

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, December 06, 2023**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, December 06, 2023 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and County Attorney Janet Reiter. Non-Voting: Swenson.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday, December 6, 2023, at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from 7650 Casselberry Drive, North Branch, MN 55056, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

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

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

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

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 Dahlberg, the Board moved to add items 1-6 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Montzka, seconded by Dahlberg, the board moved to close the HHS Committee Board of the Whole at 6:43 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

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

Board of Commissioners' Consent Agenda:

- 1.) HHS Committee Recommendation – Directors Update
- 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS: \$255,601.95
- 3.) HHS Committee Recommendation – Contract with Lauren Moberg 2023-2024
- 4.) HHS Committee Recommendation – Emergency Foster Care Contract with Hansens
- 5.) HHS Committee Recommendation – SHIP 222 Grant Agmt – County Wellness Committee
- 6.) HHS Committee Recommendation – COVID-19 Vac. Implementation Grant Agmt Amend.
- 7.) Payment of County's Warrants and Miscellaneous Bills: \$939,934.54
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.
- 8.) Minutes from the November 15, 2023, Regular Meeting
- 9.) Recognition of County Staff December Anniversaries
- 10.) Advertising 2024 Citizen Committee Vacancies
- 11.) Transfer Funds – Tax Forfeited Land Sales to Tax Forfeited Land Fund

On motion by Dahlberg, seconded by Greene, the Board moved to authorize execution of contracts and approve and award to Pathfinder Trail Building, LLC construction of a Chisago County Mountain Bike Course package not to exceed \$184,264.85. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dunne, seconded by Greene, the Board moved to approve the purchase and additional maintenance from TriMin to complete the Chisago County Recorder Digital Strategy and authorize the expenditure of the Recorder Technology Fund to pay. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dahlberg, seconded by Greene, the Board moved to appoint Commissioners Greene and Dunne to the Chisago County Canvassing Board for the 2024 Presidential Nominating Primary, State Primary and General Elections pursuant to M.S. 204C.31, and to set March 5, 2024, August 13, 2024 and November 14, 2024 each at 10 a.m. as the County Canvassing Board Meetings for the 2024 Elections. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dunne, seconded by Greene, the Board moved to adopt the resolution establishing the Absentee Ballot Board for 2024.

RESOLUTION NO: 23/1206-2
ESTABLISHING AN ABSENTEE BALLOT BOARD

WHEREAS, Chisago County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective January 19, 2024; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Chisago County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Chisago County Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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

On motion by Greene, seconded by Dahlberg, the Board moved to set the 2024 Ditch Levies at a 10% increase over 2023 as shown in the December 6, 2023, County Auditor-Treasurer Memo. The motion **carried** as follows: **IN FAVOR THEREOF**: Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None. **NON-VOTING**: Swenson.

On motion by Greene, seconded by Dunne, the Board moved to the Xcel Energy/Slipstream Group, Inc. 2024 Agreement for the Collections of Fluorescent and High Intensity Discharge Lamps, between Slipstream Group, Inc., and Chisago County subject to review as to form by the County Attorney. The motion **carried** as follows: **IN FAVOR THEREOF**: Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None. **NON-VOTING**: Swenson.

On motion by Greene, seconded by Dunne, the Board moved to approve the 2024 Hauler Recycling Contract Renewals as presented with the following companies: Chisago Lakes Sanitation; Croix Valley Pick-Up; and Pete's Rubbish Hauling upon review as to form by the County Attorney and approve the 2024 Recycler Contracts as presented with the following companies: AAA Recycling; Evergreen Recycling; Recycling For Wildlife; Recyy Recycling, SRC Inc., and The Steel Chick Recycling upon review as to form by the County Attorney. The motion **carried** as follows: **IN FAVOR THEREOF**: Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None. **NON-VOTING**: Swenson.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve 2023 Emergency Management Performance Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dahlberg, seconded by Greene, the Board moved to approve the 2024-2025 Radiological Emergency Preparedness Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the acceptance of the 2024 Federal Boating Safety Supplemental Equipment Grant and purchase of the New Humminbird Helix 12. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Greene, seconded by Dunne, the Board moved to approve the 2023-2025 State of Minnesota Snowmobile Safety Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

On motion by Dahlberg, seconded by Dunne, the Board moved to approve the 2023-2025 State of Minnesota Off-Highway Vehicle Safety Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None. **NON-VOTING:** Swenson.

CITIZENS FORUM

TIME – 7:01 p.m. **END TIME** – 7:02 p.m.

of SPEAKERS – 0

Truth in Taxation Presentation – County Administrator Chase Burnham and County Auditor Treasurer Bridgitte Konrad; 7:00 p.m. to 7:28 p.m.

Public Comment

Truth in Taxation Hearing

Public Comment: TIME – 7:28 p.m. **END TIME** – 8:55 p.m.

of SPEAKERS – 4

On motion by Greene, seconded by Dunne, the board moved to approve by Board Resolution the Chisago County 2024 Final Levy & Annual Budget, as presented at tonight's meeting; to include:

RESOLUTION NO. 23/1206-1 ADOPTING THE CHISAGO COUNTY BUDGET AND LEVY FOR 2024

WHEREAS, pursuant to Minn. Stat. Sec. 275.065, the Truth in Taxation Public Hearing has been held at the Chisago County Government Center on December 6th, 2023, at 7:00 p.m. and closed at 8:55 p.m.; and

WHEREAS, pursuant to Minn. Stat. Sec. 275.065, the Chisago County Board of Commissioners must certify to the County Auditor the proposed tax levy for taxes; and

WHEREAS, pursuant to Minn. Stat. Sec. 275.07, the Chisago County Board of Commissioners must certify its levy on or before five working days after December 20th in each year; and;

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended Gross Levy for 2024 of **\$47,250,638** a 3.3% increase over the 2023 levy, with overall 2024 expenditures of **\$87,356,166**, a LID Levy of **\$365,330**, with overall 2024 expenditures of **\$365,330**;

NOW THEREFORE BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended 2024 Capital Improvement Plan of **\$3,309,298**;

NOW THEREFORE BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby adopts its 2024 Annual Budget.

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

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

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

On motion by Greene, seconded by Dunne, the Board adjourned the meeting at 9:00 p.m. The motion **carried** as follows: **IN FAVOR THEREOF**: Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None. **NON-VOTING**: Swenson.

Attest: _____
Christina Vollrath
Clerk of the Board

Ben Montzka
Chair