-700-0000-6630		547.51	HHS Motor Pool Lease Charges 10/01/2023 10/31/2023	447564 Vehicle Leases	N
45	05-451-430-0000-6630		208.05	HHS Motor Pool Lease Charges 10/01/2023 10/31/2023 4 Transactions	447564 Vehicle Leases	N
	50116 ENTERPRISE FM TRUST		2,131.68			
47	5124 FLORIN/MARK 05-420-600-0132-6240		31.40	Travel Expense-Lodging 10/02/2023 10/04/2023	Accounting Training	N
47	05-430-700-0132-6240		50.64	Travel Expense-Lodging	Accounting Training	N

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47	05-451-430-0000-6245		19.24	10/02/2023 10/04/2023 Travel Expense-Lodging		Conferences, Training And Dues	N
	5124 FLORIN/MARK		101.28	10/02/2023 10/04/2023 3 Transactions			
50	05-460-310-0000-6111		65.00	Per Diem		Per Diems for Opioid Council	Y
			65.00	09/21/2023 09/21/2023 1 Transactions			
51	05-420-640-0126-6335		43.85	Travel Expense-Meals		Ivd Travel	N
	4628 HENNIG/MICHELLE K		43.85	10/01/2023 10/04/2023 1 Transactions			
52	05-460-310-0000-6111		65.00	Per Diem		Per Diems for Opioid Council	Y
			65.00	09/21/2023 09/21/2023 1 Transactions			
53	05-430-700-0127-6335		40.25	Travel Expense-Mileage		Mh Travel	N
	3540 IHRKE/KELLY		40.25	09/07/2023 09/27/2023 1 Transactions			
54	05-430-700-0000-6562		866.07	Toyota Sienna Vehicle Repairs	10022819	Repairs	N
	90012 INDIANHEAD GLASS INC		866.07	10/02/2023 10/02/2023 1 Transactions			
56	05-420-600-0000-6401		31.71	Supplies	4255736	General Supplies	N
56	05-430-700-0000-6401		65.29	Supplies	4255736	General Supplies	N
56	05-451-430-0000-6401		89.54	Supplies	4255736	General Supplies	N
55	05-420-600-0000-6401		297.69	Supplies	4345882	General Supplies	N
55	05-430-700-0000-6401		446.53	Supplies	4345882	General Supplies	N

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	90061 INNOVATIVE OFFICE SOLUTIONS LLC		930.76	10/06/2023 10/06/2023 5 Transactions			
57	3836 JENSEN/KYLE 05-430-700-0128-6335		54.37	Travel Expense-Mileage 09/12/2023 09/26/2023 1 Transactions		Child Prot Staff Travel	N
	3836 JENSEN/KYLE		54.37				
58	9028 Johanson/Brittany 05-430-700-0134-6335		35.86	Travel Expense-Mileage 09/07/2023 09/27/2023		DD Worker Travel	N
59	05-430-700-0137-6335		83.66	Travel Expense-Mileage 09/07/2023 09/27/2023 2 Transactions		Adult Services Travel	N
	9028 Johanson/Brittany		119.52				
60	3865 JOHNSON/CHRISTINE 05-430-700-0128-6335		179.47	Travel Expense-Mileage 09/10/2023 09/12/2023 1 Transactions		Child Prot Staff Travel	N
	3865 JOHNSON/CHRISTINE		179.47				
61	4357 KANTNER CONSULTING LLC 05-451-470-0000-6844		1,000.00	PH Reflective Practice 08/01/2023 08/31/2023	August 2023	MECSH Grant Exp	Y
63	05-451-470-0000-6844		440.00	PH Reflective Practice 10/01/2023 10/31/2023	October 2023	MECSH Grant Exp	Y
62	05-451-470-0000-6844		560.00	PH Reflective Practice 09/01/2023 09/30/2023 3 Transactions	September 2023	MECSH Grant Exp	Y
	4357 KANTNER CONSULTING LLC		2,000.00				
65	2299 KAZEKS/JENNIFER 05-430-700-0000-6241		45.14	Client Supplies Reimbursement 09/29/2023 09/29/2023		General Administration	N
64	05-430-700-0128-6335		36.68	Travel Expense-Mileage 10/04/2023 10/04/2023 2 Transactions		Child Prot Staff Travel	N
	2299 KAZEKS/JENNIFER		81.82				
66	4249 KEMEN/ANGIE 05-430-700-0127-6335		244.19	Travel Expense-Mileage 08/21/2023 10/04/2023		Mh Travel	N

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4249	KEMEN/ANGIE		244.19	1 Transactions			
9157	Klein/Carol						
67	05-420-600-0132-6335		29.03	Travel Expense-Mileage 10/02/2023 10/04/2023		Accounting Travel	N
67	05-430-700-0132-6335		46.84	Travel Expense-Mileage 10/02/2023 10/04/2023		Accounting Travel	N
67	05-451-430-0000-6335		17.80	Travel Expense-Mileage 10/02/2023 10/04/2023		Worker Travel	N
9157	Klein/Carol		93.67	3 Transactions			
4155	KNUTSON/ALICIA						
68	05-430-700-0127-6335		658.04	Travel Expense-Mileage 08/08/2023 10/04/2023		Mh Travel	N
4155	KNUTSON/ALICIA		658.04	1 Transactions			
49219	KOWALKE/WENDY						
69	05-121-000-0000-6850		176.20	Travel Expense-Mileage 10/02/2023 10/04/2023		Op Enhancement Grant Expense	N
70	05-121-000-0000-6850		277.02	Travel Expense-Lodging 10/02/2023 10/04/2023		Op Enhancement Grant Expense	N
49219	KOWALKE/WENDY		453.22	2 Transactions			
10007	LEXISNEXIS RISK SOLUTIONS						
71	05-420-600-0000-6241		60.00	Monthly Lexis-Nexis - Accurint 09/01/2023 09/30/2023	1223200	General Administration	N
71	05-430-700-0000-6241		90.00	Monthly Lexis-Nexis - Accurint 09/01/2023 09/30/2023	1223200	General Administration	N
10007	LEXISNEXIS RISK SOLUTIONS		150.00	2 Transactions			
5203	LUNDGREN/LISA						
72	05-430-700-0000-6241		17.01	Client Meal Reimbursement 09/22/2023 09/22/2023		General Administration	N
5203	LUNDGREN/LISA		17.01	1 Transactions			
4873	MCKESSON MEDICAL SURGICAL						
73	05-451-472-0000-6435		53.90	PH Supplies - Lancet 10/05/2023 10/05/2023	21185518	Public Health Supplies	N
4873	MCKESSON MEDICAL SURGICAL		53.90	1 Transactions			

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74	5070 METRO LEGAL SERVICES INC 05-420-640-0000-6269		278.00	 10/05/2023 10/05/2023	3462618	Proff Process Servers	N
	5070 METRO LEGAL SERVICES INC		278.00	1 Transactions			
76	9232 Minnesota Breastfeeding Coalition 05-451-472-0000-6245		225.00	Conference Registration 10/12/2023 10/13/2023	707	Conferences And Training	N
75	05-451-470-0000-6245		450.00	Conference Registration 10/12/2023 10/13/2023	742	Conferences, Training And Dues	N
	9232 Minnesota Breastfeeding Coalition		675.00	2 Transactions			
77	9231 Nase/Gloria 05-420-640-0000-6335		39.56	Travel Expense-Meals 10/01/2023 10/04/2023		Iv-D Worker Travel	N
	9231 Nase/Gloria		39.56	1 Transactions			
78	5649 NORDBY/HEIDI 05-430-700-0134-6335		32.95	Travel Expense-Mileage 09/11/2023 09/15/2023		DD Worker Travel	N
79	05-430-700-0137-6335		76.88	Travel Expense-Mileage 09/11/2023 09/15/2023		Adult Services Travel	N
	5649 NORDBY/HEIDI		109.83	2 Transactions			
80	64288 NORTH BRANCH WATER & LIGHT 05-420-600-0000-6253		72.62	North Branch Utility 08/21/2023 09/20/2023	6-1010	NB Utilities	N
81	05-430-700-0000-6253		145.24	North Branch Utility 08/21/2023 09/20/2023	6-1010	NB Utilities	N
82	05-451-430-0000-6253		164.36	North Branch Utility 08/21/2023 09/20/2023	6-1010	NB Utilities	N
	64288 NORTH BRANCH WATER & LIGHT		382.22	3 Transactions			
83	9393 PETERSON/AMY 05-430-700-0137-6335		88.81	Travel Expense-Mileage 08/01/2023 08/29/2023		Adult Services Travel	N
84	05-430-700-0137-6335		50.34	Travel Expense-Mileage 09/05/2023 09/26/2023		Adult Services Travel	N
	9393 PETERSON/AMY		139.15	2 Transactions			

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85	16034 PINE COUNTY SHERIFF'S OFFICE						
	05-420-640-0000-6267		60.00		202301526	Other Co Sheriff Sop	N
				09/15/2023 09/15/2023			
	16034 PINE COUNTY SHERIFF'S OFFICE		60.00	1 Transactions			
86	16120 PITNEY BOWES GLOBAL FINANCIAL SERV						
	05-420-600-0000-6401		154.67	Postage Meter Lease	3106330529	General Supplies	N
				08/01/2023 10/31/2023			
86	05-430-700-0000-6401		318.42	Postage Meter Lease	3106330529	General Supplies	N
				08/01/2023 10/31/2023			
86	05-451-430-0000-6401		436.69	Postage Meter Lease	3106330529	General Supplies	N
				08/01/2023 10/31/2023			
	16120 PITNEY BOWES GLOBAL FINANCIAL SERV		909.78	3 Transactions			
88	6838 RAMSEY COUNTY SHERIFF						
	05-420-640-0000-6267		90.00		202310971	Other Co Sheriff Sop	N
				08/28/2023 08/28/2023			
87	05-420-640-0000-6267		90.00		202311319	Other Co Sheriff Sop	N
				09/06/2023 09/06/2023			
89	05-420-640-0000-6267		90.00		202311785	Other Co Sheriff Sop	N
				09/11/2023 09/11/2023			
90	05-420-640-0000-6267		90.00		202311793	Other Co Sheriff Sop	N
				09/13/2023 09/13/2023			
	6838 RAMSEY COUNTY SHERIFF		360.00	4 Transactions			
91	8359 RIVARD/ASHLEY						
	05-430-700-0000-6241		15.17	Client Meal Reimbursement		General Administration	N
				09/18/2023 09/18/2023			
	8359 RIVARD/ASHLEY		15.17	1 Transactions			
92	7659 SAWYER COUNTY SHERIFFS DEPARTMEN						
	05-420-640-0000-6267		75.00		10E4716D	Other Co Sheriff Sop	N
				10/02/2023 10/02/2023			
	7659 SAWYER COUNTY SHERIFFS DEPARTMEN		75.00	1 Transactions			
93	7355 SCHOPPER/MICHELLE						
	05-430-700-0134-6335		47.38	Travel Expense-Mileage		DD Worker Travel	N
				08/23/2023 09/21/2023			
94	05-430-700-0137-6335		110.54	Travel Expense-Mileage		Adult Services Travel	N
				08/23/2023 09/21/2023			

LSaumer
10/11/2023 9:33:35AM
5 Health And Human Services

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
7355	SCHOPPER/MICHELLE		157.92	2 Transactions			
49	9119 Snell/Frannie						
	05-430-700-0000-6241		10.13	Client Meal Reibursement		General Administration	N
				09/21/2023 09/22/2023			
48	05-430-700-0128-6335		11.00	Travel Expense-Parking		Child Prot Staff Travel	N
				09/21/2023 09/22/2023			
	9119 Snell/Frannie		21.13	2 Transactions			
95	3754 Source Interpreting						
	05-420-650-0000-6004		285.85		27191	Ma Access Services	N
				09/02/2023 09/02/2023			
	3754 Source Interpreting		285.85	1 Transactions			
96	6682 STEVENS/SELENA						
	05-430-700-0127-6335		196.09	Travel Expense-Mileage		Mh Travel	N
				08/01/2023 09/20/2023			
	6682 STEVENS/SELENA		196.09	1 Transactions			
97	7930 STRAND/TERESA						
	05-430-700-0127-6335		325.53	Travel Expense-Mileage		Mh Travel	N
				09/06/2023 09/28/2023			
	7930 STRAND/TERESA		325.53	1 Transactions			
98	7505 STRUCK/TRENT						
	05-430-700-0137-6335		213.36	Travel Expense-Mileage		Adult Services Travel	N
				08/10/2023 10/02/2023			
	7505 STRUCK/TRENT		213.36	1 Transactions			
99	7558 SWENSON/MICHELLE						
	05-430-700-0134-6335		34.77	Travel Expense-Mileage		DD Worker Travel	N
				09/06/2023 09/26/2023			
100	05-430-700-0137-6335		81.12	Travel Expense-Mileage		Adult Services Travel	N
				09/06/2023 09/26/2023			
	7558 SWENSON/MICHELLE		115.89	2 Transactions			
101	7789 THOMPSON/JULIE						
	05-420-640-0126-6335		37.27	Travel Expense-Meals		Ivd Travel	N
				10/01/2023 10/04/2023			

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5 Health And Human Services

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
7789	THOMPSON/JULIE		37.27	1 Transactions			
6434	THORSEN/JOLENE						
102	05-430-700-0134-6335		58.19	Travel Expense-Mileage 08/29/2023 10/04/2023		DD Worker Travel	N
103	05-430-700-0137-6335		135.76	Travel Expense-Mileage 08/29/2023 10/04/2023		Adult Services Travel	N
6434	THORSEN/JOLENE		193.95	2 Transactions			
8765	WASHINGTON COUNTY SHERIFFS OFFICE						
104	05-420-640-0000-6267		80.00	[REDACTED] 09/26/2023 09/26/2023		Other Co Sheriff Sop	N
8765	WASHINGTON COUNTY SHERIFFS OFFICE		80.00	1 Transactions			
8820	WEIDENDORF/PEGI						
105	05-420-600-0132-6335		48.73	Travel Expense-Mileage 09/01/2023 09/29/2023		Accounting Travel	N
105	05-430-700-0132-6335		78.60	Travel Expense-Mileage 09/01/2023 09/29/2023		Accounting Travel	N
105	05-451-430-0000-6335		29.87	Travel Expense-Mileage 09/01/2023 09/29/2023		Worker Travel	N
8820	WEIDENDORF/PEGI		157.20	3 Transactions			
23105	WEX BANK						
109	05-121-000-0000-6561		433.45	Veteran Van Fuel 09/01/2023 09/30/2023	92096085	Gas And Oil	N
107	05-420-600-0000-6561		142.31	HHS Motor Pool Fuel Charges 09/01/2023 09/30/2023	92096085	Gas And Oil	N
106	05-430-700-0000-6561		229.53	HHS Motor Pool Fuel Charges 09/01/2023 09/30/2023	92096085	Gas And Oil	N
108	05-451-430-0000-6561		87.22	HHS Motor Pool Fuel Charges 09/01/2023 09/30/2023	92096085	Gas And Oil	N
23105	WEX BANK		892.51	4 Transactions			
8544	WREN/HEATHER						
110	05-430-700-0137-6335		18.34	Travel Expense-Mileage 09/25/2023 09/25/2023		Adult Services Travel	N
8544	WREN/HEATHER		18.34	1 Transactions			
123045	WRS GROUP LTD						

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10/11/2023 9:33:35AM
5 Health And Human Services

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
111	05-460-310-0000-6401		902.05	Opioid General Supplies	45237	General Supplies
				10/10/2023 10/10/2023		
				1 Transactions		
123045	WRS GROUP LTD		902.05			
9885	ZIEGLER/SAMANTHA					
112	05-430-700-0127-6335		74.71	Travel Expense-Mileage		Mh Travel
				09/06/2023 09/25/2023		
				1 Transactions		
9885	ZIEGLER/SAMANTHA		74.71			
5 Fund Total:			230,782.31	Health And Human Services	72 Vendors	135 Transactions
Final Total:			230,782.31	72 Vendors	135 Transactions	

*** Chisago County ***



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	5	230,782.31	Health And Human Services	
	All Funds	230,782.31	Total	Approved by,
				
				

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 8
Title of Item for Consideration: Application for On-Sale Wine License with Strong Beer – Wild Mountain Snow Tubing	
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 for On-Sale Wine License with Strong Beer for Wild Mountain Snow Tubing. They are recommended by the Sheriff's office and Attorney's office for approval. Attachment(s): License Application for On-Sale Wine License with Strong Beer (<i>available with Clerk of the Board</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the License Application for On-Sale Wine License with Strong Beer for Wild Mountain Snow Tubing. The suggested motion is as follows: <i>“Move to approve the License Application for On-Sale Wine License with Strong Beer for Wild Mountain Snow Tubing.”</i>	
Implications of Action: By approving the application, Wild Mountain will be able to sell wine and strong beer at their business. 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 <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

TAB 9



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: October 11, 2023
Re: **October 18, 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 October 18, 2023, meeting.

Action Items:

1. Receive Directors Report
2. William Payne & Beverly Payne and applicant Keith Payne Interim Use Permit - Contracting Business
3. Mackenzie Johnston & Megan Johnston Conditional Use Permit - Major Home Occupation
4. Sunrise Homes, Inc. Final Plat of Zackary Meadows
5. MDA Noxious Weed Invasive Plant Program Grant Authorization

Informational Item(s):

Board of Adjustment and Appeals:

The next regularly scheduled Board of Adjustment meeting of Thursday, October 26th at 7:00 p.m. at the County Government Center. The tour of the Board's agenda items is scheduled for October 25th departing at 8:15 a.m. from Public Works at 31325 Oasis Road, Center City. Items for consideration during the meeting include:

1. David & Melissa Donatell are requesting Variances to Zoning Ordinance Section 5.15 and Shoreland Management Ordinance Sections 5.21 and 5.52 in order to expand a non-conforming structure (dwelling) closer to the Ordinary High Water Level, township Right-of-Way and County State Aid Highway than required, to expand a detached accessory structure (garage) closer to the southerly property boundary (side yard), township Right-of-Way and County State Aid Highway than required, and to exceed the maximum allowable amount of impervious surface coverage in the Rural Residential I (RRI) District / Shoreland Management District. The .58± acre subject site is located at 11980 Lyman Lane in Chisago Lake Township, S17, T33, R20 (PID 02.01444.00).

2. Jayme Ersfeld is requesting a Variance to Zoning Ordinance Section 4.03 in order to allow the expansion of a non-conforming structure (dwelling) in the Rural Residential II (RRII) District / Shoreland Management District. The .37± acre subject site is located at 32342 N. Center Lane in Chisago Lake Township, S22, T34, R20 (PID 02.00988.00).
3. David & Crystal Neuman are requesting a Variance to Zoning Ordinance Section 5.15 and Shoreland Management Ordinance Section 5.21 in order construct a dwelling, deck and attached garage closer to the Ordinary High Water Level and township Right-of-Way than required in the Rural Residential I (RRI) District / Shoreland Management District. The .29± acre subject site is located at 11960 Mentzer Trail in Chisago Lake Township, S5, T33, R20 (PID 02.01626.00).

Planning Commission:

The regularly Planning Commission meeting is scheduled for Thursday, November 2nd at 7:00 p.m. at the County Government Center. The tour of the Board's agenda items is scheduled for November 1st departing at 9:00 a.m. from Public Works at 31325 Oasis Road, Center City. Items for consideration during the meeting include:

1. Sunrise Township is requesting a Conditional Use Permit (CUP) allowing Local Government and Administration Buildings. The request involves the construction of a new town hall and maintenance building on property located at 1xxxx Sunrise Road / CSAH 9 in Sunrise Township. The 10.50± acre subject site is zoned Agricultural (AG) District and generally located two-tenths (.20) of a mile northerly of the intersection of Sunrise Road / CSAH 9 and Olson Road on the easterly side of Sunrise Road / CSAH 9, S5, T35, R20 (PID 09.00041.20).
2. Carol Hauglie is requesting approval of the Preliminary Plat of Autumn Woods Cottages involving the creation of six lots ranging in size from 2.3 acres to 8.11 acres from a 28.20± acre tract of land. The subject site is zoned Rural Residential II (RRII) District and generally located at the northwest corner of Rush Lake Trail / CSAH 1 and Belle Isle Drive in Nessel Township, S 11, T37, R22 (PID 06.00235.20).
3. Darrick & Debra Jorgensen and applicant Justin Jorgensen are requesting approval of the Preliminary Plat of Nordstjernen involving the creation of one 5.5-acre lot from a 110.00± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located at the northeast corner of 360th Street and Vlach Avenue in Amador Township, S34, T35, R19 (PID 01.00200.10).
4. Sheryl Bearhart and property owner Jordan Waggoner and are requesting an Interim Use Permit (IUP) allowing a Residential and Commercial Kennel on 40.00± acres in the Agricultural (AG) District. Proposed Kennel activities include but may not be limited to the keeping, boarding, breeding, and grooming of dogs. The subject site is located at 450 Badger Boulevard in Fish Lake Township, S4, T36, R22 (PID 03.00041.00).
5. Review of Township Survey Feedback on Rural Village Center (RVC) District Zoning maps and uses.

General Department Informational Item(s):

Revenue associated with land use and construction permit activity thru September 29, 2023, is \$686,634 or 82% of projected 2023 revenue. The general permit activity tabulations report table for August is attached for review.

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

Building Summary: Year to Date (YTD)																
Location	New House		Additions/Alterations		Mechanical		Accessory		Commerical		Multi-Family		Septic Systems		Septic	
	Sept	YTD	Sept	YTD	Sept	YTD	Sept	YTD	Sept	YTD	Sept	YTD	Sept	YTD	Sept	YTD
Amador	1	4	20	41	-	6	-	1	1	4	-	-	1	3	-	10
Chisago Lake	-	2	20	81	6	37	5	19	-	1	-	-	4	16	7	37
Fish Lake	1	3	7	74	2	15	3	8	-	1	-	-	1	7	4	28
Franconia	1	4	7	27	1	13	2	8	-	-	-	-	1	5	-	9
Lent	2	5	19	63	-	16	1	6	-	1	-	-	3	7	4	17
Nessel	2	3	8	56	2	13	2	12	1	2	-	-	2	9	6	30
Rushseba	-	1	2	10	-	4	-	2	-	1	-	-	2	3	2	7
Shafer	-	3	6	24	1	4	1	4	-	-	-	-	-	-	-	8
Sunrise	1	7	38	75	1	10	3	14	-	3	-	-	3	12	2	14
Center City	-	3	2	15	2	6	-	-	-	6	-	-	-	-	-	-
Chisago City	3	5	13	71	6	68	1	7	1	7	-	-	1	5	1	13
City of Harris	-	1	6	17	1	4	1	3	2	3	-	-	3	5	1	6
City of Lindstrom	-	7	19	88	4	39	-	4	2	11	-	-	-	-	-	-
Rush City	-	-	13	33	-	6	1	3	-	6	-	-	-	-	-	-
City of Shafer	-	-	1	10	-	1	-	-	-	-	-	-	-	-	-	-
City of Stacy	2	2	2	16	-	14	-	4	-	6	-	-	-	-	-	3
City of Taylors Falls	-	-	8	35	-	7	-	-	-	-	-	-	-	1	1	2
Totals:	13	50	191	736	26	263	20	95	7	52	-	-	21	73	28	184
*City of Stacy tracking began January 1, 2023																

CHISAGO COUNTY
PLANNING COMMISSION OFFICIAL PROCEEDINGS
October 5, 2023

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, October 5, 2023 at the Chisago County Government Center.

Staff Present: Kurt Schneider, Environmental Services Director; Beth Gervais, Land Services Coordinator; and Nikki Garner, Office Support Specialist.

Chair Yeager called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Board members was taken. Commission members present: Dave Whitney, Chris DuBose, Eric Leivian, Chip Yeager, Jim McCarthy, John Sutcliffe, and Jolene Wille. Absent: None. A quorum was established with all members present. Also present: Ex Officio County Commissioner Rick Greene.

Approval of Agenda – Motion by Sutcliffe to approve the agenda as presented; second by Wille. **Motion passed 7-0.**

Approval of Minutes – Motion by DuBose to approve the September 7, 2023 regular meeting minutes as presented; second by Leivian. **Motion passed 7-0.**

Receive all Materials and Submittals into Record - Motion by Whitney to accept all materials and submittals into the record; second by Sutcliffe. **Motion passed 7-0.** Materials distributed to the Planning Commission in advance of the meeting for their review included staff reports with attachments for agenda items 6a and 6b. Copies of all correspondence and meeting materials were made available for the public.

Public Hearings – New Applications

William & Beverly Payne and Keith Payne – Coordinator Gervais provided a brief background on the request for Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property as requested by property owners William & Beverly Payne and applicant Keith Payne, explaining that the proposed business would offer lawn care and landscaping services from the 20.00± acre subject site located at 38575 Kost Trail in Sunrise Township (PID 09.00225.10). Gervais provided detail about the subject site and surrounding area and explained that the Paynes wished to operate a family-owned contracting business, known as Finishing Touch Lawn Care and Landscape, LLC, from their residence, noting that the business was owned and operated by William Payne and Keith Payne (father and son) who both resided on the subject site.

Gervais reviewed details of the application materials. The Paynes employed a total of eight individuals, including seven part-time employees and one full-time employee. Three of these employees currently resided on the subject site and five resided elsewhere. Employees reported to the office / subject site first before going to a job site. The business would operate year-round with hours during spring, summer, and fall being 7:00 am to 9:00 pm with equipment that may be running from 6:00 am to 10:00 pm. Work would rarely occur outside of this time range, with application materials suggesting that it may happen once or twice a year. The business would operate around the clock during the winter, as they would offer snow removal and ice management services. Services offered in the spring included clean-up and removal of yard debris and waste, fertilization and weed control services, and coordination of irrigation

services. Services in the summer would include complete grounds maintenance services, fertilization and weed control services, coordination of irrigation services, and landscape installation/repairs. Services in the fall would include clean-up and removal of yard debris and waste and coordination of irrigation services. The business would offer residential and commercial snow removal and ice management services during winter months. Additionally, the business would offer tree removal and trimming services on an as-needed basis year round.

The main office building, which was currently under construction and was 12' x 28' (336 sf), was located approximately 30' west of the dwelling and immediately north of the employee parking area. A recently constructed 22' x 25' (550 sf) salt bin was located immediately adjacent to the southernmost pole building. One or both pole buildings would be used for off-season equipment storage, equipment maintenance and repair. The site plan showed that all structures were at least 210' and as much as 970' from the nearest property boundary. The employee parking area was 88' x 25' in size and located on the west / southwest side of the dwelling. The equipment parking area was located adjacent to the two pole buildings and could accommodate four pick-up trucks, 2-5 trailers, a bobcat, and occasionally 1-2 lawnmowers.

In terms of screening, the application materials suggested that sloping elevations between the roadway and structures as well as existing vegetation to the north, south and east provided screening to surrounding property owners. The proposed office building would not include sanitary facilities. Instead, the dwelling would be made available for this purpose. Gervais noted that the County Sanitarian had not expressed any concerns with the intent to use the dwelling's sanitary facilities for business purposes and added that the existing septic system – serving the dwelling – was inspected on September 21, 2023 and found to be compliant.

The Technical Review Committee met with applicant Keith Payne on September 13, 2023 and it was revealed to staff that the business had been operating for three years, with employees and equipment for the past 1 ½ years. Gervais noted that the request for IUP was not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance after learning that an IUP was required. The Committee did not identify any other concerns. The Sunrise Town Board considered the request on September 21, 2023 and recommended approval with no conditions. The 60-day review period was scheduled to expire on November 5, 2023.

Gervais concluded by offering a recommendation of approval with draft Findings of Fact and conditions, and reviewed options available to the Planning Commission.

Chair Yeager invited the applicant to address the Planning Commission. Applicant Keith Payne stepped forward and asked for clarification on recommended conditions pertaining to the number of employees and storage of hazardous waste. Payne stated that most of his employees were part-time and were not all scheduled at one time, so it may be difficult to keep the total number of employees to 10. DuBose asked Payne about current and future employee levels and, in response, Payne stated that there were currently nine employees in addition to himself but he envisioned having as many as 15 employees in the future. Whitney suggested that 10 full-time equivalent (FTE) employees may be a better term for employee count. In regard to the storage and generation of hazardous waste, Payne explained that fertilization and weed control services required chemicals that were currently kept in a dry, locked room in a pole shed with a concrete floor.

Chair Yeager opened the public hearing and sought comment.

Richard Berthiaume of 38406 Kost Trail, Sunrise Township stepped forward and expressed concern over pesticide usage and the licensure required to apply pesticides. In response, Payne confirmed that certain employees had the required license.

With no other persons wishing to speak, **motion** by DuBose to close the public hearing; second by Sutcliffe. **Motion passed** 7-0.

Chair Yeager asked the Planning Commission if they had any additional questions or comments. DuBose offered that he would be agreeable to a maximum of 15 employees, similar to what was allowed for Major Home Occupations, or 10 FTE. Whitney also offered support for 10 FTE. McCarthy asked for clarification on how the hazardous materials and waste would be disposed of and/or stored. Schneider commented that he believed the business would be storing the hazardous materials on-site to be used elsewhere as needed so there wouldn't be a problem with storing of hazardous waste much like a farmer would store fertilizer and pesticides. There was no required County license but there were best practices for handling.

Motion by DuBose to add a condition requiring that all insecticides and fertilizers and similar materials used for business purposes be stored indoors in accordance with accepted practices and State guidelines; second by Whitney. **Motioned passed** 7-0.

Motion by DuBose to amend the recommended condition pertaining to employees in a manner that would allow up to 10 FTE employees; second by McCarthy. **Motion passed** 7-0.

Whitney sought clarification from the applicant about the method for disposal of debris from tree removal services, explaining that he was concerned about debris accumulation. Payne explained that tree removal service was very limited and typically only included removal of small limbs to allow for ease of landscaping services. Payne added that limbs were either dropped off at a composting site in the metro area or brought back to the subject site and burned.

Motion made by DuBose to add a condition requiring that all wood debris be disposed of off-site within 15 days; second by Whitney. **Motion passed** 7-0.

Motion by McCarthy to add a condition requiring the installation of additional screening on the west side of the equipment parking area between the driveway and the salt shed, with allowable screening options including a privacy fence or a staggered double row of 6'+ tall trees spaced 16-foot on center and meeting or exceeding 75% opacity within three years of the approval date; second by Whitney. **Motion passed** 6-1 (Nays: Leivian).

Motion by Whitney to amend the recommended condition pertaining to hours of operation in a manner that would allow the business to operate 24 hours a day, seven days a week during the winter; second by Wille. **Motion passed** 7-0.

Motion by Whitney to eliminate the recommended condition which prohibited the use of back-up alarms on the subject site; second by DuBose. **Motion passed** 6-1 (Nays: McCarthy).

Motion by DuBose to adopt Resolution No. PC2023-1001, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 38575 Kost Trail in Sunrise Township, with Findings of Fact as presented and conditions as amended; second by Leivian. **Motion passed** 7-0.

Conditions as Amended:

1. This Interim Use Permit grants approval for the operation of a lawn care and landscaping Contracting Business Owned and Operated by Persons Residing at the Property, as specifically described in the application materials dated received August 24, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein. No commercial or retail activity, apart from the activities described in the application materials shall be permitted as part of this approval.
2. The Contracting Business shall be allowed to operate Monday through Saturday (no Sundays) year-round with hours of operation being 7:00 am to 9:00 pm during spring, summer, and fall. Equipment may begin warming up on site no earlier than 7:00 am and shall not run on site later than 9:00 pm. Winter hours will vary depending on weather conditions, which means that the business may operate 24 hours a day, seven (7) days a week and equipment may run on site as needed when snow and ice conditions exist.
3. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
4. To mitigate potential adverse impacts related to noise:
 - a. ~~No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off loaded.~~
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
5. The permit holder shall install screening for the equipment storage area. The screening shall be located on the west side of the equipment storage area extending from the driveway to the salt shed. Allowable screening options include a privacy fence and/or two (2) staggered rows of six foot (6') tall coniferous trees planted no greater than sixteen feet (16') on center which meet or exceed 75% opacity within three (3) years of the approval date.
6. In addition to the business owners, the permit holder may employ up to ten (10) full-time equivalent (FTE) employees.
7. Except for the outdoor parking of equipment (i.e., trucks, trailers, and heavy machinery), there shall be no outdoor storage of lawn care and/or landscaping goods or materials used in conjunction with the approved Contracting Business.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. All insecticides and fertilizers and similar materials used for business purposes shall be stored

indoors in accordance with accepted practices and State guidelines.

12. Wood debris shall be disposed of off-site within fifteen (15) days.
13. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.
14. Any expansion of the use – including, but not limited to, the construction of new structures used for the Contracting Business, the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
15. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim 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 Interim 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.

Mackenzie & Megan Johnston – Gervais provided a brief background on property owners' Mackenzie & Megan Johnston's request for an after-the-fact CUP for Major Home Occupation to operate and expand their business known as East Central Sports on their 23.50± acre property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township (PID 06.00058.00). Gervais provided detail about the subject site and surrounding area. Gervais noted that East Central Sports had a 2,000 sf retail location in downtown North Branch and, according to the website, the business specialized in the sale of ATVs and snowmobiles. The owners of East Central Sports resided at the subject site and used it in conjunction with their business activities.

Gervais reviewed details of the application materials. The Johnstons utilized the subject site as their warehouse storage facility. Products were assembled and stored in the existing 60' x 120' pole building and typically transported to the North Branch location. As part of the CUP request, the property owners were proposing a new 60' x 80' (4,800 sf) structure to be used as a cold storage facility. This structure would warehouse crated and unassembled units. Gervais noted that, while the subject site had a split zoning classification of Rural Residential I (RRI) District and Agricultural (AG) District, the proposed structure would be located entirely within the AG District, as was the existing pole building, where there was no limit on the square footage of accessory structures.

The current hours of operation were Monday through Friday, 9:00 am to 6:00 pm. The Johnstons currently employed two full-time employees and one part-time seasonal employee. Gervais commented that the written narrative later suggested that the Johnstons employed a total of five in addition to themselves and suggested that the Planning Commission seek clarification from the applicants on this matter. The site plans showed that there were five customer parking spaces, three employee parking spaces, and two ADA accessible parking spaces located immediately south of the existing pole building. The plans also showed two truck and trailer parking spaces southwest of the existing pole building / south of the proposed structure. The Johnstons believed that they had sufficient space for all customer and employee parking needs.

The Technical Review Committee met with Mac Johnston on September 13, 2023. Johnston shared with the Committee that the subject site was primarily used for storage and assembly of product, with an average of 2-3 customers per day and 1-2 deliveries per week. Johnston added the proposed structure would not increase the number of customers, employees, or traffic. The County Sanitarian recommended a septic compliance inspection. Gervais noted for the Planning Commission that a septic compliance inspection had been completed prior to the October 5, 2023 Planning Commission meeting. Gervais also commented that the request for CUP was not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance and expand the business by constructing a new structure. The Nessel Town Board considered the request on September 12, 2023, and recommended approval with no conditions. The 60-day review period was scheduled to expire on November 5, 2023.

Gervais concluded by offering a recommendation of approval with draft Findings of Fact and conditions, and reviewed options available to the Planning Commission.

Chair Yeager invited the applicants to address the Planning Commission. Property owners Mac and Megan Johnston came forward. DuBose sought clarification from the applicants on the number of employees and if staff's recommended condition limiting the business to five employees on-site at any given time would be sufficient. Mac Johnston responded that there were two full-time employees and one part-time employee in addition to his wife and himself, and the recommended condition would be sufficient. Whitney questioned the types of motorized equipment that East Central Sports sold, why a customer would go to the subject site to pick up equipment rather than the North Branch location, and if there would be any testing of equipment at the subject site. The Johnstons both answered that they sold ATVs, golf carts, dirt bikes, parts, and basically anything that could be categorized as motorsports; their customers would come to the subject site to pick up a particular order that wasn't at the North Branch location; and, they didn't allow any testing of equipment at either the North Branch or Nessel Township location.

Chair Yeager opened the public hearing and sought comment. No members of the audience were present to speak to this request. **Motion** by Sutcliffe to close the public hearing; second by Wille. **Motion passed 7-0.**

Motion by Whitney to eliminate the recommended condition which prohibited the use of back-up alarms on the subject site; second by DuBose. **Motion passed 7-0.**

Motion by Whitney to add a condition prohibiting an exterior track on site for testing or use of ATVs, snowmobiles, or other types of power equipment; second by Leivian. **Motion passed 7-0.**

Motion by DuBose to adopt Resolution No. PC2023-1002, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of a Conditional Use Permit allowing a Major Home Occupation on property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township, with Findings of Fact as presented and conditions as amended; second by Sutcliffe. **Motion passed 7-0.**

Conditions as Amended:

1. This Conditional Use Permit grants approval for a Major Home Occupation involving the use of detached accessory structures, as specifically described in the application materials dated received

August 31, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein.

2. Hours of operation shall be limited to Monday through Friday, 9:00 am to 6:00 pm.
3. The maximum number of employees – in addition to the permit holder – on-site at any given time is five (5). This condition is not intended to prohibit the permit holder from having more than five (5) employees but, rather, to limit the number of employees on-site.
4. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
5. To mitigate potential adverse impacts related to noise:
 - a. ~~No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off loaded.~~
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
6. The permit holder shall accommodate all customer, employee and delivery parking on-site. No such parking shall be allowed on Rush Lake Road / CSAH 1.
7. The permit holder shall ensure adequate year-round access and parking for emergency vehicles on-site, including space to maneuver/turn vehicles.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. There shall be no exterior track on site for customer testing or use of ATVs, snowmobiles, or other types of power equipment.
12. Any expansion of the use – including, but not limited to, the construction of new structures used for the business activity (aside from the one proposed structure included in this request), the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of a Conditional Use Permit Amendment.
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.

Public Hearing – Continued Hearings – None

Old Business – None

New Business – None

William & Beverly Payne and Keith Payne – REVISITED – DuBose shared that he believed the added screening requirement for the Payne IUP request was excessive and suggested that the Planning Commission reconsider the number of trees required. After a lengthy discussion, ***motion*** by DuBose to reconsider the previously adopted motion pertaining to screening by allowing screening options to include either a privacy fence or a single row of 6'+ tall trees planted no greater than 16-foot on center and meeting or exceeding 75% opacity within three years of the approval date; second by Wille. **Motion passed** 4-3 (Ayes: Wille, DuBose, Sutcliffe, and Leivian. Nays: Whitney, McCarthy, and Yeager).

Condition as Amended:

5. The permit holder shall install screening for the equipment storage area. The screening shall be located on the west side of the equipment storage area extending from the driveway to the salt shed. Allowable screening options include a privacy fence and/or ~~two (2) staggered rows~~ one (1) row of six foot (6') tall coniferous trees planted no greater than sixteen feet (16') on center which meet or exceed 75% opacity within three (3) years of the approval date.

Communications and Reports – County Board Liaison Greene shared that the ribbon cutting for the extension of the Sunrise Prairie trail head in Harris would take place on October 13, 2023 beginning at noon. An Age Well event was scheduled for Friday, October 20, 2023 at the Chisago Lakes High School. A Chisago County Operation Community Connect event was scheduled for Thursday, October 19, 2023 from 11:30 am to 2:00 pm at the North Branch High School. Commissioner Greene also stated that the County's preliminary 2024 budget was down to a 3.34% increase over 2023, with budget efforts continuing.

Miscellaneous – Chair Yeager shared that staff incorporated new language into the draft Findings of Fact prepared for the October 5, 2023 meeting which referenced the Planning Commission's site visit. Being that the draft Findings were prepared in advance of the site visits, Yeager encouraged Commissioners to offer comments or suggested amendments during the regular Planning Commission meetings if they felt it necessary.

Adjourn Meeting – ***Motion*** by DuBose to adjourn the meeting; second by Leivian. **Motion passed** 7-0. The meeting was adjourned at 7:55 p.m.

ATTEST:

Chip Yeager
Chair

Beth Gervais
Land Services Coordinator

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 10
Title of Item for Consideration: William & Beverly Payne and applicant Keith Payne Interim Use Permit - Contracting Business	
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 owners William Payne & Beverly Payne and applicant Keith Payne are requesting an Interim Use Permit (IUP) to allow a lawn care and landscaping services Contracting Business Owned and Operated by Persons Residing at the Property. The subject 20± acre property is located at 38575 Kost trail, Sunrise Township (PID #09.00225.10). At their meeting of October 5, 2023, the Planning Commission conducted the requisite public hearing and recommended unanimous (7-0) approval of the Interim Use Permit with conditions, per Resolution No. PC2023-1001. A resolution of the Board of Commissioners consistent with that of the Planning Commission's recommendation is presented for Board consideration Pursuant to Minnesota Statute, the original 60-day agency action deadline was November 5, 2023. Among the options for the County Board at tonight's meeting are the following: • Approve the IUP, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward by County ESD staff in Resolution form; • Consider and Approve the IUP, 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 IUP approval); • The County Board may Deny the IUP 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 60-day period (or 120-day period if extended). Attachments: • Draft Resolution of Approval • Planning Commission Presentation • Planning Commission Staff Report & Hearing Packet • Planning Commission Minutes	
Action Requested/Recommended It is respectfully requested that the Board consider the recommendation of the Planning Commission to approve the Payne Interim Use Permit to allow a Contracting Business Owned and Operated by Persons Residing at the Property. The following is the suggested motion: <i>"Move to Approve Resolution No. 23/1018-_____, a Resolution of the County Board of</i>	

Commissioners of Chisago County, Minnesota, approving the William & Beverly Payne and applicant Keith Payne Interim Use Permit (IUP) to allow a Contracting Business Owned and Operated by Persons Residing at the Property on their 20+/- acre property at 38575 Kost trail, Sunrise Township (PID #09.00225.10)” [as may be amended by the Board]

Implications of Action – Recommended Board action approves the requested IUP. The IUP will expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.

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 IUP must be satisfied and cannot be modified, removed, expanded, or revoked without due process.

Administrator’s Recommendation

Approve _____

Deny _____

Other CEB

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Interim Use Permit for Contracting Business Owned and Operated by Persons Residing at the Property

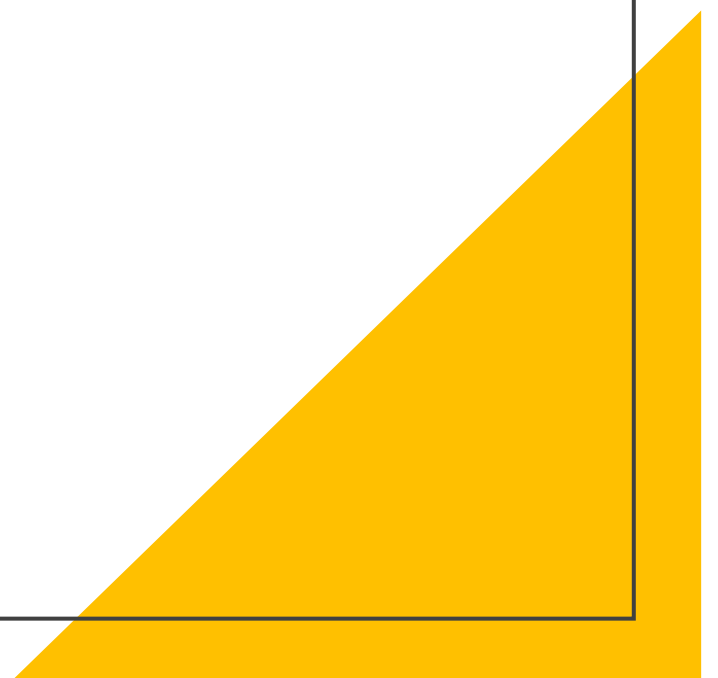
William & Beverly Payne

Keith Payne

38575 Kost Trail

Sunrise Township

PID 09.00225.10





Background

Property owners William & Beverly Payne and applicant Keith Payne are requesting an Interim Use Permit (IUP) to allow a *Contracting Business Owned and Operated by Persons Residing at the Property* on 20.00± acres in the Agricultural (AG) District. The proposed business will offer lawn care and landscaping services.

Site Analysis

- Subject site is 20.00± acres in size
- Located approximately four-tenths of a mile south of St. Croix Trail / TH 95 on the east side of Kost Trail in Sunrise Township
- Site has been developed with a dwelling, two pole buildings, a recently constructed salt bin used for the Contracting Business, and a new structure intended to be an office for the proposed Contracting Business is currently under construction
- Zoned Agricultural (AG) District and surrounded entirely by AG District
- Properties in the general area range in size from 3 acres to 59 acres, with the majority of properties currently used for residential and/or agricultural purposes



Proposal Analysis

The Paynes wish to operate a family-owned Contracting Business, known as Finishing Touch Lawn Care and Landscape, LLC, from their residence. The application materials and clarification received from the applicant offer the following information:

Employees:

- The business is owned and operated by William Payne and Keith Payne (father and son) who both reside on the subject site.
- The Paynes employ a total of eight individuals, including seven part-time employees and one full-time employee. Three of these employees currently reside on the subject site and five reside elsewhere.
- Employees report to the office / subject first before going to a job site.

Hours of Operation:

- The business operates year-round.
- Hours during spring, summer, and fall are 7:00 am to 9:00 pm. Equipment may be running from 6:00 am to 10:00 pm. Work very rarely occurs outside of this time range, with the application materials suggesting that it may happen once or twice a year.
- The business operates around the clock during the winter, as they offer snow removal and ice management services.

Services Offered:

- Spring – clean-up and removal of yard debris and waste, fertilization and weed control services, and coordination of irrigation services.
- Summer – complete grounds maintenance services, fertilization and weed control services, coordination of irrigation services, and landscape installation / repairs.
- Fall – clean-up and removal of yard debris and waste and coordination of irrigation services.
- Winter – residential and commercial snow removal and ice management.
- All seasons – tree removal and trimming services on an as-needed basis.

Proposal Analysis, cont.

Buildings / Structures:

- The main office building, which is currently under construction, is located approximately 30' west of the dwelling and immediately north of the employee parking area. The building size is 12' x 28' (336 sf).
- A recently constructed 22' x 25' (550 sf) salt bin is located immediately adjacent to the southernmost pole building. This bin stores all the salt needed for winter services.
- One or both of the pole buildings is used to store off-season equipment. Equipment maintenance and repair is also done within the pole building(s).
- The site plan shows that all structures are at least 210' and as much as 970' from the nearest property boundary.

Parking:

- Employee parking is located on the west / southwest side of the dwelling. The parking area is 88' x 25' and is reported to accommodate parking for all employees.
- Equipment parking is located adjacent to the two pole buildings. This parking area accommodates four pickup trucks, 2-5 trailers, a bobcat, and occasionally 1-2 lawnmowers.

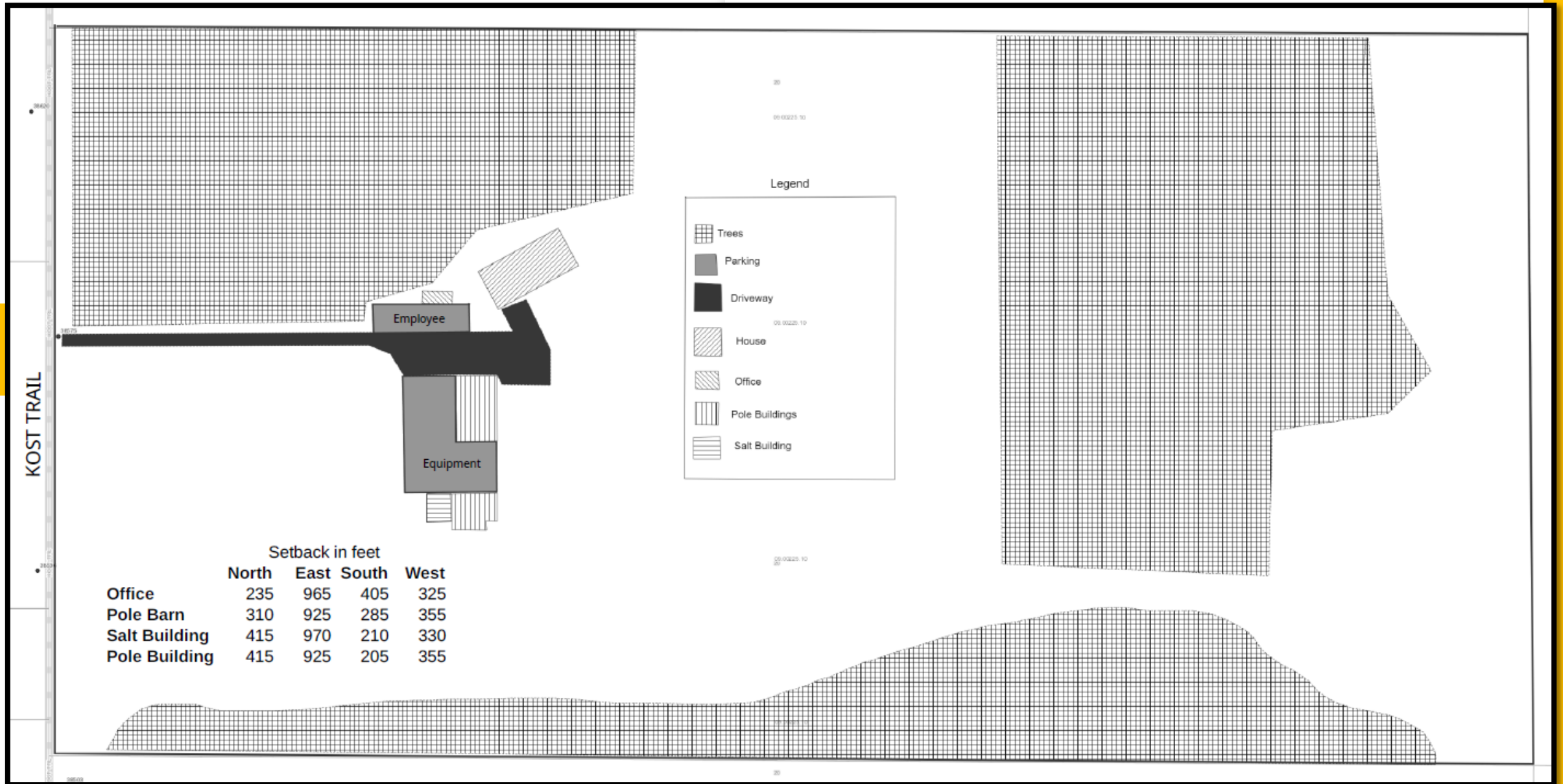
Screening:

- The applicant commented that sloping elevations between the roadway and structures as well as existing vegetation to the north, south and east provide screening to surrounding property owners.

Sanitary Facilities:

- The proposed office building will not include sanitary facilities. Instead, the dwelling will be made available for this purpose.
- The County Sanitarian did not express any concerns with the intent to use the dwelling's sanitary facilities for business purposes.
- At the recommendation of the County Sanitarian, the existing septic system – serving the dwelling – was inspected on September 21, 2023 and found to be compliant.

Site Plan



Review Process

Technical Review Committee

September 13, 2023

- It was revealed to staff that the business has been operating for three years, with employees and equipment for the past 1 ½ years. Staff notes that this request for IUP is not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance after learning that an IUP was required.
- The Committee did not identify any other concerns.

Sunrise Town Board

September 21, 2023

- Recommended approval with no conditions

State Mandated Review Period

- 60-day review period expires on November 5, 2023

Staff Recommendation

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. 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 request with conditions.

Staff notes that, in an effort to address potential negative impacts to surrounding properties / property owners, the recommended conditions include limiting business activity to Monday – Saturday (no Sunday activity) with no business activity beginning before 7:00 am and no business activity taking place after 9:00 pm except for during the winter when business activity is based on unpredictable weather conditions (refer to condition no. 2). Condition no. 3 also includes noise mitigation measures.

Recommended Conditions 1-6:

1. This Interim Use Permit grants approval for the operation of a lawn care and landscaping Contracting Business Owned and Operated by Persons Residing at the Property, as specifically described in the application materials dated received August 24, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein. No commercial or retail activity, apart from the activities described in the application materials shall be permitted as part of this approval.
2. The Contracting Business shall be allowed to operate Monday through Saturday (no Sundays) year-round with hours of operation being 7:00 am to 9:00 pm during spring, summer, and fall. Equipment may begin warming up on site no earlier than 7:00 am and shall not run on site later than 9:00 pm. Winter hours will vary depending on weather conditions, which means that the business may operate 24 hours a day and equipment may run on site as needed when snow and ice conditions exist.
3. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
4. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
5. In addition to the business owners, the permit holder may employ up to ten (10) employees.
6. Except for the outdoor parking of equipment (i.e., trucks, trailers, and heavy machinery), there shall be no outdoor storage of lawn care and/or landscaping goods or materials used in conjunction with the approved Contracting Business.

Staff Recommendation, Cont.

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. 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 request with conditions.

Staff notes that, in an effort to address potential negative impacts to surrounding properties / property owners, the recommended conditions include limiting business activity to Monday – Saturday (no Sunday activity) with no business activity beginning before 7:00 am and no business activity taking place after 9:00 pm except for during the winter when business activity is based on unpredictable weather conditions (refer to condition no. 2). Condition no. 3 also includes noise mitigation measures.

Recommended Conditions 7-12 :

7. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
8. No hazardous waste shall be generated or stored on the subject site.
9. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
10. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the Contracting Business, the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim 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 Interim 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 & Action Requested

OPTIONS

1. Recommend that the County Board **approve** the Interim Use Permit with Findings of Fact and conditions presented or amended.
2. Should the Planning Commission determine that the proposed Interim 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 Interim Use Permit based on factors deemed appropriate. *(Note: If the Commission considers this option, specific factor(s) for denial should be included in the motion.)*
3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. Being that the review period expires on November 5, 2023 and the next regularly scheduled Planning Commission meeting is on November 2, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-1001, a resolution recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 38575 Kost Trail in Sunrise Township, with Findings of Fact and conditions as presented or amended.



Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Interim Use Permit for Contracting Business Owned and Operated by Persons Residing at the Property
 38575 Kost Trail, Sunrise Township
 DATE: October 5, 2023

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider a request for an Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property on 20.00± acres in the Agricultural (AG) District.

SITE & APPLICATION INFORMATION

Applicant(s):	William Payne and Keith Payne
Property Owner(s):	William & Beverly Payne
Location:	38575 Kost Trail Sunrise Township Section 20, Township 35, Range 20
PID:	09.00225.10
Property Area:	20.00± 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:	August 24, 2023
Date Application Complete:	September 6, 2023
60-Day Review Period:	November 5, 2023

BACKGROUND

Property owners William & Beverly Payne and applicant Keith Payne are requesting an Interim Use Permit (IUP) to allow a Contracting Business Owned and Operated by Persons Residing at the Property (Contracting Business) on 20.00± acres in the Agricultural (AG) District. The proposed business will offer lawn care and landscaping services.



SITE ANALYSIS

The 20.00± acre subject site is located approximately four-tenths (.4) of a mile south of St. Croix Trail / TH 95 on the east side of Kost Trail in Sunrise Township. Topography of the site includes fairly level elevations ranging from 867' to 883'; pockets of heavy forestation in the northwest corner, along much of the southern property boundary, and a band across the eastern portion of the site; and, two wetland areas. The site has been developed with a dwelling, two pole buildings, a recently constructed salt bin used for the Contracting Business, and a new structure intended to be an office for the proposed Contracting Business is currently under construction. The subject site is located in the AG District and is entirely surrounded by the AG District. Properties in the general area range in size from 3 acres to 59 acres, with the majority of properties currently used for residential and/or agricultural purposes. The general area is heavily wooded.

PROPOSAL ANALYSIS

The property owners and applicant wish to operate a family-owned Contracting Business, known as Finishing Touch Lawn Care and Landscape, LLC, from their residence located at 38575 Kost Trail in Sunrise Township. The application materials and clarification received from the applicant offer the following information:

Employees:

- The business is owned and operated by William Payne and Keith Payne (father and son) who both reside on the subject site.
- The Paynes employ a total of eight individuals, including seven part-time employees and one full-time employee. Three of these employees currently reside on the subject site and five reside elsewhere.
- Employees report to the office / subject first before going to a job site.

Hours of Operation:

- The business operates year-round.
- Hours during spring, summer, and fall are 7:00 am to 9:00 pm. Equipment may be running from 6:00 am to 10:00 pm. Work very rarely occurs outside of this time range, with the application materials suggesting that it may happen once or twice a year.
- The business operates around the clock during the winter, as they offer snow removal and ice management services.

Services Offered:

- Spring – clean-up and removal of yard debris and waste, fertilization and weed control services, and coordination of irrigation services.
- Summer – complete grounds maintenance services, fertilization and weed control services, coordination of irrigation services, and landscape installation / repairs.
- Fall – clean-up and removal of yard debris and waste and coordination of irrigation services.
- Winter – residential and commercial snow removal and ice management.
- All seasons – tree removal and trimming services on an as-needed basis.

Buildings / Structures:

- The main office building, which is currently under construction, is located approximately 30' west of the dwelling and immediately north of the employee parking area. The building size is 12' x 28' (336 sf).

- A recently constructed 22' x 25' (550 sf) salt bin is located immediately adjacent to the southernmost pole building. This bin stores all the salt needed for winter services.
- One or both of the pole buildings is used to store off-season equipment. Equipment maintenance and repair is also done within the pole building(s).
- The site plan shows that all structures are at least 210' and as much as 970' from the nearest property boundary.

Parking:

- Employee parking is located on the west / southwest side of the dwelling. The parking area is 88' x 25' and is reported to accommodate parking for all employees.
- Equipment parking is located adjacent to the two pole buildings. This parking area accommodates four pickup trucks, 2-5 trailers, a bobcat, and occasionally 1-2 lawnmowers.

Screening:

- The applicant commented that sloping elevations between the roadway and structures as well as existing vegetation to the north, south and east provide screening to surrounding property owners.

Sanitary Facilities:

- The proposed office building will not include sanitary facilities. Instead, the dwelling will be made available for this purpose.
- The County Sanitarian did not express any concerns with the intent to use the dwelling's sanitary facilities for business purposes.
- At the recommendation of the County Sanitarian, the existing septic system – serving the dwelling – was inspected on September 21, 2023 and found to be compliant.

REVIEW PROCESS

As part of the review process, the Technical Review Committee met with applicant Keith Payne on September 13, 2023. The group discussed plans for sanitary facilities. It was revealed to staff that the business has been operating for three years, with employees and equipment for the past 1 ½ years. Staff notes that this request for IUP is not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance after learning that an IUP was required. The Committee did not identify any other concerns.

The Sunrise Town Board considered the request at its September 21, 2023 meeting and recommended approval with no conditions.

The application was submitted on August 24, 2023 and deemed complete on September 6, 2023. The State mandated 60-day review period expires on November 5, 2023.

FINDINGS OF FACT

Zoning Ordinance Section 8.04-1 (Interim Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed interim 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 identifies as a policy the allowance “for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas ...” (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.*
- 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 Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on Kost Trail; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, the Sunrise Town Board / Road Authority did not identify any concerns with the proposed use in relation to existing public facilities.*
- 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 use – including structures and parking areas used for business purposes – is reported by the applicants to be located no closer than approximately 210’ from the closest property boundary and there is well-established vegetation by way of heavy forestation between the business activities and the north, south, and east property boundaries. Business activities are screened from the west property boundary by sloping elevations. Therefore, the County finds that distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of specific conditions will mitigate potential negative impacts, such as noise, so as to neither cause undue negative impact nor deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;*
- Finding #4 The proposed Contracting Business will utilize existing structures for office, storage, and maintenance purposes as well as utilize land immediately adjacent to these structures for staff and equipment parking. After reviewing the application materials and the Planning Commission having conducted a site visit on October 4, 2023, the County finds no evidence to suggest that the proposed use will have an appearance that will have an adverse effect upon adjacent properties. Further, the County finds that the appearance of the structures is consistent with the appearance of structures commonly found throughout the Agricultural District.*
- 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 specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County’s official land use controls.*

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	<i>The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Through close evaluation of the request and the establishment of specific conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.</i>
Factor #7	The proposed use will not cause traffic hazard or congestion; and
Finding #7	<i>Aside from a slight increase in traffic related to employees arriving for work at the beginning of their shift and departing from work at the end of their shift, there will be no added traffic to and from the site. There will be no retail or customer drop-in components associated with this proposed business. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, the Sunrise Town Board / Road Authority has not identified traffic hazards or congestion as a concern.</i>
Factor #8	The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.
Finding #8	<i>While there is no indication that the proposed use will adversely impact nearby properties in terms of glare, there may be concerns related to general unsightliness if equipment and materials are not screened and noise from arrival / departure of employees and running equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of conditions which address these mitigation efforts. If these measures are implemented, the County finds that the proposed use will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.</i>

STAFF RECOMMENDATION

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. 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 request with conditions (see below) and has prepared a resolution for the Commission's consideration.

Staff notes that, in an effort to address potential negative impacts to surrounding properties / property owners, the recommended conditions include limiting business activity to Monday – Saturday (no Sunday activity) with no business activity beginning before 7:00 am and no business activity taking place after 9:00 pm except for during the winter when business activity is based on unpredictable weather conditions (refer to condition no. 2). Condition no. 3 also includes noise mitigation measures.

Recommended Condition(s):

1. This Interim Use Permit grants approval for the operation of a lawn care and landscaping Contracting Business Owned and Operated by Persons Residing at the Property, as specifically described in the application materials dated received August 24, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein. No commercial or retail activity, apart from the activities described in the application materials shall be permitted as part of this approval.

2. The Contracting Business shall be allowed to operate Monday through Saturday (no Sundays) year-round with hours of operation being 7:00 am to 9:00 pm during spring, summer, and fall. Equipment may begin warming up on site no earlier than 7:00 am and shall not run on site later than 9:00 pm. Winter hours will vary depending on weather conditions, which means that the business may operate 24 hours a day and equipment may run on site as needed when snow and ice conditions exist.
3. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
4. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
5. In addition to the business owners, the permit holder may employ up to ten (10) employees.
6. Except for the outdoor parking of equipment (i.e., trucks, trailers, and heavy machinery), there shall be no outdoor storage of lawn care and/or landscaping goods or materials used in conjunction with the approved Contracting Business.
7. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
8. No hazardous waste shall be generated or stored on the subject site.
9. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
10. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the Contracting Business, the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim 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 Interim 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 Interim Use Permit with Findings of Fact and conditions presented or amended.
2. Should the Planning Commission determine that the proposed Interim 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 Interim Use Permit based on factors deemed

appropriate. *(Note: If the Commission considers this option, specific factor(s) for denial should be included in the motion.)*

3. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. Being that the review period expires on November 5, 2023 and the next regularly scheduled Planning Commission meeting is on November 2, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-1001, a resolution recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 38575 Kost Trail in Sunrise Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials:
 - a. Application
 - b. Written narrative
 - c. Site plans
2. Aerial photo (1) – subject site
3. Aerial photo (2) – vicinity map
4. Draft Resolution No. PC2023-1001

CC: William & Beverly Payne, property owners
Keith Payne, applicant
County file



Chisago County Department of Environmental Services
Planning & Zoning Application

Permit # 23-1541

Township Sunrise S/T/R 20/035/020 PID# 09.00225.10

Project Address 38575 Kost Trl, North Branch, MN 55056

Property Owner(s) William & Beverly Payne

Mailing Address (If Different from Project Address) _____

Phone# [REDACTED] Email [REDACTED]

Applicant(s) William Payne & Keith Payne

Mailing Address (If Different from Project Address) _____

Phone# [REDACTED] Email [REDACTED]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

- ☐ Variance
☐ Administrative Appeal

Planning Commission

- ☐ Conditional Use Permit (CUP)
☒ Interim Use Permit (IUP)
☐ Amendment to CUP or IUP

- ☐ Preliminary Plat
☐ Rezoning
☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) See Attached IUP for Contracting Business in AG District

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

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

William Payne Keith Payne
Applicant Signature

7-3-23
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	\$ <u>525</u>	Application Received	<u>8-24-23</u>
Recording Fee	\$ <u>46</u>	Application Complete	<u>9-6-23</u>
Plat Fee – No Road(s) / With Road(s)	\$ _____	60 / 120 Day Review Period	<u>11-5-23</u>
Septic Compliance Fee	\$ _____	Extended Review Period	_____
Wetland Fee	\$ _____		
TOTAL FEE	\$ <u>571</u>		



Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township Sunrise S/T/R S20, T35, R20 PID# 09.00225.10

Project Address 38575 Kost Trl, North Branch, MN 55056

Property Owner(s) William & Beverly Payne

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Applicant(s) William Payne & Keith Payne

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

- ☐ Variance
☐ Administrative Appeal

Planning Commission

- ☐ Conditional Use Permit (CUP)
☒ Interim Use Permit (IUP)
☐ Amendment to CUP or IUP

- ☐ Preliminary Plat
☐ Rezoning
☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) See Attached IUP for
Contracting Business in AG District

William Payne Keith Payne
Applicant Signature

7-3-23
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 OCT 5, 2023 Date of Township Presentation SEPT 21, 2023

Township Action Taken (Township Use Only)

- ☒ Recommendation of Approval ☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

APPROVAL - NO CONDITIONS

Signatures of Township Officials or Authorized Personnel

Mark Delaney Casey Peltola Dan Hauser
Ray Z. Stein

Finishing Touch Lawn Care and Landscape LLC
38575 Kost Trl
North Branch, MN 55056
[REDACTED]

We are a small family-owned company. There are 2 owners of the company that are father and son, and both reside in the same residence as the business. There is 1 part time employee that is family, and does not reside in the same residence as the business. There is 1 part time employee that is family, and does reside in the same residence as the business. There is 1 full time employee that is family, and does reside in the same residence as the business. There are 4 part time employees that are not family, and do not reside in the same residence as the business. There is 1 part time employee that is not family, and does reside in the same residence as the business. That totals 8 employees and 2 owners.

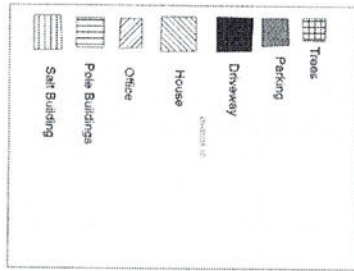
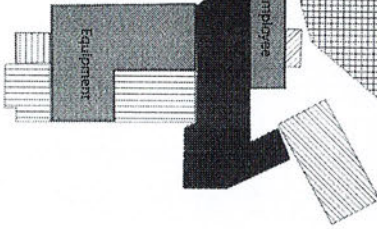
On the west side of the house is where the employee parking is located, and there are adequate spaces for all of our employees. The size of the employee parking is 88' long by 25' wide. The office building will be located on the west side of the house, 30' away from the house, next to the employee parking, the office building is 12' wide by 28' long by 7' high/lofted barn. On the south side of the house there is a new salt bin for storing all the salt needed for the winter services, the salt bin is 12' high by 25' long by 22' wide. There is a pole barn that we use to store off season equipment and is where repairs are done on all the equipment, trucks and trailers are parked on the west side of the pole barn.

We operate all year long. In the winter we provide services for both residential and business locations. We provide snow removal and ice management services. In the spring we provide cleanup and removal of yard debris and waste, fertilization and weed control services, and we also coordinate irrigation services. In the summer we provide complete grounds maintenance services, fertilization and weed control services, continue irrigation service coordination, and provide landscape installation as well as repairs to existing landscapes. In the fall we provide cleanup and removal of yard debris and waste, and coordinate irrigation services. Year round we coordinate tree removal and trimming services, but only on an as needed basis.

Payne
38575 Kost Trl
R. Ranch MN 55056

KOST TRAIL

	Setback in feet			
	North	East	South	West
Office	235	965	405	325
Pole Barn	310	925	285	355
Salt Building	415	970	210	330
Pole Building	415	925	205	355



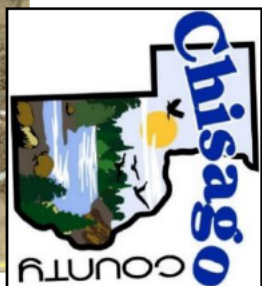
William & Beverly Payne and Keith Payne – Property owners William & Beverly Payne and applicant Keith Payne are requesting an Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business will offer lawn care and landscaping services. The 20.00± acre subject site is zoned Agricultural (AG) District and located at 38575 Kost Trail in Sunrise Township, S20, T35, R20 (PID 09.00225.10).

Payne Property - 



William & Beverly Payne and Keith Payne – Property owners William & Beverly Payne and applicant Keith Payne are requesting an Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business will offer lawn care and landscaping services. The 20.00± acre subject site is zoned Agricultural (AG) District and located at 38575 Kost Trail in Sunrise Township, S20, T35, R20 (PID 09.00225.10).

Payne Property - 



RESOLUTION NO. PC2023-1001

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF AN INTERIM USE PERMIT ALLOWING A CONTRACTING BUSINESS
OWNED AND OPERATED BY PERSONS RESIDING AT THE PROPERTY ON PROPERTY LOCATED
AT 38575 KOST TRAIL IN SUNRISE TOWNSHIP**

WHEREAS, property owners William & Beverly Payne and applicant Keith Payne submitted an application dated received August 24, 2023 and considered complete on September 6, 2023 for an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 38575 Kost Trail in Sunrise Township; and

WHEREAS, the subject site is located in the Agricultural (AG) District; and

WHEREAS, the subject site is 20.00± acres in size and legally described as:

PID 09.00225.10

*The South Half of Southwest Quarter of Northeast Quarter of Section Twenty (20),
Township Thirty-five (35), Range Twenty (20), of Chisago County, Minnesota.*

WHEREAS, notice was provided and on October 5, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant(s) and/or property owner(s), and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Interim Use Permits and made the following findings per Zoning Ordinance Section 8.04-1, C.:

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

Finding #1 The Chisago County Comprehensive Plan identifies as a policy the allowance “for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas ...” (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.

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 Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on Kost Trail; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, the Sunrise Town Board / Road Authority did not identify any concerns with the proposed use in relation to existing public facilities.

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	<i>The proposed use – including structures and parking areas used for business purposes – is reported by the applicants to be located no closer than approximately 210’ from the closest property boundary and there is well-established vegetation by way of heavy forestation between the business activities and the north, south, and east property boundaries. Business activities are screened from the west property boundary by sloping elevations. Therefore, the County finds that distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of specific conditions will mitigate potential negative impacts, such as noise, so as to neither cause undue negative impact nor deter future development.</i>
Factor #4	The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
Finding #4	<i>The proposed Contracting Business will utilize existing structures for office, storage, and maintenance purposes as well as utilize land immediately adjacent to these structures for staff and equipment parking. After reviewing the application materials and the Planning Commission having conducted a site visit on October 4, 2023, the County finds no evidence to suggest that the proposed use will have an appearance that will have an adverse effect upon adjacent properties. Further, the County finds that the appearance of the structures is consistent with the appearance of structures commonly found throughout the Agricultural District.</i>
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	<i>The Chisago County Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County’s official land use controls.</i>
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	<i>The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Through close evaluation of the request and the establishment of specific conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.</i>
Factor #7	The proposed use will not cause traffic hazard or congestion; and
Finding #7	<i>Aside from a slight increase in traffic related to employees arriving for work at the beginning of their shift and departing from work at the end of their shift, there will be no added traffic to and from the site. There will be no retail or customer drop-in components associated with this proposed business. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, the Sunrise Town Board / Road Authority has not identified traffic hazards or congestion as a concern.</i>

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

Finding #8 *While there is no indication that the proposed use will adversely impact nearby properties in terms of glare, there may be concerns related to general unsightliness if equipment and materials are not screened and noise from arrival / departure of employees and running equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of conditions which address these mitigation efforts. If these measures are implemented, the County finds that the proposed use will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.*

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

1. This Interim Use Permit grants approval for the operation of a lawn care and landscaping Contracting Business Owned and Operated by Persons Residing at the Property, as specifically described in the application materials dated received August 24, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein. No commercial or retail activity, apart from the activities described in the application materials shall be permitted as part of this approval.
2. The Contracting Business shall be allowed to operate Monday through Saturday (no Sundays) year-round with hours of operation being 7:00 am to 9:00 pm during spring, summer, and fall. Equipment may begin warming up on site no earlier than 7:00 am and shall not run on site later than 9:00 pm. Winter hours will vary depending on weather conditions, which means that the business may operate 24 hours a day and equipment may run on site as needed when snow and ice conditions exist.
3. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
4. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
5. In addition to the business owners, the permit holder may employ up to ten (10) employees.
6. Except for the outdoor parking of equipment (i.e., trucks, trailers, and heavy machinery), there shall be no outdoor storage of lawn care and/or landscaping goods or materials used in conjunction with the approved Contracting Business.
7. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
8. No hazardous waste shall be generated or stored on the subject site.
9. Any fuel storage at the subject site shall be in accordance with MPCA regulations.

10. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the Contracting Business, the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim 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 Interim 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 5th day of October, 2023.

Chris DuBose _____
Eric Leivian _____
Jim McCarthy _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Chip Yeager
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 23/1018-_____
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING AN INTERIM USE PERMIT ALLOWING A CONTRACTING
BUSINESS OWNED AND OPERATED BY PERSONS RESIDING AT THE PROPERTY ON
PROPERTY LOCATED AT 38575 KOST TRAIL IN SUNRISE TOWNSHIP**

WHEREAS, property owners William Payne & Beverly Payne and applicant Keith Payne submitted an application dated received August 24, 2023 and considered complete on September 6, 2023 for an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 38575 Kost Trail in Sunrise Township; and

WHEREAS, the subject site is located in the Agricultural (AG) District; and

WHEREAS, the subject site is 20.00± acres in size and legally described as:

PID 09.00225.10
*The South Half of Southwest Quarter of Northeast Quarter of Section Twenty (20),
Township Thirty-five (35), Range Twenty (20), of Chisago County, Minnesota.*

WHEREAS, notice was provided and on October 5, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit with conditions per Resolution No. PC2023-1001; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its October 18, 2023 meeting and made the following findings per Zoning Ordinance Section 8.04-1, C.:

- | | |
|-------------------|---|
| Factor #1 | The [proposed action is consistent with the] Comprehensive Plan and development policies of the County; |
| <i>Finding #1</i> | <i>The Chisago County Comprehensive Plan identifies as a policy the allowance “for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas ...” (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.</i> |
| 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; |
| <i>Finding #2</i> | <i>The proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on Kost Trail; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, the Sunrise Town Board / Road Authority did not identify any concerns with the proposed use in relation to existing public facilities.</i> |

- 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 use – including structures and parking areas used for business purposes – is reported by the applicants to be located no closer than approximately 210' from the closest property boundary and there is well-established vegetation by way of heavy forestation between the business activities and the north, south, and east property boundaries. Business activities are screened from the west property boundary by sloping elevations. Therefore, the County finds that distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of specific conditions will mitigate potential negative impacts, such as noise, so as to neither cause undue negative impact nor deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
- Finding #4 *The proposed Contracting Business will utilize existing structures for office, storage, and maintenance purposes as well as utilize land immediately adjacent to these structures for staff and equipment parking. After reviewing the application materials and the Planning Commission having conducted a site visit on October 4, 2023, the County finds no evidence to suggest that the proposed use will have an appearance that will have an adverse effect upon adjacent properties. Further, the County finds that the appearance of the structures is consistent with the appearance of structures commonly found throughout the Agricultural District.*
- 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 specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County's official land use controls.*
- 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 *The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Through close evaluation of the request and the establishment of specific conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.*
- Factor #7 The proposed use will not cause traffic hazard or congestion; and
- Finding #7 *Aside from a slight increase in traffic related to employees arriving for work at the beginning of their shift and departing from work at the end of their shift, there will be no added traffic to and from the site. There will be no retail or customer drop-in components associated with this proposed business. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, the Sunrise Town Board / Road Authority has not identified traffic hazards or congestion as a concern.*
- Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.
- Finding #8 *While there is no indication that the proposed use will adversely impact nearby properties in terms of glare, there may be concerns related to general unsightliness if*

equipment and materials are not screened and noise from arrival / departure of employees and running equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, sloping elevations, and the implementation of conditions which address these mitigation efforts. If these measures are implemented, the County finds that the proposed use will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the request for Interim Use Permit, subject to the following conditions:

1. This Interim Use Permit grants approval for the operation of a lawn care and landscaping Contracting Business Owned and Operated by Persons Residing at the Property, as specifically described in the application materials dated received August 24, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein. No commercial or retail activity, apart from the activities described in the application materials shall be permitted as part of this approval.
2. The Contracting Business shall be allowed to operate Monday through Saturday (no Sundays) year-round with hours of operation being 7:00 am to 9:00 pm during spring, summer, and fall. Equipment may begin warming up on site no earlier than 7:00 am and shall not run on site later than 9:00 pm. Winter hours will vary depending on weather conditions, which means that the business may operate 24 hours a day, seven (7) days a week and equipment may run on site as needed when snow and ice conditions exist.
3. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
4. To mitigate potential adverse impacts related to noise, the permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
5. The permit holder shall install screening for the equipment storage area. The screening shall be located on the west side of the equipment storage area extending from the driveway to the salt shed. Allowable screening options include a privacy fence and/or one (1) row of six foot (6') tall coniferous trees planted no greater than sixteen feet (16') on center which meet or exceed 75% opacity within three (3) years of the approval date.
6. In addition to the business owners, the permit holder may employ up to ten (10) full-time equivalent (FTE) employees.
7. Except for the outdoor parking of equipment (i.e., trucks, trailers, and heavy machinery), there shall be no outdoor storage of lawn care and/or landscaping goods or materials used in conjunction with the approved Contracting Business.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. All insecticides and fertilizers and similar materials used for business purposes shall be stored indoors in accordance with accepted practices and State guidelines.
12. Wood debris shall be disposed of off-site within fifteen (15) days.

13. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by either William Payne or Keith Payne.
14. Any expansion of the use – including, but not limited to, the construction of new structures used for the Contracting Business, the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
15. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim 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 Interim 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: October 18, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 11
Title of Item for Consideration: Mackenzie & Megan Johnston Conditional Use Permit - Major Home Occupation East Central Sports	
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 owners Mackenzie Johnston & Megan Johnston are requesting a Conditional Use Permit (CUP) for a Major Home Occupation to operate and expand their business known as East Central Sports. The subject site is located at 4840 Rush Lake Road / CSAH 1 in Nessel Township (PID #06.00058.00). At their meeting of October 5, 2023, the Planning Commission conducted the requisite public hearing and recommended unanimous approval (7-0) of the Conditional Use Permit with conditions, per Resolution No. PC2023-1002. 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 60-day agency action deadline is November 5, 2023. Among the options for the County Board at tonight's meeting are the following: • Approve 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 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 IUP approval); • The County Board may extend the initial 60-day period (up to a total of 120 days), if, before the end of the initial 60-day period, it notifies the landowner in writing of its intent to take additional time to consider the application, the reasons for the extension, and anticipated length of the extension (Minn. Stat. 15.99, Subd. 3(c)). • 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 initial 60-day period (or 120-day period if extended). Attachments: • Draft Resolution of Approval 23/1018-__ • Planning Commission Presentation • Planning Commission Staff Report & Hearing Packet • Planning Commission Minutes (draft)	
Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the Mackenzie & Megan Johnston request for a Major Home Occupation Conditional Use Permit to operate East Central Sports at 4840 Rush Lake Road	

/ CSAH 1 in Nessel Township. The following is the suggested language for the motion:

“Move to Approve Resolution No. 23/1018_____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving applicants Mackenzie Johnston & Megan Johnston requested Conditional Use Permit (CUP) for a Major Home Occupation to operate and expand their business known as East Central Sports at 4840 Rush Lake Road / CSAH 1 in Nessel Township (PID #06.00058.00)”

Implications of Action – Recommended Board action grants the requested Conditional Use Permit and allows, subject to 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 CEB

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Conditional Use Permit for Major Home Occupation

**Mackenzie & Megan Johnston
4840 Rush Lake Road / CSAH 1
Nessel Township
PID 06.00058.00**

Background

Property owners Mackenzie & Megan Johnston are requesting an after-the-fact CUP for Major Home Occupation in order to operate and expand their business known as East Central Sports on their 23.50± acre property located at 4840 Rush Lake Road / CSAH 1 in the RRI District / AG District. East Central Sports has a retail location in downtown North Branch and, according to their website, specializes in the sale of ATVs and snowmobiles. The owners of East Central Sports reside at the subject site and also use it in conjunction with their business activities.

Site Analysis

- Site is 23.50± acres in size
- Located approximately one mile west of I-35 at the northeast corner of Rush Lake Road / CSAH 1 and Evergreen Avenue / CSAH 9
- Site has a split zoning classification of RRI District and AG District. The southernmost portion of the property – being approximately 2.4 acres in size – is located in the RRI District and the balance of the site – being approximately 21.1 acres in size – is located in the AG District
- Surrounding properties to the south, southwest, and southeast are located in the RRI District, whereas surrounding properties to the north, northwest, and northeast are located in the AG District
- Site is currently developed with a dwelling and attached garage, a 60' x 120' (7,200 sf) pole building, and a 28' x 60' (1,680 sf) shed
- Surrounding properties vary widely in size from 1 acre to 40 acres. There are several residentially developed properties immediately adjacent to the subject site, as well as several properties which appear to have a strong agricultural focus



Proposal Analysis

The application materials offer the following information:

Existing Operation:

- The Johnstons own a 2,000 sf retail location in North Branch and utilize the subject site as their warehouse storage facility. Products are assembled and stored at the subject site and typically transported to the North Branch location.
- The existing 60' x 120' pole building is the shop used in conjunction with the business.

Proposed Expansion:

- The Johnstons are proposing the construction of a 60' x 80' (4,800 sf) structure to be used as a cold storage facility. This structure will warehouse crated and unassembled units.
- The proposed structure is shown to be located 25' west of the existing pole building. Staff notes that the proposed location is entirely within the AG District where there is no limit on the square footage of accessory structures.
- The existing structure has reached capacity and the new structure is needed to keep all equipment indoors.

Hours of Operation:

- The current hours of operation are Monday through Friday, 9:00 am to 6:00 pm.
-

Proposal Analysis, cont.

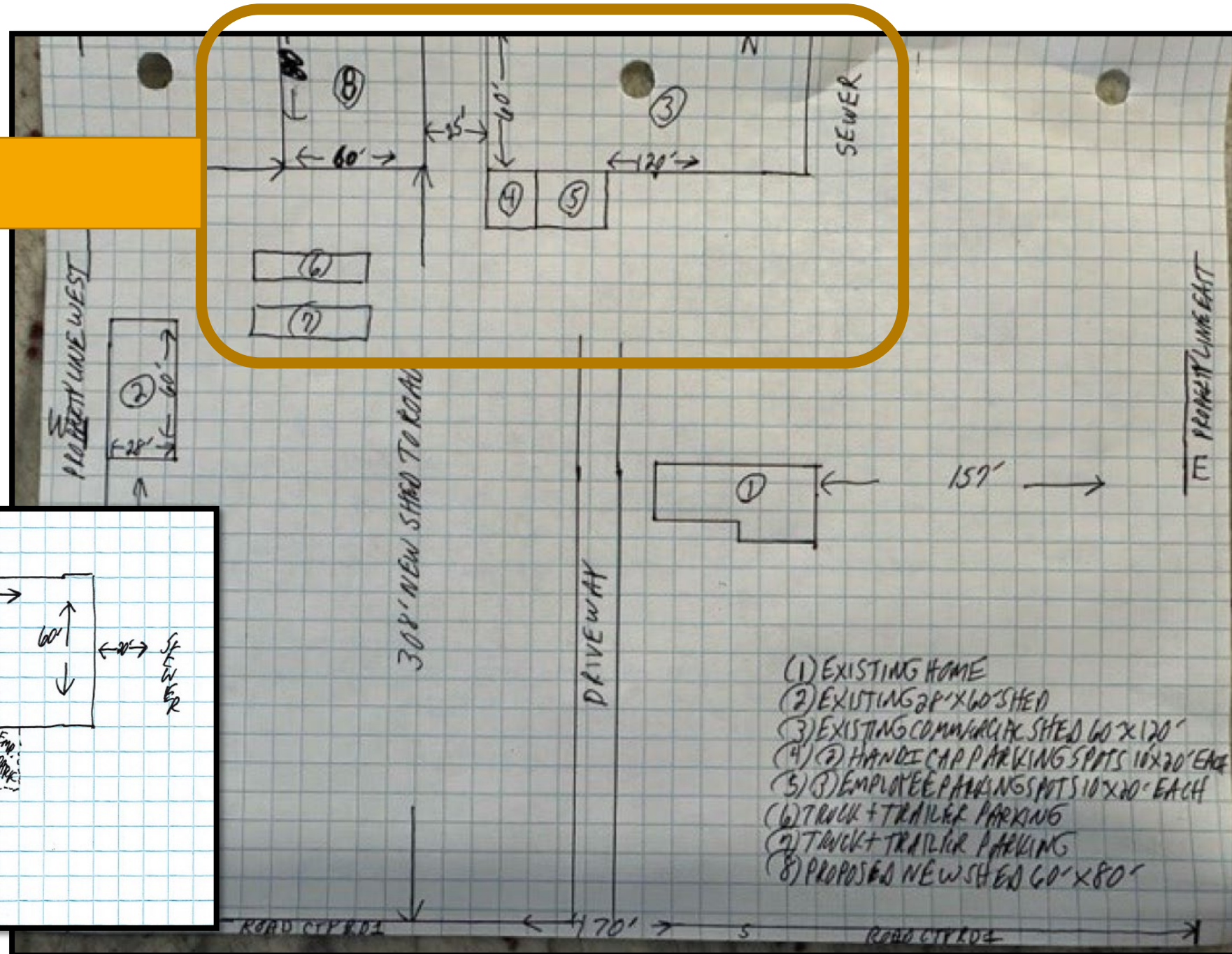
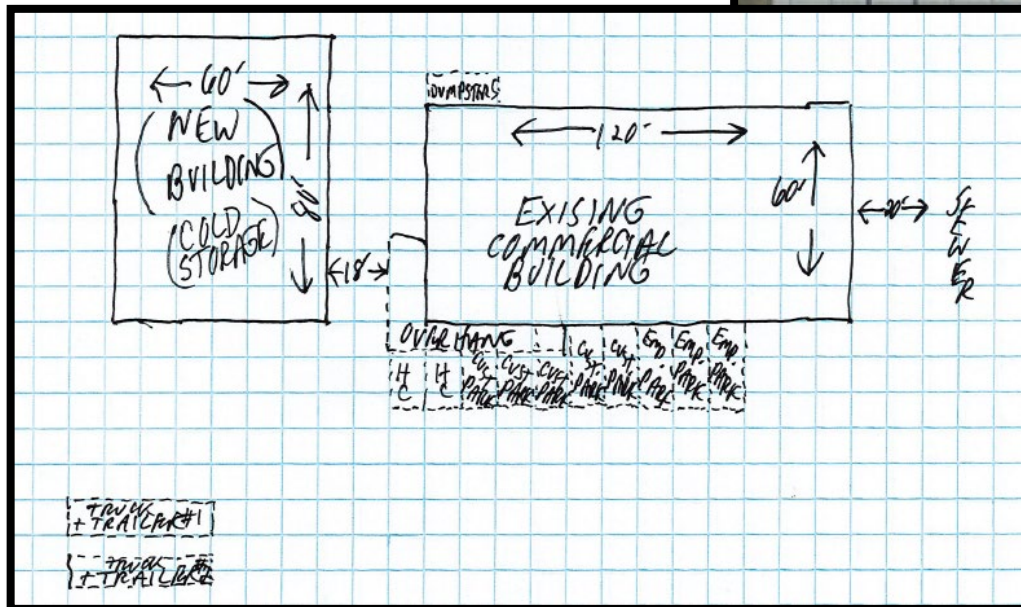
The application materials offer the following information:

Employees:

- Per the written narrative, the Johnstons currently employ two (2) full-time employees and one (1) part-time seasonal employee. However, the written narrative later suggests that the Johnstons employ a total of five (5) in addition to themselves. Staff is not entirely certain of the total number of employees (three or five).
- No additional employees are proposed at this time.

Parking:

- The site plans show that there are five (5) customer parking spaces, three (3) employee parking spaces, and two (2) ADA accessible parking spaces located immediately south of the existing pole building.
 - The site plans show two truck & trailer parking spaces southwest of the existing pole building / south of the proposed structure.
 - The Johnstons believe that they have sufficient space for all customer and employee parking needs.
 - The written narrative states that there is sufficient space for business trucks and trailers which transport products from the subject site to the North Branch location and other destinations.
-



Review Process

Technical Review Committee

September 13, 2023

- Johnston stated that subject site is primarily used for storage and assembly of product, with an average of 2-3 customers / day and 1-2 deliveries / week. Johnston added that the proposed structure is intended for cold storage only and will not increase the number of customers, employees, or traffic.
- The Sanitarian recommended a septic compliance inspection. Staff notes that a septic compliance inspection has been applied for and is either in-process or complete.
- Staff notes that this request for CUP is not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance and expand the business by constructing a new structure.

Nessel Town Board

September 12, 2023

- Recommended approval with no conditions

State Mandated Review Period

- The 60-day review period expires on November 5, 2023

Staff Recommendation

Staff believes that the proposed Major Home Occupation complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. 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 CUP with conditions.

Recommended Conditions 1 - 6:

1. This Conditional Use Permit grants approval for a Major Home Occupation involving the use of detached accessory structures, as specifically described in the application materials dated received August 31, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein.
2. Hours of operation shall be limited to Monday through Friday, 9:00 am to 6:00 pm.
3. The maximum number of employees - in addition to the permit holder - on-site at any given time is five (5). This condition is not intended to prohibit the permit holder from having more than five (5) employees but, rather, to limit the number of employees on-site.
4. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
5. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) - and replace dying, dead, or downed vegetation - located between the area of business operations and the surrounding property boundaries.
6. The permit holder shall accommodate all customer, employee and delivery parking on-site. No such parking shall be allowed on Rush Lake Road / CSAH 1.

Staff Recommendation, Cont.

Recommended Conditions 7-12:

7. The permit holder shall ensure adequate year-round access and parking for emergency vehicles on-site, including space to maneuver/turn vehicles.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the business activity (aside from the one proposed structure included in this request), the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of a Conditional Use Permit Amendment.
12. 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 & Action Requested

OPTIONS

1. Recommend that the County Board **approve** the Conditional Use Permit with 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. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. Being that the review period expires on November 5, 2023 and the next regularly scheduled Planning Commission meeting is on November 2, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-1002, a resolution recommending approval of a Conditional Use Permit allowing a Major Home Occupation on property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township, with Findings of Fact and conditions as presented or amended.



Staff Report

TO: Planning Commission
 FROM: Beth Gervais, Land Services Coordinator
 SUBJECT: Conditional Use Permit for Major Home Occupation
 4840 Rush Lake Road / CSAH 1, Nessel Township
 DATE: October 5, 2023

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider an after-the-fact Conditional Use Permit (CUP) allowing a Major Home Occupation to operate a business known as East Central Sports on 23.50± acres in the Rural Residential I (RRI) District / Agricultural (AG) District.

SITE & APPLICATION INFORMATION

Applicant(s):	Mackenzie & Megan Johnston
Property Owner(s):	Mackenzie & Megan Johnston
Location:	4840 Rush Lake Road / CSAH 1 Nessel Township Section 19, Township 37, Range 21
PID:	06.00058.00
Property Area:	23.50± Acres
Current Zoning:	Rural Residential I (RRI) District / Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Rural Residential I (RRI) District
East:	Rural Residential I (RRI) District / Agricultural (AG) District
West:	Rural Residential I (RRI) District / Agricultural (AG) District
Date Application Received:	August 31, 2023
Date Application Complete:	September 6, 2023
60-Day Review Period:	November 5, 2023

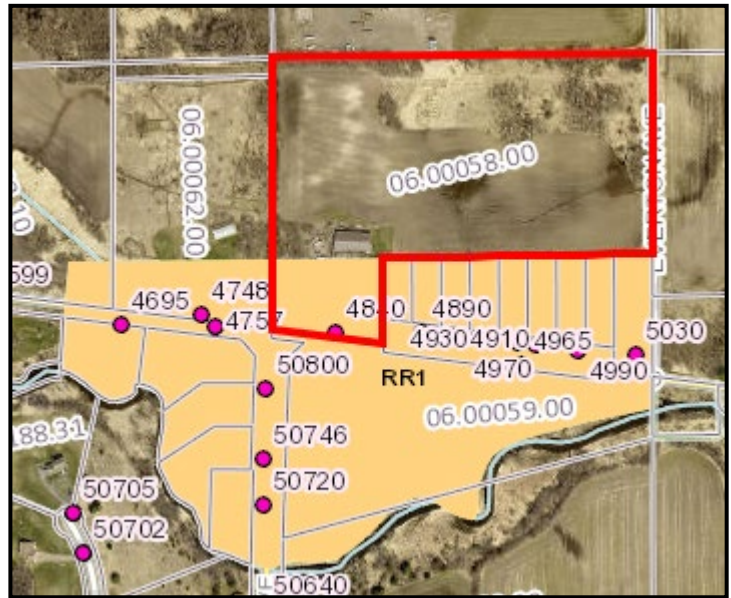
BACKGROUND

Property owners Mackenzie & Megan Johnston are requesting an after-the-fact CUP for Major Home Occupation in order to operate and expand their business known as East Central Sports on their 23.50± acre property located at 4840 Rush Lake Road / CSAH 1 in the RRI District / AG District. East Central Sports has a retail location in downtown North Branch and, according to their website, specializes in the sale of ATVs and snowmobiles. The owners of East Central Sports reside at the subject site and also use it in conjunction with their business activities.



SITE ANALYSIS

The 23.50± acre subject site is located approximately one mile west of I-35 at the northeast corner of Rush Lake Road / CSAH 1 and Evergreen Avenue / CSAH 9. The site has a split zoning classification of RRI District and AG District. The adjacent image shows the southernmost portion of the property – being approximately 2.4 acres in size – located in the RRI District (yellow highlighting) and the balance of the site – being approximately 21.1 acres in size – located in the AG District (no highlighting). Generally speaking, surrounding properties to the south, southwest, and southeast are located in the RRI District, whereas surrounding properties to the north, northwest, and northeast are located in the AG District.



The site is currently developed with a dwelling and attached garage, a 60' x 120' (7,200 sf) pole building, and a 28' x 60' (1,680 sf) shed. The pole building is entirely located in the AG District portion of the property and approximately 1/3 of the smaller shed is in the AG District with the remaining 2/3 in the RRI District.

Topography of the site includes fairly level elevations ranging from 922' to 930'; three wetland areas located near the northern property boundary; and, clusters of trees throughout as well as bordering the property along the north, west, and south (adjacent to roadway) property boundaries. Approximately half of the property appears to be utilized for agricultural purposes.

Surrounding properties vary widely in size from 1 acre to 40 acres. There are several residentially developed properties immediately adjacent to the subject site, as well as several properties which appear to have a strong agricultural focus.

PROPOSAL ANALYSIS

The property owners wish to operate a business, known as East Central Sports, as a Major Home Occupation from their property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township. The application materials offer the following information:

Existing Operation:

- The Johnstons own a 2,000 sf retail location in North Branch and utilize the subject site as their warehouse storage facility. Products are assembled and stored at the subject site and typically transported to the North Branch location.
- The existing 60' x 120' pole building is the shop used in conjunction with the business.

Proposed Expansion:

- The Johnstons are proposing the construction of a 60' x 80' (4,800 sf) structure to be used as a cold storage facility. This structure will warehouse crated and unassembled units.

- The proposed structure is shown to be located 25' west of the existing pole building. Staff notes that the proposed location is entirely within the AG District where there is no limit on the square footage of accessory structures.
- The existing structure has reached capacity and the new structure is needed to keep all equipment indoors.

Hours of Operation:

- The current hours of operation are Monday through Friday, 9:00 am to 6:00 pm.

Employees:

- Per the written narrative, the Johnstons currently employ two (2) full-time employees and one (1) part-time seasonal employee. However, the written narrative later suggests that the Johnstons employ a total of five (5) in addition to themselves. Staff is not entirely certain of the total number of employees (three or five).
- No additional employees are proposed at this time.

Parking:

- The site plans show that there are five (5) customer parking spaces, three (3) employee parking spaces, and two (2) ADA accessible parking spaces located immediately south of the existing pole building.
- The site plans show two truck & trailer parking spaces southwest of the existing pole building / south of the proposed structure.
- The Johnstons believe that they have sufficient space for all customer and employee parking needs.
- The written narrative states that there is sufficient space for business trucks and trailers which transport products from the subject site to the North Branch location and other destinations.

REVIEW PROCESS

The Technical Review Committee met with Mackenzie Johnston on September 13, 2023.

- Johnston stated that the subject site is primarily used for storage and assembly of product, with an average of 2-3 customers per day and 1-2 deliveries per week. Johnston added that the proposed structure is intended for cold storage only and will not increase the number of customers, employees, or traffic in general.
- The Sanitarian recommended a septic compliance inspection. Staff notes that a septic compliance inspection has been applied for and is either in-process or complete; however, staff was not aware of the status or results of the inspection at the time that this report was completed.
- Staff notes that this request for CUP is not a result of code enforcement efforts but, rather, the business owners' desire to bring the business into compliance and expand the business by constructing a new structure.

The Nessel Town Board considered the request at its September 12, 2023 meeting and recommended approval with no conditions.

The application was submitted on August 31, 2023 and deemed complete on September 6, 2023. The State mandated 60-day review period expires on November 5, 2023.

MAJOR HOME OCCUPATION STANDARDS

The Planning Commission, as outlined in Zoning Ordinance Section 4.04.C, shall consider possible effects of the proposed Major Home Occupation based upon the following general factors and any other

requirements set forth in the Zoning Ordinance or deemed otherwise relevant. The applicants have provided responses to these factors for the Commission's consideration (refer to the attached written narrative).

C. Major Home Occupations Requiring a Conditional Use Permit.

Purpose: A Conditional Use Permit that allows for a Major Home Occupation is intended to provide an avenue for suitable business growth or other suitable home occupations beyond that which is permitted under Section 4.04 B (Minor Home Occupations).

Intent: It is the intent of this provision to allow for the case by case consideration of the suitability of a Major Home Occupation proposal as a conditionally permitted home based activity. In doing so, the suitability of each proposed home occupations shall be evaluated and determined upon specific consideration of the size of the property, scale of the business, and environmental (health, safety, welfare) conditions unique to the proposal.

Suitable conditionally permitted Major Home Occupations are those which by determination of the Planning Commission can be allowed as moderate business activities from the home; are deemed to be of a size, scale, and intensity that will not adversely affect the health, safety, or welfare of the public; and, are not otherwise deemed inappropriate at the subject site. The home and residency of the subject property must remain a principal focus of any Major Home Occupation location. Conditionally permitted Major Home Occupations are not intended to provide a place of business operations for a use that is of such intensity or dependence on public services such that the appropriate location is that of a commercially zoned and publicly serviced county or municipal business district. The adequacy of on-site well and septic and affiliated transportation and roadway classification shall be reviewed and deemed adequate for each Major Home Occupation. If the proposed Home Occupation is deemed to be of such impact that public transportation, police, fire, water, sewer, and other such demands are too great to be served from the home it shall not be approved.

Review of said Home Occupation in this section is to ensure compatibility in residential or agricultural districts. Home Occupations requiring a Conditional Use Permit, as determined by the Zoning Administrator, shall meet the following standards at a minimum with other conditions as deemed necessary to meet the intent of said ordinance:

1. Said Home Occupation is partially or entirely conducted in an accessory building.
2. Only those persons residing in the home and up to fifteen (15) other persons may be employed on site of a Major Home Occupation. The maximum number of employees must be identified with the permit request and may be restricted to less than fifteen by permit condition if property size or site conditions, parking accommodations, traffic impacts, or other environmental constraint cannot be adequately mitigated as determined by the County.
3. An existing accessory structure subjected to a State Building Code specified change of occupancy or use as a result of a Home Occupation shall be retrofitted to conform to current State Building Code structural standards for the new occupancy or use and shall be certified by an architect or engineer as determined to be necessary by the County Building Official.
4. No outdoor display or storage of goods or materials is permitted. The identification of business

waste management and disposal plan, including outdoor placement and screening of refuse and recycling containers, shall be required and may be expressly permitted on an approved site plan.

5. The number, type, size, and nature of business vehicles, trailers, or affiliated equipment parked/stored on the subject property must be expressly identified and may be limited in number or restricted to indoor placement by permit condition. All such vehicle and affiliated equipment parking, including employee parking, shall be detailed on an approved site plan.
6. The use must not adversely affect the residential or agricultural character of the surrounding area due to noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, number of deliveries, hours of operation, or any other annoyance. A suitable landscape, fencing, screening, traffic and delivery, and lighting, or other such plan(s) may be required and detailed on an approved site plan.
7. Should the Home Occupation be repaired, the items repaired shall be of a size or nature that repair and storage can occur within the accessory structure as allowed by this Ordinance.
8. No Home Occupation shall be conducted between the hours of 10 PM and 7 AM unless said Home Occupation is conducted entirely within the principal dwelling.
9. Home Occupations requiring a Conditional Use Permit shall not generate noise or vibrations in excess of that as outlined in Performance Standards, Section 7.05.
10. The application and approval of a Conditional Use Permit to allow a Home Occupation may be denied if the Home Occupation proposal and affiliated property is deemed unsuitable pursuant to the intent of this section. The size of the property, scale of the business proposal, and environmental (health, safety, welfare) conditions unique to the proposal must be adequately addressed and mitigated in seeking permit approval.

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; |
| <i>Finding #1</i> | <i>Chapter 6 of the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. The County finds that the proposed Major Home Occupation is consistent with the Comprehensive Plan and meets all performance standards provided in Zoning Ordinance Section 4.04 C.</i> |
| 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; |
| <i>Finding #2</i> | <i>The proposed use will utilize self-contained sanitary facilities, private utilities, and off-street parking for customers, employees and deliveries, and access to the subject site will be gained from the well-established and well-maintained Rush Lake Road / CSAH 1.</i> |

Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that the proposed Major Home Occupation 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 *While the subject site is partially located within a residentially developed area, the subject site is 23.50± acres in size and the proposed use is largely screened from adjacent properties by existing natural vegetation (trees) and distance. Therefore, the County finds that the proposed use is sufficiently separated by natural vegetative screening and distance from adjacent properties so as to not cause undue negative impact or deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
Finding #4 *The proposed Major Home Occupation will be conducted within an existing 60' x 120' structure and a proposed 60' x 80' structure. Based on the Planning Commission's October 4, 2023 site visit, the County finds that the existing structure is well-maintained with an aesthetically pleasing appearance. Therefore, the County has no evidence to suggest that either the existing structure or the proposed structure will have an appearance which would cause adverse effects upon 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 identifies Major Home Occupations as an allowable Conditional Use in the Rural Residential I (RRI) and Agricultural (AG) zoning districts (districts in which the subject site is located). Further, as described in Finding #1, the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. Therefore, the County finds that the proposed use directly relates to the land use goals of the County.*
- 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 located immediately adjacent to a well-established and well-maintained County State Aid Highway road system (Rush Lake Road / CSAH 1 and Evergreen Avenue (CSAH 9) and in close proximity to Interstate 35. As proposed, the Major Home Occupation will primarily serve as a warehousing facility and will not generate a significant or noticeable amount of customer or delivery traffic (applicants verbally stated 2-3 customers per day and 1-2 deliveries per week). Therefore, the County finds no evidence to suggest that the proposed use will 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	<i>The proposed Major Home Occupation is primarily a warehousing facility with business activity taking place within structures, with business-related traffic and parking likely being the most noticeable impact to nearby properties. Based on detail provided in the application materials, existing natural vegetation, and distance, the County finds no evidence to suggest that the Major Home Occupation will cause any noise, glare or general unsightliness which would impact nearby properties.</i>

STAFF RECOMMENDATION

Staff believes that the proposed Major Home Occupation complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. 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 CUP with conditions (see below) and has prepared a resolution for the Commission's consideration.

Recommended Condition(s):

1. This Conditional Use Permit grants approval for a Major Home Occupation involving the use of detached accessory structures, as specifically described in the application materials dated received August 31, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein.
2. Hours of operation shall be limited to Monday through Friday, 9:00 am to 6:00 pm.
3. The maximum number of employees – in addition to the permit holder – on-site at any given time is five (5). This condition is not intended to prohibit the permit holder from having more than five (5) employees but, rather, to limit the number of employees on-site.
4. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
5. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
6. The permit holder shall accommodate all customer, employee and delivery parking on-site. No such parking shall be allowed on Rush Lake Road / CSAH 1.
7. The permit holder shall ensure adequate year-round access and parking for emergency vehicles on-site, including space to maneuver/turn vehicles.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the business activity (aside from the one proposed structure included in this request), the expansion

of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of a Conditional Use Permit Amendment.

12. 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 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. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. Being that the review period expires on November 5, 2023 and the next regularly scheduled Planning Commission meeting is on November 2, 2023, the Commission should also include in its motion a **60-day extension** of the review period.

ACTION REQUESTED

Motion to adopt Resolution No. PC2023-1002, a resolution recommending approval of a Conditional Use Permit allowing a Major Home Occupation on property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials:
 - a. Application
 - b. Written narrative
 - c. Site plans
 - d. Building plans
 - e. Site photo showing location of proposed structure
2. Aerial location map (1) – subject property
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2023-1002

CC: Mackenzie & Megan Johnston, property owners
County file



Chisago County Department of Environmental Services Planning & Zoning Application

Permit # 23-1599

Township Nesse S/T/R 19/37/21 PID# 06.00058.00

Project Address 4840 Rush Lake Rd Rush City MN 55069

Property Owner(s) Mackenzie & Megan Johnston

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Applicant(s) Mackenzie & Megan Johnston

Mailing Address (If Different from Project Address) _____

Phone# _____ Email _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

- ☐ Variance
☐ Administrative Appeal

Planning Commission

- ☒ Conditional Use Permit (CUP)
☐ Interim Use Permit (IUP)
☐ Amendment to CUP or IUP
- ☐ Preliminary Plat
☐ Rezoning
☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) _____

To run commercial business at our property which is already zoned
Commercial

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

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

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

Base Fee AFTER-THE-FACT \$ 1000
Recording Fee \$ 410
Plat Fee — No Road(s) / With Road(s) \$ _____
Septic Compliance Fee \$ _____
Wetland Fee \$ _____
TOTAL FEE \$ 1040

Dates

Application Received 8-31-23
Application Complete 9-4-23
60 Day Review Period 11-5-23
Extended Review Period _____



Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township Nesse S/T/R 19/37/21 PID# 06.00058.00

Project Address 4840 Rush Lake Rd Rush City MN 55069

Property Owner(s) Mackenzie & Megan Johnston

Mailing Address (If Different from Project Address) _____

Phone# [REDACTED] Email [REDACTED]

Applicant(s) Mackenzie & Megan Johnston

Mailing Address (If Different from Project Address) _____

Phone# [REDACTED] Email [REDACTED]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals

☐ Variance

☐ Administrative Appeal

Planning Commission

☒ Conditional Use Permit (CUP)

☐ Interim Use Permit (IUP)

☐ Amendment to CUP or IUP

☐ Preliminary Plat

☐ Rezoning

☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Conditional Use Permit for business

at property. Property is already zoned Commercial & Pay Commercial Taxes.

[Signature]
Applicant Signature

8-30-23
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 OCT 5, 2023 Date of Township Presentation SEPT 12, 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

Michelle Meis Betsy Rising Stacy White
[Signature] [Signature] [Signature]

Our names are Mackenzie and Megan Johnston and we reside at 4840 Rush Lake Rd, Rush City MN 55069. We own East Central Sports which we operate a store in downtown North Branch and we also have our warehouse storage facility up in Rush City at our property of 4840 Rush Lake Rd. We use this part of our property currently for assembly and storage of our products that we sell out of our North Branch location. Our current size of business down in North Branch is only about 2,000 Sq ft so that's why we need the extra space out of Rush City because we cannot operate our business doing assembly and storage in the downtown part of North Branch with only 2000 Sq ft. At our property in Rush City our current shop is 60x120. We are looking to add an additional cold storage shop of 60x80 which will warehouse crated and unassembled units only. We being Mackenzie and Megan Johnston own and operate our business. We have been in business since 2012. The 4840 Rush Lake Rd property as you will see in the drawings has plenty of parking spaces for customers and employees. We currently have 2 full time employees and one part time seasonal employee. We have plenty of room for business trucks and trailers which transports our products from Rush City down to North Branch and other events that we go to. Currently we sell Toro lawn mowers and we do not currently have enough room to keep them inside our current building that we have so we would need the extra space to make sure we keep everything inside.

1. Said Home Occupation is partially or entirely conducted in an accessory building. (This requirement does not apply to the use of accessory buildings existing in the Agriculture District on or prior to July 24, 1997, to seasonally store recreational vehicles and equipment.)

Our proposed home occupation will be conducted entirely within the existing accessory building (Shop) located on the property and a new inventory (cold storage) facility to be constructed. The only exception to this statement would be the parking of employee/customer vehicles (not to exceed 5 spaces) and parking of delivery and personal use trailers (2 truck and 2 trailers). Proposed parking is depicted on our site plan.

2. Only those persons residing in the home and up to fifteen (15) other persons may be employed on site of a Major Home Occupation. The maximum number of employees must be identified with the permit request and may be restricted to less than fifteen by permit condition if property size or site conditions, parking accommodations, traffic impacts, or other environmental constraint cannot be adequately mitigated as determined by the County.

Our current home occupation has a total of five (5) employees, and we don't foresee the need to have more than 5 employees in addition to those of us residing on the property. We also understand that should we sell and/or vacate the residential structure, this use would be discontinued unless the new owners of the house bought the business and continued the existing use pursuant to Minnesota Statutes.

3. An existing accessory structure subjected to a State Building Code specified change of occupancy or use as a result of a Home Occupation shall be retrofitted to conform to current

State Building Code structural standards for the new occupancy or use and shall be certified by an architect or engineer as determined to be necessary by the County Building Official.

While we believe our existing structure does comply with the State Building Code based on the existing occupancy. However, will also agree to make any necessary code upgrades required to comply with the State Building codes. Our proposed cold storage inventory facility will also comply with said codes.

4. No outdoor display or storage of goods or materials is permitted. The identification of business waste management and disposal plan, including outdoor placement and screening of refuse and recycling containers, shall be required and may be expressly permitted on an approved site plan.

As part of the Conditional Use Permit for our Major Home Occupation, we agree that there will be not outdoor storage of goods or materials. We have identified the placement/screening of our refuse and recycling containers on our site plan.

5. The number, type, size, and nature of business vehicles, trailers, or affiliated equipment parked/stored on the subject property must be expressly identified and may be limited in number or restricted to indoor placement by permit condition. All such vehicle and affiliated equipment parking, including employee parking, shall be detailed on an approved site plan.

As we stated in our response to Major Home Occupation Standard #1, we have identified parking of business vehicles (2) and trailers (2) together with employee and customer parking on our proposed site plan. We believe our site is more than adequate in size to reasonably accommodate these uses without negative impact to surrounding properties as evidenced by our operating history.

6. The use must not adversely affect the residential or agricultural character of the surrounding area due to noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, number of deliveries, hours of operation, or any other annoyance. A suitable landscape, fencing, screening, traffic and delivery, and lighting, or other such plan(s) may be required and detailed on an approved site plan.

Our home occupation will not adversely affect the residential or agricultural character of the surrounding area due to noise, odor, smoke, dust, gas, heat, glare, vibrations, electrical interference, traffic congestion, deliveries, hours of operation, or any other annoyance. Noise from our operation is minimal. We do not generate odor, smoke, dust, gas, heat, glare, vibrations, or electrical interference. While there is some traffic generated by our home occupation consisting of customers visiting the site and approximately 3 deliveries per month, Rush Lake Road (County Road #1) more than adequately handles this traffic as evidenced by our past operating history. Our current operating hours are from 9:00 a.m. to 6:00 p.m. Monday through Friday. In no event will our hours exceed the those listed in Major Home Occupation Standard #8.

We do not believe any additional landscaping, fencing, or screening, traffic and delivery, and lighting accommodations are needed to ensure compliance with this provision as evidenced by the lack of complaints resulting from our home occupation that has existed for the past which is zero.

7. Should the Home Occupation be repaired, the items repaired shall be of a size or nature that repair and storage can occur within the accessory structure as allowed by this Ordinance.

All repair associated with our home occupation will be conducted within our accessory structures.

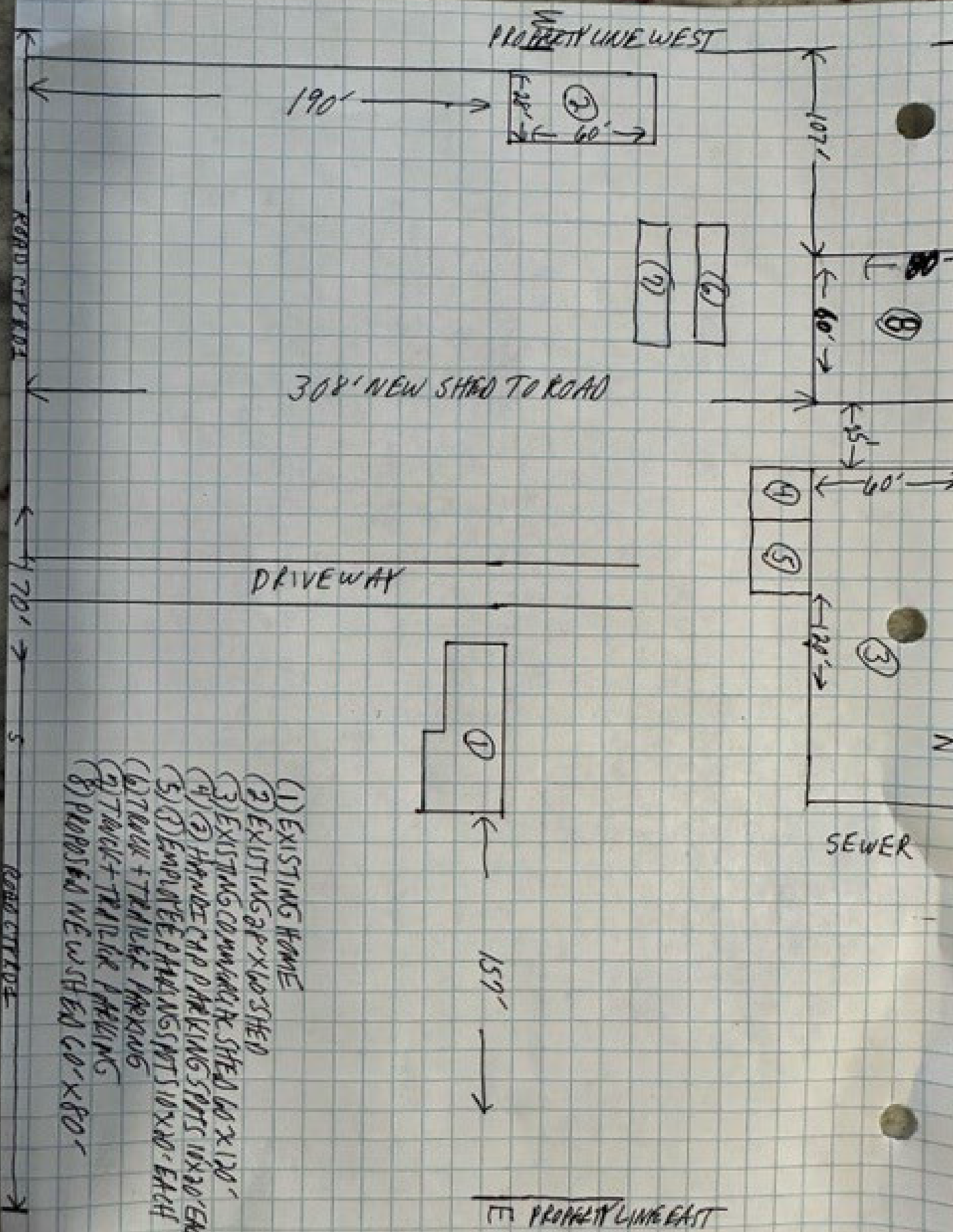
8. No Home Occupation shall be conducted between the hours of 10 PM and 7 AM unless said Home Occupation is conducted entirely within the principal dwelling.

Our home occupation will not be conducted between the hours of 10:00 p.m. and 7:00 a.m.

9. Home Occupations requiring a Conditional Use Permit shall not generate noise or vibrations in excess of that as outlined in Performance Standards, Section 7.05.

Our home occupation will not generate noise or vibrations in excess of the County's performance standards as outlined in Section 7.05 of the zoning ordinance as noted below:

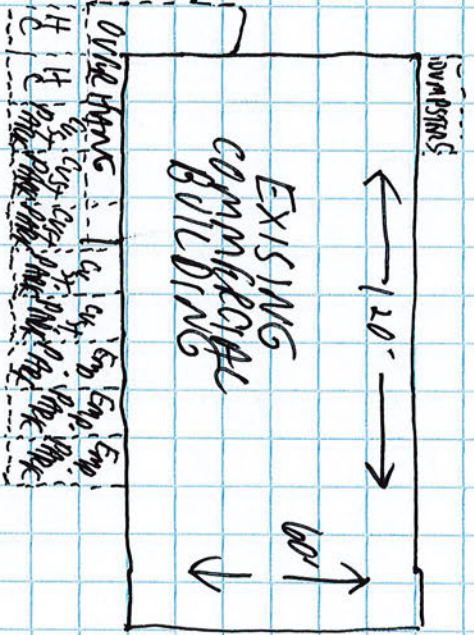
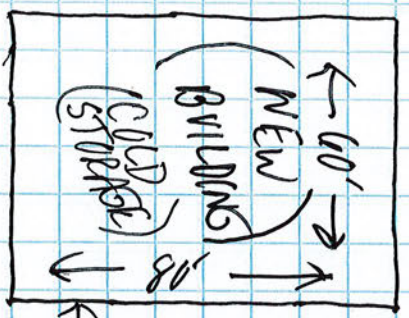
7.05 Noise and Vibrations Noise and vibrations generated from any use shall be in compliance with Minnesota Pollution Control Agency rules. Any use established shall be so operated that no undue or objectionable noise resulting from said use is transmitted beyond the boundaries of that plot line of the site on which such use is located. This standard shall not apply to incidental traffic, parking, loading, construction, or temporary maintenance operations. Any use creating periodic earth shaking vibration shall be prohibited if such vibrations are perceptible to persons beyond the lot line of the site on which the use is located. The standard shall not apply to vibrations created during the process of construction.



- (1) EXISTING HOME
- (2) EXISTING GARAGE
- (3) EXISTING COMMERCIAL SHED 60' X 120'
- (4) HANDICAP PARKING SPOTS 10' X 20' EACH
- (5) EMPLOYEE PARKING SPOTS 10' X 20' EACH
- (6) TRUCK + TRAILER PARKING
- (7) TRUCK + TRAILER PARKING
- (8) PROPOSED NEW SHED 60' X 80'

N

W



TRAFFIC #1
+ TRAFFIC #2

S

E

COUNTRY RD 1 NORTH C HILL ROAD

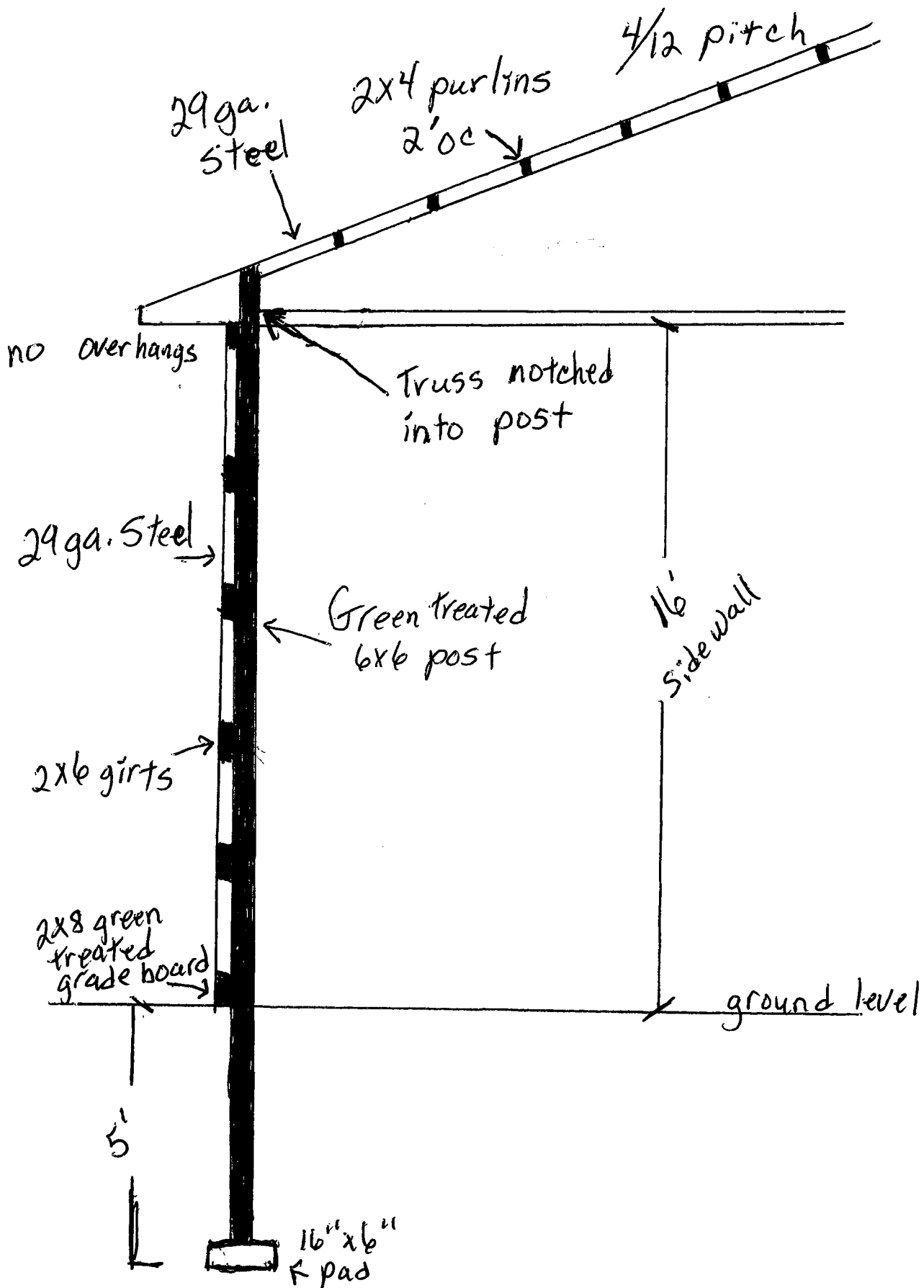
—,09—

2x12
DHDO

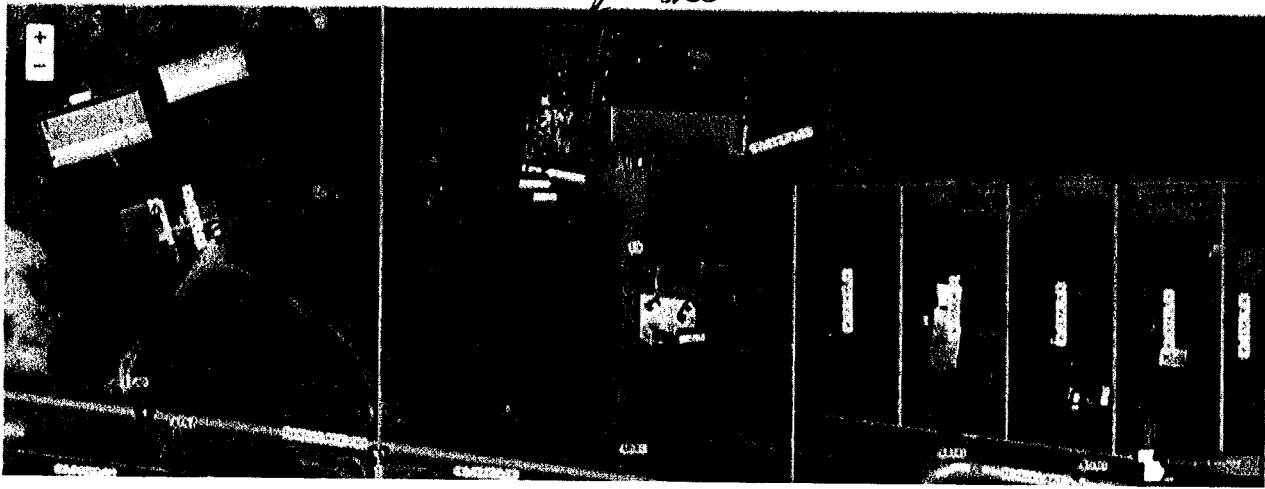
posts 8'00

—80'—

Header 3-2x12
12x12
DHDO



new shed



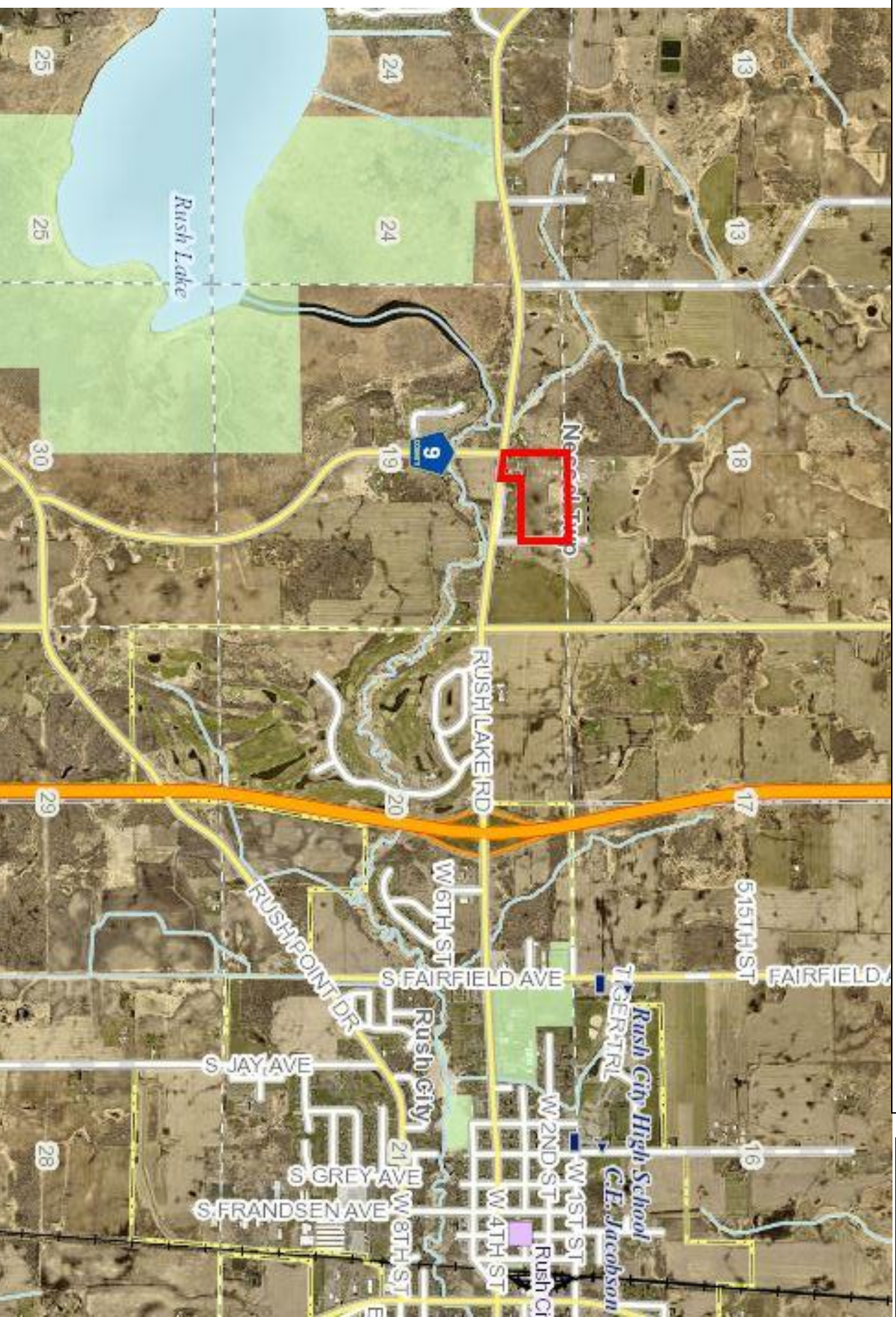
Mackenzie & Megan Johnston – Property owners Mackenzie & Megan Johnston are requesting an after-the-fact Conditional Use Permit (CUP) allowing a Major Home Occupation in order to operate a business known as East Central Sports at 4840 Rush Lake Road / CSAH 1. The 23.50± acre subject site has a split zoning classification of Rural Residential I (RRI) District and Agricultural (AG) District and is located in Nessel Township, S19, T37, R21 (PID 06.00058.00)

Johnston Property - 



Mackenzie & Megan Johnston – Property owners Mackenzie & Megan Johnston are requesting an after-the-fact Conditional Use Permit (CUP) allowing a Major Home Occupation in order to operate a business known as East Central Sports at 4840 Rush Lake Road / CSAH 1. The 23.50± acre subject site has a split zoning classification of Rural Residential I (RR) District and Agricultural (AG) District and is located in Nessel Township, S19, T37, R21 (PID 06.00058.00)

Johnston Property - 



RESOLUTION NO. PC2023-1002

**A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA,
RECOMMENDING APPROVAL OF A CONDITIONAL USE PERMIT ALLOWING A MAJOR HOME
OCCUPATION ON PROPERTY LOCATED AT 4840 RUSH LAKE ROAD / CSAH 1 IN NESSEL TOWNSHIP**

WHEREAS, property owners Mackenzie Johnston & Megan Johnston submitted an application dated received August 31, 2023 and considered complete on September 6, 2023 for a Conditional Use Permit allowing a Major Home Occupation on property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township; and

WHEREAS, the subject site is located in both the Rural Residential I (RRI) District and Agricultural (AG) District; and

WHEREAS, the subject site is 23.50± acres in size and legally described as:

PID 06.00058.00

The W1/2 of the NE1/4 of Section 19, Township 37, Range 21, subject to a 66-foot roadway easement along the most northerly part thereof for ingress and egress from the adjacent County Road, EXCEPT the following described parcels in Chisago County, Minnesota:

A) That part the W1/2 of the NE1/4 of Section 19, Township 37, Range 21 lying South of the Rush City-Braham Road (County State Aid No. 1).

B) The East 933 feet of that part of the W1/2 of the NE1/4 of Section 19, Township 37, Range 21, lying South of the North 700 feet thereof.

WHEREAS, notice was provided and on October 5, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the applicant(s) and/or property owner(s), and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Conditional Use Permits and Conditional Use Permit Amendments 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 Chapter 6 of the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. The County finds that the proposed Major Home Occupation is consistent with the Comprehensive Plan and meets all performance standards provided in Zoning Ordinance Section 4.04 C.

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 utilize self-contained sanitary facilities, private utilities, and off-street parking for customers, employees and deliveries, and access to the subject site will

be gained from the well-established and well-maintained Rush Lake Road / CSAH 1. Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that the proposed Major Home Occupation 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 *While the subject site is partially located within a residentially developed area, the subject site is 23.50± acres in size and the proposed use is largely screened from adjacent properties by existing natural vegetation (trees) and distance. Therefore, the County finds that the proposed use is sufficiently separated by natural vegetative screening and distance from adjacent properties so as to not cause undue negative impact or deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
Finding #4 *The proposed Major Home Occupation will be conducted within an existing 60' x 120' structure and a proposed 60' x 80' structure. Based on the Planning Commission's October 4, 2023 site visit, the County finds that the existing structure is well-maintained with an aesthetically pleasing appearance. Therefore, the County has no evidence to suggest that either the existing structure or the proposed structure will have an appearance which would cause adverse effects upon 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 identifies Major Home Occupations as an allowable Conditional Use in the Rural Residential I (RRI) and Agricultural (AG) zoning districts (districts in which the subject site is located). Further, as described in Finding #1, the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. Therefore, the County finds that the proposed use directly relates to the land use goals of the County.*
- 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 located immediately adjacent to a well-established and well-maintained County State Aid Highway road system (Rush Lake Road / CSAH 1 and Evergreen Avenue (CSAH 9) and in close proximity to Interstate 35. As proposed, the Major Home Occupation will primarily serve as a warehousing facility and will not generate a significant or noticeable amount of customer or delivery traffic (applicants verbally stated 2-3 customers per day and 1-2 deliveries per week). Therefore, the*

County finds no evidence to suggest that the proposed use will 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 The proposed Major Home Occupation is primarily a warehousing facility with business activity taking place within structures, with business-related traffic and parking likely being the most noticeable impact to nearby properties. Based on detail provided in the application materials, existing natural vegetation, and distance, the County finds no evidence to suggest that the Major Home Occupation will cause any noise, glare or general unsightliness which would impact 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 grants approval for a Major Home Occupation involving the use of detached accessory structures, as specifically described in the application materials dated received August 31, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein.
2. Hours of operation shall be limited to Monday through Friday, 9:00 am to 6:00 pm.
3. The maximum number of employees – in addition to the permit holder – on-site at any given time is five (5). This condition is not intended to prohibit the permit holder from having more than five (5) employees but, rather, to limit the number of employees on-site.
4. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
5. To mitigate potential adverse impacts related to noise:
 - a. No back-up alarms shall be utilized on the subject site, including when equipment is used, loaded, or off-loaded.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
6. The permit holder shall accommodate all customer, employee and delivery parking on-site. No such parking shall be allowed on Rush Lake Road / CSAH 1.
7. The permit holder shall ensure adequate year-round access and parking for emergency vehicles on-site, including space to maneuver/turn vehicles.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. Any expansion of the use – including, but not limited to, the construction of new structures used for the business activity (aside from the one proposed structure included in this request), the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning

Commission and approval by the Board of Commissioners by way of a Conditional Use Permit Amendment.

12. 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 5th day of October, 2023.

Chris DuBose _____
Eric Leivian _____
Jim McCarthy _____
John Sutcliffe _____

Dave Whitney _____
Jolene Wille _____
Chip Yeager _____

Chip Yeager
Chair

ATTEST: _____
Beth Gervais
Land Services Coordinator

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 23/1018-_____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING A CONDITIONAL USE PERMIT ALLOWING A MAJOR HOME
OCCUPATION ON PROPERTY LOCATED AT 4840 RUSH LAKE ROAD / CSAH 1 IN NESSEL
TOWNSHIP**

WHEREAS, property owners Mackenzie Johnston & Megan Johnston submitted an application dated received August 31, 2023 and considered complete on September 6, 2023 for a Conditional Use Permit allowing a Major Home Occupation on property located at 4840 Rush Lake Road / CSAH 1 in Nessel Township; and

WHEREAS, the subject site is located in both the Rural Residential I (RRI) District and Agricultural (AG) District; and

WHEREAS, the subject site is 23.50± acres in size and legally described as:

PID 06.00058.00

The W1/2 of the NE1/4 of Section 19, Township 37, Range 21, subject to a 66-foot roadway easement along the most northerly part thereof for ingress and egress from the adjacent County Road, EXCEPT the following described parcels in Chisago County, Minnesota:

A) That part the W1/2 of the NE1/4 of Section 19, Township 37, Range 21 lying South of the Rush City-Braham Road (County State Aid No. 1).

B) The East 933 feet of that part of the W1/2 of the NE1/4 of Section 19, Township 37, Range 21, lying South of the North 700 feet thereof.

WHEREAS, notice was provided and on October 5, 2023 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owners, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Conditional Use Permit with conditions per Resolution No. PC2023-1002; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its October 18, 2023 meeting and made the following findings per Zoning Ordinance Section 8.04, C.:

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

Finding #1 Chapter 6 of the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. The County finds that the proposed Major Home Occupation is consistent with the Comprehensive Plan and meets all performance standards provided in Zoning Ordinance Section 4.04 C.

- 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 utilize self-contained sanitary facilities, private utilities, and off-street parking for customers, employees and deliveries, and access to the subject site will be gained from the well-established and well-maintained Rush Lake Road / CSAH 1. Further, the proposed use will have no impact on schools or other public facilities or utilities. Therefore, the County finds that the proposed Major Home Occupation 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 *While the subject site is partially located within a residentially developed area, the subject site is 23.50± acres in size and the proposed use is largely screened from adjacent properties by existing natural vegetation (trees) and distance. Therefore, the County finds that the proposed use is sufficiently separated by natural vegetative screening and distance from adjacent properties so as to not cause undue negative impact or deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
 Finding #4 *The proposed Major Home Occupation will be conducted within an existing 60' x 120' structure and a proposed 60' x 80' structure. Based on the Planning Commission's October 4, 2023 site visit, the County finds that the existing structure is well-maintained with an aesthetically pleasing appearance. Therefore, the County has no evidence to suggest that either the existing structure or the proposed structure will have an appearance which would cause adverse effects upon 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 identifies Major Home Occupations as an allowable Conditional Use in the Rural Residential I (RRI) and Agricultural (AG) zoning districts (districts in which the subject site is located). Further, as described in Finding #1, the Chisago County Comprehensive Plan identifies a goal of providing for a range of economic diversity and development opportunities to maintain and strengthen the County's economy, with a policy of continuing to allow and encourage Home Occupations in all zoning districts if performance standards are met. Therefore, the County finds that the proposed use directly relates to the land use goals of the County.*
- 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 located immediately adjacent to a well-established and well-maintained County State Aid Highway road system (Rush Lake Road / CSAH 1 and Evergreen Avenue (CSAH 9) and in close proximity to Interstate 35. As proposed, the Major Home Occupation will primarily serve as a warehousing facility and will not generate a significant or noticeable amount of customer or delivery traffic (applicants verbally stated 2-3 customers per day and 1-2 deliveries per week). Therefore, the*

County finds no evidence to suggest that the proposed use will 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 The proposed Major Home Occupation is primarily a warehousing facility with business activity taking place within structures, with business-related traffic and parking likely being the most noticeable impact to nearby properties. Based on detail provided in the application materials, existing natural vegetation, and distance, the County finds no evidence to suggest that the Major Home Occupation will cause any noise, glare or general unsightliness which would impact nearby properties.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the request for Conditional Use Permit, subject to the following conditions:

1. This Conditional Use Permit grants approval for a Major Home Occupation involving the use of detached accessory structures, as specifically described in the application materials dated received August 31, 2023 and kept on file with the Department of Environmental Services, except as specifically conditioned herein.
2. Hours of operation shall be limited to Monday through Friday, 9:00 am to 6:00 pm.
3. The maximum number of employees – in addition to the permit holder – on-site at any given time is five (5). This condition is not intended to prohibit the permit holder from having more than five (5) employees but, rather, to limit the number of employees on-site.
4. Noise generated from the approved use shall be subject to the Chisago County noise standards. No undue or objectionable noise resulting from said uses shall be transmitted beyond the subject site's property boundaries.
5. To mitigate potential adverse impacts related to noise, the permit holder shall maintain existing vegetation (large stands of trees) – and replace dying, dead, or downed vegetation – located between the area of business operations and the surrounding property boundaries.
6. The permit holder shall accommodate all customer, employee and delivery parking on-site. No such parking shall be allowed on Rush Lake Road / CSAH 1.
7. The permit holder shall ensure adequate year-round access and parking for emergency vehicles on-site, including space to maneuver/turn vehicles.
8. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
9. No hazardous waste shall be generated or stored on the subject site.
10. Any fuel storage at the subject site shall be in accordance with MPCA regulations.
11. There shall be no exterior track on site for customer testing or use of ATVs, snowmobiles, or other types of power equipment.
12. Any expansion of the use – including, but not limited to, the construction of new structures used for the business activity (aside from the one proposed structure included in this request), the expansion of the number of employees / hours of operation, or other expansion as determined by the Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of a Conditional Use Permit Amendment.
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: October 18, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: October 18, 2023		Item Number: 12	
Title of Item for Consideration: Sunrise Homes Inc. "Zackary Meadows" Final Plat			
Action Requested by: Kurt Schneider, Director		Department: Environmental Services and Zoning on behalf of the Chisago County Planning Commission.	
Previous Action on this Matter: The Preliminary Plat of Zackary Meadows was recommended for approval by the Planning Commission on April 6, 2023, and approved by the Board of Commissioners on April 19, 2023.			
Background: Sunrise Homes Inc. is requesting Final Plat approval of Zackary Meadows. The subject 33.91-acre property is proposed to be divided into three subdivided lots ranging in size from 9.1 to 15.7 acres. The property is located South of Rush Point Drive / CSAH 7 and East of Anchor Avenue in Nessel Township, (PID #06.00702.10). The Final Plat submitted on October 6, 2023, generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval. A resolution of the Board of Commissioners consistent with that of approval of the Final Plat is presented for Board consideration. Attachments: • Draft Resolution of Approval • Final Plat of Zackary Meadows (original full copy provided at the meeting)			
Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the Zackary Meadows Final Plat. The recommended motion is as follows: <i>"Move to Approve Resolution No. 23/1018-____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Zackary Meadows located South of Rush Point Drive / CSAH 7 and East of Anchor Avenue in Nessel Township, (PID #06.00702.10)"</i>			
Implications of Action – Recommended Board action grants approval of the Zackary Meadows Final Plat as presented. Upon signature and recording the new land lot(s) and configurations will take effect. 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 <u>CEB</u>
Motion By:		Seconded by:	

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

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 23/1018-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING THE FINAL PLAT OF ZACKARY MEADOWS

WHEREAS, property owner Sunrise Homes, Inc. submitted a request for the Final Plat of Zackary Meadows on October 6, 2023; and

WHEREAS, the property owner desires to create three buildable parcels from the 33.91± acre subject site; and

WHEREAS, the subject site is generally located south of Rush Point Drive / CSAH 7 and east of Anchor Avenue in Nessel Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 06.00702.10

The Northwest Quarter of the Northwest Quarter of Section 34, Township 37, Range 22, Chisago County Minnesota EXCEPTING THEREFROM the following described parcel.

Beginning at the northwest corner of said Northwest Quarter of the Northwest Quarter; thence South 01 degrees 58 minutes 14 seconds West, assumed bearing along the west line of said Northwest Quarter of the Northwest Quarter, a distance of 444.79 feet; thence east and parallel to the north line of said Northwest Quarter of the Northwest Quarter, a distance of 573.72 feet; thence North 02 degrees 00 minutes 02 seconds East, a distance of 444.79 feet, more or less, to the north line of said Northwest Quarter of the Northwest Quarter; thence North 88 degrees 30 minutes 43 seconds West, along said north line, a distance of 573.95 feet to said point of beginning and there terminating.

AND ALSO EXCEPTING THEREFROM Parcel 60 of Chisago County Highway Right of Way Plat No. 40.

Subject to easements, restrictions, or reservations of record, if any.

WHEREAS, the Preliminary Plat of Zackary Meadows was recommended for approval by the Planning Commission on April 6, 2023 and approved by the Board of Commissioners on April 19, 2023; and

WHEREAS, the Final Plat submitted on October 6, 2023 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval; and

WHEREAS, the County has received title evidence in the form of a current and in force title policy and the County Attorney has provided an opinion that the title evidence is satisfactory.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the Final Plat of Zackary Meadows, subject to the following conditions:

1. The Final Plat of Zackary Meadows is approved as submitted on October 6, 2023. Any deviation from the approved plat drawing prior to recording shall require further review by the Planning Commission and approval by the County Board.
2. No access shall be granted from Rush Point Drive / CSAH 7.

3. The property owner shall cause the preparation of a survey or otherwise accurately identify the existing State of Minnesota Reinvest in Minnesota perpetual conservation easement boundaries and properly mark, with SWCD approved signage, all corners and at least one sign between corners of the easement. The signs shall be installed at a height of no less than six (6') feet above ground level.
4. The property owner shall coordinate with Chisago SWCD to transfer the existing State of Minnesota Reinvest in Minnesota perpetual conservation easement to Sunrise Homes, Inc. and, if and when Sunrise Homes, Inc. sells the lot which includes the easement, Sunrise Homes, Inc. shall again coordinate with Chisago SWCD to transfer the easement to the new landowner(s).
5. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

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: October 18, 2023

Ben Montzka
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 13
Title of Item for Consideration: Grant Authorization/Acceptance for MDA Noxious Weed and Invasive Plant Grant Program	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning
Previous Action on this Matter: Since February of 2022, a Planning Team meets monthly to identify and map occurrences of invasive phragmites and implement treatment strategies to control infestations along shorelines, roadways, and in wetland and upland areas throughout the county. Including staff from the County, Chisago Lakes Lake Improvement District (LID), lake associations, Wild Rivers Conservancy, University of Minnesota, and Department of Natural Resources. Since 2019, lake associations in the Chisago Lakes area have worked with the MN Aquatic Invasive Species Research Center (MAISRC), the LID and Wild Rivers Conservancy to identify and map occurrences of invasive phragmites and determine ways to treat infestations along shorelines, and in wetland and upland areas in the Chisago Lakes Chain of Lakes Watershed. Since 2000, Chisago County has worked with Wild Rivers Conservancy to survey, map, and identify roadside populations of invasive phragmites located within Chisago Lake North and South and Lent Township (located outside of the Chisago Lakes Lake Improvement District), Amador, Fish Lake, Franconia, Harris, Nessel, Rusheba, Shafer, Sunrise North and South Townships, and North Branch, Rush City, Shafer, Stacy, Taylors Falls and Wyoming. On November 20, 2019, the Chisago County Board of Commissioners approved the request for staff to apply for the 2020 Noxious Weed and Invasive Plant Grant to treat, map and identify invasive phragmites in the LID and initiate survey work countywide. Background: The Minnesota Department of Agriculture (MDA) has submitted Request for Proposals for the FY 2024 Noxious Weed and Invasive Plant Grant. The MDA has reserved up to \$150,000 in total funds with a minimum award of \$500 for an individual project. Counties, municipalities, and weed management entities may apply for grants to address noxious weeds and invasive plants. The MDA Noxious Weed Program and the Noxious Weed Advisory Committee (NWAC) reviews and funds applications through a competitive process. Chisago County ESD submitted a grant request of \$6,200 for the 2024 Noxious Weed and Invasive Plant Grant on September 22, 2023, to contract with Wild Rivers Conservancy to map and identify populations of invasive phragmites and purple loosestrife by completing a roadside survey of the Chisago Lakes Lake Improvement District (LID), Fish Lake and Nessel Townships. One of requirements for the grant is for applicants to receive approval from their county boards to receive the grant funds from the MDA. No match is required for the grant. Authorization is requested to accept the prospective \$6,200 grant award amount if the county receives the 2024 Noxious Weed and Invasive Plant Grant.	

Attachment(s):

- 2024 Wild Rivers Conservancy Road Survey Proposal
- 2024 MDA Noxious Weed and Invasive Plant Grant Application

Actions Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the following resolution. The suggested motion to approve this action is as follows:

“Move to Authorize acceptance of the prospective 2024 Noxious Weed and Invasive Plant Grant award and enter into a \$6,200 service agreement with Wild Rivers Conservancy for Invasive Phragmites and Purple Loosestrife Right-of-way Survey Work in Fish Lake and Nessel Townships and in the Chisago Lakes Lake Improvement District if Chisago County receives the grant as presented at tonight’s meeting.”

Implications of Action: Recommended Board action would authorize Chisago County to collaborate with the Wild Rivers Conservancy to map and identify invasive phragmites and purple loosestrife by conducting a road survey in Fish Lake and Nessel Townships and the Chisago Lakes Lake Improvement District in 2024.

Budget/Financial Implications: Each year, the Chisago Lakes Lake Improvement District budgets \$30,000 to treat aquatic invasive species. The Chisago County water resources fund levy for 2023 identifies \$4,000 for invasive phragmites projects. Staff requests no additional levy dollars to match the grant for invasive phragmites management.

Legal/Policy Implications: The proposed activity is in 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 _____



Susanna Wilson Witkowski
Water Resource Manager
Chisago County
313 North Main Street
Center City, MN 55012

Dear Ms. Wilson Witkowski:

The Wild Rivers Conservancy would like to offer our services to Chisago County to conduct a full roadside survey of Phragmites and Purple loosestrife throughout the Fish Lake and Nessel townships and the Chisago Lakes Lake Improvement District (LID) , this includes a day of training, 9 days of surveying & mapping, and a full report of findings.

Invasive Phragmites is a tall, aggressively growing grass that can take over large areas of wetland and shoreline, push out native vegetation, and reduce habitat quality for wildlife. It is important to map out this invasive species to determine its capacity for further spread, and develop management protocols for future actions.

Purple Loosestrife is an invasive flowering plant that prefers to grow in saturated soil and is often found growing in roadside ditches, marshes, and along the shoreline of rivers and lakes. Purple Loosestrife outcompetes native flowering plants and therefore decreases biodiversity and wildlife habitat. It is important to conduct surveys to determine where purple loosestrife is located in order to aid in developing a comprehensive management strategy for the invasive plant.

The Wild Rivers Conservancy will follow the Minnesota Aquatic Invasive Species Research Center protocol for collection, identification and mapping of Phragmites. This includes the following steps:

1. Carry out a survey of Phragmites in the Fish Lake and Nessel townships, and the Chisago Lakes LID
2. Determine native or non-native status using the identification guide
3. Complete the MNPhrag reporting form (optional if using reporting directly in EDDMapS)
4. Report findings in GLEDN/EDDMapS
5. Collect samples for morphological confirmation (Unless virtually verified by Julia Bohnen or other MAISRC staff)
6. Store and ship the samples to the University of Minnesota (Unless directed otherwise by Julia Bohnen or other MAISRC staff)

The Wild Rivers Conservancy will follow the following protocol for the identification and mapping of Purple loosestrife.

1. Carry out a survey of Purple loosestrife in the Fish Lake and Nessel townships, and the Chisago Lakes LID.
2. Determine invasive status using the UMN identification guide.
3. Report all findings in EDDMapS for verification.
4. Create a comprehensive roadside map indicating Purple loosestrife populations within Fish Lake and Nessel townships and the Chisago Lakes LID



The Conservancy requests **\$6,200.00 from Chisago County** to see that the above goals, strategies, and actions are implemented in Fish Lake and Nessel townships, and the Chisago Lakes LID..

Breakdown of the funding is located in the chart below:

Activity	County Funds Requested	Total Activity Cost
100% Road Survey of Phragmites and Purple loosestrife within the Fish Lake & Nessel townships, and the Chisago Lakes LID located in Chisago County	\$5,600 coordination, training & staff time for road survey of Phragmites and Purple loosestrife \$600 transportation (@ \$0.655/mi for miles total) = \$6,200.00 from Chisago County	\$6,200.00

The Wild Rivers Conservancy's mission is to inspire stewardship to forever ensure the rare ecological integrity of the St. Croix and Namekagon Riverway. With an approach based on partnerships, The Conservancy is working to realize a vision for the St. Croix as a place where rivers run free and clean, a diverse habitat sustains our unique and diverse flora and fauna, people have access to our National Park and the park flourishes, towns throughout the basin thrive, and people celebrate the river. Protecting the St. Croix from AIS threats is a crucial component of The Conservancy's Strategic Plan, and we hope to expand the scope and reach of this important work with your support.

If you have any questions, please do not hesitate to contact the Conservancy's Invasive Species Coordinator, Maria Young at myoung@wildriversconservancy.org

**Minnesota Department of Agriculture
2024 Noxious Weed and Invasive Plant Grant
Application**

9-19-23

Surveying and Mapping Non-Native Phragmites and Purple Loosestrife in Chisago County

Award Amount:

Grant Request

\$6,200

85,841 acres (22,208 acres in Fish Lake Township, 27,328 in Nessel Township and 36,305 acres in the Chisago Lakes Lake Improvement District)

196.10 ROW miles of treatment Chisago County (Nessel and Fish Lake Townships)

201.20 ROW miles to treatment Chisago Lakes Lake Improvement District

- Monitoring and Surveillance
- Innovative Control or land management practices
- Support of weed management areas
- Educational activities

County under 10,000 residents – NO

Previous Grant Recipient – NO

Targeted Species on the Restricted List

Non-native phragmites

Purple Loosestrife

Narrative Questions

Project Justification

Chisago County has not identified and mapped all known locations of non-native phragmites, and purple loosestrife located along roadside right-of-ways in the County.

Chisago County would like to contract with Wild Rivers Conservancy in 2024 to complete a roadside survey of the Chisago Lakes Lake Improvement District (LID), Fish Lake, and Nessel Townships in order to complete the following protocols. (The roadside survey will include the survey of 397.3 miles of Interstate, US Highway, State Highway, County State Aid Highway, County Road, Township and City Road miles.)

- Identify locations of purple loosestrife,
 - Determine invasive status using the University of Minnesota identification guide,
 - Report findings in EDDMapS for verification, and
 - Provide a summary report showing the mapped locations of purple loosestrife.
-
- Identify locations of non-native phragmites,
 - Determine native or non-native status using the MNPhrag (Minnesota Non-native Phragmites Early Detection Project) identification guide,
 - Complete the MNPhrag reporting form (optional if using reporting directly in EDDMapS),
 - Report findings in GLEDN/EDDMapS,
 - Collect samples for morphological confirmation from the University of Minnesota,
 - Store and ship the samples to the University of Minnesota, and
 - Provide a summary report showing the mapped locations of non-native phragmites.

The roadside survey will be similar to the surveys conducted by Wild Rivers Conservancy in Chisago County and the LID from 2019 to 2023 to identify and map in EDDMapS several locations of non-native phragmites.

The goal is to identify and map the locations of non-native phragmites and purple loosestrife in order to identify the scope of any infestation and future spray applications or other treatments needed to reduce the size of current populations and prevent the spread in Chisago County, the LID, and statewide.

Projects Benefits

Chisago County is on the frontline of identifying and managing non-native phragmites located along lakeshores, roadsides, and upland areas. Chisago County is actively working with the University of Minnesota to eradicate non-native phragmites and the threats posed by the species to the County, LID, Lower St. Croix Watershed, and the State of Minnesota.

The Lower St. Croix is classified as a Wild and Scenic Riverway and early detection of noxious weeds and invasive species in riparian habitats is critical to effective management. Addressing invasive species in the Lower St. Croix Watershed is also an issue identified through the One Watershed, One Plan (1W1P) process for the Lower St. Croix. The 2024 Noxious Weed and Invasive Plant Grant will meet the 1W1P

measurable output to “reduce the size and number of invasive phragmites locations as reported in EDDMapS by 50% or 45 infestation areas.”

Chisago County will use the 2024 Noxious Weed and Invasive Plant grant to identify and map current infestations of non-native phragmites and purple loosestrife.

Chisago County will work to accomplish the following goals:

1. Increase identification and mapping efforts of non-native phragmites and purple loosestrife through roadside surveys.
2. Support the Chisago County Cooperative Weed Management Area (CWMA) Action Plan.

Objectives and Deliverables

Objective 1: By November 1, 2024, survey, identify, quantify, and report in EDDMapS for 397.3 miles of all roads in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships in Chisago County for non-native phragmites and purple loosestrife. (Chisago Lakes Lake Improvement District is 93 square miles and 36,305 acres. Fish Lake Township is 34.7 square miles and 22,208 acres. Nessel Township is 42.7 square miles and 27,328 acres).

Objective 2: By November 30, 2024, receive a comprehensive summary report from Wild Rivers Conservancy reporting the road-side survey findings for non-native phragmites and purple loosestrife in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships.

Objective 3: By November 30, 2024, research best management practices and protocols for treatment of purple loosestrife. Chisago County Water Resources staff will develop a Chisago countywide Action Plan for treatment of purple loosestrife, including communicating with and providing education to landowners regarding the identification, eradication measures and the spraying to occur in roadside right-of-ways, and/or shoreland and lakeside areas, located in the LID and Fish Lake and Nessel Townships in Chisago County.

Objective 4: By December 31, 2024, continue active collaboration with University of Minnesota, Wild Rivers Conservancy, Department of Natural Resources, Chisago County Water Resources, LID, and lake association representatives. Since February of 2022, a Planning Team meets each month to identify and map occurrences of non-native phragmites and implement strategies to control infestations along shorelines, roadways, and in wetland and upland areas throughout the county.

Work Plan

Activities:

In partnership with the Wild Rivers Conservancy, survey 397.3 miles of all roads located in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships in Chisago County. The survey includes identifying, quantifying, and reporting in EDDMapS for non-native phragmites and purple loosestrife.

1. Wild Rivers Conservancy (by November 2024). Complete road-side surveys, identification, mapping, and reporting in GLEDN/EDDMapS of non-native phragmites and purple loosestrife in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships following established protocols.
2. Wild Rivers Conservancy (by November 2024). Complete the comprehensive summary report for the road-side surveys of non-native phragmites and purple loosestrife in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships.
3. Chisago County – Susanna Wilson Witkowski (by November 30, 2024). Submit invoices for reimbursement and provide final reporting documents to the MDA.

Budget

Budget Table

The budget table is an overview of how grant funds will be spent by category and budget year. Create a budget table that includes grant funds requested. Upload a budget in the following format:

Category	Grant Request
Personnel – number of hours @ wage rate	
Equipment, tools, supplies, herbicides (maximum \$5,000 for equipment purchases)	
Education and outreach materials	
Contracted services	\$6,200
In-state travel (mileage rate, per diem)	
Other (specify what the expense is for)	
Total	\$6,200

Budget Narrative

1. **Personnel:** Chisago County does not have staff to complete a roadside survey to identify and map locations and provide treatment of non-native phragmites and purple loosestrife. Contracting with the Wild Rivers Conservancy will assist the county in achieving the goal to reduce the size of current populations and prevent the spread in Chisago County, the LID and statewide.
2. **Equipment:** N/A
3. **Education and Outreach:** N/A
4. **Contracted Services:** Chisago County requests receiving a \$6,200 grant for contracted services. Chisago County has received a proposal from the Wild Rivers Conservancy in the amount of \$6,200 to conduct roadside surveys and complete a summary report for non-native phragmites and purple loosestrife in the Chisago Lakes Lake Improvement District, Fish Lake, and Nessel Townships.
5. **In-state Travel:** N/A
6. **Other:** N/A

Chisago County Request for Board Action

Meeting Date: October 18, 2023	Item Number: 14
Title of Item for Consideration: Report and Recommendations from the October 11, 2023 Meeting of the Budget and Finance Committee	
Action Requested by: Budget & Finance	Department: County Board of Commissioners
Previous Action on this Matter: From time to time, the County Board discusses issues of importance/interest to the Board and/or its Committees or individual members.	
Background: Time has been set aside at tonight's meeting to review items discussed by the Budget & Finance Committee at its October 11th Budget and Finance Meeting. Of note are the following, items, along with any recommended Board actions if the Board of Commissioners chooses to approve the Budget and Finance Committee's recommendations: <u>Current Year-to-Date Financial Update:</u> The Committee reviewed the current up to date financials; operating budget activity, cash flow considerations, monthly-to-annual payroll, and the local option sales and wheelage tax numbers. <u>The Committee recommended accepting the reports.</u> <u>2022 Audit:</u> Chief Deputy Auditor-Treasurer Kristin Waddell presented the FINAL 2022 Audit to the Committee. <u>The Committee recommended accepting the 2022 Audit.</u> <u>Repair of Concrete at Multiple County Facilities:</u> County Administrator Burnham presented to the Committee the forwarded 'County Concrete Repair projects' item from the Oct. 4th Board meeting. <u>The Committee recommended funding the project with County Fund Balance 3-2.</u> <u>Old Jail Demolition Project – ARPA Expenditure:</u> County Administrator Burnham presented the change order from the 'Old Jail Demolition Project' to the Board, which was for \$17,852. <u>The Committee recommended funding it from the current ARPA old Demolition funding allocation.</u> <u>County Sheriff Presentation:</u> County Sheriff Brandon Thyen presented to the Committee his need for 2 NEW deputies for the upcoming request from the City of Stacy for Law Enforcement Services. In addition, that requires 2 additional squad cars. <u>The Committee recommended moving the purchase of the new squads to the County Board meeting, to be funded by the contract revenue.</u> County Sheriff Brandon Thyen proposed a 'school safety program' to supply each school building in Chisago County (10) and the Chisago County Government Center with 'breach bags' and 'stop the bleed' kits. <u>The Committee recommended \$40,000 of ARPA funding to pay for all this equipment.</u>	

Lastly, County Sheriff Thyen discussed the current Chisago County Sheriff's Office Recruiting and Retention Program. **The Committee recommended adding an additional \$145,000 from the County's Public Safety Fund allocation for a total of \$200,000 to the program.**

2024 CIP and ARPA:

The Committee discussed the remaining 2024 CIP department requests, the currently unspent but previously allocated ARPA funds and the new Public Safety Funds.

Attachment:

- October 11th Budget and Finance Packet

Action Requested/Recommended: It is respectfully requested that the Chisago County Board accept the October 11th Budget and Finance Report and approve the recommendations from the Budget and Finance Committee with the following motions below. Recommended Board Action, if any, may be undertaken via the above individual motions or via the following encompassing motion:

“Move to accept the October 11th Budget and Finance Report.”

And

“Move to accept the 2022 County Audit.”

And

“Move to approve funding the County Concrete Repair project with County Fund Balance.”

And

“Move to fund the \$17,852 ‘change order’ for the Old Jail Demolition Project from the current Old Jail Demolition ARPA allocation.”

And

“Move to approve the purchase of 2 new squad cars with law enforcement contract revenue.”

And

“Move to approve the proposed a \$40,000 ‘school safety program’ to supply each school building in Chisago County (10) and the Chisago County Government Center with ‘breach bags’ and ‘stop the bleed’ kits from the ARPA allocations.”

And

“Move to approve adding an additional \$145,000 from the County's Public Safety Fund allocation for a total of \$200,000 to the County Sheriff's Recruiting and Retention program.”

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 _____

2024 Levy Information

(Jurisdictions that will show on TNT Notice)

Taxing Authority	2023 Actual	2024 Proposed	Percent Change
Chisago County	45,740,860	47,250,638	3.30%
Center City	341,860	355,500	3.99%
Chisago City	3,506,703	3,751,982	6.99%
Harris	670,483	729,168	8.75%
Lindstrom	3,047,006	3,344,495	9.76%
North Branch	5,378,324	6,380,881	18.64%
Rush City	821,077	890,136	8.41%
Shafer	527,666	561,435	6.40%
Stacy	367,862	403,264	9.62%
Taylors Falls	692,635	887,056	28.07%
Wyoming	5,133,772	5,602,798	9.14%
ISD 138 - North Branch	10,051,362	10,144,705	0.93%
ISD 139 - Rush City	3,627,629	3,900,119	7.51%
ISD 314 - Braham	2,284,396	2,447,806	7.15%
CSD 323 - Franconia	79,249	73,064	-7.80%
ISD 831 - Forest Lake Area	31,441,392	34,362,204	9.29%
ISD 911 - Cambridge-Isanti	15,122,284	17,075,573	12.92%
ISD 2144 - Chisago Lakes Area	11,118,918	11,353,474	2.11%

(Jurisdictions that will do not show on TNT Notice)

Taxing Authority	2023 Actual	2024 Proposed	Percent Change
Amador Twp	407,000	410,000	0.74%
Chisago Lake Twp	1,289,000	1,689,000	31.03%
Fish Lake	1,022,000	1,083,500	6.02%
Franconia	870,000	870,000	0.00%
Lent	1,215,000	1,340,000	10.29%
Nessel	727,380	846,292	16.35%
Rushsheba	177,500	192,500	8.45%
Shafer Twp	270,973	325,168	20.00%
Sunrise Twp	631,376	657,945	4.21%
Chisago County HRA/EDA	470,000	700,000	48.94%
Comfort Lake/FL Watershed	393,518	413,177	5.00%
ECRDC	127,893	130,732	2.22%
LID	327,520	365,330	11.54%
North Branch EDA	388,126	574,653	48.06%

Average	11.19%
Median	8.43%

BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, October 11, 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. Repair of Concrete at Multiple County Facilities – FROM Oct. 4 Board of Commissioners

- AMEND. Old Jail Demolition Project – ARPA Expenditure – \$17,852
 - Export 40x40x4 replace with fill

- III. 2024 Budget and Operating Levy

- IV. 2024 CIP and ARPA Funding – Expenditures
 - A. Chisago County Sheriff's Office
 - 1. Stacy Deputies
 - a. Squads (x2)
 - 2. ARPA – School Safety
 - 3. CIP – Currently Unapproved Requests
 - 4. Recruiting and Retention
 - B. Unfunded Request Presentations
 - 1. Enterprise Services
 - 2. Environmental Services
 - 3. Facilities and Maintenance
 - 4. Public Works
 - 5. County Administration

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 09/30/2023
75% OF YEAR COMPLETE

	2023 Budget As Amended	As of 09/30/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	161,200	147,661	92%	MICA dues paid in Feb Per Diems/Mileage
District Court	212,500	134,698	63%	
Law Library (Restricted)	161,092	31,904	20%	
County Administrator	71,800	82,656	115%	Misc dues paid in Feb Conferences & Training Mileage
Auditor-Treasurer	28,110	14,586	52%	
Audit	100,000	12,768	13%	
Assessor	39,400	24,233	62%	
Enterprise Services	3,903,842	2,590,139	66%	
Central Services	113,589	63,680	56%	
Elections	202,725	49,780	25%	
County Attorney	71,450	62,331	87%	Misc dues paid in Feb
County Attorney Forfeiture (Restricted)	29,417	91	0%	
Recorder	16,950	12,337	73%	1st Half Title Examiner Fees
Recorder Compliance/Technology (Restricted)	2,270,318	32,907	1%	
Maintenance	1,005,378	758,314	75%	
Planning & Zoning	261,500	147,964	57%	
General Government	2,489,563	3,730,315	150%	Longevity Bonuses (\$534k) Retiree Payouts (\$246k) Worker's Comp/General Ins pymts HRA-EDA Loan ARPA Expenses (\$1.5M)
Contingency	109,747	2,805	3%	
Sheriff	1,001,663	792,805	79%	Misc dues paid in Feb AXON annual pymt Squad Repairs
Sheriff Forfeitures (Restricted)	35,320	17,764	50%	
Boat & Water (Restricted)	-	-		
Sheriff's Reserve (Restricted)	10,903	4,827	44%	
Snowmobile Safety (Restricted)	-	-		
Sheriff's Contingency (Restricted)	4,828	-	0%	
Gun Permits (Restricted)	181,846	17,291	10%	
Project Lifesaver (Restricted)	5,121	-	0%	
Public Safety Grants (Restricted)	114,453	108,077	94%	
Coroner	153,159	110,317	72%	Q1 - Q3 Fees
County Jail	742,150	454,849	61%	
Jail Canteen (Restricted)	136,391	58,143	43%	
Probation & Parole	138,106	122,170	88%	1st & 2nd Half Sentence to Serve Fees
Emergency Management	44,580	32,189	72%	2023 CODERED Svc Fee
E-911 (Restricted)	371,715	-	0%	
Controlled Substances - Share of Fines (Restrict	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	68,186	52%	
County Agricultural Society	16,000	16,000	100%	Full Allocation paid
County Extension Services	138,700	76,751	55%	
Soil & Water	150,000	150,000	100%	Full Allocation paid
Water Quality Grant (Restricted)	359,089	12,658	4%	
Sewer Grants (Restricted)	43,344	500	1%	
Wetland Grant (Restricted)	5,000	5,000	100%	
Watercraft Inspection (Restricted)	141,731	7,498	5%	
Economic Development	70,000	34,311	49%	Tax Abatements
TOTAL GENERAL FUND	\$ 16,030,951	\$ 10,767,046	67%	

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 09/30/2023
75% OF YEAR COMPLETE

	2023 Budget As Amended	As of 09/30/2023	% of Budget	Notes
ROAD AND BRIDGE FUND				
Surveyor	20,788	14,823	71%	Equipment purchase
Highway Administration	38,500	22,309	58%	
Highway Engineering	2,646,450	1,076,016	41%	
Highway Construction	12,000,000	7,440,813	62%	
Highway Maintenance	2,739,300	1,674,757	61%	
Equipment Maintenance/Shop	898,700	864,428	96%	
				Equipment repairs; Gas and Oil
Traffic Operations	391,500	211,782	54%	Vehicle purchase has matching revenue
TOTAL ROAD AND BRIDGE FUND	\$ 18,735,238	\$ 11,304,928	60%	
HEALTH AND HUMAN SERVICES				
Veterans Service	37,150	22,154	60%	
Income Maintenance	868,800	601,525	69%	
Social Services	3,918,493	2,426,857	62%	
Public Health Nursing	343,470	208,125	61%	
TOTAL HEALTH AND HUMAN SERVICES	\$ 5,167,913	\$ 3,258,661	63%	
BUILDING FUND				
General Government	657,012	603,439	92%	Honeywell lease payment
				Honeywell Phase II
Score Grant Fund	17,000	-	0%	
TOTAL BUILDING FUND	\$ 674,012	\$ 603,439	90%	
CAPITAL EQUIPMENT FUND				
Administration	34,740	8,040	23%	
Armer Radio - Replacement Fund	230,930	-	0%	
Auditor-Treasurer (Elections)	189,880	93,219	49%	
Enterprise Services	1,021,199	609,044	60%	
HHS	80,000	-	0%	
Maintenance	225,532	148,897	66%	
Other General Government (Unallocated)	17,653	-	0%	
Sheriff	627,179	405,231	65%	
Highway	968,530	373,888	39%	
Parks	357,824	73,530	21%	
TOTAL CAPITAL EQUIPMENT FUND	\$ 3,753,467	\$ 1,711,849	46%	
SOLID WASTE FUND				
Score Grant Fund	263,250	81,861	31%	
HHW Operations	721,250	203,027	28%	
TOTAL SOLID WASTE FUND	\$ 984,500	\$ 284,888	29%	
PARK ACQUISITION & IMPROVEMENT FUND				
Parks	1,396,802	407,271	29%	
TOTAL PARK ACQ & IMPV FUND	\$ 1,396,802	\$ 407,271	29%	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	235,650	82,384	35%	
TOTAL LAKE IMPV DISTRICT MAINT	\$ 235,650	\$ 82,384	35%	
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	\$ 51,676,775	\$ 32,812,797	63%	

**SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 09/30/2023
75% OF YEAR COMPLETE**

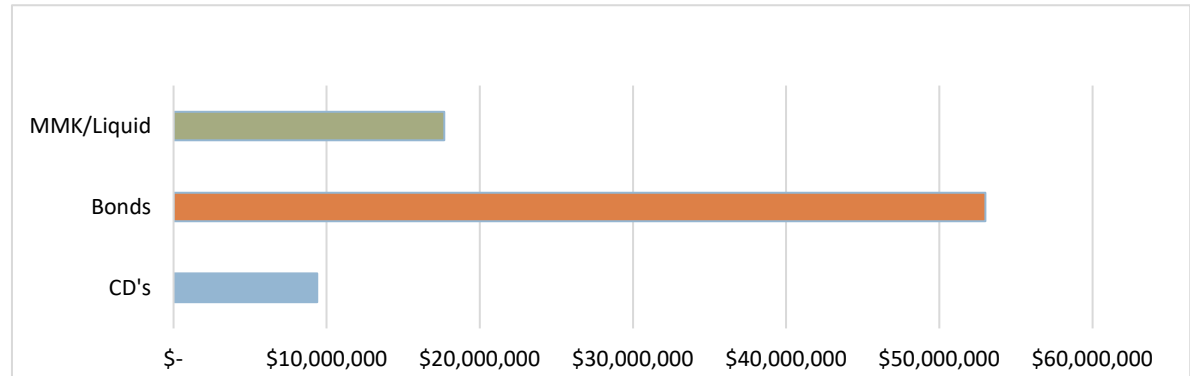
	2023 Budget	As of 09/30/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	\$ 224,952	\$ 165,614	74%	
County Administrator	710,811	520,281	73%	
Auditor-Treasurer	755,366	560,854	74%	
Assessor	890,015	679,389	76%	
Enterprise Services	1,995,626	1,465,681	73%	
County Attorney	2,147,207	1,642,567	76%	
Recorder	394,525	263,983	67%	
Maintenance	609,626	426,413	70%	
Planning & Zoning	930,468	698,745	75%	
Sheriff	6,798,558	4,914,914	72%	
Public Safety Grants	21,180	-	0%	Wages transferred at year end
County Jail	3,684,060	2,740,890	74%	
Probation & Parole	1,128,769	850,175	75%	
Emergency Management	112,864	88,784	79%	
Parks	379,994	282,708	74%	
Water Quality Grant	105,931	97,481	92%	
Wetland Grant	105,443	79,081	75%	
Watercraft Inspection	212,401	134,010	63%	Seasonal
Non-Levy Departments	669,214	410,477	61%	
TOTAL GENERAL FUND	\$ 21,877,010	\$ 16,022,047	73%	
ROAD AND BRIDGE FUND				
Surveyor	\$ 156,712	\$ 115,987	74%	
Highway Administration	360,716	268,199	74%	
Highway Engineering	997,380	752,588	75%	
Highway Maintenance	1,679,032	1,312,031	78%	
Equipment Maintenance/Shop	485,665	395,994	82%	
Traffic Operations	212,630	109,671	52%	
TOTAL ROAD AND BRIDGE FUND	\$ 3,892,135	\$ 2,954,470	76%	
HEALTH AND HUMAN SERVICES				
Veterans Service	\$ 249,951	\$ 151,864	61%	
Income Maintenance	2,970,611	2,131,864	72%	
Social Services	6,644,566	4,989,020	75%	
Public Health Nursing	1,766,878	1,242,326	70%	
Opioid Settlement	-	3,508		Has offsetting Revenue
TOTAL HEALTH AND HUMAN SERVICES	\$ 11,632,006	\$ 8,518,582	73%	
SOLID WASTE FUND				
Score Grant Fund	\$ 55,045	\$ 42,984	78%	
HHW Operations	159,004	122,730	77%	
TOTAL SOLID WASTE FUND	\$ 214,049	\$ 165,714	77%	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	\$ 141,520	\$ 134,751	95%	
TOTAL LAKE IMPV DISTRICT MAINT	\$ 141,520	\$ 134,751	95%	
TOTAL ALL FUNDS	\$ 37,756,720	\$ 27,795,564	74%	



Investment Graphs as of 9/30/2023

Investments by type:

CD's	\$ 9,379,000.00
Bonds	\$ 52,994,525.01
MMK/Liquid	\$ 17,673,611.18
	\$ 80,047,136.19

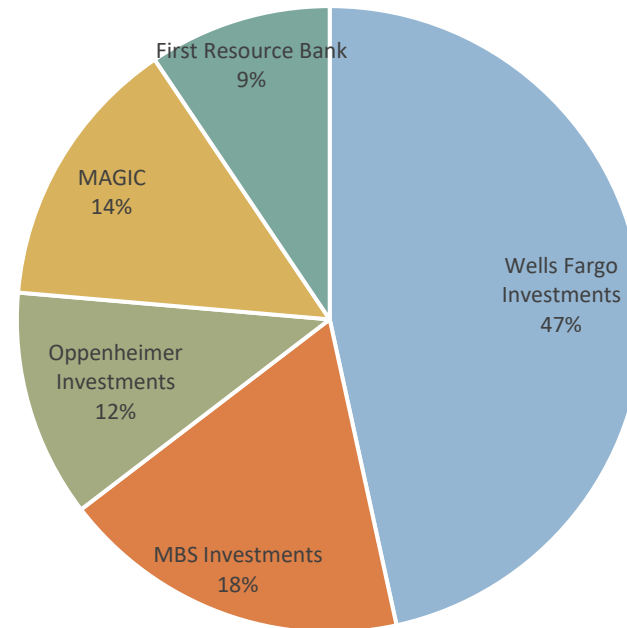


Investments by Institution:

Wells Fargo Investments	\$ 37,284,525.01
MBS Investments	\$ 14,440,000.00
Oppenheimer Investments	\$ 9,400,000.00
MAGIC	\$ 11,363,122.53
First Resource Bank	\$ 7,559,488.65
	\$ 80,047,136.19

Average rate: 2.130%

Percentage by Institution



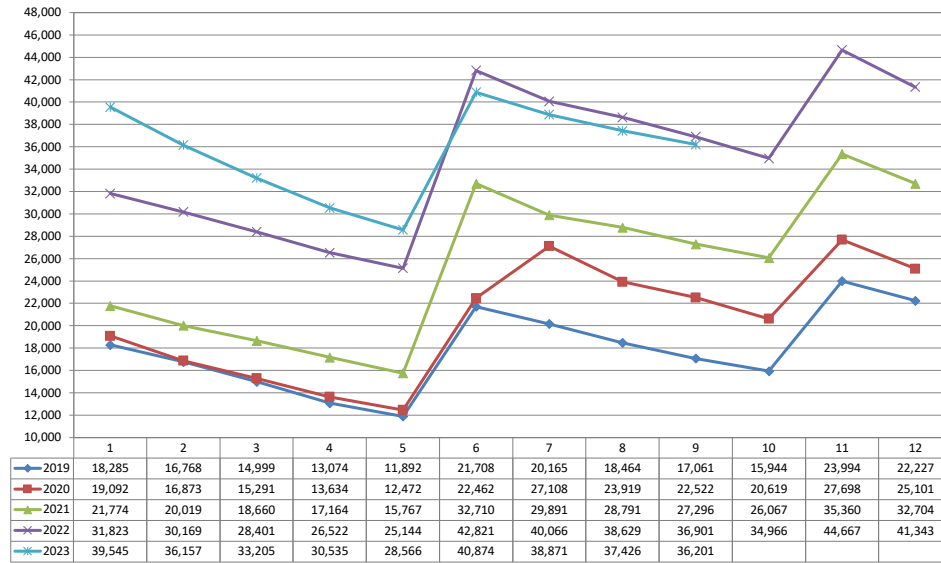
Fund Balance
(000's)

Revenue, Highway and HHS Funds: Cash Fund Balance by Month 2019-2023

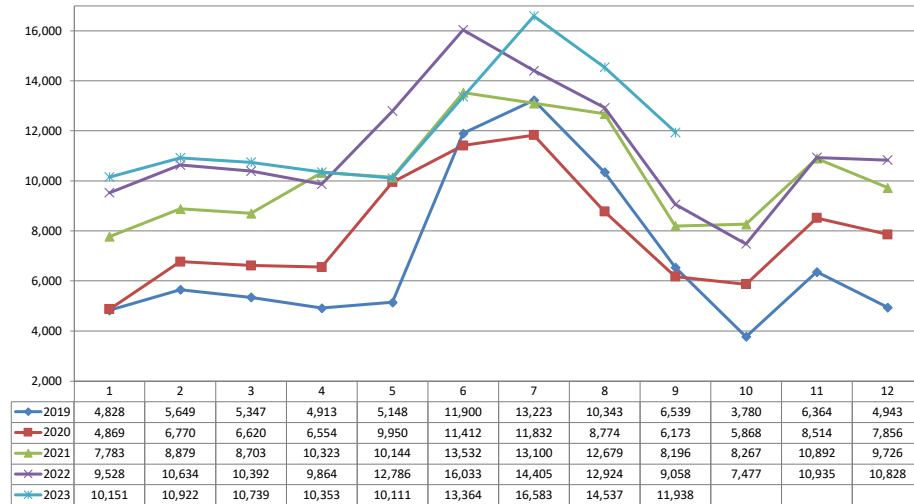


Fund Balance
(000's)

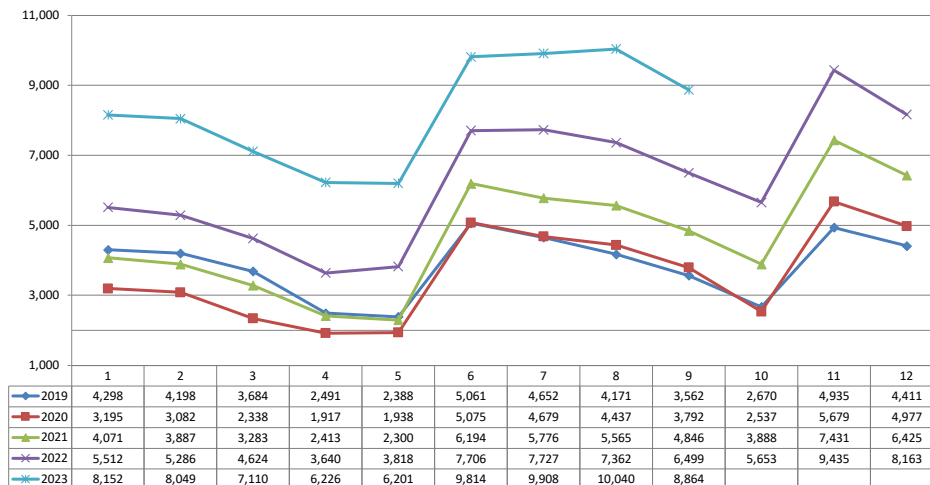
General Fund: Cash Fund Balance by Month 2019-2023



Road & Bridge Fund Balance by Month 2019-2023



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

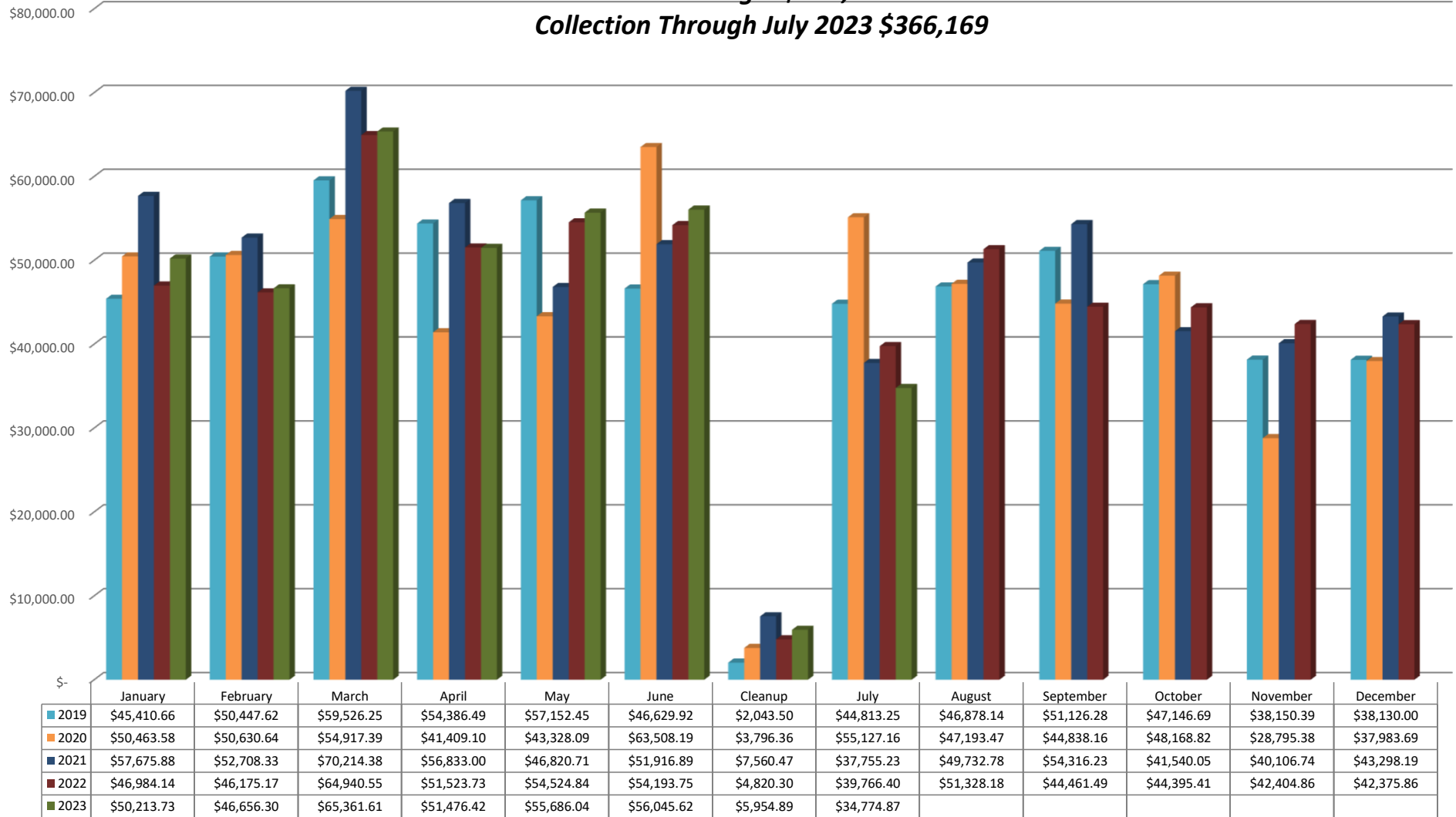


Wheelage Tax

Average Annual Collection \$567,854

2023 Budget \$600,000

Collection Through July 2023 \$366,169

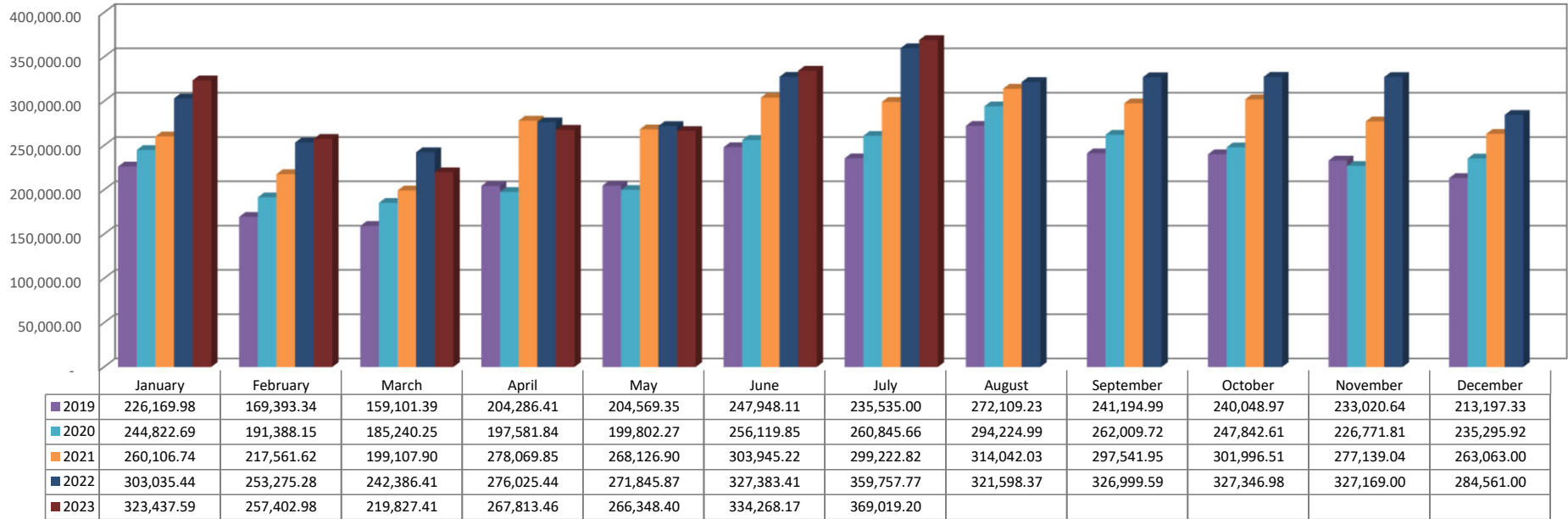


Sales Tax

Average Annual Collection \$2,802,594

2023 Budget \$3,600,000

Total Collection Through July 2023 \$2,038,117



**2023 Capital Improvement Plan
Budget to Actual
As of September 30, 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	(8,040)	26,700
Total			\$ 34,740	\$ (8,040)	\$ 26,700
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	(31,919)	27,081
Total Carryover from 2022			80,000	(52,919)	27,081
Election Equipment Replacement Fund	AUD-0137	2023 CIP BUDGET	59,000	-	59,000
Electronic Pollbook Replacement	AUD-0138	2023 CIP BUDGET	21,000	(16,170)	4,830
Election Results - Storage Media	AUD-0139	2023 CIP BUDGET	4,500	-	4,500
GovAP	2023 ADD	UNALLOCATED	15,000	(13,750)	1,250
LeaseQuery	2023 ADD	UNALLOCATED	10,380	(10,380)	-
Total 2023 CIP Budget			109,880	(40,300)	69,580
Grand Total			\$ 189,880	\$ (93,219)	\$ 96,661
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	(43,357)	56,643
Public Works Cellular Service	2023 ADD	UNALLOCATED	29,480	(14,740)	14,740
Ceiling Tile Rplcmnt Overage (ARPA-0062)	2023 ADD	UNALLOCATED	31,720	-	31,720
Total 2023 CIP Budget			184,200	(67,419)	70,321
Grand Total			\$ 288,972	\$ (148,897)	\$ 93,615
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	(309,061)	63,865
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	(405,231)	91,934
Grand Total			\$ 627,179	\$ (361,420)	\$ 265,759
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	(220,000)	-
Hydrant Replacement	N/A	CARRYOVER	10,073	-	10,073
Total Carryover from 2022			424,530	(277,894)	146,636
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	(21,994)	28,006
Total 2023 CIP Budget			544,000	(95,994)	448,006
Grand Total			\$ 968,530	\$ (373,888)	\$ 594,642

**2023 Capital Improvement Plan
Budget to Actual
As of September 30, 2023**

PARKS/ENVIRONMENTAL					
Description	Project #	Source	Budget	Actual	Remaining
Swedish Immigrant Trail Erosion Control Measures	ENVS-0105	CARRYOVER	19,000	-	19,000
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			249,824	(21,279)	228,545
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	19,000	(19,000)	-
Swedish Immigrant Regional Trail Pavement Repair	ENVS-0116	2023 CIP BUDGET	3,500	(3,500)	-
Parks 1998 Tractor Trailer Replacement	ENVS-0118	2023 CIP BUDGET	12,709	(12,709)	-
Parks 2001 Trailer Replacement	ENVS-0119	2023 CIP BUDGET	3,104	(3,104)	-
Parks Maintenance Facility Well	ENVS-0239	2023 CIP BUDGET	13,939	(13,939)	-
Sunrise Prairie Regional Trail-Subgrade Correction and Paving	ENVS-0241	2023 CIP BUDGET	40,748	-	40,748
Total 2023 CIP Budget			108,000	(52,252)	55,748
Grand Total			\$ 357,824	(73,531)	\$ 284,293
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 .	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
OpenGov	2023 ADD	UNALLOCATED	28,163	(28,163)	-
Total 2023 CIP Budget			855,549	(591,793)	263,756
Grand Total			\$ 1,021,199	\$ (609,043)	\$ 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 07/12/23 meeting	TO MAINTENANCE	(29,480)		
LeaseQuery	Allocated at 08/09/23 meeting	TO AUD/TREAS	(10,380)		
OpenGov	Allocated at 09/13/23 meeting	TO TECHNOLOGY	(28,163)		
Ceiling Tile Overage (APRA-0062 ENTS)	Allocated at 09/13/23 meeting	TO MAINTENANCE	(31,720)		
2024 CIP	Allocated at 09/13/23 meeting	TO 2024	(21,045)		
Total			\$ 17,653	\$ -	\$ 17,653
ARMER			\$ 230,930	-	\$ 230,930
TOTAL ALL DEPARTMENTS			\$ 3,816,907	\$ (1,711,849)	\$ 2,058,598

**ARPA Expenses
Budget to Actual
As of September 30, 2023**

ADMINISTRATION					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0199 ADM	'Old' Jail and White House Demolition	\$ 692,781	\$ (44,455)	\$ (26,899)	\$ 621,427
ARPA-0335 ADM	Broadband	1,764,000	(79,960)	(438,115)	1,245,925
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	184,941	-	-	184,941
		\$ 3,387,797	\$ (771,794)	\$ (465,014)	\$ 2,150,989
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)	(18,595)	83,848
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	(20,245)	15,578
2023 ADD	LENS Update	40,600	-	-	40,600
		\$ 318,384	\$ (139,518)	\$ (38,840)	\$ 140,026
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	30,000	-	-	30,000
		\$ 280,000	\$ -	\$ -	\$ 280,000
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 center	75,000	-	(75,000)	-
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	(64,648)	352
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 multi year project	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)	\$ (729,719)	\$ 2,824,476

ARPA Expenses Budget to Actual As of September 30, 2023					
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	\$ -	\$ (104,633)	\$ 867
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, add'l \$5,605 allocated on 8/9/23)	185,605	-	(40,694)	144,911
ARPA-0305 ENVS	Water Resources Grant Match	250,000	-	(20,351)	229,649
ARPA-0306 ENVS	Water Resources Truck	50,000	-	-	50,000
ARPA-0307 ENVS	Lower St. Croix Watershed Planning Preliminary Engineering - Swedish Immigrant	121,200	-	(4,698)	116,502
2023 ADD	Trail Connection to Center City	7,766	-	-	7,766
2023 ADD	Land Acquisition & Appraisal - Swedish				
2023 ADD	Immigrant Trail Connection to Center City	25,513	-	(783)	24,730
2023 ADD	Ki Chi Saga Septic System	21,000	-	(2,496)	18,504
2023 ADD	Sunrise Prairie Regional Trail - seeding and fertilizing (not included in original bid)	70,000	-	-	70,000
2023 ADD	Planning Code Review	14,000	-	-	14,000
2023 ADD	HHW Cold Storage	281,000	-	-	281,000
		\$ 1,316,084	\$ -	\$ (173,656)	\$ 1,142,428
HEALTH AND HUMAN SERVICES					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0350 HHS	Public Health Payroll	\$ 8,190	\$ (8,190)	\$ -	\$ -
JAIL					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0348 JAIL	PPE	\$ 13,058	\$ (13,058)	\$ -	\$ -
LID					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0353 LID	Canoe, Motor and Batter - LID	\$ 2,132	\$ (2,104)	\$ -	\$ 28
MAINTENANCE					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0135 MNT	Repair elevator on 1973 side of Courthouse	\$ 111,119	\$ -	\$ (44,448)	\$ 66,671
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)	\$ (44,448)	\$ 66,671
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)	\$ (115,581)	\$ 23,489
2023 ADD	Harris Building Improvements - Phase II	900,000	-	-	900,000
		\$ 1,048,300	\$ (9,230)	\$ (115,581)	\$ 923,489
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)	\$ (1,572,750)	\$ 7,642,677

Repair(s) of Concrete at Multiple County Facilities

At the October 4th Board of Commissioners meeting, the Commissioners approved all the concrete repair projects as presented. However, the Board also decided they will need to designate a funding source.

There is concrete repair need at the following County facilities: Chisago County Government Center, Center City Public Works, Chisago County Law Enforcement Center, Chisago County HHS Building in North Branch, Chisago Lakes Library. This work includes, sidewalks, curbing, etc.

Government Center = \$24,400

Center City Public Works = \$3,500

Law Enforcement Center = \$16,300

NB HHS = \$6,800

Chisago Lakes Library = \$3,300

The Board could fund the projects from the following sources:

- 1) CIP
- 2) ARPA
- 3) Fund Balance

Attachment(s):

- Concrete Repair Quotes

LJ Concrete
55 6th St NW
Forest Lake, MN
55025 US
6513197047
ljconstruction15@gmail
.com



ADDRESS

Ward Brown
Chisago County Gov Center
313 N Main St
Center City, MN 55012

Estimate 1640

DATE 08/08/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	2nd street entrance. 8' x 12' sidewalk area. Tear out and replace. #3 rebar throughout. Expansion where needed.	1	1,900.00	1,900.00
	04 Concrete	2nd street sidewalk with truncated domes. 4' x 9' Tear out and replace. #3 rebar throughout. Expansion where needed. Reuse truncated domes if possible. If they are not salvageable then new domes will have to be purchased approximately \$700 more.	1	1,250.00	1,250.00
	04 Concrete	Curb at island on East side of building. 23' Tear out and replace.	1	1,700.00	1,700.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Sidewalk at island on East side of building. 4' x 18' Tear out and replace. #3 rebar throughout. Expansion where needed.	1	1,400.00	1,400.00
	04 Concrete	Garden curb. 7' Tear out and dispose of curb. Do not replace.	1	500.00	500.00
	04 Concrete	Section of curb on NE side of building. 16' Tear out and replace.	1	1,200.00	1,200.00
	04 Concrete	Section of curb on NE side of building. 25' Tear out and replace.	1	1,800.00	1,800.00
	04 Concrete	Sidewalk section on NE side of building. 7' x 7' Tear out and replace. #3 rebar throughout. Expansion where needed.	1	1,000.00	1,000.00
	04 Concrete	Concrete pad on North side of building, 11' x 15' Remove sod and replace. #3 rebar throughout. Expansion where needed.	1	2,750.00	2,750.00
	04 Concrete	Parking pad on North side of building. 14' x 20' Remove fill and replace. #3 rebar throughout. Expansion where needed.	1	3,500.00	3,500.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Bollards at North side parking pad.	8	500.00	4,000.00
		8 total.			
	04 Concrete	Parking pad.	1	2,400.00	2,400.00
		12' x 10' Tear out and replace. #3 rebar throughout. Expansion where needed.			
	05 Masonry	Patching areas as discussed.	1	1,000.00	1,000.00

All concrete is 4500 psi standard gray mix.
All areas will be based and compacted.
All concrete is broomed.
All areas will be sealed with siloxane sealer.

TOTAL	\$24,400.00
-------	-------------

Accepted By

Accepted Date

LJ Concrete
55 6th St NW
Forest Lake, MN
55025 US
6513197047
ljconstruction15@gmail
.com



ADDRESS

Ward Brown
Chisago County Highway
Department.
31325 Oasis Rd
Center City, MN 55012

Estimate 1641

DATE 08/08/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Curb on SW side of building. 40' Tear out and replace.	1	3,000.00	3,000.00
	04 Concrete	Sidewalk on SW side of building. 5' x 5' Tear out and replace. #3 rebar throughout. Expansion where needed.	1	500.00	500.00
	Sales	Patching included in Gov Center price.	1	0.00	0.00

All concrete is 4500 psi standard gray mix.
All areas will be based and compacted.
All concrete is broomed.
All flatwork is 4" thick.
All areas will be sealed with siloxane sealer.
Not responsible for failing asphalt but we can fix for an extra fee.

TOTAL

\$3,500.00

Accepted By

Accepted Date

LJ Concrete
55 6th St NW
Forest Lake, MN
55025 US
6513197047
ljconstruction15@gmail
.com



ADDRESS

Ward Brown
Chisago County Sheriffs
Office
15230 Per Rd
Center City, MN 55012

Estimate 1642

DATE 08/08/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Curb in SE parking lot. 33' total in multiple areas. Tear out and replace.	1	2,500.00	2,500.00
	04 Concrete	Dumpster pad on West side of building. 8' x 16' Tear out and replace. #3 rebar throughout. Expansion where needed.	1	2,500.00	2,500.00
	04 Concrete	Approach on NW side of building. 5' x 20' Tear out and replace with mountable curb and approach.	1	4,000.00	4,000.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Fill in green space between curb and building NE side. 1' x 144' Remove dirt and base with class 5. #3 rebar throughout. Expansion where needed.	1	2,000.00	2,000.00
	04 Concrete	Sidewalk section on NE side of building. 6' x 16' Remove dirt and base with class 5. #3 rebar throughout. Expansion where needed.	1	1,200.00	1,200.00
	04 Concrete	Sidewalk section on NE side of building. 2 sections - each 23' x 5' Remove dirt and base with class 5. #3 rebar throughout. Expansion where needed.	1	2,300.00	2,300.00
	04 Concrete	Sidewalk section on NE side of building. 6' x 8' Remove dirt and base with class 5. #3 rebar throughout. Expansion where needed.	1	600.00	600.00
	04 Concrete	Fill in green space between curb and building East side. 1' x 11' Remove dirt and base with class 5. #3 rebar throughout. Expansion where needed.	1	200.00	200.00
	05 Masonry	Patching areas as discussed.	1	1,000.00	1,000.00

All concrete is 4500 psi standard gray mix.
 All areas will be based and compacted.
 All concrete is broomed.
 All flatwork is 4" thick.

All areas will be sealed with siloxane sealer.
Not responsible for failing asphalt but we can fix for
an extra fee.

TOTAL

\$16,300.00

Accepted By

Accepted Date

LJ Concrete
 55 6th St NW
 Forest Lake, MN
 55025 US
 6513197047
 ljconstruction15@gmail
 .com



ADDRESS

Ward Brown
 Chisago County Health and
 Human Services
 6133 402nd St
 North Branch, MN

Estimate 1643

DATE 08/09/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Dumpster pad South side of building. 8' x 20' Tear out and replace. #3 rebar thoroughout. Expansion where needed.	1	3,300.00	3,300.00
	04 Concrete	Ramp for plowing and conex boxes South side of building. 20' x 3' Tear out existing curb and replace with ramp. #3 rebar throughout. Expansion where needed.	1	3,500.00	3,500.00

All concrete is 4500 psi standard gray mix.
 All areas will be based and compacted.
 All concrete is broomed.
 All flatwork is 4" thick.
 All areas will be sealed with siloxane sealer.
 Not responsible for failing asphalt but we can fix for an extra fee.

TOTAL

\$6,800.00

Accepted By

Accepted Date

LJ Concrete
55 6th St NW
Forest Lake, MN
55025 US
6513197047
ljconstruction15@gmail
.com



ADDRESS

Ward Brown
Chisago Lakes Area Library
11754 302nd St
Chisago City, MN 55013

Estimate 1644

DATE 08/09/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	04 Concrete	Curb at main entrance South side of building. 25' Tear out and replace.	1	3,000.00	3,000.00
	Sales	Patching concrete as discussed.	1	300.00	300.00

All concrete is 4500 psi standard gray mix.
All areas will be based and compacted.
All concrete is broomed.
All flatwork is 4" thick.
All areas will be sealed with siloxane sealer.
Not responsible for failing asphalt but we can fix for an extra fee.

TOTAL

\$3,300.00

Accepted By

Accepted Date

Old Jail Demolition Project – ARPA Expenditure

Project Manager Brett Morse has been informed by Rachel Contracting, that while excavating, large pieces of buried, unknown material such as large rock, concrete and asphalt were found.

This material was found outside the building footprint under the parking lot area. Due to the size of the material, Rachel Contracting cannot get compaction of the soil to meet project requirements without removal and asphalt pieces must be removed in the top 4’.

Cost to export 40x40x4 and replace with fill is **\$17,852.**

Attachment(s):

- Pictures





2024 Budget and Operating Levy

At the September 20th Board of Commissioners meeting, the Board approved the preliminary levy of **\$47,250,638** and a total budget of **\$87,356,166**.

The preliminary levy is currently 3.3% higher than 2023 or \$1,509,778 more than 2023.

The County Board of Commissioners can **ONLY** further reduce the preliminary levy.

Attachment(s):

- 2024 Preliminary Summary Budget & Levy Calculation
- Conference, Training, Gas and Leases Document

2024 PRELIMINARY SUMMARY BUDGET & LEVY CALCULATION

By Department

	2023	2024		2023	2024	
	Expenditures	Expenditures	Inc/Dec	Revenues	Revenues	Inc/Dec
Assessor	929,415	1,066,078	136,663	-	-	-
Auditor-Treasurer	783,476	851,278	67,802	49,200	49,200	-
Audit	100,000	110,000	10,000	-	-	-
Elections	131,400	153,886	22,486	10,000	23,000	13,000
Other Gen Govt	1,978,330	1,287,695	(690,635)	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	7,385,589	(817,559)	3,523,315	3,618,135	94,820
Board of Commissioners	386,152	438,132	51,980	-	-	-
Law Library	40,514	40,514	-	40,000	50,000	10,000
County Administrator	782,611	1,111,389	328,778	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	-	83,602	83,602
Capital Equipment	2,444,232	3,293,353	849,121	2,444,232	3,293,353	849,121
COUNTY ADMINISTRATION TOTAL	5,616,747	6,353,435	736,688	3,148,832	3,450,055	301,223
County Attorney	2,218,657	2,925,090	706,433	133,800	122,300	(11,500)
County Attorney Forfeiture	-	-	-	-	-	-
COUNTY ATTORNEY TOTAL	2,218,657	2,925,090	706,433	133,800	122,300	(11,500)
Data Processing	5,831,955	6,336,409	504,454	348,873	320,947	(27,926)
Maintenance	1,615,004	1,669,531	54,527	-	-	-
ENTERPRISE SERVICES TOTAL	7,446,959	8,005,940	558,981	348,873	320,947	(27,926)
District Court	212,500	212,500	-	76,000	76,000	-
Planning & Zoning	1,191,968	1,409,145	217,177	935,043	987,643	52,600
Parks	510,994	602,220	91,226	30,000	30,000	-
Water Quality	182,601	199,193	16,592	32,743	32,743	-
Wetland Grant	110,443	118,352	7,909	27,700	27,700	-
Watercraft Inspection	295,901	315,323	19,422	172,000	172,000	-
Score Grant	318,295	332,967	14,672	291,000	428,341	137,341
Household Hazardous Waste Operations	880,254	630,176	(250,078)	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	3,607,376	(1,279,882)	3,164,768	1,975,727	(1,189,041)
Veterans Services	287,101	257,362	(29,739)	15,500	15,500	-
Income Maintenance	3,739,411	3,976,761	237,350	2,227,200	2,266,961	39,761
Social Services	10,563,059	11,142,824	579,765	4,678,297	4,772,734	94,437
Collaboratives	-	-	-	-	-	-
Public Health	2,110,348	2,220,650	110,302	1,294,513	1,267,744	(26,769)
HEALTH & HUMAN SERVICES TOTAL	16,699,919	17,597,597	897,678	8,215,510	8,322,939	107,429
Probation	1,080,997	1,354,499	273,502	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	1,372,499	184,610	445,797	974,530	528,733
Recorder	411,475	364,427	(47,048)	285,000	250,000	(35,000)
Recorder Tech/Compliance	1,500	1,500	-	315,000	210,000	(105,000)
RECORDER TOTAL	412,975	365,927	(47,048)	600,000	460,000	(140,000)
Surveyor	164,762	173,492	8,730	15,000	10,500	(4,500)
Highway Administration	399,216	424,343	25,127	20,000	15,000	(5,000)
Highway Engineering	3,643,830	4,026,043	382,213	2,000,000	2,250,000	250,000
Highway Construction	9,500,000	12,940,000	3,440,000	7,085,000	11,440,000	4,355,000
Highway Maintenance	4,418,332	4,994,615	576,283	3,502,000	3,492,000	(10,000)
Equipment Maintenance/Shop	1,384,365	1,419,535	35,170	230,000	230,000	-
Traffic Operations	604,130	646,575	42,445	-	-	-
ROAD & BRIDGE TOTAL	20,114,635	24,624,603	4,509,968	12,852,000	17,437,500	4,585,500

Use \$10K ARPA

Use CIP

Use \$14K ARPA For Code Review

Use \$281K ARPA for Cold Storage

	2023	2024		2023	2024	
	Expenditures	Expenditures	Inc/Dec	Revenues	Revenues	Inc/Dec
Sheriff	7,760,318	8,227,777	467,459	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	5,066,683	640,473	111,000	92,000	(19,000)
Jail Canteen	-	-	-	-	-	-
Sentence to Serve	78,986	78,986	-	-	-	-
Emergency Management	144,588	151,427	6,839	53,000	58,000	5,000
TOTAL SHERIFF	12,673,961	13,839,532	1,165,571	2,266,708	2,442,395	175,687
TOTAL	\$ 80,604,063	\$ 87,356,166	\$ 6,752,103	\$ 34,775,603	\$ 39,200,528	\$ 4,424,925

LEVY CALCULATION	2023 Levy	2024 Levy		
			600,000	Fund Balance
				ARPA (Audit \$10K, Code Review
				\$14K & HHW Cold Storage Bldg
			305,000	\$281K)
Use of fund balance & Other Funds	\$ 87,600	\$ 905,000		
Levy	\$ 45,740,860	\$ 47,250,638	\$ 1,509,778	3.30%

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LAKE IMPROVEMENT DISTRICT (LID) LEVY

	2023	2024		2023	2024	
	Expenditures	Expenditures	Inc/Dec	Revenues	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 Chisago County Conferences, Training, Dues, Gas, Leases

2024 Conferences/Training/Dues

Below are the 2023 and 2024 Amounts each department has **budgeted** for conference, trainings, and dues. Each department has different training and membership requirements (i.e. the County Attorney's are required to be MN Bar members).

The County is required to be a member of the Association of Minnesota Counties (AMC), to be a part of the Minnesota Counties Intergovernmental Trust (MCIT, the County's insurance provider). AMC works closely with the legislative and administrative branches of government in seeing that legislation and policies favorable to counties are enacted. AMC also provides educational programs, training, research, and communications for county officials. This is an invaluable resource for County staff due to the information and training opportunities AMC provides.

Additionally, Chisago County joined the Minnesota Inter-County Association in late 2022. MICA is a voluntary, joint powers organization of fifteen Minnesota counties including most of Minnesota's larger and faster growing counties that together are home to over 35 percent of the state's residents, located in four suburban and eleven greater Minnesota counties. The membership fee structure was reduced for Chisago County in 2023 and has increased to full-price in 2024 and beyond.

Worksheet	Account String	Account	Account Name	2023	2024	Inc/Dec
01-003 Board of Commissioners	01-003-000-0000-6245	6245	Conferences, Training And D	25,000	46,250	21,250
01-031 County Administrator	01-031-000-0000-6245	6245	Conferences, Training And D	5,000	10,000	5,000
01-041 Auditor	01-041-000-0000-6245	6245	Conferences, Training And D	6,000	6,450	450
01-061 Data Processing	01-061-000-0000-6245	6245	Conferences, Training And D	20,000	20,000	0
01-091 County Attorney	01-091-000-0000-6245	6245	Conferences, Training And D	3,500	6,500	3,000
01-101 Recorder	01-101-000-0000-6245	6245	Conferences, Training And D	4,000	4,500	500
01-111 Maintenance	01-111-000-0000-6245	6245	Conferences, Training And D	2,500	0	-2,500
01-127 Planning and Zoning	01-127-000-0000-6245	6245	Conferences, Training And D	5,000	7,500	2,500
01-201 Sheriff	01-201-000-0000-6245	6245	Conferences, Training And D	21,125	21,570	445
01-251 County Jail	01-251-000-0000-6245	6245	Conferences, Training And D	0	0	0
01-255 Probation & Parole	01-255-000-0000-6245	6245	Conferences, Training And D	9,000	10,000	1,000
01-281 Emergency Management	01-281-000-0000-6245	6245	Conferences, Training And D	3,224	3,224	0
01-523 Parks	01-523-000-0000-6245	6245	Conferences, Training And D	1,200	1,700	500
01-611 Water Quality Grant	01-611-000-0000-6245	6245	Conferences, Training And D	800	1,200	400
01-619 Watercraft Inspection	01-619-000-0000-6245	6245	Conferences, Training And D	1,500	1,500	0
03-105 Surveyor	03-105-000-0000-6245	6245	Conferences, Training And D	400	400	0
03-310 Highway Administration	03-310-000-0000-6245	6245	Conferences, Training And D	8,000	8,000	0
03-320 Highway Engineering	03-320-000-0000-6245	6245	Conferences, Training And D	6,000	6,000	0
03-330 Highway Maintenance	03-330-000-0000-6245	6245	Conferences, Training And D	4,000	8,000	4,000
03-340 Equipment Maintenance/Shop	03-340-000-0000-6245	6245	Conferences, Training And D	1,000	1,000	0
03-345 Traffic Operations	03-345-000-0000-6245	6245	Conferences, Training And D	1,500	1,500	0
05-121 Veterans Service	05-121-000-0000-6245	6245	Conferences, Training And D	5,000	5,000	0
05-451-430 Public Health - Administration	05-451-430-0000-6245	6245	Conferences, Training And D	6,000	6,500	500
05-451-431 Public Health - LPH Grant Admin	05-451-431-0000-6245	6245	Conferences, Training And D	2,000	2,000	0
05-451-440 Public Health - LPH Grant DP&C	05-451-440-0000-6245	6245	Conferences, Training And D	300	300	0
05-451-470 Public Health - Family Health	05-451-470-0000-6245	6245	Conferences, Training And D	3,000	3,000	0
05-451-472 Public Health - WIC Grant	05-451-472-0000-6245	6245	Conferences, Training And D	300	300	0
05-451-473 Public Health - Preparedness	05-451-473-0000-6245	6245	Conferences, Training And D	200	300	100
05-451-480 Public Health - LPH Grant Health Ed	05-451-480-0000-6245	6245	Conferences, Training And D	500	500	0
14-390 Score Grant	14-390-000-0000-6245	6245	Conferences, Training And D	1,000	1,000	0
14-392 HHW Operations	14-392-000-0000-6245	6245	Conferences, Training And D	2,000	2,000	0
18-618 Lake Improvement District Maintenance	18-618-000-0000-6245	6245	Conferences, Training And D	500	500	0
Assessor	01-050-000-0000-6245	6245	Conferences, Training And D	8,900	8,900	0
				158,449	195,594	37,145

2024 has an increase in Conference/Training/Due of **\$37,145 or 18.99%**. This increase is mostly due to the increases in the 'Board of Commissioners' budget because of AMC/MICA Membership dues and increased Conference attendance fees for Commissioners.

Gas

Below are the 2023 and 2024 Amounts each department has budgeted for gasoline.

Worksheet	Account String	Account	2023	2024	Inc/Dec
01-061 Data Processing	01-061-000-0000-6561	6561 Gas And Oil	2,000	3,000	1,000
01-065 Central Services	01-065-000-0000-6561	6561 Gas And Oil	4,000	4,000	0
01-111 Maintenance	01-111-000-0000-6561	6561 Gas And Oil	2,000	8,261	6,261
01-111 Maintenance	01-111-500-0000-6561	6561 Gas And Oil	2,572	3,675	1,103
01-111 Maintenance	01-111-505-0000-6561	6561 Gas And Oil	474	203	-271
01-111 Maintenance	01-111-530-0000-6561	6561 Gas And Oil	7,556	10,157	2,601
01-127 Planning and Zoning	01-127-000-0000-6561	6561 Gas And Oil	15,000	20,000	5,000
01-201 Sheriff	01-201-000-0000-6561	6561 Gas And Oil	220,500	185,500	-35,000
01-205 Boat & Water	01-205-000-0000-6561	6561 Gas And Oil	0	0	0
01-220-100 PS Grants TZD	01-220-100-0000-6561	6561 Gas And Oil	0	0	0
01-251 County Jail	01-251-000-0000-6561	6561 Gas And Oil	25,000	10,000	-15,000
01-255 Probation & Parole	01-255-000-0000-6561	6561 Gas And Oil	3,000	3,000	0
01-523 Parks	01-523-000-0000-6561	6561 Gas And Oil	23,100	23,100	0
03-340 Equipment Maintenance/Shop	03-340-000-0000-6561	6561 Gas And Oil	375,000	375,000	0
05-121 Veterans Service	05-121-000-0000-6561	6561 Gas And Oil	3,500	3,500	0
05-420-600 Income Maintenance Overhead	05-420-600-0000-6561	6561 Gas And Oil	1,500	1,500	0
05-430-700 Social Services - Social Services Ove	05-430-700-0000-6561	6561 Gas And Oil	2,000	2,000	0
05-451-430 Public Health - Administration	05-451-430-0000-6561	6561 Gas And Oil	2,000	2,000	0
14-392 HHW Operations	14-392-000-0000-6561	6561 Gas And Oil	500	500	0
18-618 Lake Improvement District Maintenance	18-618-000-0000-6561	6561 Gas And Oil	1,000	1,000	0
Assessor	01-050-000-0000-6561	6561 Gas And Oil	2,500	5,000	2,500
			693,202	661,396	(31,806)

In 2024, the Public Works Department will be allowing all CCSO (Sheriff and County Jail) lines to fill up with gasoline purchased by the Public Works department. This is the greatest reason for the reduction of gasoline costs. However, the continued use of remote work and virtual meetings has contributed to the reduction in costs.

2024 has an decrease in gas of **\$31,806 or 4.5%**.

Vehicle Leases

Below are the 2023 and 2024 Amounts each department has budgeted for leased vehicles. All the County's leased vehicles are leased through Enterprise Fleet Management. The County leases vehicles in three (3) sections; Fleet (HHS, Assessor, Environmental Services, Enterprise Services, etc.), CCSO, and Public Works. Unlike CCSO and Public Works, the Fleet currently pays the 'maintenance' monthly charge. The Maintenance charge covers all maintenance except glass damage and tires.

In addition to the amounts budgeted, below is also the current vehicles being leased by Chisago County (all departments).

Worksheet	Account String	Account	2023	2024	Inc/Dec
01-061 Data Processing	01-061-000-0000-6630	6630 Vehicle Leases	5,375	10,000	4,625
01-065 Central Services	01-065-000-0000-6630	6630 Vehicle Leases	10,500	10,500	0
01-111 Maintenance	01-111-000-0000-6630	6630 Vehicle Leases	15,820	12,172	-3,648
01-127 Planning and Zoning	01-127-000-0000-6630	6630 Vehicle Leases	27,000	33,000	6,000
01-201 Sheriff	01-201-000-0000-6630	6630 Vehicle Leases	95,000	104,975	9,975
01-255 Probation & Parole	01-255-000-0000-6630	6630 Vehicle Leases	10,440	10,440	0
03-340 Equipment Maintenance/Shop	03-340-000-0000-6630	6630 Vehicle Leases	115,000	115,000	0
05-121 Veterans Service	05-121-000-0000-6630	6630 Vehicle Leases	12,500	12,500	0
05-420-600 Income Maintenance Overhead	05-420-600-0000-6630	6630 Vehicle Leases	5,000	5,320	320
05-430-700 Social Services - Social Services Ove	05-430-700-0000-6630	6630 Vehicle Leases	8,000	10,000	2,000
05-451-430 Public Health - Administration	05-451-430-0000-6630	6630 Vehicle Leases	3,770	3,770	0
Assessor	01-050-000-0000-6630	6630 Vehicle Leases	13,800	36,600	22,800
			322,205	364,277	42,072

The 2024 'leases' is increasing due to more vehicles being leased. Enterprise Services is leasing a new vehicle (but Maintenance is reducing by 1 vehicle). Planning and Zoning is adding another vehicle for the additional Building Inspector hired in 2023. The CCSO is adding multiple vehicles to its leased fleet (squad cars are NOT leased). Lastly, the County Assessor is adding 3 additional vehicles for the staff, this contributes to the greatest reason for the total increase. The total increase in lease costs is **11.5%**.

As of 9/19/2023:

Department	# of Vehicles	Type	TOTALS
Probation	2	Equinox	
MICS – IT	2	F-250, Escape	
HHS	4	Malibu, Vet Van, Toyota Minivan	
General Pool	2	Malibu	
Facilities/Maintenance	2	F-250	
Environmental Services	4	F-250, Equinox, Escape	
Assessor	2	Escape	
TOTAL (Fleet)	18	\$7,604.45 per month	\$91,253.40 per year
Public Works	19	All Trucks (RAM, Chevy, Ford)	
TOTAL (Public Works)	19	\$10,542.90 per month	\$126,514.80 per year
CCSO	18	Charger, Traverse, RAM Trucks, Grand Cherokee, Durango, Dodge Minivan	
TOTAL (CCSO)	18	\$8,607.82 per month	\$103,293.84 per year
TOTAL COST OF LEASES (2023)	55	\$26,755.17 per month	\$321,062.04 per year

Departments have other vehicles in addition to the leased vehicles. It is important to note that some of these vehicles are also equipped with job duty specific aftermarket safety equipment or other equipment (plows, light bars, etc.).

2024 CIP and ARPA Funding – Expenditures

At the September 13th Chisago County Budget and Finance meeting, the Committee received \$10,357,857 requests from Chisago County Departments.

The County has \$3,293,353 of 2024 CPA funding available (\$628,925 and \$83,602 was previously allocated for debt service). The B/F Committee needed to ‘cut’/defer/remove \$7,064,504 requests from the 2024 requests.

The Committee recommended spending **\$3,314,398** on County Department requests.

It is recommended that each Department presents their remaining CIP requests in the following schedule:

- 1) Enterprise Services
- 2) Environmental Services/Parks
- 3) Facilities and Maintenance
- 4) Public Works
- 5) County Administration

Attachment(s):

- CIP Development Recommendations – County Administrator



2024 Chisago County Capital Improvement Program Development

County Program Aid/CIP \$4,005,880

The County uses CPA funding to fund the yearly CIP projects due to CIP projects being ‘one-time.’ purchases/expenditures.

The Board has previously allocated \$628,925 (Jail/LEC Debt Service) and \$83,602 (Honeywell Building Improvements) for debt service.

Budget and Finance Meeting: 9/13/2023

The Chisago County Budget and Finance Committee received \$10,357,857 requests from Chisago County Departments. The County has \$3,293,353 of 2024 CPA funding available (\$628,925 and \$83,602 was previously allocated for debt service). The B/F Committee needed to ‘cut’/defer/remove \$7,064,504 requests from the 2024 requests.

Below are the Budget and Finance Committee’s 9/13/2023 recommended 2024 Capital requests expenditures:

Auditor-Treasurer		
AUD-0137	Election Equipment Replacement Fund	\$ 59,000
AUD-0139	Election Results - Storage Media	\$ 4,500
AUD-0418	Safe	\$ 2,000
Auditor-Treasurer Total		\$ 65,500
Chisago County Sheriff’s Office		
CCSO-0141	Sheriff's Office Patrol Vehicle Replacements	\$ 414,670
CCSO-0367	NOPTIC NV3 Night Vision	\$ 8,000
CCSO-0368	Drone	\$ 20,075
CCSO-0369	Patrol Suppressors	\$ 12,750
CCSO-0374	Less Lethal - Pepperball	\$ 5,172
CCSO-0379	SWAT Helmets	\$ 8,250
CCSO-0416	Ballistic Bunker Replacement(s)	\$ 72,000
CCSO-0417	SWAT rifle plate replacement	\$ 7,700

CCSO Total		\$ 548,617
Emergency Management		
EMGT-0386	EOC Replacement Chairs	\$ 9,295
Emergency Management Total		\$ 9,295
Enterprise Services		
ENTS-0371	Replace primary UPS units #1 and #2 in Courthouse Data Center due to age and unavailability of replacement parts	\$ 100,800
ENTS-0372	Replace primary UPS units #1 and #2 in North Branch Data Center due to age and unavailability of replacement parts	\$ 48,200
ENTS-0373	DMZ San Replacement due to age	\$ 90,000
ENTS-0385	2024 Small Equipment Replacement	\$ 255,200
ENTS-0390	Cyber Security - Policies	\$ 50,000
ENTS-0395	Replace primary UPS units #1 and #2 in Courthouse 2nd floor data room due to age and unavailability of replacement parts	\$ 48,200
ENTS-0397	Seim Tool - help us detect, prevent and resolve cybersecurity incidents along with centralizing server logs, firewall logs etc.	\$ 30,000
ENTS-0415	6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems	\$ 18,500
Enterprise Services Total		\$ 640,900
Environmental Services		
ENVS-0121	Sunrise Prairie Regional Trail Crack Fill & Fog Seal	\$ 175,000
ENVS-0123	3/4 Ton Truck Replacement	\$ 60,000
ENVS-0129	Swedish Immigrant Regional Trail Land Acquisition to Center City	\$ 50,000
ENVS-0376	Checkerboard Park Swing Set Replacement	\$ 16,000
ENVS-0381	Sunrise Prairie Regional Trail Benches	\$ 25,000
ENVS-0382	Millermatic 252, Wire Feed Welder	\$ 5,500
ENVS-0384	Combination Trash and Recycling Containers for Parks Shelters	\$ 20,000
Environmental Services Total		\$ 351,500
Facilities & Maintenance		
MNT-0054	PCS (public safety center): crackfill, sealcoat, re-stripe of parking lots and access driveways	\$ 20,000
MNT-0063	Replace carpet in the main public hallways of the 1989 Courthouse.	\$ 60,000
MNT-0071	Man lift for use at PSC	\$ 18,000
MNT-0076	Replace exterior doors at North Branch HHS	\$ 10,000

MNT-0186	Repair / replace retaining wall around large parking lot at the Courthouse	\$ 250,000
MNT-0187	Replace Leibert HVAC system in Courthouse data center, this was funded, however funds were used for the 1973 Courthouse remodel.	\$ 200,000
MNT-0191	Replace old alarm system in the 89 side of the Courthouse & DES	\$ 80,000
MNT-0193	Replace analog cameras in Courthouse for courthouse security	\$ 30,000
MNT-0222	Changes to 3rd floor - Victim Witness waiting area that would allow for victim-witness confidentiality and comfort while awaiting testimony	\$ 20,000
MNT-0393	Office Security changes for County Administration	\$ 50,000
MNT-0396	Window blinds for 3rd floor at Courthouse	\$ 3,086
MNT-0414	Add fencing and Electronic Gate to Harris DO	\$ 65,000
Facilities & Maintenance Total		\$ 806,086
Public Works		
PWKS-0167	1-ton Work Truck	\$ 75,000
PWKS-0170	Patch Wagon	\$ 50,000
PWKS-0229	Stumpgrinder	\$ 70,000
PWKS-0400	Traffic Counters	\$ 20,000
PWKS-0401	Thermoplastic Heater	\$ 10,000
PWKS-0402	938M Wheel Loader	\$ 300,000
PWKS-0404	Vehicle Lift	\$ 50,000
PWKS-0406	299D Skid Steer	\$ 111,000
PWKS-0407	Chainsaws	\$ 6,500
PWKS-0408	Weedwhips	\$ 5,000
PWKS-0409	1-ton Tipper Truck	\$ 100,000
PWKS-0410	Crash Attenuator Trailers	\$ 65,000
PWKS-0411	Additional CIP funding for Approved Equipment	\$ 30,000
Public Works Total		\$ 892,500
Other Actions		
*****NEW*****	2023 Unallocated CIP Funds	\$ 21,045
TOTAL		\$ 3,314,398

County Administrator Recommendations:

Decisions for the B/F Committee to make in order:

1) ENTS-0373 – DMZ San Replacement

\$90,000, This is almost 100% used by Land Records (Recorders) so this should be funded by the Recorders Technology Fund.

2024 CPA Remaining = **\$90,000**

2) Broadband Grant – ARPA Allocation

The County currently has **\$1,045,925** remaining in the ‘Broadband Grant Program – ARPA Allocation.’ The B/F Committee needs to decide if they want to continue to program or re-allocate the funds to funding other CIP Requests or other requests?

The concern is the timing of all upcoming Broadband requests and whether the projects can get completed in the appropriate timeframe.

With the funds remaining, the County could fund up to \$200,000 per grant application, so the County could fund up to 5-6 grants. The County has already funded grants for Harris, Wyoming, Chisago Lakes Townships, and Franconia Township. As of September 20th, the County has NOT received any other applications.

Depending on the B/F decisions above, the following funds MAY be available for other unfunded 2024 Capital Requests:

FUNDING AVAILABLE (NO LEVY IMPACT)		
Remaining 2024 CPA/CIP <u>TOTAL = \$90,000</u> This money has no timeline on expenditures	Remaining ARPA Funds <u>TOTAL = \$1,430,866</u> Admin Fee = \$184,941 ARMER = \$200,000 Broadband = \$1,045,925 (DEPENDING) The County has until Dec. 31, 2024 to “obligate all funds” and until the end of 2026 to spend all the ARPA monies.	Public Safety Aid <u>TOTAL = \$1,138,241</u> ***** New ***** Funding for 2024 This money has no timeline on expenditures.

As of September 20, 2024, below are the current 2024 UNFUNDED Department capital requests:

Chisago County Sheriff's Office		
CCSO-0375	Replacement Patrol Snowmobile	\$ 14,699
CCSO-0377	Crisis Negotiations Vehicle	\$ 266,360
CCSO-0378	KeyWatcher	\$ 27,500
Chisago County Sheriff's Office Unfunded TOTAL		\$ 308,559
Enterprise Services		
ENTS-0264	Technology for child protection forensic interview and visitation room	\$ 50,000
ENTS-0391	2024 Small Equipment New Requests	\$ 36,900
ENTS-0392	Wi-Fi in County Parks	\$ 150,000
ENTS-0394	Replace Camera Security System	\$ 100,000
Enterprise Services TOTAL Unfunded		\$ 336,900
Environmental Services		
ENVS-0130	Swedish Immigrant Trail Construction Connection to Center City	\$ 440,000
ENVS-0380	County Parks Entrance Signage	\$ 50,000
ENVS-0383	Ki Chi Saga Shelter Picnic Tables	\$ 10,000
Environmental Services TOTAL Unfunded		\$ 500,000
Facilities and Maintenance		
MNT-0065	Replace wall covering in 1989 side of Courthouse, in main public hallways.	\$ 110,000
MNT-0265	Improve entrance and waiting area for Vets	\$ 15,000
MNT-0370	Remodel of ESD front counter, along with adjoining hallway and shared conf room with Assessors	\$ 75,000
MNT-0413	Add sink in Jail Muster Room	\$ 25,000
Facilities and Maintenance TOTAL Unfunded		\$ 225,000
Public Works		
PWKS-0069	Center City Facility Improvements	\$ 3,700,000
PWKS-0169	Sign Maintenance Truck	\$ 190,000
PWKS-0200	Design/Planning for Center City Facility Improvements	\$ 300,000
PWKS-0230	Changeable Message Signs	\$ 40,000
PWKS-0231	Polaris Ranger	\$ 30,000
PWKS-0399	Center City Shop Parking Lot Improvements	\$ 450,000
PWKS-0403	Snowblower for Loader	\$ 65,000
PWKS-0405	272D Skid Steer	\$ 85,000

PWKS-0412	Center City Shop Expansion & Renovation	\$ 750,000
PWKS-0407/0408	Chainsaws/Weedwhips (reduced both projects)	\$ 3,000
Public Works TOTAL Unfunded		\$ 5,613,000
County Administration		
*****NEW*****	Management Training	\$ 10,000
*****NEW*****	Labor Counsel Retainer	\$ 30,000
*****NEW*****	Community Engagement Funds	\$ 25,000
County Administration TOTAL Unfunded		\$ 65,000
TOTAL		\$ 7,048,459

3) Are any 2024 CIP requests Public Safety Aid qualified expenditures?

The B/F Committee should work with the County Sheriff, County Attorney, and County Probation when using the Public Safety Aid funds. The funds could be used like CPA/CIP funds, on items that have one-time costs because these expenditures will limit impact on the Chisago County taxpayer and levy.

Public Safety Funding Usage:

Must use the Public Safety aid under this section to provide public safety, including community violence prevention and intervention programs; community engagement; mental health crisis responses; victim services; training programs; first responder wellness; equipment related to fire, rescue, and emergency services; or to pay other personnel or equipment costs.

Cannot be used for the purchase of an armored or tactical vehicle or substantially similar vehicle or the purchase of tear gas, chemical munitions, or substantially similar items; or the costs of construction, reconstruction, remodeling, expansion, or improvement of a police station, including related facilities. For purposes of this clause, "related facilities" includes access roads, lighting, sidewalks, and utility components on or adjacent to the property on which the police station is located that are necessary for safe access to and use of the building.

According to the definitions above, all four (4) requests below are eligible for Public Safety Funding usage:

CCSO-0375 – Replacement Patrol Snowmobile \$14,699

- This is a replacement. It would replace the 2007 Polaris. The snowmobiles are used in the winter months for patrol on County Trails and in County parks but additionally patrol and public safety on the County lakes and water ways. This is a one-time expenditure, there are \$0 costs besides maintenance.

CCSO-0377 – Crisis Negotiations Vehicle \$266,360

- The Vehicle would be ordered from LDV, Inc. and would be used in emergency situations by the CCSO (in drone operations and 'Critical Negotiation Team' operations) and emergency management situations. The vehicle would be equipped with power generation capabilities and scene lighting. This is a one-time expenditure, there are \$0 costs besides maintenance.



CCSO-0378 – KeyWatcher**\$27,500**

- The KeyWatcher platform is a secure system used to manage and track keys and equipment issued to staff. It can be programed to track users and keys with TouchSoft Software and allows for instant key removals and returns with unlimited notifications. This is a one-time expenditure, there are \$0 costs besides maintenance.

ENTS-0415 – 6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems \$18,500

- The Cradlepoint modems allow the current/new squad cars to utilize the Axon Fleet camera systems. The modems will better assist officers perform their duties safely and efficiently. This is a one-time hardware expenditure, there are \$0 costs besides maintenance, the software costs are already built into the Enterprise Department budget.

If the B/F Committee and County Sheriff decide to spend Public Safety Funds on the four (4) capital items above the County would have **\$811,182** remaining in Public Safety Funds.

For Future Consideration:

The Chisago County Sheriff has previously discussed using the Public Safety Funds for a comprehensive recruitment and retention program of the deputy, correctional officer and dispatcher positions.

Additionally, the County has significant future ARMER radio and infrastructure costs.

At the September 13th Budget and Finance Committee Meeting, the Committee discussed allocating the sale of the land from the ‘White House Site’ and ‘Old Jail’ site to all internal building aesthetic improvements. 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 Committee, discusses and approves all the expenditures above, the County/Committee will have the following monies available for the remaining 2024 Capital Improvement Program:

FUNDING AVAILABLE (NO LEVY IMPACT)		
Remaining 2024 CPA/CIP	Remaining ARPA Funds	Public Safety Aid
<u>TOTAL = \$108,500</u>	<u>TOTAL = \$1,430,866</u>	<u>TOTAL = \$811,182</u>
This money has no timeline on expenditures	Admin Fee = \$184,941 ARMER = \$200,000 Broadband = \$1,045,925 (DEPENDING) The County has until Dec. 31, 2024 to “obligate all funds” and until the end of 2026 to spend all the ARPA monies.	***** New ***** Funding for 2024 This money has no timeline on expenditures.

4) CIP Presentations for Remaining Unfunded Requests

The remaining unfunded 2024 CPA/CIP expenditures should each have the opportunity to be heard before the Committee because many have the ability to be 'flexible' with their funding;

ENTS-0392 – Wi-Fi in County Parks \$150,000

On its face this is a very large request, which will require funding to maintain (such as a month service cost). However, this request could be reduced to just Fish Lake Park or Fish Lake and Frandsen Park, it also will create a different revenue stream (credit card payment acceptance). It would depend on the Committee's discussion.

The following schedule is recommended at the Oct. 11th Budget and Finance Committee Meeting:

- 1) Sheriff's Office
- 2) Enterprise Services
- 3) Environmental Services/Parks
- 4) Facilities and Maintenance
- 5) Public Works
- 6) County Administration

If each department gets to present their requests, the Committee has the opportunity to ask questions about the costs or the benefits of the request besides what is listed in the 'Capital Improvement Program 2024-2028 Book.'

2024 UNFUNDED CIP REQUEST WORKSHEET

After each item is presented, put a CPA, ARPA, or PSF in the 'Funding Source' column if the Board chooses to fund the item. Then put the amount in the 'Amount' column.

2024 CPA/CIP
\$108,500

ARPA

Public Safety Aid
\$811,182

Enterprise Services			Funding Source	Amount
ENTS-0264	Technology for child protection forensic interview and visitation room	\$ 50,000		
ENTS-0391	2024 Small Equipment New Requests	\$ 36,900		
ENTS-0392	Wi-Fi in County Parks	\$ 150,000		
ENTS-0394	Replace Camera Security System	\$ 100,000		
Enterprise Services TOTAL Unfunded		\$ 336,900		
Environmental Services			Funding Source	Amount
ENVS-0130	Swedish Immigrant Trail Construction Connection to Center City	\$ 440,000		
ENVS-0380	County Parks Entrance Signage	\$ 50,000		
ENVS-0383	Ki Chi Saga Shelter Picnic Tables	\$ 10,000		
Environmental Services TOTAL Unfunded		\$ 500,000		
Facilities and Maintenance			Funding Source	Amount
MNT-0065	Replace wall covering in 1989 side of Courthouse, in main public hallways.	\$ 110,000		
MNT-0265	Improve entrance and waiting area for Vets	\$ 15,000		
MNT-0370	Remodel of ESD front counter, along with adjoining hallway and shared conf room with Assessors	\$ 75,000		
MNT-0413	Add sink in Jail Muster Room	\$ 25,000		
Facilities and Maintenance TOTAL Unfunded		\$ 225,000		
Public Works			Funding Source	Amount
PWKS-0069	Center City Facility Improvements	\$ 3,700,000		
PWKS-0169	Sign Maintenance Truck	\$ 190,000		
PWKS-0200	Design/Planning for Center City Facility Improvements	\$ 300,000		
PWKS-0230	Changeable Message Signs	\$ 40,000		
PWKS-0231	Polaris Ranger	\$ 30,000		
PWKS-0399	Center City Shop Parking Lot Improvements	\$ 450,000		
PWKS-0403	Snowblower for Loader	\$ 65,000		
PWKS-0405	272D Skid Steer	\$ 85,000		



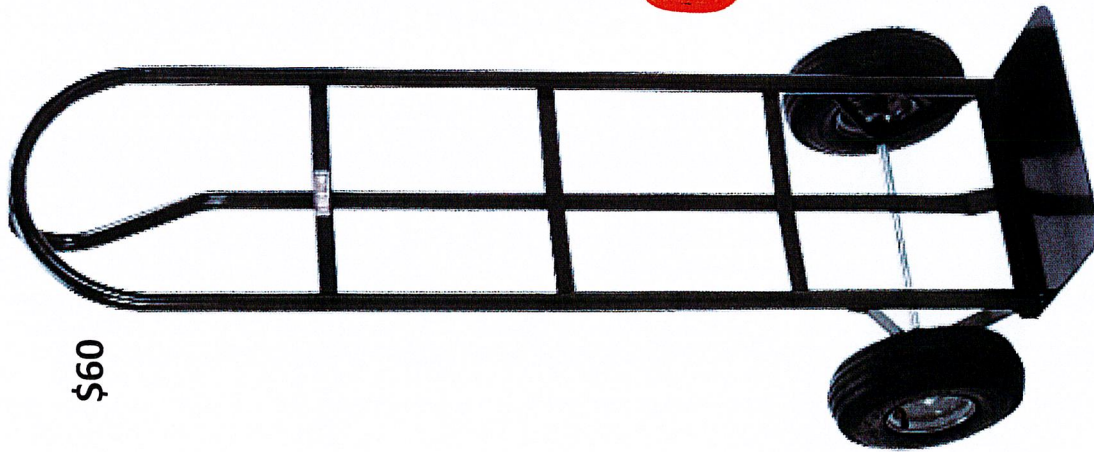
PWKS-0412	Center City Shop Expansion & Renovation	\$ 750,000		
PWKS-0407/0408	Chainsaws/Weedwhips (reduced both projects)	\$ 3,000		
Public Works TOTAL Unfunded		\$ 5,613,000		
County Administration			Funding Source	Amount
*****NEW*****	Management Training	\$ 10,000		
*****NEW*****	Labor Counsel Retainer	\$ 30,000		
*****NEW*****	Community Engagement Funds	\$ 25,000		
County Administration TOTAL Unfunded		\$ 65,000		

2024 CPA/CIP \$108,500	ARPA	Public Safety Aid \$811,182
TOTAL:	TOTAL:	TOTAL:

BREACHING

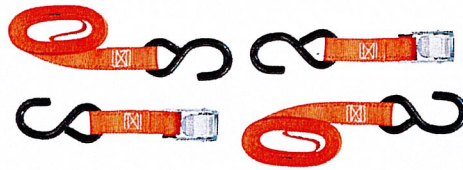
Breaching Kits staged at facilities to providing law enforcement officers immediate accesses to the basic tools need to complete a multitude of emergency door, window breaching and defeating other barricades.





\$60

\$20



\$350



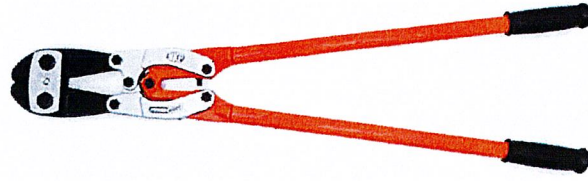
\$45



\$350



\$125



Total Per Kit= \$950

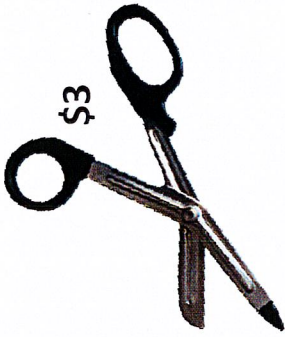
STOP THE BLEED

Bleeding Control Kits are designed for use by medical professionals, first responders and general citizens in serious trauma emergencies.





\$52



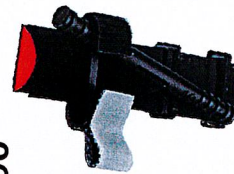
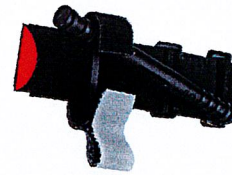
\$3



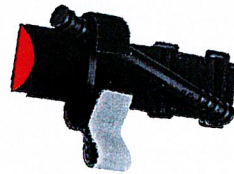
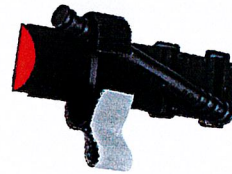
\$5



\$5



\$90



\$5



\$2

Total Per Kit= \$160

Chisago County Request For Board Action

Meeting Date: October 18, 2023		Item Number: 15	
Title of Item for Consideration: Minnesota Towards Zero Deaths Grant 2024			
Action Requested by: Sheriff Brandon Thyen		Department: Sheriff's Office	
Previous Action on this Matter: None.			
Background: 2024 Towards Zero Deaths (TZD) Enforcement grant. Funds to be used by Chisago County Law Enforcement to enforce laws on local roadways. The Minnesota Department of Public Safety (DPS) and The National Highway Traffic Safety Administration (NHTSA) are mandated to promote safety to those who use public roadways. The DPS and NHTSA seek to support traffic safety interventions that have been proven to reduce deaths and severe injury crashes caused by motor vehicle crashes. The DPS and NHTSA have awarded Chisago County the grant to assist with the enforcement and education portions of this mission. Chisago County has been awarded \$103,500.00 for 2024 enforcement. Attachment(s): 2024 Enforcement Grant Agreement and 2024 Budget Summary			
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners Approve the acceptance of the 2024 Towards Zero Deaths Enforcement Grant. The suggested motion is as follows: “Move to approve the Minnesota Office of Traffic Safety 2024 Towards Zero Deaths Enforcement Grant.”			
Implications of Action: Acceptance of this grant will assist in law enforcements involvement with keeping Chisago County roadways a safer place to travel. Budget/Financial Implications: This is an externally funded grant through the Minnesota Department of Public Safety (DPS) and The National Highway Traffic Safety Administration (NHTSA) that has awarded money to Chisago County specifically for traffic enforcement. Chisago County has been awarded \$103,500.00 for the 2024 enforcement grant. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.			
Administrator's Recommendation			
Approve <u>CEB</u>		Deny _____	Other _____
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____



Minnesota Department of Public Safety (“State”) Office of Traffic Safety 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101	Grant Program: 2024 Enforcement Grant Contract Agreement No.: A-ENFRC24-2024-CHISAGSO-027
Grantee: Chisago County Sheriff's Office 15230 Per Road Center City, Minn. 55012-9663	Grant Contract Agreement Term: Effective Date: Oct. 1, 2023 Expiration Date: Sept. 30, 2024
Grantee's Authorized Representative: Sergeant Kyle Puelston Chisago County Sheriff's Office 15230 Per Road Center City, Minn. 55012-9663 (651) 325-6021 kyle.puelston@chisagocounty.us	Grant Contract Agreement Amount: Original Agreement \$ 103,500.00 Matching Requirement \$ 0.00
State's Authorized Representative: Shannon Grabow 445 Minnesota Street, Suite 1620 Saint Paul, Minn., 55101 (651) 373-9671 shannon.grabow@state.mn.us	Federal Funding: CFDA/ALN: 20.608, 20.600 FAIN: 69A37523300004020MN0, 69A37523300001640MNA State Funding: Chap. 68, H.F.No.2887, Sec. 4 Public Safety, Subd. 5 Traffic Safety, targeted speed reduction efforts, increase traffic safety activity. Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subdivision 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, Subdivision 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2024 Enforcement Application "Application" which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, Saint Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the 2024 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-ENFRC24-2024-CHISAGSO-027 / 300091124

Project No.(indicate N/A if not applicable): 24-04-01

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Approved as to Form: *Janet Reiter*

Chisago County Attorney 10/11/2023

2024 Enforcement Budget



Chisago County Sheriff's Office

Impaired Driving Enforcement	\$	32,000.00
Seat Belt Enforcement	\$	10,000.00
Speed Enforcement	\$	30,000.00
Distracted Enforcement	\$	15,000.00
Move Over Enforcement	\$	1,500.00
Pedestrian	\$	-
Special Projects Enforcement and Education	\$	4,500.00
Total Overtime Enforcement Funding	\$	93,000.00

Dispatch, Administration & Corrections:		\$	4,000.00				
Training		\$	6,500.00				
Equipment	<table><tr><th>Grant Funded</th><th>Agency Match</th></tr><tr><td>\$ -</td><td>\$ -</td></tr></table>	Grant Funded	Agency Match	\$ -	\$ -	\$	-
Grant Funded	Agency Match						
\$ -	\$ -						
Subtotal		\$	10,500.00				

Total Grant Award	\$	103,500.00
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Agency Match Required	\$	-
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Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 16
Title of Item for Consideration: Request to Hire Community Health Worker Alison Gau	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health and Human Services/ Public Health would like the approval of the board to hire a Community Health Worker (CHW). CHW's will help with the current crisis in mental health, and the barriers to healthcare access, CHW's address individual needs that are unmet by health team members and can provide emotional support to participants contributing to health and well-being. They often fill gaps in support left by the healthcare system and family support structures, providing consult on referral and resources. - CHW Contract GAU, A. - Appendix A	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the request to hire Alison Gau as a Community Health Workers. The suggested motion is as follows: <i>“Move to approve the request to hire Alison Gau as a Community Health Worker.”</i>	
Implications of Action: Board approval at tonight's meeting will increase Chisago County's ability to have the CHW work with clients and families and help connect them to the county and community resources. Budget/Financial Implications: 100% Grant Funded Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**PROFESSIONAL/TECHNICAL SERVICES CONTRACT between
Alison Gau AND CHISAGO COUNTY**

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago by and through Chisago County Health and Human Services, 313 North Main, Center City, MN 55102 (hereinafter County), and Alison Gau, an independent contractor, not an employee of the County of Chisago (hereinafter CONTRACTOR).

WHEREAS, County, pursuant to Minnesota Statutes Chapter 373.01, is empowered to procure from time to time certain professional/technical services, and

WHEREAS, County is in need of professional/technical services, specifically to perform the work of a Community Navigator/Community Health Worker (CHW) and to provide services to residents of Chisago County by connecting clients and families with resources and services; and,

WHEREAS, the CONTRACTOR represents it is duly qualified and willing to perform the services set forth in this contract,

NOW, THEREFORE, it is agreed:

I. **TERM OF CONTRACT.** This contract shall be effective on **October 19, 2023, or upon the date the final required signature is obtained by County, whichever occurs later**, and shall remain in effect until October 31, 2024 or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. **The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by County's authorized representative.**

II. **PARTIES DUTIES.**

A. **CONTRACTOR DUTIES:** The contractor shall perform the duties as set forth in the Community Navigator/CHW Job Description, which is attached as Attachment A, and incorporated as if set forth here in full.

III. **CONSIDERATION AND TERMS OF PAYMENT.**

A. **Consideration** for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall be paid by County as follows:

1. **Compensation** of: (Thirty Seven dollars and Fifty Cents) an hour [\$(37.50)]
2. The **total obligation** of County for all compensation and reimbursement to the CONTRACTOR shall not exceed (EIGHTY THOUSAND DOLLARS) [\$(80,000.00)].
3. Compensation payable as follows:
 - a. Bi-Monthly reimbursement will be made payable the Friday after the County Board meetings after submitting a monthly invoice with total hours to the CHS Administrator.
 - b. Contractor will submit an invoice along with the bi-monthly reports to the CHS Administrator that includes hours worked on each strategy, evaluation, and communication.
 - c. Mileage reimbursements will be authorized at what the County rate is for the year, mileage reimbursement requests will need to be submitted to the CHS Administrator Monthly.

B. Terms of Payment.

Payment shall be made by County promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by County's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of County, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by County to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR according to the following schedule:

Invoice presented to Chisago County no later than 30 days following fulfilling the duties and testimony related to the pending matter. Payment shall be made within 35 days of receipt of the invoice.

IV. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

A. County's authorized representative for the purpose of administration of this contract is:

Name:	Courtney Wehrenberg, Community Health Administrator
Address:	313 North Main Street, Center City, MN 55012
Telephone:	(651)213-5215
E-Mail:	Courtney.wehrenberg@Chisagocountymn.gov

B. The CONTRACTOR'S authorized representative for the purpose of administration of this contract is:

Name:	Alison Gau
Address:	On file at the County
Telephone:	On file at the County
E-Mail:	On file at the County
Fax:	On file at the County

V. **CANCELLATION AND TERMINATION.**

- A. This contract may be canceled by County at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- B. The County may immediately terminate this Contract for cause due to any material breach or violation of the terms of the Contract. The CONTRACTOR shall be entitled for any pro rata share of the compensation for approved services rendered up to and prior the termination.

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

B. Notice of Cancellation, termination, or material modification shall be provide by Certified U.S. Mail, facsimile or e-mail to the Authorized Representative.

VI. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

VII. **COMPLIANCE WITH APPLICABLE LAWS.** The parties shall comply with all federal, state and local laws. The absence of an immediate or timely enforcement action by one party shall not be construed as a waiver of the requirement, nor shall it prohibit later enforcement or action to terminate the agreement by the non-offending party.

VIII. **LIABILITY.** The CONTRACTOR shall indemnify, save, and hold County, its representatives and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by County, arising from the negligent performance of this contract by the CONTRACTOR or CONTRACTOR'S agents or employees. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for County's failure to fulfill its obligations pursuant to this contract.

IX. **INSURANCE.**

A. *General Liability Insurance.* Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance minimum limits \$1,000,000 annual aggregate

B. The County must be listed as an additional insured and shall be sent a current certificate of insurance on an annual basis. The certificate must show that the County will receive thirty (30) calendar days' prior written notice in the event of cancellation, nonrenewal, or material change in the described policy.

C. *Professional Liability Insurance.* Contractor shall maintain and provide proof of professional liability insurance for individual(s) providing professional services under this Contract. The insurance shall provide liability coverage in amounts determined by the Contractor.

D. *Auto Insurance.* Contractor shall maintain auto liability coverage for individual(s) providing clinical supervision under this Contract. A minimum liability amount of \$1,000,000.00 on a Combined

Single Limit basis shall be maintained and coverage shall include Any Auto, including Hired and Non-owned. Contractor agrees to include County as an additional insured.

E. Insurance coverage by the Contractor in amounts greater than tort liability limits set for municipal corporation, pursuant to Minn. Stat. §466 shall not constitute a waiver of the liability cap(s) available to the County.

X. **PUBLICITY**. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify County as the sponsoring agency and shall not be released prior to receiving the approval of County's authorized representative.

XI. **GOVERNMENT DATA PRACTICES ACT**. The CONTRACTOR and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by County in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or County.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify the County. The County will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

XII. **OWNERSHIP OF MATERIALS, CLIENT RECORDS, AND INTELLECTUAL PROPERTY RIGHTS**.

A. County shall own all rights, title and interest in all of the materials conceived or created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

The CONTRACTOR hereby assigns to County all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of County, execute all papers and perform all other acts necessary to assist County to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to County by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of County's authorized representative.

- B. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, County at the CONTRACTOR'S expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or County's opinion is likely to arise, the CONTRACTOR shall, at County's discretion, either procure for County the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

- XIII. **ANTITRUST.** The CONTRACTOR hereby assigns to the County of Chisago any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.
- XIV. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.
- XV. **AUDITS.** The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by County, the County's Auditor and/or the Legislative Auditor for a minimum of six (6) years from the end of the contract.
- XVI. **SUBCONTRACTING AND ASSIGNMENT:** CONTRACTOR shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign any interest in the agreement without the prior written approval of the County. Any assignment may be made subject to such conditions and provisions as the County may impose. If specifically authorized to subcontract under this Contract by the County, CONTRACTOR is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.
- XVII. **SURVIVAL OF TERMS.** The following clauses survive the expiration, cancellation or termination of this contract: VIII, Liability; X, Publicity; XI, Government Data Practices Act; XII, Ownership of Materials and Intellectual Property Rights; XIV, Jurisdiction and Venue; and XV, State Audits.

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

APPROVED:

1. CONTRACTOR: Alison Gau 651-213-5215

CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

Signed:
Title: Alison Gau
Date:

**2. COUNTY OF CHISAGO:
APPROVED**

Signed:
Title: Ben Montzka Chair, County Board
Date:

Certified:

Signed:
Title: Chase Burnham, County Administrator
Date:

Signed:
Title: Robert Benson, HHS Director
Date:

Reviewed as to Form:

Signed: 
Title: Chisago County Attorney
Date: 10/12/2023



APPENDIX A

Community Navigator/CHW Job Description

Title: Community Navigator/Community Health Worker (CHW)

Updated: 07/26/2023

Department: Health and Human Services

Reports to: CHS Admin/PH Supervisor

Position Status: Contracted

Job Location: Chisago County Public Health Offices

Position Objective

The Community Health Worker works with clients and families to help connect them to needed county and community resources, works to increase access to primary care through culturally competent outreach, and makes referrals, educates, and coordinate services as needed for clients and families. Serves as a bridge between community, health care, government, and social service systems to build trust and empower priority populations by collaborating with organizations and individuals based on established care plans and department policies, rules and procedures.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Provide connections to mental health services, preventative care, and community programs such as housing, food shelves, employment, and more.
- Provide advocacy for clients and families when barriers are encountered to health care access.
- Plan and present basic preventative health and safety information to children and adults in community settings
- Collaborates with health care providers, provides health screenings in the community, promotes regular medical and dental checkups for individuals and families in community settings.
- Facilitate continuity of care by providing follow-up.
- Completes outreach activities in the community and provide individual client visits.
- Organize and facilitate informational/support groups as needed.
- Completes billable and non-billable activities and produces documentation needed for successful reimbursement of community health worker services.
- Conduct in-person non-clinical assessments to understand care needs, preferences, and socioeconomic barriers, and evaluate the home environment as needed.
- Build community capacity by addressing social determinants of health.
- Encourages and supports community members to make concrete steps toward promoting their health and managing their chronic illnesses (e.g., diabetes, asthma, high blood pressure)
- Engage and educate clients in obtaining skills to navigate social service and health care systems.
- Support young families and new parents in connecting to resources that will assist them in developing a successful health outcome.
- Work in partnership with public health nurses to assist with identified needs in the individual care plan of the clients.
- Work with adult and waiver case managers in delivering services needed for successful health outcomes for their clients.



APPENDIX A

Community Navigator/CHW Job Description

- Other duties to include regular attendance of agency staff meetings and staff unit meetings; completion of assignments in a timely, organized, and accurate manner; maintaining a safe environment for self and others and regular attendance is essential to the maintenance of a smooth and consistent workflow of the employee's responsibilities and the functions of the Agency as a whole.
- Interpreting, implementing, and applying guidelines, rules and requirements of programs and services associated with job responsibilities.
- Updating and maintaining various client logs, lists, databases, documents, forms, and records.
- Operating department specific applications and computer systems relevant to job responsibilities.
- Applying department procedures, processes and program requirements in coordinating and handling case management duties in delegated areas.
- Interviewing, collecting, and performing various screening and intake support services.
- Applying department policies and procedures in dealing appropriately and consistently with program clients and delivering services to clients.
- Operating, using, and utilizing departmental applications in updating and maintaining client records and files.
- Preparing narrative reports, case files, forms and materials required by the department. Essential knowledge and specialized subject knowledge required to perform the essential functions of the job.
- Attend trainings as needed to successfully perform duties.
- Comply with Minnesota Data Practices Act, HIPAA and other regulatory laws, rules, and statutes.
- Other duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of health promotion (population and community-based primary prevention).
- Exceptional oral and written communications
- Knowledge of community organization systems, norms, and resources
- Ability to establish and maintain effective working relationships with staff, community, and professional groups.
- Ability to exercise tact, judgment, initiative.
- Ability to work independently and set work priorities complimentary to the work of the Department.
- Effective communication skills, both oral and written.
- Employee must have demonstrated ability to work effectively and efficiently in a wide variety of computer programs and systems.
- Ability to apply previously acquired knowledge and skills to new situations.
- Must be able to maintain positive working relationship with internal and external partners, community members, and client providers.
- Bi-lingual Spanish skills desirable
- Knowledge of County, department policies and procedures in areas of assignment.
- Knowledge of interviewing techniques/motivational interviewing
- Knowledge of agency programs, services, policies, procedures, and organization.
- Fundamental knowledge of community resources such as transportation, food, and housing.
- Knowledge of health care systems, health insurance and benefits
- Knowledge of data privacy regulations and data retention schedules.



APPENDIX A

Community Navigator/CHW Job Description

Desired Minimum Qualifications

- High School Diploma or Equivalent.
- A valid MN Driver's license.
- CHW Certification from an accredited program or must obtain within 1 year of hire (Opportunity for paid certification).
- Minimum of 1 year of Community Health related experience. Experience may include but not limited to, case management, community advocate, care coordination, health educator.

Special Qualifications

None.

Tools and Equipment Used

Computer, telephone, copier, fax and general office equipment.



APPENDIX A

Community Navigator/CHW Job Description

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- This classification regularly involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels;
- The noise level can range from moderately quiet in the office to loud and noisy in the field.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check, background investigation, criminal history check, drug testing. Job related tests may be required of any applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee as is subject to change by the employer as the needs of the employer and requirements of the job change.

Chisago County Request for Board Action

Meeting Date: October 18, 2023	Item Number: 17
Title of Item for Consideration: Opioid Settlement Q3 Staff Expenses	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County has received funds for the Opioid settlement, all funds must be used for opioid mitigation, such as treatment, prevention, recovery, harm reduction, research, and training. One allowed expense is the cost of County staff time. Staff is recommending using some of the Opioid Settlement funds to compensate the County for Staff time used to organize Opioid related events and expenditures. Attachment(s): Q3 2023 Opioid Expenses	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners the approve the Opioid expenses for County Staff time during Quarter 3 of 2023. The following motion is suggested: <i>“move to approve the Opioid Expense for County Staff time during Quarter 3 of 2023.”</i>	
Implications of Action: Approval of the request of use of the opioid funds will compensate the County for Staff time used to organize Opioid related events and expenditures. Budget/Financial Implications: The budget will be fulfilled by Opioid settlement funds in the amount of \$5,116.03. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

OPIOD Q2 2023 expenditures

Detail for Summary Tab

[illegible]**Grand total of invoice**

PH Salary

Total

Hours:

4,650.94 PH Expense

465.09 10% Admin Expense

Madelyn - \$41.26 2023

Mackenzie - \$47.79 2023

1,577.07

1,577.01

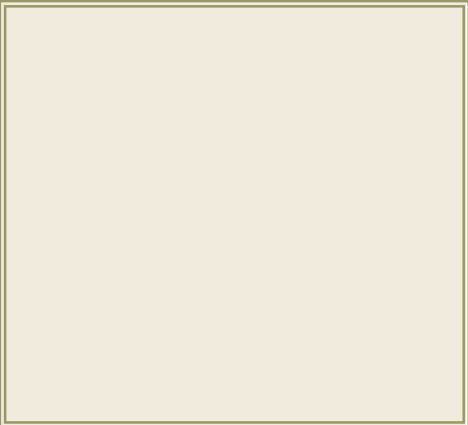
33.00

Total	5,116.03
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Chisago County Request for Board Action

Meeting Date: October 18, 2023	Item Number: 18
Title of Item for Consideration: Out of State Travel Request – ARMER System Upgrade	
Action Requested by: Jon Eckel, Director	Department: Enterprise Services
Previous Action on this Matter: Part of Board approved ARMER microwave upgrade project	
Background: Factory training on the new ARMER microwave system is a required part of the system upgrade and on-going support. This training is held at the Aviat company location in San Antonio, TX from 11/12-11/17. This cost was included in the Board approved project. Attachment(s): Out of State Travel Requests	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the out of state travel requests for Enterprise Services Emergency Communications Systems Manager, Mike Parker, and Communications Engineer Mike Erding to attend the required Aviat factory training As well as authorize Enterprise Services Emergency Communications Systems Manager, Mike Parker to travel to the Aviat factory in approximately December 2023 for factory acceptance testing of the system. The following motion is suggested: <i>“move to approve the out of state travel request for Enterprise Services Emergency Communications Systems Manager, Mike Parker, and Communications Engineer Mike Erding to attend the require Aviat factory training and system acceptance.”</i>	
Implications of Action: This training is required as part of the system implementation and on-going support. This system is part of a critical public safety communications system (ARMER). Budget/Financial Implications: Included in the board approved project budget. Legal/Policy Implications: All county policies, as well as State or Federal laws will be adhered to.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

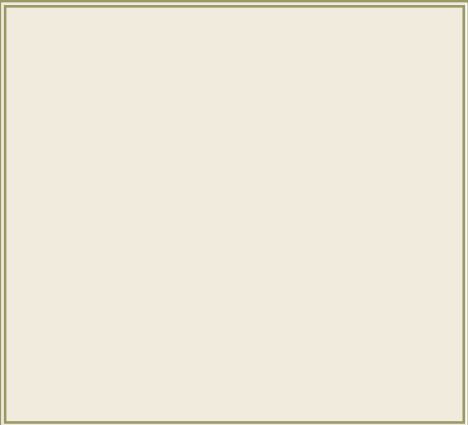
Chisago County Out-of-State Travel Request

Date Submitted	9/29/2023		
Employee Name	Michael Erding		
Department	Enterprise Services		
Destination	San Antonio, Tx		
Purpose of Travel	Aviat Networks project - radio tower site backhaul equipment training for new equipment		
Departure Date	11/12/2023		
Return Date	11/17/2023		
Total Travel Expenses	\$2,153.00		
Supervisor Name (PRINT)	Jon Eckel		
Supervisor's Signature			
County Board Signature		Date Approved	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				\$520.00
Ground Transportation	Rental Car			\$395.00
Conference/Registration Fees				\$0.00
Lodging		\$151.00	5	\$755.00
Meals	Max \$64 for 4 days and Max \$48 for 2 travel days		6	\$352.00
Mileage	Mileage to and from airport	\$65.50	2	\$131.00
Grand Total				\$2,153.00

Chisago County Out-of-State Travel Request

Date Submitted	9/29/2023		
Employee Name	Michael Parker		
Department	Enterprise Services		
Destination	San Antonio, Tx		
Purpose of Travel	Aviat Networks project - radio tower site backhaul equipment training for new equipment		
Departure Date	11/12/2023		
Return Date	11/17/2023		
Total Travel Expenses	\$1,787.00		
Supervisor Name (PRINT)	Jon Eckel		
Supervisor's Signature			
County Board Signature		Date Approved	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				\$520.00
Ground Transportation	Parking near airport	\$13.50	6	\$85.00
Conference/Registration Fees				\$0.00
Lodging		\$151.00	5	\$755.00
Meals	Max \$64 for 4 days and Max \$48 for 2 travel days		6	\$352.00
Mileage	Mileage to and from airport	\$37.50	2	\$75.00
Grand Total				\$1,787.00

Eclipse Installation, Operation and Maintenance Course

TRN-ECL-IOM-A/B/C/D

Course Specifics

Duration:	3 days
Class capacity:	10 students
Materials provided:	Student Handbook (e-Book)



Course Description

The Eclipse™ product family is a highly modular and scalable platform that delivers a unique combination of high capacity hybrid or all-packet transport, Carrier Ethernet/IP networking, and comprehensive mission critical microwave features, enabling operators to prepare for the all-IP future.

The **Eclipse Installation, Operation and Maintenance course** teaches students key functions of the Eclipse platform. The course includes an overview of all available equipment, basic configuration with the Portal craft tool, system commissioning, maintenance, diagnostics and troubleshooting. Extensive hands-on labs (nearly 50% of the course duration) offer students with scenarios they will face in real deployments in their networks.

Courses are conducted by **AVIAT expert trainers** in a mentoring environment backed by their deep technology expertise and experience in implementation of microwave wireless and IP networks.

The Eclipse Installation, Operation and Maintenance course is conducted at the Aviat Training locations or can be arranged at customer sites.

Target Audience

This course is intended for installation and service personnel responsible for installation, configuration, test and maintenance procedures for the Eclipse platform.

Prerequisites

1. Participants must complete Eclipse System Overview e-learning course.
2. Participants should have a basic understanding of Electronics, Telecommunications and IP Fundamentals and have basic computer skills.
3. Each student must bring an IBM compatible laptop PC and have administrator rights on the PC (to allow installation of the Portal craft tool).

The PC must have minimum parameters of:

- Pentium 4 or later w/ 1GB of RAM and 250 Mb of free hard drive space
- Microsoft Windows XP, Vista, or Windows 7
- USB Port
- Network card (LAN Port)
- DB9 serial port connection or adapter (optional)

Objectives

EDUCATION SERVICES



Upon successfully completing this course, participants will be able to:

- Basic installation and configuration for Eclipse equipment
- Preventative maintenance on the relevant Eclipse equipment
- Basic diagnostics and troubleshooting of the relevant Eclipse equipment.

Course Outline

Eclipse System Overview

- Introduction to Basic Overview
- Introduction to Node and Terminal Platform

Eclipse Node

- Node Concept
- Basic Architecture and Capabilities
- Indoor Units: INU and INUe
- Slot Assignment Rules
- Backplane Bus
- Node Capacity Rules and Licensing
- Plug-in Cards
- -NCC, -FAN, RACs, -DACs, -AUX, -NPC
- Node and DAC Protection
- RF Unit Overview

Installation and Commissioning

- INU Card Handling and Rules
- Indoor Installation
- Outdoor Installation
- Commissioning
- Configuration Work Flow
- Acceptance Testing
- Records Keeping
- Lab Exercise

Ethernet DAC's

- Eclipse Packet Node
- DAC GE3
- DAC GE
- Modes of Operation
- RWPR
- VLANs
- Link Aggregation
- Link Status Propagation
- QOS and Scheduling
- DAC GE3 Protection
- Lab Exercise

Eclipse Terminals

- Eclipse Terminal Overview
- Eclipse IDU GE3 16x
- Eclipse Terminal protection Operation

Eclipse ODU/RFUs

- ODU 300hp
- ODU 600
- IRU600v1, v2, and v3 (North America only)
- Antenna Mount and Coupler
- RSSI
- RAC-ODU/RFU Cable
- ODU/RFU Block Diagram

Eclipse ODU/RFU Configuration

- Protection Options
- Hot Standby 1+1
- Space Diversity
- Frequency Diversity
- Dual Protection
- TDM Ring Protection, NCM and SPDH

- CCDP with XPIC
- ACM

Portal

- Introduction to Portal Craft Tool
- Portal Installation
- Portal PC Configuration for Ethernet and V.24/RS-232 Connections
- Eclipse Network Management
- Portal Screens
- Lab Exercise

Eclipse Diagnostics and Troubleshooting

- Diagnostics Overview
- LEDs
- Alarms
- HTML Help
- Diagnostics Screens
- Loopbacks
- Event Browser
- Performance and History
- Troubleshooting Overview
- Troubleshooting Path Problems
- Troubleshooting Configuration Problems
- Lab Exercise

Preventative Maintenance

- Maintenance Overview
- Inspections
- Trend Analysis
- Fault Analysis and Reporting
- Spares
- Software Management
- Lab Exercise

Required Equipment for Training Sessions at Customer Sites

RADIO

One equipment rack with 48VDC power supply (note; all Eclipse equipment is positive earth)

At least 1 Traffic free hop – 2 radios talking to each other. (Path has been simulated with at least 60dB of attenuation, for troubleshooting training variable attenuators are preferred however not mandatory)

INU configurations each INU should include as a minimum:

- RAC card (with RAC jumper cable and 50ohm cable or M/M N-type adapters to connect to ODU.
- DAC card (with relevant traffic cables
- Any relevant optional cards.

IDU configurations, each IDU should have the following available;

- Flash card
- Relevant traffic cables
- 50ohm N-type cable for connection to ODU
- ODU's should be a matching pair i.e. same sub band and TR spacing with one being Tx High and the other Tx Lo.

INU configurations it is preferred although not essential to have 3 x INU and 2x Pairs of ODU's to allow nodal configurations to be made during the training.

OTHER EQUIPMENT

Not Applicable.

CLASSROOM SET UP

Sufficient in size to handle all participants, instructor, desks, chairs, classroom equipment. The room must have enough 110 AC (220) AC power and air conditioning to operate equipment, all students clients PC's and the server or radio as required.

Classroom Equipment

Marker board, SVGA or Overhead projector and screen.

Desk and Chairs

Desks or workstations with enough room for each student to write have open books, client PC and / or, keyboard and monitor.

Internet Access

Internet access through the server or through client PC.

Pricing & Scheduling

Please contact your Aviat local sales team for a quote or email aviatcareeducate@aviatnet.com and request pricing for the following items:

TRN-ECL-OVIEW-E	ECLIPSE OVERVIEW - ELEARNING -PRICE PER STUDENT
TRN-ECL-IOM-A	ECLIPSE: INSTALLATION, OPERATION AND MAINTENANCE - ILT, 3 DAYS, AVIAT TRAINING CENTER - OPEN ENROLLMENT -PER STUDENT
TRN-ECL-IOM-B	ECLIPSE: INSTALLATION, OPERATION AND MAINTENANCE - ILT, 3 DAYS, AVIAT TRAINING CENTER- 10 STUDENTS MAX
TRN-ECL-IOM-C	ECLIPSE: INSTALLATION, OPERATION AND MAINTENANCE - ILT, 3 DAYS, CUSTOMER LOCATION- 10 STUDENTS MAX
TRN-ECL-IOM-D	ECLIPSE: INSTALLATION, OPERATION AND MAINTENANCE - ILT, 3 DAYS, CUSTOMER LOCATION-WITH EQUIPMENT- ONLY FOR US- 10 STUDENTS MAX

ProVision installation, configuration & Management

TRN-PV-ICM

Course Specifics

Duration:	2 days
Class capacity:	10 students
Materials provided:	Instruction Manual (USB) Student Handbook (USB) Datasheets

Course Description

Aviat ProVision™ is a powerful, standards-based Element Management System (EMS). Designed to simplify Carrier Ethernet and TDM network designs and services, it provides superior intelligence for mobile and private network operators. ProVision delivers network management across the full Aviat product portfolio, key partner products and many third-party SNMP-based platforms. It provides efficient, seamless end-to-end network management solutions for TDM, Carrier Ethernet, and hybrid microwave networks.

The ProVision™ Installation, Configuration and Management course provides full guidance on the installation, use and administration of ProVision EMS software. The course will cover in detail all aspects of using the EMS for fault management, configuration management, performance monitoring and reporting. By leveraging the extensive hands-on labs exercises (50% of the course duration) provided, students will be able to master the ProVision EMS features and significantly reduce complex configuration time for deployment.

Courses are **conducted by AVIAT expert trainers** in a mentoring environment backed by their deep technology expertise and experience in implementation of microwave wireless and IP networks. The ProVision Installation, Configuration and Management course **is conducted at Aviat Training locations or can be arranged at customer sites.**

Target Audience

This course is intended for Network Operations Center (NOC) operators and engineers involved in managing microwave networks using the ProVision EMS.

Prerequisites

- Participants must complete ProVision System Overview e-learning course
- Participants should have knowledge and experience in the areas of network operations fundamentals and telecommunications fundamentals.
- The student will need a Notebook computer with an Ethernet port and running on one of the following Operating Systems:
 - Windows XP Pro
 - Windows Vista
 - Windows 7
 - Windows 2003 Server
 - Windows 2008 Server

Objectives

Upon successfully completing this course, participants will be able to perform:

- Installation and configuration of ProVision software

EDUCATION SERVICES



- Basic diagnostics, troubleshooting and preventive maintenance of microwave network elements using ProVision EMS
- Setup users and administer features for fault management, configuration management and reporting

Course Outline

ProVision Introduction

- Functions & features
- Minimum hardware specifications
- Understand ProVision Architecture
- Deployment Options

Navigating ProVision

- Main User Interface
- Menu Bar
- Tree Viewer – Physical and Logical Viewer
- Map Viewer, adding a map background to map viewer
- View and change radio configuration
- View and change network IP addresses

Fault Management

- Managing Events – event properties, acknowledge, clear
- Event Browser – filters, browser options, scoreboards
- Viewing Security logs – log on/off, configuration changes
- Configure Event Notifications
- Configure and Interpret Scoreboards

Performance Monitoring

- Configure device data collection
- Interpret performance history & trends
- Set up Performance thresholds
- Interpret Ethernet Bandwidth Utilization
- Produce Inventory & fault reports

Eclipse Features

- Create, trace, view and diagnose circuits
- Perform bulk software loads
- Produce capacity, inventory & fault reports

ProVision Installation and User Administration

- Requirements for ProVision Installation
- ProVision Server and Client Installation
- Verifying ProVision Server is running
- Logging in to Client Software
- Navigating ProVision
- Basic User Account creation and access level

Deploying and Managing Radios and Generic Devices

- Information required for deployment
- Deploying containers – regions, sites and racks
- Deploy, Manage, Rename, Delete and Unmanage Radios and Generic Devices such as switches, routers, third party microwave radios, multiplexers etc
- Deploying EMS/Proxy in ProVision
- Re-parenting an object
- Create, verify and delete a link

- Reposition Map viewer objects – lock/unlock object moving
- Verify ProVision is receiving events

Configuration Management

- View and Change Network IP addresses
- Uploading Eclipse licenses
- Perform Bulk configuration for devices on the Network
- Network Auto-Discovery of Radios and Devices
- Circuit Provisioning and Collection
- Configure Logical Containers
- Creating Map Annotation

Reports

- Generate Helpdesk reports
- Generate Capacity, Inventory and Fault Reports
- Generate Network Health Reports – RF and Ethernet Network Health Reports
- Generate Security Status Report of Radios and Devices
- Configure Schedule Reports
- Customize reports from report fields and objects

ProVision Installation and Administration

- Understand ProVision server/Client relationship
- Creating Regional access for users
- Session Manager Administration
- Email Server Configuration
- Understand communication with Network elements
- Administer database manual and scheduled backup and security profiles
- Northbound Interface (NBI) description and configuration
- Configure ProVision Redundancy Controller
- Discuss remote access options
- Understand licensing requirements and procedures.

Pro Vision VLAN Management

- Viewing Discovered VLANs for Eclipse and CTR 8540 and 8300
- Creating VLANs for Eclipse
- Creating VLANs for CTR 8540 and 8300
- Modifying a VLAN
- Validating VLAN Configuration
- Deleting a VLAN

Ethernet OAM Management

- Viewing Discovered EOAM Maintenance Associations
- Viewing EOAM Configuration Details
- Configuring EOAM
- Configuring EOAM to provide Fault Monitoring of VLANs for Eclipse
- Validating EOAM Configuration

ERP Ring Management

- Viewing Discovered Layer 1 and ERP Rings
- Viewing Ring Configuration Details
- Configuring ERP Rings
- Modifying an ERP Ring
- Deleting an ERP Ring
- Validating ERP Ring Configuration

Required Equipment for Training Sessions at Customer Sites

RADIO	One equipment rack with 48VDC power supply (if using 48VDC PoE units). At least 1 Traffic free hop – 2 radios talking to each other. (Path has been simulated with at least 60dB of attenuation, for troubleshooting training variable attenuators are preferred however not mandatory). One hub or switch One computer per 2 students One computer (when TNET Proxy Server and/or TNET equipment is required) 240v power points Radio links can be hired for duration of training course if required.
OTHER EQUIPMENT	Computer requirements: 2 GHz processor (w/512K cache) 1GB memory or greater GB Hard disk space CD-ROM Video Card Capable of 1024x768 "True Color" or higher Windows 2000/ XP/ Vista LAN card USB port CAT 5 cables
CLASSROOM SET UP	Sufficient in size to handle all participants, instructor, desks, chairs, classroom equipment. The room must have enough 110 AC (220) AC power and air conditioning to operate equipment, all students clients PC's and the server or radio as required. Classroom Equipment Marker board, SVGA or Overhead projector and screen. Desk and Chairs Desks or workstations with enough room for each student to write have open books, client PC and / or, keyboard and monitor. Internet Access Internet access through the server or through client PC.

Pricing & Scheduling

Please contact your Aviat local sales team for a quote or email aviatcareeducate@aviatnet.com and request pricing for the following items:

TRN-PV-OVERVIEW-E	Provision Overview eLearning -price per Student
TRN-PV-ICM-A	ProVision: Installation, Configuration and Management - ILT, 2 DAYS, Aviat Training Center - Open Enrollment -per Student
TRN-PV-ICM-B	ProVision: Installation, Configuration and Management - ILT, 2 DAYS, Aviat Training Center- 10 Students Max
TRN-PV-ICM-C	ProVision: Installation, Configuration and Management - ILT, 2 DAYS, Customer Location- 10 Students Max
TRN-PV-ICM-D	ProVision: Installation, Configuration and Management - ILT, 2 DAYS, Customer Location- with Equipment- only for US- 10 Students Max

Chisago County Request For Board Action

Meeting Date: October 18, 2023	Item Number: 19
Title of Item for Consideration: Furnace Replacement – ‘Heartland Transit’ Building in North Branch	
Action Requested by: Chase Burnham, County Administrator	Department: County Administration
Previous Action on this Matter: None.	
Background: The County currently receives a monthly lease payment of <u>\$5,493.87</u> (a total of <u>\$65,926.43</u>) from Arrowhead Transit for use of the facility to provide Chisago County with transit services. MAINTENANCE AND REPAIR. The Landlord shall maintain the foundations, exterior walls and roof of the Premises in good repair, ordinary wear and tear excepted, unless the need for any such repair or replacement is directly or indirectly attributable to or results from activity being conducted within the Premises, or is necessary to accommodate Tenant's operations, or becomes necessary by reason of the negligence of the Tenant, its agents, employees, or anyone else for whose acts the Tenant is responsible. The costs of routine maintenance and repair of the Premises shall be paid directly by the Landlord. a. Landlord's Maintenance Obligations. The Landlord, at its own expense, shall maintain the Premises at all times in as good condition and repair of equal quality with the original work and condition, ordinary wear and tear excepted, and in a clean, sanitary, and safe condition in accordance with all applicable laws, ordinances, and regulations; including, without limitation, major plumbing, sewage, ventilating, and electrical systems serving the Premises, doors, windows, floors and floor coverings, interior walls and interior painting, and major facilities, fixtures, and appurtenances. Attachment(s): • 2023 Commercial Lease • Quotes (<i>will be provided at County Board Meeting</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve spending _____ to replace the furnaces in the Chisago County ‘Heartland Express’ Building. The suggested motion is as follows: <i>“Move to approve spending to replace the furnaces in the Chisago County ‘Heartland Express’ Building.”</i>	
Implications of Action: Replacing the Furnace(s) is required to be in compliant with the current lease agreement with Arrowhead Transit. Budget/Financial Implications: The County Board will need to choose the appropriate funding source.	

Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Lease Agreement between County of Chisago and Arrowhead Transit

This LEASE AGREEMENT (hereinafter referred to as the "Lease") is by and between the County of Chisago, 313 North Main Street, Room 174, Center City, MN 55012 ("Landlord"), and Arrowhead Economic Opportunity Agency Inc, dba Arrowhead Transit 702 3rd Ave S, Virginia, MN 55792("Tenant")

1. **PREMISES AND POSSESSION.** The Landlord hereby leases to the Tenant and the Tenant hereby takes from the Landlord, for the Term and upon the conditions hereinafter provided, the Premises consisting of buildings and property located at 39840 Grand Avenue, North Branch, MN 55056 ("Premises"), herein described in Exhibit A.
2. **TERM.** This lease shall begin on the 1st day of January, 2023, and end on the 31st day of December, 2025, unless sooner terminated as provided herein, subject to the terms and conditions set forth below. This shall be known as the Initial Term. The Tenant shall have two successive options to extend the Term of this Lease by providing written notice to Landlord at least one hundred eighty (180) days in advance of the last day of the Term that would expire, but for the notice of the exercise of this option. Each option is for the right to extend the Term by five (5) years upon the conditions stated in this Lease.
3. **LEASEHOLD IMPROVEMENTS.** Tenant is taking the Premises and accepting the condition of the Premises "AS IS" and Landlord is under no obligation to make any structural or other alterations, decoration, additions or improvements. Tenant shall not make, and shall not commence, any improvement that has not been previously approved by the Landlord. If any improvement is made or commenced without the Landlord's consent, and the Landlord does not give subsequent approval thereof, the Tenant shall, upon receiving written notice from the Landlord, restore that portion of the Premises affected by the improvement to its preexisting condition at Tenant's expense.
4. **GROSS RENT (BASE RENT AND NNN EXPENSES).** For 2023, the Tenant agrees to pay to the Landlord at such place as the Landlord may hereafter from time to time designate in writing, without demand, annual Gross Rent (Base Rent and NNN Expenses) in the amount of \$65,926.43, payable in monthly installments of \$5,493.87, based upon the following:

- a. **BASE RENT:** based upon the following:

<u>Premises/Use</u>	<u>SF</u>	<u>Annual Total</u>
Office Space	3955 SF	
Garage – Main Building	1320 SF	
<u>Garage – Accessory Building</u>	<u>1280 SF</u>	
Base Rent	6555 SF	\$ 65,926.43

- b. **Annual Gross Rent Adjustments:** For each year of the Term after 2023, the Gross Rent shall increase as follows:
1. The Base Rent shall increase annually by the same percentage as the increase in the "CPI," from the preceding twelve (12) months prior to the April (i.e. last three quarters and first quarter) immediately preceding the beginning of that billing year, as calculated below:
 - i. The "CPI" shall mean the Revised Consumer's Price Index for Urban Wage Earners and Clerical Workers, U.S. City Average All Items, Series A (1982-1984 = 100), published by the United States Department of Labor, Bureau of Labor Statistics. If the CPI is not published for a month, then the CPI published for a month closest, but prior, to such month shall be utilized. If the format or components of the CPI are materially changed or discontinued after the execution of the Lease, Landlord shall substitute an index which is published by the Bureau of Labor Statistics or similar agency and comparable to the CPI. Landlord shall notify Tenant of the substituted index used to calculate the Renewal Term Base Rent.
 2. Annual Gross Rent (Base Rent and NNN Expenses) Adjustments will be conveyed from Landlord to Tenant, in writing, by no later than the 15th of June immediately preceding the beginning of that billing year.
- c. **Renewal Terms.** If Tenant exercises its options to extend the Term of this Lease, the Gross Rent for the renewal term(s) shall be calculated as a continuation of the original Term.
- d. **Due Date.** All monthly installments of Gross Rent shall be payable in advance on or before the first day of each calendar month during the Term. In the event any fractional months occur during the Term, the Tenant shall pay Gross Rent on a pro rata basis calculated on the ratio of the actual number of days the Tenant is in possession to the total days in the month in question. The Gross Rent (Base Rent and NNN Expenses) is sometimes herein collectively referred to as the Rent.
- e. **Independent Covenant.** Tenant's obligation to pay the Gross Rent and other amounts due under this Lease is an independent covenant, and is and shall not be subject to any abatement, deduction, counterclaim, reduction, set-off or defense of any kind whatsoever. The covenants and obligations of Landlord under this Lease are dependent upon the performance by Tenant of all of its covenants and obligations hereunder.

5. **SECURITY DEPOSIT.** There shall be no security deposit paid by Tenant.

6. **OPERATING COSTS.** Tenant shall assume responsibility for all Utilities (gas, electric, telephone, cable, security systems, trash removal, water, sewer, satellite, and internet utilities) and other "Operating Costs" for the Premises. Utilities and other Operating Costs covered by Tenant are described in Exhibit B. Tenant shall immediately notify all such utility companies that Tenant is assuming responsibility for all usage and other charges due for the Premises not covered by

Landlord, as described in Exhibit B. Tenant shall also be responsible for the following "Operating Costs" for the Premises, if applicable and if not covered by Landlord, as described in Exhibit B: fees for professional services; fees for professional plumbing, electrical, or cleaning services for common areas. All utilities and trash removal shall be placed in the Tenant's name and account and shall be paid directly by Tenant to the utility supplier. Tenant shall pay premiums for all insurance, procured by Tenant pursuant to paragraph 21 below, directly to its insurance agent or insurance carrier. All taxes and special assessments not covered by Landlord, as described in Exhibit B, shall be paid by Landlord and assessed to Tenant on a monthly basis, and shall be due from Tenant as Additional Rent immediately upon Tenant's receipt of an invoice from Landlord, unless the invoice indicates that the payments are due in installments (e.g., an invoice for real estate taxes may state that 1/12 of the taxes is due each month). If monthly installments are due, they are due on the first day of each month unless otherwise indicated by the Landlord. If taxes or special assessments apply retroactively, they shall be assessed to Tenant retroactively.

- 7. TENANT'S SIGNAGE.** Any signage, displays, or graphics of any nature whatsoever relative to the business conducted on the Premises, whether located on the Premises, in the Premises, or elsewhere, as well as all other portions of the Premises that may be observed from outside of the Premises, shall be provided at the expense of the Tenant, but shall be subject, however, to the written approval of the Landlord, which approval shall not be unreasonably withheld. All signage existing at the commencement of this Lease is deemed approved. As to any signage which Tenant proposes to implement after the date of execution of this Lease, the Tenant shall submit to the Landlord the plans, for the Landlord's approval, for any such signage, displays, or graphics prior to their implementation. If the Landlord's approval is obtained, the Tenant may not thereafter modify the same without again obtaining the Landlord's approval. This provision shall specifically apply to such signage, display, or graphics placed in any window of the Premises, or elsewhere in the Premises, which may be seen from outside the Premises. All signage in place at the time this Lease is executed is specifically approved.
- 8. TENANT'S ADDITIONAL WARRANTIES.** In addition to any warranties or covenants made or to be kept by the Tenant pursuant to any other provision contained elsewhere herein, the Tenant hereby agrees:

 - a. To not commit any nuisance or waste on the Premises, throw foreign substances in plumbing facilities, or waste the services, if any, furnished by the Landlord;
 - b. To not place any items in or otherwise obstruct entries, halls, stairways, sidewalks, or other Common Areas, and not use the same for anything other than their intended purpose;
 - c. To pay when due all installments of rent, and to comply with any and all of the Tenant's other covenants and agreements contained in this Lease;
 - d. To properly store and contain all trash and garbage and make the same available for regular pick-up; and actively participate in recycling activities;
 - e. To conduct its business at all times in good faith, and in a high grade and reputable manner.

9. LANDLORD'S RIGHT TO FIX OR REPAIR. If the Tenant shall fail to keep and preserve the Premises in the state of condition required by any provision of this Lease, the Landlord may, at its option, provide Tenant with written notice of such failure as provided herein. If the condition specified in any such notice shall continue for a period of ten (10) days after the date of the notice, Landlord may, at its option, put or cause the same to be put in the required condition and state of repair without liability to Tenant for any loss or damage that may accrue to Tenant's property or business by reason thereof. In such case, the Tenant, on demand, shall pay as additional rent, the cost thereof together with interest thereon from the date paid.

10. USE. Subject to the Tenant's ability and obligation to obtain all necessary governmental approvals and permits, the Tenant may use and occupy the Premises for the use of Transit Facility and Office, including Bus storage, staging and light maintenance, Bus Operator staging and offices, Transit Operations, Administration and Dispatching, general Office and Conference Facility uses, and Transit Pick-up/Drop-off and Transfer Facility. Landlord disclaims any warranty that the Premises are suitable for Tenant's use and Tenant acknowledges that it has had a full opportunity to make its own determination in this regard.

- a. Compliance with Laws. The Tenant further warrants that it will not commit or permit any act to be performed, or any omission to occur on the Premises or Premises that will be in violation of any present or future law, ordinance, regulation or order of any governmental unit having jurisdiction over the Premises or Premises. This section shall specifically apply to the conformance with all health, safety, and building codes as the same may relate to any equipment or fixtures on the Premises or to any other aspect of the operation of the Tenant's business.

11. MAINTENANCE AND REPAIR. The Landlord shall maintain the foundations, exterior walls and roof of the Premises in good repair, ordinary wear and tear excepted, unless the need for any such repair or replacement is directly or indirectly attributable to or results from activity being conducted within the Premises, or is necessary to accommodate Tenant's operations, or becomes necessary by reason of the negligence of the Tenant, its agents, employees, or anyone else for whose acts the Tenant is responsible. The costs of routine maintenance and repair of the Premises shall be paid directly by the Landlord.

- a. **Landlord's Maintenance Obligations.** The Landlord, at its own expense, shall maintain the Premises at all times in as good condition and repair of equal quality with the original work and condition, ordinary wear and tear excepted, and in a clean, sanitary, and safe condition in accordance with all applicable laws, ordinances, and regulations; including, without limitation, major plumbing, sewage, ventilating, and electrical systems serving the Premises, doors, windows, floors and floor coverings, interior walls and interior painting, and major facilities, fixtures, and appurtenances.
- b. **Tenant's Maintenance Obligations.** The Tenant shall permit no waste, damage, or injury to the Premises. If the Tenant refuses or neglects to commence necessary repairs deemed the responsibility of the Tenant within a reasonable period (no longer than ten (10) consecutive days) after written request, or does not adequately complete such repairs within a reasonable period (no longer than ten (10) consecutive days) after written

request, or does not adequately complete such repairs within a reasonable time thereafter, the Landlord may make the repairs without liability to the Tenant for any loss or damage that may occur to the Tenant's stock or business by reason thereof, and if the Landlord makes such repairs, the Tenant shall pay to the Landlord amount so paid by the Landlord and/or all costs and expenses incurred by the Landlord in making the above maintenance or repair, including reasonable attorneys' fees, shall be deemed to be additional rent for the Premises and shall be due and payable by the Tenant to the Landlord on demand.

12. LANDLORD'S RIGHT OF ACCESS. The Landlord, its employees, and agents shall have the right to enter the Premises at all reasonable times for the purpose of inspecting, cleaning, or repairing the Premises, or any portion thereof, or to exhibit the Premises to prospective tenants, purchasers, or others the Landlord may deem appropriate. Specifically, the Landlord, its employees, or agents shall also be permitted to install on or through the Premises conduits or other utility lines or services as the Landlord may deem necessary or appropriate.

13. ALTERATIONS. Tenant shall not make any alterations, additions, or improvements in or to the Premises, or add, disturb, or in any way change any plumbing or wiring therein without the written consent of the Landlord as to the character and detailed plans of the alteration, addition, or improvement to be made, the manner of doing the work, the appropriate indemnifications for the Landlord, the persons to do the work, the providing of the costs therefor, the returning of the Premises to the condition in which they were at the commencement (if required by the Landlord), and other requirements or assurances that may be required by the Landlord.

14. ASSIGNMENT OR SUBLETTING. Tenant will not assign, transfer, mortgage or encumber this Lease or sublet or rent or permit occupancy or use of the Premises, or any part thereof by any third party; nor shall any assignment or transfer of this Lease be effectuated by operation of law or otherwise, (any of the foregoing being hereinafter referred to as an "Assignment") without in each such case obtaining the prior written consent of Landlord. The consent by Land lord to any Assignment shall not be construed as a waiver or release of Tenant from the terms of any covenant or obligation under this Lease, nor shall the collection or acceptance of rent from any transferee under an Assignment constitute an acceptance of the Assignment or a waiver or release of Tenant or any transferee of any covenant or obligation contained in this Lease, nor shall any Assignment be construed to relieve Tenant from the requirement of obtaining the consent in writing of Landlord to any further Assignment.

15. FIRE OR OTHER CASUALTY. If fire or other casualty shall render the Premises untenable for a period in excess of ninety (90) days, either party shall have the right to terminate this Lease forthwith, in which case all rent owed to the Landlord shall be calculated and paid to the Landlord within ten (10) days of the Landlord's request therefor and any prepayments of rent shall be credited against the rent owed to the Landlord. If the Premises can be restored to a tenantable condition within ninety (90) days from the date of such event, then, at the Landlord's option, by notice in writing to the Tenant, mailed within thirty (30) days after such event, this Lease shall

remain in full force and effect, with the exception that the Base Rent for the period during which the Premises were untenable shall be abated pro rata.

16. SURRENDER AND TREATMENT OF IMPROVEMENTS. On the last day of the Term or on the sooner termination thereof, the Tenant shall peaceably surrender the Premises in the condition required of the Tenant and consistent with the Tenant's duty to make alterations, modifications, or repairs pursuant to this Lease. All permanent alterations, additions, improvements and fixtures, other than trade fixtures, that may be made or installed by either of the parties hereto on the Premises shall, at the time of such installation, become the property of the Landlord and shall remain on and be surrendered with the Premises as a part thereof, without damage or injury and without compensation or credit to the Tenant unless the Landlord, at its option, requires the removal of any such alterations, additions, improvements, or fixtures. All nonpermanent alterations, additions, improvements, and fixtures that may be made or installed by the Tenant on the Premises shall remain at all times the property of the Tenant and shall be removed by the Tenant on termination of this Lease.

- a. **Designation by Landlord.** At the time the Tenant applies for the Landlord's written consent to any alterations, additions, improvements, and fixtures, the Landlord shall determine, in its reasonable discretion, which are to be deemed permanent and which are nonpermanent for purposes hereof, provided, however, that failure of the Landlord to do so shall not be deemed a waiver of its right to do so at a later time, or of any of its other rights with respect thereto pursuant to statute or common law.
- b. **Tenant's Failure to Surrender.** If the Premises are not surrendered at the end of the Term or sooner termination thereof, the Tenant shall indemnify the Landlord against any loss or liability from delay by the Tenant in so surrendering the Premises, including, without limitation, claims made by any succeeding Tenant founded on such delay. The Tenant shall promptly surrender all keys for the Premises to the Landlord at the place then fixed for payment of rent and shall inform the Landlord of combinations on any locks and safes on the Premises.
- c. **Holding over.** In the event that the Tenant, with the Landlord's express permission, remains in possession of the Premises after the expiration of its Lease without the execution of a new Lease, it shall be deemed to be occupying the Premises as a tenant from month-to-month, subject to all the conditions and provisions of this Lease, insofar as the same can be applicable to a month-to-month tenancy, except that the Base Rent shall be double the amount stated herein.

17. DEFAULT. The following shall constitute an "Event of Default" under the terms of this Lease:

- a. If the Tenant shall fail to timely pay, when due, any rent or other sums due under this Lease, and any such rent or other sums shall remain unpaid for five (5) days after the same becomes due;
- b. If the Tenant shall fail to observe or perform any of the covenants, terms or conditions of this Lease;
- c. The existence of any collusion, fraud, dishonesty or bad faith by or with the acquiescence of the Tenant, which in any way relates to or affects this Lease or the Premises;

- d. If at any time any material representation, statement, report or certificate made now or hereafter by the Tenant is not true and correct, or if at any time any statement or representation made by the Tenant is not true and correct, and such representation, statement, report or certificate is not corrected within ten (10) days after written notice thereof;
- e. If all or a substantial part of the assets of the Tenant are attached, seized, subjected to a writ or distress warrant, or are levied upon, unless such attachment, seizure, writ, warrant or levy is vacated within thirty (30) days;
- f. If the Tenant is enjoined, restrained or in any way prevented by court order from performing any of its obligations hereunder or conducting all or a substantial part of its business affairs; or if a proceeding seeking such relief is not dismissed within thirty (30) days of being filed or commenced;
- g. If a notice of lien, levy or assessment is filed of record with respect to all or any part of the property of the Tenant by the United States, or any other governmental authority, unless contestable and actually and diligently contested in accordance herewith;
- h. If the Tenant shall file a voluntary petition for bankruptcy or for arrangement, reorganization or other relief under any chapter of the Federal Bankruptcy Code or any similar law, state or federal, now or hereafter in effect;
- i. If the Tenant shall file an answer or other pleading or any proceeding admitting insolvency, bankruptcy, or inability to pay its debts as they mature;
- j. If, within thirty (30) days after the filing against it of any involuntary proceedings under the Federal Bankruptcy Code or similar law, state or federal, now or hereafter in effect, the Tenant shall fail to have such proceeding vacated;
- k. If the Tenant shall fail to vacate, within thirty (30) days following the entry thereof, any order appointing a receiver, trustee or liquidator for it or all or a major part of its property, either on or off the Premises;
- l. If the Tenant shall be adjudicated as bankrupt;
- m. If the Tenant shall make an assignment for the benefit of creditors or shall admit in writing its inability to pay its debts generally as they become due or shall consent to the appointment of a receiver or trustee or liquidator of all or the major part of its property, or the Premises;
- n. If the Tenant shall die, or shall be judicially declared to be incompetent if a natural person, or if such Tenant is a firm, partnership, or corporation, be dissolved, terminated or merged, except as the same shall constitute an Assignment pursuant to Section 14 hereof to which the Landlord gives consent;
- o. If the Tenant shall sell, convey, transfer or assign all or a major portion of its inventory, fixtures or other personal property, either on or off the Premises, without replacing same with comparable equivalents within thirty (30) days;
- p. If the Tenant shall sell, convey, transfer or assign any of the Tenant's rights, title, or interest in the Premises or this Lease, unless with the consent of Landlord in accordance with Section 14 hereof;
- q. If the Tenant abandons the Premises before the end of the Term;

- r. If the Tenant shall, at any time during the Term of this Lease, fail to carry in full force and effect any of the insurance coverage required by Paragraph 21 of this Lease.

18. DEFAULT -NONPAYMENT OF RENT. If any installment of rent is not paid by Tenant within four days of the date when due (e.g., if Base Rent is not paid by the fifth day of a month): (i) a one-time late charge in the amount of one hundred dollars (\$100.00) shall become immediately due and payable as compensation to Landlord for administrative costs; and (ii) the unpaid balance due Landlord shall bear interest at the Interest Rate from the date such installment became due and payable to the date of payment thereof by Tenant, and such late charge(s) and interest shall constitute additional rent hereunder which shall be immediately due and payable. The "Interest Rate" as used herein means the lesser of: the maximum rate permitted by law; and eighteen percent (18%) per annum.

19. WAIVER. No payment by Tenant or receipt by Landlord of a lesser amount than the monthly installments of rent herein stipulated shall be deemed to be other than on account of the earliest stipulated rent nor shall any endorsement or statement on any check or letter accompanying a check for payment of rent be deemed an accord and satisfaction, nor shall acceptance of rent with knowledge of breach constitute a waiver of the breach, and Landlord may accept such check or payment without prejudice to Landlord's right to recover the balance of such rent, to terminate this Lease, to repossess the Premises or to pursue any other remedy provided in this Lease. No re-entry by Landlord, and no acceptance by Landlord of keys from Tenant shall be considered an acceptance of a surrender of the Lease.

20. REMEDIES. Upon the occurrence of any Event of Default, the Landlord shall have any one or more of the following remedies:

- a. The Landlord may immediately terminate this Lease by notice to the Tenant. Upon such termination by the Landlord, the Tenant will at once surrender possession of the Premises to the Landlord and remove all of the Tenant's effects therefrom; and the Landlord may forthwith re-enter the Premises and repossess itself thereof, and remove all persons and effects therefrom using such force as may be necessary without being guilty of trespass, forcible entry or detainer or other tort.
- b. Enter upon and take possession of the Premises by picking or changing the locks if necessary, and lock out, expel or remove the Tenant or any other person who may be occupying the Premises or any part thereof, by force if necessary, without being liable for prosecution or any claim for damages therefor, with or without having terminated this Lease;
- c. Landlord may enter upon the Premises by force if necessary without being liable for prosecution or any claim for damages therefor, and remedy such default for the account and at the expense of the Tenant without thereby waiving such default, and the Tenant further agrees that the Landlord shall not be liable for any damages resulting to the Tenant from such action;
- d. Whether or not this Lease has been terminated, Landlord may, but shall not be obligated to, attempt to relet the Premises for the account of Tenant in the name of Landlord or

otherwise, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Term) and for such terms (which may include concessions or free rent) and for such uses as Landlord, in its uncontrolled discretion, may determine, and may collect and receive the rent therefor.

- e. No termination of this Lease pursuant to Subsection (a) or repossession of the Premises pursuant to Subsection (b) shall relieve Tenant of its liabilities and obligations under this Lease, all of which shall survive any such termination or repossession. In the event of any such termination or repossession, whether or not the Premises shall have been relet, Tenant shall pay to Landlord the Base Rent, Operating Costs, and other sums and charges to be paid by Tenant up to the time of such termination or repossession, and thereafter Tenant, until the end of what would have been the Term in the absence of such termination or repossession, shall pay to Landlord, as and for liquidated and agreed current damages for Tenant's default, the equivalent of the amount of the Base Rent, Operating Costs, and such other sums and charges which would be payable under this Lease by Tenant if this Lease were still in effect, less the net proceeds, if any, of any reletting effected pursuant to the provisions of Subsection (d) after deducting all of Landlord's expenses in connection with such reletting, including, without limitation, all repossession costs, brokerage and management commissions, operating expenses, legal expenses, attorneys' fees, alteration costs, and expenses of preparation for such reletting. Tenant shall pay such current damages to Landlord monthly on the days on which the Base Rent would have been payable under this Lease if this Lease were still in effect, and Landlord shall be entitled to recover the same from Tenant on each such day.
- f. In the event the Tenant deserts, vacates or abandons the Premises, the Landlord may remove and store any property which remains in the Premises. In addition to the Landlord's other rights, the Landlord may dispose of the stored property if the Tenant does not claim the property within ten (10) days after the date the property is stored. The Landlord may charge a reasonable storage fee, which fee Tenant must pay before claiming the property. The Landlord shall deliver by certified mail to the Tenant, at the address specified for notice to the Tenant herein, a notice that the Landlord may dispose of the property if the Tenant does not claim it within ten (10) days after the date the property is stored.
- g. The Landlord may bring an action in a court of competent jurisdiction to collect any amounts due and owing under this Lease and/or to compel the Tenant to perform any and all of Tenant's obligations under this Lease.
- h. The Landlord may charge all costs to cure any default or offset any loss caused by the Tenant's default to the Tenant as additional rent; and
- i. The Tenant shall pay, in addition to the rent and other sums agreed to be paid hereunder, all costs, including without limitation reasonable attorneys' fees, incurred by the Landlord that result from enforcing the provisions of this Lease.

21. INSURANCE. The Landlord agrees to secure and keep in force from and after the Commencement Date of this Lease and throughout the full Term of the Lease, at the Landlord's cost and expense, the following:

- a. "All Risk" property insurance on the Premises, as well as the entire Premises. Such insurance shall include coverage for the full replacement value of premises. Landlord shall be named as loss payee under all such policies.
- b. Commercial general liability insurance on the Premises as well as the Premises, providing coverage on an "occurrence" rather than a "claims made" basis, which policy shall include coverage for Bodily Injury, Property Damage, Personal Injury, Contractual Liability (applying to this Lease), and Independent Contractors, in current Insurance Services Office form or other form which provides coverage at least as broad. Landlord shall maintain a combined policy limit of at least \$1,500,000 applying to Bodily Injury, Property Damage and Personal Injury, which limit may be satisfied by Landlord's basic policy, or by the basic policy in combinations with umbrella or excess policies so long as the coverage is at least as broad as that required herein. Such liability, umbrella and/or excess policies may be subject to aggregate limits so long as the aggregate limits have not at any pertinent time been reduced to less than the policy limit stated above, and provided further that any umbrella or excess policy provides coverage from the point that such aggregate limits in the basic policy become reduce or exhausted. Landlord shall be name as an additional insured under all such policies.
- c. Other Requirements. All other policies of insurance procured by the Tenant shall:
 1. Be issued by insurance companies reasonably acceptable to the Landlord;
 2. Be written as primary policies not contributing with and not in excess of coverage that the Landlord may carry;
 3. All additional comprehensive general liability insurance procured by the Tenant under this section shall be issued for the benefit of the Landlord, the Tenant as their respective interests may appear;
 4. Contain endorsements providing as follows:
 - i. That such insurance may not be materially changed, amended, or canceled with respect to the Landlord except after twenty (20) days' prior written notice from the insurance company to the Landlord, sent by registered mail;
 - ii. That the Tenant be solely responsible for the payment of all premiums under such policy and that the Landlord shall have no obligation for the payment thereof notwithstanding that the Landlord is or may be named as an insured.
- d. **Proof of Coverage.** The original policy or policies, or duly executed certificates for the same, together with reasonably satisfactory evidence of payment of the premium thereof, shall be maintained by the Landlord. Copies of additional policies of insurance procured by the Tenant shall be delivered to the Landlord within five (5) days of the date of execution of such policies, and on renewals of such policies not less than twenty (20) days prior to the expiration of the term of any such coverage.

22. GENERAL PROVISIONS.

- a. **Waiver and indemnity.** Notwithstanding anything apparently to the contrary in this Lease, Landlord and Tenant hereby release one another and their respective partners, officers

and employees from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary form of policy of the insurance required by Paragraph 21, even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible. Liability of the Landlord and Tenant shall be governed by the provision of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws.

- b. **Mechanic's liens.** The Tenant agrees to promptly pay all sums of money in respect of labor, services, materials, supplies, or equipment furnished or alleged to have been furnished to the Tenant in or about the Premises, and the Tenant shall not permit any mechanic's, material man's, or other lien to arise or be filed against the Premises or the Landlord's interest therein. The Tenant shall save, hold harmless, and defend the Landlord from liability or other damage that the Landlord may incur as a result of such liens in the event the same arise or are filed in contravention of the immediately preceding sentence. If any such mechanic's lien shall at any time be filed, the Tenant shall forthwith cause the same to be discharged of record by payment, bond, order of a court of competent jurisdiction or otherwise, provided the Tenant first posts a bond in favor of the Landlord in a form and substance acceptable to the Landlord, which shall be conditioned on the successful contest by the Tenant of any such lien. The Tenant shall have the right to contest in good faith, any and all such liens. If the Tenant shall fail to cause such lien to be discharged within thirty (30) days after being notified of the filing thereof and before judgment or sale thereunder, then, in addition to any other right or remedy the Landlord may, but shall not be obligated to, discharge the same by paying the amount claimed to be due or by bonding or other proceeding deemed appropriate by the Landlord, and the amount so paid by the Landlord and/or all costs and expenses incurred by the Landlord in procuring the discharge of such lien, including reasonable attorneys' fees, shall be deemed to be additional rent for the Premises and shall be due and payable by the Tenant to the Landlord on demand. Nothing contained in this Lease shall be construed as a consent on the part of the Landlord to subject the Landlord's estate in the Premises or any portion of the Premises to any lien or liability under the lien laws of the state of Minnesota. The Landlord shall have the right to post and maintain on the Premises notices of non-responsibility under the laws of Minnesota.
- c. **Keys.** Keys will be delivered to the Tenant at the commencement of the Lease and shall not be duplicated by the Tenant. The Tenant shall request additional keys from the Landlord which will not be unreasonably denied. Any and all keys to the Premises shall be surrendered to Landlord on the termination of this Lease.
- d. **No partnership, joint venture, or fiduciary relationship created.** Nothing contained in this Lease shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the Landlord and the Tenant, it being understood that the sole relationship created hereby is one of landlord and tenant.
- e. **Cumulative rights.** No right or remedy herein conferred on or reserved to the Landlord is intended to be exclusive of any other right or remedy provided by law, but each shall be

cumulative in and in addition to every other right or remedy given herein or elsewhere, or hereafter existing at law, in equity, or by statute.

- f. **Notices.** All communications, demands, notices, or objections permitted or required to be given or served under this Lease shall be in writing and shall be deemed to have been duly given or served if delivered in person to the other party or its duly authorized agent, or deposited in the United States mail, postage prepaid, for mailing by certified or registered mail, return receipt requested.

Authorized Representatives for the Purpose of this Agreement:

_____, Executive Director

Arrowhead Transit

702 3rd Ave. So.

Virginia, MN 55792

PH:

Chase Burnham, County Administrator

Chisago County

313 North Main St, Rm 178

Center City, MN 55012

PH:

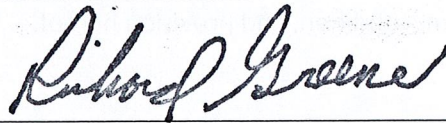
Any party may change its address by giving notice in writing, stating its new address, to any other party as provided in the foregoing manner. Commencing on the tenth (10th) day after the giving of such notice, such newly designated address shall be such party's address for the purposes of all communications, demands, notices, or objections permitted or required to be given or served under this Lease.

- g. **Successors and assigns.** This Lease shall be binding on and inure to the benefit of the parties hereto and their respective assigns, executors, heirs, personal representatives, and successors, provided, however, that nothing in this section shall be interpreted as granting the Tenant the right to assign this Lease or sublet the Premises.
- h. **Amendment, modification, or waiver.** No amendment, modification, or waiver of any condition, provision, or term of this Lease shall be valid or of any effect unless made in writing, signed by the party or parties to be bound, or its duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification, or waiver. Any waiver by any party of any default shall not affect or impair any right arising from any subsequent default.
- i. **Severable provisions.** Each provision, section, sentence, clause, phrase, and word of this Lease is intended to be severable. If any provision, section, sentence, clause, phrase or word hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Lease.
- j. **Entire agreement.** This Lease contains the entire understanding of the parties hereto with respect to the transactions contemplated hereby and supersedes all prior agreements and understandings between the parties with respect to such subject matter.
- k. **Captions, headings, or titles.** All captions, headings, or titles in the paragraphs or sections of this Lease are inserted for convenience of reference only and shall not constitute a part of this Lease as a limitation of the scope of the particular paragraphs or sections to which they apply.
- l. **Minnesota law: Construction.** This Lease shall be construed and enforced in accordance with the laws of the state of Minnesota. No provision of this Lease shall be construed by any court against either party by reason of such party being deemed to have drafted or structured such provision.

- m. **Time of the essence.** Time is of the essence of this Lease, and of each and every covenant, term, condition, and provision hereof.

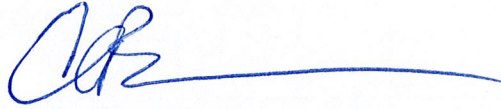
ACKNOWLEDGMENT OF LANDLORD

Dated: 12/19/22



Richard Greene, Chair
Chisago County Board of Commissioners

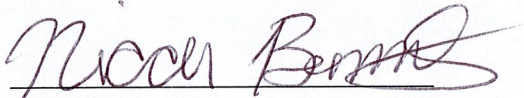
Dated: 12/19/22



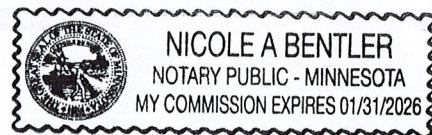
Chase Burnham, Clerk to the Board
Chisago County Board of Commissioners

STATE OF MINNESOTA
COUNTY OF CHISAGO

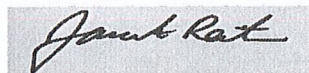
On this 19 day of December, 2022, before me came Richard Greene, Chair, and Chase Burnham, County Administrator, of the Chisago County Board of Commissioners, the Landlord named within, who acknowledged the signing and attesting to of this instrument under the authority of the Chisago County Board of Commissioners.



Notary Public



Approved as to Form



Janet Reiter, Chisago County Attorney

Dated: 12/16/2022



ACKNOWLEDGMENT OF TENANT

Dated: _____

Dated: _____

STATE OF MINNESOTA
COUNTY OF ST. LOUIS

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

Notary Public

EXHIBIT TO COMMERCIAL LEASE AGREEMENT

EXHIBIT A - PREMISES

PREMISES. The leased Premises consists of buildings and property located at:

Address: 39840 Grand Avenue, North Branch, MN 55056 ("Premises").
Plat: Lot 3, Block 2, INDUSTRIAL ESTATES 1ST ADDITION
Legal Description: Subdivision Name INDUSTRIAL ESTATES 1ST ADDITION Lot 003 Block 002
Subdivision Cd 16321

INCLUSIONS. The following are general descriptions of Premises included in the lease:

<u>Interior Premises/Use</u>	<u>Area (SF)</u>
General Office/Meeting/Reception Space – Main Building	3955 SF
Garage & Mechanical/Work Space – Main Building	1320 SF
Garage & Work Space – Accessory Building	1280 SF
	6555 SF
<u>Exterior Premises/Use</u>	
All Parking Areas, Driveways and Ingress/Egress Pathways/Sidewalks	
All Other Exterior Areas of Lot 3. Block 2 of Industrial Estates 1 st Addition	

EXCLUSIONS. The following are general descriptions of Premises excluded in the lease:

<u>Interior Premises/Use</u>	<u>Area (SF)</u>
File Storage Room – Accessory Building	512 SF
<u>Exterior Premises/Use</u>	
Temporary Ingress/Egress/Parking for Access to File Storage Room – Accessory Building	

USE OF PREMISES. Lessee shall be permitted use of the property described above for the operation and maintenance of the Arrowhead Transit transit system operating within Chisago County. The parties shall cooperate in their efforts to utilize the Transit Facility in an efficient and mutually beneficial manner.

EXHIBIT TO COMMERCIAL LEASE AGREEMENT

EXHIBIT B - UTILITIES

Tenant shall assume responsibility for the following Utilities: gas, electric, , water, and sewer.

Tenant shall assume responsibility for the following Utilities: basic telephone, satellite TV/radios, basic and non-basic cable TV service, high-speed and basic internet service, radio communication systems, and cellular and long-distance telephone service, security systems, trash removal, and pest control. Tenant shall be responsible for basic and specialized and/or high-volume trash disposal, recycling, intensive cleaning services, and disposal of hazardous materials. Tenant shall immediately notify providers of utilities not covered by Landlord that Tenant is assuming responsibility for all usage and other charges due for the Premises.

Tenant shall be responsible for all other "Operating Costs" for the Premises not covered by the Landlord and/or deemed the responsibility of the Tenant, including from damage, misuse and/or extraordinary wear and tear; including fees for required professional services, including but not limited to plumbing, electrical, and cleaning services.