



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

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

Commissioners:

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

BOARD OF COMMISSIONERS ANNUAL ORGANIZATION MEETING AGENDA TUESDAY, January 2, 2024

9:00 a.m. **Convene Annual Meeting; Pledge of Allegiance; Approve Agenda**

Annual Business Items:

- | | |
|--|--------|
| 1.) Election of 2024 Board Chair | TAB 1 |
| 2.) Election of 2024 Board Vice Chair | TAB 2 |
| 3.) 2024 Board Chair - Opening Remarks | TAB 3 |
| 4.) Confirming the Board of Commissioner's Operating Guidelines for 2024 | TAB 4 |
| 5.) Establish 2024 Meeting Schedule | TAB 5 |
| 6.) Establish 2024 Mileage, Lodging, and Meal Reimbursement Rates | TAB 6 |
| 7.) Annual Review of Perfunctory Personnel/Human Resources Actions | TAB 7 |
| 8.) Discuss/Establish 2024 Board Committee Assignments | TAB 8 |
| 9.) Affirmation of Official Publication/Newspaper | TAB 9 |
| 10.) 2024 Citizen Appointments to Various Boards/Committees/Commissions | TAB 10 |
| 11.) Re-Designation of County Bank – First Resource Bank | TAB 11 |

Citizen's Forum

"The Citizen's Forum is provided so you may make a comment, statement, question or proposal. Comments, Statements, questions or proposals shall be directed to the Board as a whole, and not to individual commissioners or the audience. You will be limited to three minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak that night."

Consent Agenda:

- | | |
|---|--------|
| 12.) Authorize Payment of County's Warrants and Miscellaneous Bills | TAB 12 |
| 13.) Approve Minutes of December 20, 2023 Regular Meeting | TAB 13 |
| 14.) Applications for Abatements (reduction) of Property Taxes | TAB 14 |

9:30 a.m.

Public Hearing:

- | | |
|---------------------------------------|--------|
| 15.) 2024 Chisago County Fee Schedule | TAB 15 |
|---------------------------------------|--------|

Business Meeting:

- | | |
|---|--------|
| 16.) Professional/Technical Services Contract for Special Assistant County Attorney | TAB 16 |
| 17.) Equipment Expenditure Request – 2024 CIP-3/4 Ton Truck Replacement- Parks | TAB 17 |
| 18.) Mountain Bike Course – Partial Payment to Pathfinder Trail Building LLC - ARPA | TAB 18 |
| 19.) Quote from CleanHarbors – Pump, Dispose, and Decontaminate Tank | TAB 19 |
| 20.) Out-of-State Travel Requests – Supervisor Training, Cedar Falls, IA | TAB 20 |

Discussion Items:

- Correspondence
- Administrator Updates
- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 1
Title of Item for Consideration: Election of 2024 Chisago County Board Chair	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Board of Commissioners is asked to nominate and select a new Chairperson for the upcoming Business year.	
Background: The Clerk of the Board is requesting the Board select a Chairperson for the upcoming 2024 Business year. The Clerk of the Board will call for nominations of the Chair for 2024. Then the Clerk will call for a voice vote of the Commissioners and, after voting, the Chair for 2024 will be declared.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners select the 2024 Chair with the following suggested motion: <i>Those in favor of Commissioner _____ for Chair, please say ‘aye’; whereupon the Clerk declared Commissioner _____ as Chair of the Board for 2024.</i>	
Implications of Action: If the suggested election is undertaken, the County Board will have a Chairperson for the upcoming 2024 Business year. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 2
Title of Item for Consideration: Election of 2024 Chisago County Board Vice Chair	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year the Board of Commissioners is asked to nominate and select a new Vice Chairperson for the upcoming Business year.	
Background: The Board of Commissioners selects a new Vice Chairperson for the upcoming 2024 Business year. The newly elected 2024 Chairperson will call for nominations for Vice Chair for 2024. The Board Chairperson will then call for a voice vote of the Commissioners and, after voting, declare the Vice Chair for 2024.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners select the 2024 Vice Chair with the following motion: <i>Those in favor of Commissioner _____ for Vice-Chair, please say 'aye';</i> <i>whereupon the Chairperson declared Commissioner _____ as Vice-Chair of the Board for 2024.</i>	
Implications of Action: If the action is undertaken by the County Board, the Board will have a Vice-Chairperson for the upcoming 2024 Business year. Budget/Financial Implications: None Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 3
Title of Item for Consideration: 2024 Chisago County Board Chair Opening Remarks	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Chisago County Board of Commissioners' newly selected Chairperson is allotted time to make a few opening remarks.	
Background: The County Board has reserved time in the Agenda for the newly selected Chairperson to provide some opening remarks. Such remarks will be published in the January 2, 2024 minutes.	
Action Requested/Recommended: It is respectfully requested that the newly elected 2024 Chisago County Board Chairperson provide a few opening remarks at this, the start of the new year.	
Implications of Action: Remarks made will be published in the Chisago County Board of Commissioners minutes for January 2, 2024.	
Budget/Financial Implications: None	
Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 4
Title of Item for Consideration: Confirming the Chisago County Board of Commissioner's Operating Guidelines for 2024	
Action Requested by: County Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year the Board of Commissioners adopts Rules of Conduct and Rules of Order for the Meetings of the Chisago County Board of Commissioners.	
Background: The County Board functions within the statutory framework of Minnesota Law. General duties, powers, and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules, and policies established by the Board. The Operating Guidelines of the County Board are intended to facilitate the transaction of business by the County Board, County staff, and the established committees. The principles shall guide the County Board in its interpretation and application of the Guidelines. Attachment: • Chisago County Board of Commissioners Operating Guidelines 2024	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners adopt Chisago County Board of Commissioner's Operating Guidelines for 2024. The suggested motion is as follows: <i>"Move to adopt the attached Chisago County Board of Commissioner's Operating Guidelines for 2024."</i>	
Implications of Action: The Operating Guidelines set a standard of conduct and rules to guide the Board, staff and the citizens we serve in the conduct and rules of meetings and to address agenda items. Budget/Financial Implications: None Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County
Board of Commissioners



Operating Guidelines
2024

ADOPTED 1/2/2024

Chisago County Board of Commissioners

2024

District 1 – Jim Swenson

District 2 – Rick Greene

District 3 – Marlys Dunne

District 4 – Ben Montzka

District 5 – Dan Dahlberg

County Administrator – Chase Burnham

County Attorney – Janet Reiter

County Sheriff – Brandon Thyen

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I. OVERVIEW

A. Purpose

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

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

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

B. Statement of Principles

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

C. Effective Date

These guidelines shall become effective upon passage by the County Board on January 2, 2024.

II. AMENDMENTS TO THE OPERATING GUIDELINES

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

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

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

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

III. COUNTY BOARD ORGANIZATION

A. **Membership**

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

B. **Commissioner District**

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

C. **Terms of Office**

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

D. **Vacancy**

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

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

- (1) Not less than 120 days following the date the vacancy is declared, but no later than 12 weeks prior to the date of the next regularly scheduled primary election;
- (2) Concurrently with the next regularly scheduled primary election and general election; or
- (3) No sooner than 120 days following the next regularly scheduled general election.
- (4) The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term. If the county has been reapportioned since the commencement of the term of the vacant office, the election shall be based on the district as reapportioned.

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

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

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

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

E. Officers

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

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

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

F. Compensation

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

G. Indemnification

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

IV. COUNTY MEETINGS

A. Regular Meetings

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

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

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

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

B. Statutory Meeting

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

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

C. Open Meeting Law

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

D. Closed Meetings

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

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

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

E. Special/Emergency Meetings

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

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

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

F. Work Sessions and Informal Meetings

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

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

G. Public Hearings

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

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

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

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

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

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

H. Audience/Citizen Requests

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

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

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

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

I. Board Committees

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

J. Quorum

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

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

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

K. Role of Presiding Officer (Chair)

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

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

L. Addressing the County Board

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

M. County Administrator

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

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

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

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

V. RULES OF PROCEDURE

A. Statement of Purpose of the Board

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

B. Statement of Principles of the Rules

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

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

C. Statement of Purpose of the Rules

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

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

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

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

B. Ordinance

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

C. General Consensus

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

D. Policy Development

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

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

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

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

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

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

B. Order of Business

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

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

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

C. Agenda

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

D. Committee Reports/Commissioner Updates

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

E. Official Records

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

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

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

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

VIII. COUNTY BOARD COMMITTEES

A. Special Committees

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

IX. ADVISORY COMMITTEES

A. Policy

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

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

B. Role and Purpose of Committees

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

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

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

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

C. Operating Procedures

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

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

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

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

D. Resignations

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

E. Terms

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

F. Ex-Officio Members

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

G. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

X. CODE OF ETHICS

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

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

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

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

XI. CITIZENS

A. Public Communication

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

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

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

B. Open Meeting Law

All regular and committee meetings of the County Board and notice of such meetings are subject to Minnesota Statutes Chapter 13D.01: Open Meeting Law.

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

C. Audience Participation at Board Meetings

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

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

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

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

D. Responding to Correspondence/Inquiries/Complaints from Citizens

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

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

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

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

XII. STAFF

A. County Administrator

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

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

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

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

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

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

B. Role of Staff

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

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

C. Legislative Protocol for Staff

Staff participation should be immediately communicated to the County Administrator.

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

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

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

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 5
Title of Item for Consideration: Establish 2024 Meeting Schedule	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Chisago County Board of Commissioners is asked to establish the Regular Meeting schedule for Chisago County Board Meetings. - In 2015 - 2023, the Chisago County Board of Commissioners met at 6:30 p.m. on the first and third Wednesdays of each month. - The Board would then immediately recess for the monthly Health and Human Services Committee of the Whole meeting, to begin at 6:30 p.m. on the first Wednesday of the month. - The Board would similarly recess for the monthly Road and Bridge Committee of the Whole meeting, to begin at 6:30 p.m. on the third Wednesday of the month.	
Background: The Board is respectfully requested to determine the dates of the Regular Meetings of the Chisago County Board of Commissioners. The Board may also elect to set the dates and times of when the Health and Human Services Committee of the Whole meets and when the Road and Bridge Committee of the Whole meets. Attachment: - Draft Resolution Establishing Dates and Times for the Regular Meetings of the 2024 Chisago County Board of Commissioners - Draft 2024 Meeting Dates of the Chisago County Board of Commissioners	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners establish the Board Meeting Schedule for 2024 via the attached Resolution. The following motion is suggested: <i>“Move to adopt the 2024 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution”</i>	
Implications of Action: By adopting the attached Resolution, the Chisago County Board of Commissioners will establish the dates and times of the Regular Meetings of the Board of Commissioners, as well as of the Regular Meetings of the Health and Human Services Committee of the Whole and the Road and Bridge Committee of the Whole. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	

<i>Administrator's Recommendation</i>			
Approve <u>CEB</u>		Deny _____	Other _____
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

BOARD AGENDA

January 2, 2024

Defining the 2024 Meeting Schedule for the Chisago County Board of Commissioners

RESOLUTION NO. 24/0102-X DEFINING THE 2024 MEETING SCHEDULE FOR THE CHISAGO COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED, by the Chisago County Board of Commissioners that next regular meeting of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on Wednesday, January 17th, 2024, commencing at _____; and

BE IT FURTHER RESOLVED, by the Chisago County Board of Commissioners that from and after January 3rd, 2024, regular meetings of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on the first and third Wednesday of each month, commencing at _____ on the first Wednesday of each month and commencing at _____ on the third Wednesday of each month; and

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

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

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

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

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

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



2024 MEETING SCHEDULE CHISAGO COUNTY BOARD OF COMMISSIONERS

January

- January 2nd, 2024 (Tuesday @ 9 AM)
 - *Annual Meeting, pursuant to M.S. 375.07*
- January 17th, 2024

February

- February 7th, 2024
- February 21st, 2024

March

- March 6th, 2024
- March 20th, 2024

April

- April 3rd, 2024
- April 17th, 2024

May

- May 1st, 2024
- May 15th, 2024

June

- June 5th, 2024
- June 19th, 2024

July

- July 3rd, 2024
- July 17th, 2024

August

- August 7th, 2024
- August 21st, 2024

September

- September 4th, 2024
- September 18th, 2024

October

- October 2nd, 2024
- October 16th, 2024

November

- November 6th, 2024
- November 20th, 2024

December

- December 4th, 2024
- December 18th, 2024

2024

JANUARY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

FEBRUARY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

MARCH 2024						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APRIL 2024						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

MAY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

JUNE 2024						
Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

JULY 2024						
Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

AUGUST 2024						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

SEPTEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

OCTOBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

NOVEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

DECEMBER 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

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Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 6
Title of Item for Consideration: 2024 Mileage, Lodging, and Meal Reimbursement Rates	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Board of Commissioners establishes the authorized mileage, lodging and meal reimbursement rates. For the past several years, the County Board has adopted an authorized mileage reimbursement rate equal to the federal maximum allowable rate. The Board has also established a separate mileage reimbursement rate for drivers who choose to use a personal vehicle when a County vehicle is available. Traditionally, the Board has set the lodging and meal reimbursement rates at the rates established by the GSA (General Services Administration).	
Background: The Board of Commissioners establishes/reaffirms the mileage, lodging and meal reimbursement rates every year because it recognizes that employees and elected officials may be required to travel to perform their assigned duties. By establishing a mileage reimbursement rate, the county defines reimbursement costs paid to employees when employees are required to drive to perform their duties and a county vehicle is unavailable for use. For 2024, the federal maximum allowable rate is \$.67. For the past several years, the County Board has adopted an authorized mileage reimbursement rate equal to the federal maximum allowable rate. The Board has also established a separate mileage reimbursement rate for drivers who choose to use a personal vehicle when a county vehicle is available (\$.35 in 2023)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board establish the 2024 mileage reimbursement rate at \$.67 per mile and \$.35 per mile when a personal vehicle is used when a county vehicle is available for usage and the rates set by the GSA for lodging and meals. The following motion is suggested: <i>“Move to establish the 2024 mileage reimbursement rate equal to the federal maximum allowable rate; as \$.67 per mile, and to establish the 2024 mileage reimbursement rate at \$.35 per mile, when at the driver’s discretion, a personal vehicle is used, rather than an available County vehicle and the rates set by the GSA for lodging and meals.”</i>	
Implications of Action: If the recommended action is undertaken, the County Board will have set the mileage, lodging and meal reimbursement rates for 2024. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	

<i>Administrator's Recommendation</i>			
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: January 2, 2024	Item Number: 7
Title of Item for Consideration: Annual Review of Perfunctory Personnel/Human Resources Actions	
Action Requested by: Board of Commissioners	Department: Administration/Human Resources
Previous Action on this Matter: January 2nd, 2018 County Board approval of revised Perfunctory Personnel/HR Procedures via Resolution (with annual review) and approved again in January 8th, 2019, 2020, 2021, 2022 and 2023.	
Background: In an effort to streamline Personnel/Human Resource practices and procedures, the County Board of Commissioners made the following administrative adjustments, effective in 2012 and reaffirmed in 2013 - 2023. <u>Step Increases/Promotions:</u> - Authorized the Administrator/Human Resources Department to execute perfunctory Step Increases when duly included in the Board-approved Annual Budget and in Board-approved labor agreements (represented) and personnel policies (non-represented). - Maintained that irregular Step increases, promotions, and the like will be presented to the Board for individual consideration. The recommended changes have had the effect of facilitating timely awarding of step increases, increasing organizational efficiency, and reducing perfunctory actions scheduled for the Board. <u>Recruitment, Selection & Hiring:</u> - Authorized the Administrator/Human Resources Department to execute routine recruitment, selection and hiring processes for County employees below the level of Department Director, pursuant to County Personnel Policies and Procedures, when such position's FTE is duly established and funding is included in the approved Annual Budget. - Maintained that positions for Department Director or above, requests for new or modified positions, and actions involving irregular or special circumstances positions are presented to the Board for individual consideration. The recommended changes have had the effect of facilitating timely recruitment, selection and hiring of certain County employees, increasing organizational efficiency, and reducing perfunctory actions scheduled for Board consideration. <u>Retirement, Resignation & Discipline:</u> - Authorized the Administrator/Human Resources Department to execute personnel actions relating to employee retirement, resignation, discipline and termination of County employees below the level of Department Director, pursuant to federal and state statutes, County Board-approved labor agreements, and personnel policies and procedures. - Maintained that such actions relative to positions for Department Director or above, irregular	

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

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

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

Attachment(s):

- 2024 Resolution regarding Perfunctory Personnel/HR Functions

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

“Move to approve the Attached Resolution affirming the County’s policy regarding routine Personnel and Human Resource Actions.”

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

- **ADMIN/HR** - Annual renewal will have the effect of continuing more streamlined and efficient handling of recruitment, selection, hiring and management of County employees.
- **BUDGET** - The proposed policy changes will have no impact on the County's 2024 budget, as all allowed personnel actions will have already been incorporated into the 2024 budget. No additional long-term (i.e. out-year) financial implications are anticipated from this action.
- **POLICY** – Annual renewal will have the effect of continuing County policies with respect to routine personnel actions or Board approval of non-routine or significant personnel actions.
- **LEGAL** – The County Attorney has previously issued an Opinion regarding these changes and approved the enabling Resolution. Annual review by the Board of these perfunctory Personnel/HR actions is mandated by the enabling Resolutions. This policy is in conformance with all applicable state and federal regulations and statutes regarding management and implementation of County personnel actions.

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

Chisago County Board of Commissioners

DELEGATING CERTAIN PERSONNEL FUNCTIONS

RESOLUTION NO. 24/0102-XX DELEGATING CERTAIN HUMAN RESOURCE AND PERSONNEL FUNCTIONS TO COUNTY ADMINISTRATOR

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

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

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

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

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

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

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 8
Title of Item for Consideration: 2024 Board Committee Assignments	
Action Requested by: County Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the County Board of Commissioners is asked to discuss and/or establish which Commissioners wish to be assigned to which committees. Typically, the new Board Chairperson then proposes Committee Assignments for final review and action by the Board in January. The Board of Commissioners confirms who will be the designated Member(s) and who will be designated Alternate(s) for each approved Committee.	
Background: The Board of Commissioners establishes/reaffirms Committee assignments every year. A motion, voted on by the entire Board, will be needed to affirm/change an assignment of a Commissioner. There are currently 38 committees designated as official committees, wherein Commissioners are seated as official County representatives/members. Today's discussion provides an opportunity for the entire Board to review current assignments and suggested Board Chair changes or corrections for 2024. Attachment: • Draft Resolution Establishing County Commissioner Committee Assignments for 2024 • List of 2024 Committee Appointments	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board discuss and designate the 2024 Commissioners' Committee Listing. The following motion is suggested, if action is warranted: <i>“Move to approve, by Resolution, the 2024 Commissioners’ Committee Assignments, as designated at Today’s meeting.”</i> Otherwise, it is recommended the new Board Chairperson receive input at today's Meeting and prepare this item for consideration at the next Board Meeting.	
Implications of Action: If action is taken, the County Board will have established Board Committee assignments for 2024. Budget/Financial Implications: None Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	

<i>Administrator's Recommendation</i>			
Approve <u>CEB</u>		Deny _____	Other _____
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

2024 Commissioner's Committee Listing

Proposed Draft			1/2/2024
	<u>BOARD OR COMMITTEE</u>	<u>COMMISSIONER(s)</u>	<u>MEETING DATE</u>
1	Association of MN Counties	Full Board	Varies
2	Budget & Finance Committee	Full Board	2nd Wednesday @ 3 p.m.
3	Central MN Council on Aging	Greene (Montzka - Alt.)	Usually 3rd Thursday every other month
4	Chisago County Emergency Preparedness Committee/Emergency Operations Committee	Swenson (Dahlberg - Alt.)	Quarterly
5	Chisago Lakes Joint Sewer Commission	Dunne (Montzka - Alt.)	Monthly. Usually 3rd Monday @ 3:30pm
6	Chisago/Ramsey/Washington Commuter Rail Study-Rush Line Task Force	Montzka (Dunne - Alt.)	As Needed. Usually 3rd Thursday @ 3:30pm
7	East Central Regional Library Board	Swenson (Montzka - Alt.)	2nd Monday @ 10:00am
8	East Central Solid Waste & 2 County Landfill, Recycling	Greene (Montzka - Alt.)	2nd Monday @ 9:00am
9	East Central Regional Dev. Commission and Subcom: Metro Area Transpo. Partnership	Montzka (Greene - Alt.)	4th Monday bi-monthly
10	Health & Human Services Committee Subcom: HHS Subcommittee	Full Board Swenson, Dunne (Montzka - Alt.)	1st Wednesday @ 6:30pm SubCom meets Quarterly
11	Highway 8 Task Force	Dunne, Greene (Montzka - Alt.)	Usually meets on Mondays bi-monthly or quarterly
12	HRA-EDA	Dunne, Greene - Board Liaisons (non-voting)	Last Tuesday @ NOON
13	Joint Job Training Board Subcom A.) CMJTS, Inc. Operations Subcom B.) WIB Executive Committee Subcom C.) Workforce Dev. Committee	Greene (Swenson - Alt.)	2nd Friday (March, June, Sep, Dec) @ 12:15pm
14	Human Resources/Labor Relations	Dunne, Greene (Montzka, Swenson - Alts.)	Quarterly or As Needed
15	Lakes & Pines Board Subcom: Negotiations	Dahlberg	Bi-Monthly, 3rd Monday
16	Law Library, Court Liaison	Montzka	Quarterly or As Needed
17	Legislative Committee	Full Board	As Needed
18	Metro Alliance for Healthy Families	Swenson (Dahlberg - Alt.)	Quarterly
19	Metro Emer Srvs Board (MESB) Subcom A.) Executive Subcom B.) Radio Cost Allocation	Greene	
20	NACO	Full Board	As Needed
21	Parks Board	Dahlberg	3rd Thursday @ 3:30pm
22	Planning Commission	Greene - Board Liaison	1st Thursday @ 7:00pm
23	Public Health Commission	Dunne (Montzka - Alt.)	As Needed
24	Regional Juvenile Detention Facility-Lino Lakes	Dahlberg (Dunne - Alt.)	Quarterly
25	Road & Bridge Committee of the Whole So. Center/So. Lindstrom Sanitary Sewer District	Full Board Dunne	3rd Wednesday @ 6:30pm Bi-Monthly
26	Solid Waste Advisory Committee	Greene (Dahlberg - Alt.)	2nd Thurs-June & Dec. 2pm
27	Township Association	Greene, Montzka, Dahlberg	Last Wednesday @ 7:00pm
28	U of MN Extension Committee	Dahlberg, Greene (Swenson - Alt.)	Quarterly, 1st or 3rd Thursday
29	Water Plan Policy Team	Dahlberg (Greene - Alt.)	2nd Monday, Bi-Monthly
30			
31	Lower St. Croix One Watershed One Plan Policy Committee	Dahlberg (Greene - Alt.)	As Needed/Quarterly. Next Meeting - 4PM Jan 28 2019
32	Lakes Improvement District	Dunne - Board Liaison (Greene - Alt.)	1st Monday
33	MN Inter County Association MICA	Swenson, Dahlberg (Montzka - Alt.)	2nd Wednesday @ 1:00 p.m.
34	Chisago County Facilities/Maint. Committee	Dunne, Montzka (Alt. Swenson)	As Needed
35	Chisago County Technology	Dunne, Swenson	As Needed
36	Chisago County Opioid Advisory Council		As Needed

BOARD AGENDA

January 2, 2024

COMMITTEE ASSIGNMENTS

RESOLUTION NO. 24/0102-XX COUNTY COMMISSIONER COMMITTEE ASSIGNMENTS FOR 2024

WHEREAS, M.S. 375.055 and 375.06 set forth the authorization for compensation of Minnesota County Commissioners; and

WHEREAS, Chisago County Commissioners are eligible to receive per diem payments in accordance with the above-referenced statutes;

NOW, THEREFORE, BE IT RESOLVED, that Commissioners may receive payment of per diem for meetings and conduct of official county business pursuant to statutory definition and further subject to County Attorney approval.

BE IT FURTHER RESOLVED, that in instances in which a commissioner might be separately authorized to receive a per diem for which there is a statutory basis apart from the one authorized for work as a county commissioner, Chisago County will deny the per diem payment to that Commissioner. Accordingly, a County Commissioner may not receive two per diems for the same meeting.

BE IT FURTHER RESOLVED, that Commissioners may be allowed and paid for actual and necessary traveling expenses incurred while attending meetings of the County Board, or while performing official duties as County Commissioner, or while serving on a board, committee or commission or for expenses reasonably incurred by a Commissioner in performance of the Commissioner's official duties

BE IT FURTHER RESOLVED, that the following list of committees be deemed eligible for per diem reimbursement under provisions of M.S. 375.055 and 375.06 and that, while an individual commissioner shall usually attend and participate in the work of the respective committees as the designated representative or seated alternate, any Commissioner may participate in the committee's work and receive mileage only for said participation:

Association of MN Counties

Budget & Finance Committee

Central Minnesota Council on Aging

Chisago County Emergency Preparedness Committee

Chisago County Jail/Law Enforcement Center/Emergency Communications Committee

Chisago Lakes Joint Sewer Commission

Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force

East Central Regional Library Board

East Central Solid Waste & 2-County Landfill, Recycling

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

Health & Human Services Committee of the Whole (*PLUS Subcommittee - HHS Subcommittee*)
Highway 8 Task Force
HRA-EDA Board
Human Resources/Labor Negotiations/Insurance
Joint Job Training Board (*PLUS Subcommittees: A) CMJTS, Inc. Operations Committee; B) WIB Executive Committee; C) Workforce Development Committee*)
Lakes & Pines Community Action Council Board; (*PLUS Subcommittee – Negotiations*)
Law Library, Court Liaison
Legislative Committee – (NOTE - Mileage ONLY/NO Per Diems)
Metro Alliance for Healthy Families – Governing Board
Metropolitan Emergency Services Board (MESB); (*PLUS Subcommittees: A) Executive; B) Radio Cost Allocation Committee*)
NACO
Parks Board
Planning Commission
Public Health Commission
Regional Juvenile Detention Facility – Lino Lakes
Road & Bridge Committee of the Whole
South Center/South Lindstrom Sanitary Sewer District
Solid Waste Advisory Committee
Township Association
U of MN Extension Committee
Water Plan Policy Team (*PLUS Subcommittee – Metro Area Water Supply Advisory Council*)
Lower St. Croix One Watershed One Plan
Lakes Improvement District
MN Inter County Association
Chisago County Facilities Committee
Chisago County Technology Committee
Opioid Advisory Council

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 9
Title of Item for Consideration: Designation of a Newspaper for Official Publications	
Action Requested by: Board of Commissioners	Department: Administration
Previous Action on this Matter: Pursuant to M.S. 331A.04, the Chisago County Board of Commissioners designated the Chisago County Press as the Newspaper for Official Publications in January 2020 for a term of up to three (3) years. Annually, the Board has reaffirmed the designation to continue publishing in the same newspaper.	
Background: Pursuant to M.S. 331A.04, the Chisago County Board of Commissioners shall designate a Newspaper for Official Publications of public notices, board proceedings, and other statutory publications. In January 2023, the Chisago County Press was designated as the Newspaper for Official Publications for a term of three years (2023-25). As per M.S. 331A.06, Subd. 5, the County may also, <i>“to better inform the public, increase the frequency of publication of a public notice beyond the minimum required by a particular statute. It may use forms and styles for the notice as it deems appropriate, including the use of display advertisements and graphics. In addition to publication in the newspaper required to be designated under section <u>331A.04</u>, it may publish or disseminate the notice in other newspapers and by means of standard and electronic mail. Regardless of whether a particular statute specifies "legal notice," "public notice," "notice," or uses similar terms, the governing body may use whatever form for the published notice that it deems appropriate in order to adequately inform the public, subject to the requirements of sections <u>331A.01</u> to <u>331A.11</u>.”</i> Some Chisago County Departments have budgeted for and published certain notices, publications and advertisements in other local newspapers, including for employment recruitment, elections and tax information, and countywide public notifications.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners, pursuant to M.S. 331a.05 Subd. 5, reaffirm the Chisago County Press as the Newspaper for Official Publications for 2023-25. The suggested motion is as follows: <i>“Move to reaffirm the Chisago County Press as the Newspaper for Official Publications for 2023-25.”</i>	
Implications of Action: Recommended Board action would reaffirm the Newspaper for Official Publications for Chisago County, in compliance with M.S. 331A.04. Budget/Financial Implications: The approved 2024 Budget included approximately \$85,000 for official publications (the same at 2023). Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	

<i>Administrator's Recommendation</i>							
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: January 2, 2024	Item Number: 10
Title of Item for Consideration: 2024 Citizen Appointments to Various Boards/ Committees/Commissions	
Action Requested by: Board of Commissioners	Department: Admin./Clerk of the Board
Previous Action on this Matter: Annually, the Board of Commissioners is asked to appoint citizens to specific County Committees by reviewing citizen's application and then appointing eligible applicants to each Board/ Committee/Commission.	
Background: The Board of Commissioners establishes committee assignments every year. A motion, voted on by the entire Board, is required to appoint a citizen to a committee. There are currently seven Boards/Committees/Commissions that require appointments/reappointments. <u>Board of Adjustment and Appeal</u> District 3 – 1/5/2024 – 1/5/2027 : Gregg Carlson (reappointment) District 5 – 1/5/2024 – 1/5/2027: John Sutcliffe (reappointment) Chris DuBose – District 2 <u>Extension Committee</u> District 1 – 1/5/2024 – 1/5/2027 District 3 – 1/5/2024 – 1/5/2027 At-Large – 1/5/2024 – 1/5/2027 <u>HRA-EDA</u> District 1 – 1/1/2024 – 12/31/2028: Nathan Keech (reappointment), Kathy Bloomquist Chris DuBose – District 2 <u>Library Board</u> At Large – 1/5/2024 – 1/5/2027 <u>Park Board</u> District 3 – 1/5/2024 – 1/5/2027: Gregg Carlson (reappointment) District 4 – 1/5/2024 – 1/5/2027 <u>Planning Commission</u> District 2 – 1/5/2024 – 1/5/2027: Dave Whitney (reappointment) District 5– 1/5/2024 – 1/5/2027: Eric Levian (reappointment), Frank Storm <u>Water Plan Policy Team</u> At-Large – 1/5/2024 – 1/5/2027 Attachments: • Citizen Applications	

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

“Move to appoint _____ as a representative on the _____; effective January 2nd, 2024 thru _____.”

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

Budget/Financial Implications: None. Applicable per diems and mileage accounts have been established and approved as part of the 2024 Budget for the identified Boards/Committees/Commissions.

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

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____



2024 Citizen Appointments to
Various Boards/ Committees/Commissions

As of January 2, 2024

Board of Adjustment and Appeal

District 3 – 1/5/2024 – 1/5/2027 : Gregg Carlson (reappointment)

District 5 – 1/5/2024 – 1/5/2027: John Sutcliffe (reappointment)

Chris DuBose – District 2

Extension Committee

District 1 – 1/5/2024 – 1/5/2027

District 3 – 1/5/2024 – 1/5/2027

At-Large – 1/5/2024 – 1/5/2027

HRA-EDA

District 1 – 1/1/2024 – 12/31/2028: Nathan Keech (reappointment), Kathy Bloomquist

Chris DuBose – District 2

Library Board

At Large – 1/5/2024 – 1/5/2027

Park Board

District 3 – 1/5/2024 – 1/5/2027: Gregg Carlson (reappointment)

District 4 – 1/5/2024 – 1/5/2027

Planning Commission

District 2 – 1/5/2024 – 1/5/2027: Dave Whitney (reappointment)

District 5– 1/5/2024 – 1/5/2027: Eric Levian (reappointment), Frank Storm

Water Plan Policy Team

At-Large – 1/5/2024 – 1/5/2027

Board of Adjustment and Appeal Applications

Last Name: Carlson
First Name: Gregg
Middle Name: Kermit
Address: 
City: Lindstrom
State: MN
Zip: 55045
Home Phone: 
Business Phone: *Field not completed.*
Cell Phone: 6513661361
Fax No.: *Field not completed.*
Email Address: 
In which Commissioner District do you reside? District #3
If you reside in a Township, please list: Lindstrom

List experience or skills you have relating to the appointment you are seeking: Chisago County Board of Adjustment from 2012-Present, Chisago County Parks Board from 2008-Present, Chisago Lakes Cable TV Commission from 2008-Present, Chisago County Senior Deputy Assessor from 1978-2008, Bachelor of Science Degree in Business Administration from University of Minnesota 1970, Member of Chisago Lakes Lions Club (past president & board member)

List special or personal interests relating to the appointment you are seeking: I am a lifelong resident of Chisago County (72 years) and am always seeking to make decisions by studying and asking questions concerning variances and appeals which are in the best interests of Chisago County. I have a great interest in working to improve our parks, trails and lakes in Chisago County.

Why do you want this appointment? I wish to be reappointed to continue making informed and experienced decisions regarding Chisago County and its best interests.

1. How long have you been a resident of Chisago County? 72 years

2. Where do you reside? City

3. Do you have experience with or knowledge about land use/zoning issues? Yes

If YES, please explain your knowledge and/or experience: I served Chisago County as a Senior Deputy Assessor for 30 years (from 1978-2008) and have extensive knowledge of all areas in Chisago County.

4. Have you ever served or do you currently serve on a local town board, city council or local planning commission? No

If YES, please tell us where you served and how long you served: *Field not completed.*

5. During the past two years, have you received any substantial portion of income from business operations involving the development of land? No

If YES, please explain: *Field not completed.*

6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings? Yes

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

Name: John J Sutcliffe

Address:	
City:	Stanchfield
State:	MN
Zip:	55080
Home Phone:	
Business Phone:	
Cell Phone:	
Email Address:	
In which Commissioner District do you reside?	District #5
If you reside in a Township, please list:	Nessel Township
List experience or skills you have relating to the appointment you are seeking:	I was a Township supervisor. I've been on the Planning Commission for several years in the Board Of Adjustment.
List special or personal interests relating to the appointment you are seeking:	I have served on the Board Of Adjustment for several years
Why do you want this appointment?	To be able to give a fair and just decision
1. How long have you been a resident of Chisago County?	32 years
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	Experience on the Township board and Planning Commission and Board Of Adjustment
4. Have you ever served or do you currently serve on a local	Yes

town board, city council or
local planning commission?

If YES, please tell us where you
served and how long you
served:

I believe it's been 12 years I'm Planning Commission

10 years on Township board
Several years in the Board Of Adjustment

5. During the past two years,
have you received any
substantial portion of income
from business operations
involving the development of
land?

No

6. Regular attendance at
monthly meetings of the
Planning Commission and/or
the Board of Adjustment is very
important. Can you commit to
attendance at monthly
meetings?

Yes

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

Yes

First Name:

Christopher DuBose

Address:

[REDACTED]

City:

Center City

State:

MN

Zip:

55012

Cell Phone:

[REDACTED]

Email Address:

[REDACTED]

In which Commissioner District do you reside?	District #2
List experience or skills you have relating to the appointment you are seeking:	Chisago City Planning Commission Center City Planning Commission Chisago County Planning Commission Chisago County Board of Adjustment Chisago County County Board
List special or personal interests relating to the appointment you are seeking:	In my business as a real estate agent I bring a good perspective to the committee.
Why do you want this appointment?	I am very interested in planning and zoning and have served on this committee in the past and would like to serve again.
1. How long have you been a resident of Chisago County?	27 years
2. Where do you reside? (Please check one)	City
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	served on planning commissions since 1998. Have taken several related classes and seminars relating to planning and zoning
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	Chisago City Planning commission 10 years Center City Planning commission 1 year Chisago County Planning commission and Board of Adjustment (10 years)
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No

6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?

Yes

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

Yes

HRA-EDA Applications

Name: Nathan Keech

Address:

[REDACTED]

City: North Branch

State: MN

Zip: 55056

Business Phone:

[REDACTED]

Cell Phone:

[REDACTED]

Email Address:

[REDACTED]

In which Commissioner District do you reside?

District #1

List experience or skills you have relating to the appointment you are seeking:

I am currently the vice-chair of the HRA / EDA. I have been on the board since 2020, and have a great deal of knowledge and understanding to what the mission is of the organization.

List special or personal interests relating to the appointment you are seeking:

I would like to see more economic development come to the county to help ease the tax burden.

Why do you want this appointment?

I want to continue to serve as I know there is a lot of work to be done to attract and maintain businesses in our county.

First Name:	Kathleen Bloomquist
Address:	[REDACTED]
City:	North Branch
State:	Minnesota
Zip:	55056
Home Phone:	[REDACTED]
Cell Phone:	[REDACTED]
Email Address:	[REDACTED]
In which Commissioner District do you reside?	District #1
List experience or skills you have relating to the appointment you are seeking:	I served as a council member on the North Branch City Council for 20 years. During that time, I served for 8 years on the North Branch EDA. I was instrumental in bringing 3 housing projects to the city: Cherokee Place (tax credit town homes); Willow Grove Apartments (for those experiencing persistent mental health issues) and Heritage Court (senior apartments).
List special or personal interests relating to the appointment you are seeking:	Even though I am no longer on the city council, I am still interested in the economic growth of North Branch and Chisago County. I moved to North Branch in 1973; and have seen the dramatic expansion of the city from a population of 5,000 to now close to 12,000. It would be exciting to be a part of the growth potential of Chisago County in the future.
Why do you want this appointment?	I feel that Chisago County is on the cusp of a major expansion of housing and commercial development. The population growth will entice companies to locate here because of the number of possible employees. It is important for the HRA/EDA to make this connection when talking with potential businesses about relocation or new buildings.
Name:	Christopher DuBose
Address:	[REDACTED]

City:	Center City
State:	MN
Zip:	55012
Cell Phone:	██████████
Email Address:	████████████████████
In which Commissioner District do you reside?	District #1
List experience or skills you have relating to the appointment you are seeking:	Chisago City EDA Chisago County EDA Chisago County Commissioner
List special or personal interests relating to the appointment you are seeking:	Initiated several programs while serving on the above boards and feel that I would be an asset to the committee.
Why do you want this appointment?	I have a desire to help Chisago County overcome its shortage of commercial and industrial property that causes our property taxes to be higher than they should be.

Park Board Applications

Last Name: Carlson
First Name: Gregg
Middle Name: Kermit
Address: [REDACTED]
City: Lindstrom
State: MN
Zip: 55045
Home Phone: [REDACTED]
Business Phone: Field not completed.
Cell Phone: [REDACTED]
Fax No.: Field not completed.
Email Address: [REDACTED]
In which Commissioner District do you reside? District #3
If you reside in a Township, please list: Lindstrom

List experience or skills you have relating to the appointment you are seeking: Chisago County Parks Board from 2008 to Present, Chisago County Board of Adjustment from 2012-Present, Chisago Lakes Cable TV Commission from 2008-Present, Chisago County Senior Deputy Assessor from 1978-2008, Bachelor of Science Degree in Business Administration from University of Minnesota 1970, Member of Chisago Lakes Lions Club-past president & board member

List special or personal interests relating to the appointment you are seeking: As a lifelong resident of Chisago County (72 years), I have always been very interested in doing whatever I could to promote Chisago County.

Why do you want this appointment? I wish to continue the job we are currently doing as a Parks Board to enhance and improve our 5 County Parks and 2 County-Regional Trails.

Planning Commission Applications

First Name: David Whitney

Address: [REDACTED]

City:	CHISAGO CITY
State:	Minnesota
Zip:	55013-5007
Home Phone:	██████████
Cell Phone:	██████████
Email Address:	████████████████████
In which Commissioner District do you reside?	District #2
If you reside in a Township, please list:	Chisago Lake
List experience or skills you have relating to the appointment you are seeking:	I have many years of planning experience both as a professional at West Publishing Company as well as many years on the Chisago County Planning Commission. Planning is a gift.
List special or personal interests relating to the appointment you are seeking:	I'm an excellent planner; ask good questions in the public hearings; attend meetings & tours; always spend time in preparation prior to meetings; try to balance the applicant's wishes with those of the neighborhood and the interests of the people in Chisago County as a whole.
Why do you want this appointment?	I feel I provide a wide range of knowledge and experience in Chisago County planning issues which is important while younger members gain broader experience & knowledge.
1. How long have you been a resident of Chisago County?	Since 1976
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	See page 1 of application
4. Have you ever served or do you currently serve on a local	Yes

town board, city council or
local planning commission?

If YES, please tell us where you
served and how long you
served:

Chisago Lakes Town Board - 6 years

5. During the past two years,
have you received any
substantial portion of income
from business operations
involving the development of
land?

No

6. Regular attendance at
monthly meetings of the
Planning Commission and/or
the Board of Adjustment is very
important. Can you commit to
attendance at monthly
meetings?

Yes

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

Yes

Name: Eric Leivian

Address:

[REDACTED]

City: Sunrise

State: MN

Zip: 55056

Home Phone:

[REDACTED]

Cell Phone:

[REDACTED]

Email Address:

[REDACTED]

In which Commissioner District do you reside?	District #5
If you reside in a Township, please list:	Sunrise Township
List experience or skills you have relating to the appointment you are seeking:	I served on the Sunrise Township Board of Supervisors for 3 terms (9 years - approximately 2014-2023). During that time I was directly involved with day-to-day operations, township planning, budget and financials, and infrastructure. In my position of Supervisor I served as ex-officio representative for the Sunrise Township Planning Commission. As a supervisor I was intimately engaged with land use applications and discussions as they moved through the review process. Following Sunrise Township, I have served this past year (2023) on the Chisago County Planning Commission representing district 5. During this time I have been actively engaged with reviewing CUP/IUP applications as well as working with the other commissioners and zoning staff to update the Chisago County Zoning Ordinance.
List special or personal interests relating to the appointment you are seeking:	Throughout the years in public service to the community I have nurtured a passion and acumen for evaluating and solving complex problems, many of which directly involve neighbors in the community. My ability to see the big picture, evaluate problems on their merits and apply equally the ordinances, laws, rules and standards has appreciatively earned me a reputation as a fair and thoughtful arbiter, something of which I do not take lightly. A specific example of this was being instrumental in getting high-speed internet to a large portion of Sunrise Township through the formation of a Subordinate Service District, something which had never been seen in MN on such a large scale. This was accomplished by working with all members of the community, including those that were not in an eligible internet area. Another example of this was my engagement with my colleagues and community members to pave several roads by leveraging available grants which meant the projects could be completed without additional assessments to property owners.
Why do you want this appointment?	I have been a resident of Chisago County, specifically Sunrise Township for over 12 years. For the past year I have had the privilege of serving on the Chisago County Planning Commission. It was a position I sought while I was wrapping up my final term on the Sunrise Township board, and it allowed me to continue to serve my community in a new capacity. I knew it was time to move on from the township board, and the planning commission really felt like the right next chapter for me. Being on the Chisago County Planning Commission has allowed me to leverage the skills I have refined and learned over

the years and I have loved being a part of it over this last year. I sincerely appreciate the consideration for reappointment and look forward to the possibility of continuing to work with the commission and county staff.

1. How long have you been a resident of Chisago County?

12 years

2. Where do you reside?
(Please check one)

Township

3. Do you have experience with or knowledge about land use/zoning issues?

Yes

If YES, please explain your knowledge and/or experience:

I spent 9 years on the Sunrise Township Board of Supervisors (2014-2023), and this last year (2023) as a member of the Chisago County Planning Commission

4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?

Yes

If YES, please tell us where you served and how long you served:

Sunrise Township Board of Supervisors - 9 years (2014-2023)

5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?

No

6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?

Yes

7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit

Yes

to attendance at special meetings with proper notice?

First Name: Frank Storm

Address:

City: Rush City

State: MN

Zip: 55069

Home Phone:

Email Address:

In which Commissioner District do you reside? District #5

List experience or skills you have relating to the appointment you are seeking: 15 years on Chisago County Planning Commission, 10 years on City of Wyoming Planning Commission, and 5 years on Wyoming Township Planning Commission.

List special or personal interests relating to the appointment you are seeking: I have thirty (30) years of planning experience and think that more than shows my interest in serving the County as a whole.

Why do you want this appointment? I feel the County needs people with no personal agendas and are willing to make a commitment to attend all meetings with a open mind.

1. How long have you been a resident of Chisago County? Twenty Six years

2. Where do you reside? (Please check one) City

3. Do you have experience with or knowledge about land use/zoning issues? Yes

If YES, please explain your knowledge and/or experience: I have attended twenty-six land use related classes including Land Use Law.

4. Have you ever served or do you currently serve on a local Yes

town board, city council or
local planning commission?

If YES, please tell us where you
served and how long you
served:

Rush City City Council since 2018

5. During the past two years,
have you received any
substantial portion of income
from business operations
involving the development of
land?

No

6. Regular attendance at
monthly meetings of the
Planning Commission and/or
the Board of Adjustment is very
important. Can you commit to
attendance at monthly
meetings?

Yes

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

Yes

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 11
Title of Item for Consideration: Re-Designation of County Bank	
Action Requested by: Bridgitte Konrad, Auditor-Treasurer	Department: Auditor-Treasurer
Previous Action on this Matter: None.	
Background: MN Stat §118A.02, subd. 1 a) states the governing body of each governmental entity shall designate, as a depository of its funds, one or more financial institution, and the County Board of Commissioners have the official role to authorize the County Auditor/Treasurer to select depositories and make investments of funds under MN Stat. §118.A01 to 118A.08. The Auditor-Treasurer Office is required and responsible under MN Stat. §385.07, to deposit all County funds into a designated County depository and the day-to-day cash flow of money and investing of all other funds.	
Action Requested/Recommended: The County Board is respectfully requested to authorize County Auditor-Treasurer Bridgitte Konrad to re-designate First Resource Bank as a depository of Chisago County. The following motion is suggested; “Motion to authorize County Auditor-Treasurer Bridgitte Konrad to re-designate First Resource Bank as a depository of Chisago County.”	
Implications of Action: It will allow the Auditor-Treasurer Office to pay and process all payments via First Resource Bank. Budget/Financial Implications: None Legal/Policy Implications: The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
January 2, 2024**

TAB # 12

Payment of County's Warrants & Miscellaneous Bills

Bills Paid 1/3/2024 \$1,072,060.74

Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	977,166.15	General Revenue Fund	
	3	68,893.36	Road And Bridge Fund	
	12	24,841.23	Capital Equipment Fund	
	14	1,160.00	Solid Waste Fund	
	All Funds	1,072,060.74	Total	Approved

Please authorize payment for the following Human Services Warrants

Check Date	Amount	Board Date	Type of Check/Payments
1/5/2023	\$ 24,456.96	1/2/2024	Commissioners Warrants
12/15/2023	\$ 4,500.00		Auditors Warrants
12/22/2023	\$181,163.51		Auditor Warrants
	\$210,120.47	Total	

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*** **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

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
2	10292 AMAZON CAPITAL SERVICES 05-451-470-0000-6800	AP	4	16.98	Supplies 12/07/2023 12/07/2023	1JRM-RGM9-XC9L	Other Expense	N
3	05-451-470-0000-6844	AP	4	18.28	Supplies 12/07/2023 12/07/2023	1JRM-RGM9-XC9L	MECSH Grant Exp	N
1	05-451-470-0000-6844	AP	4	51.86	Supplies 12/09/2023 12/09/2023	1MRM-X7HD-FRPF	MECSH Grant Exp	N
	10292 AMAZON CAPITAL SERVICES			87.12	3 Transactions			
4	3612 BENSON/ROBERT 05-420-600-0133-6335	AP	4	47.24	Travel Expense-Mileage 11/21/2023 12/18/2023		Director Travel	N
5	05-420-600-0133-6335	AP	4	4.65	Travel Expense-Parking 12/04/2023 12/05/2023		Director Travel	N
4	05-430-700-0133-6335	AP	4	76.20	Travel Expense-Mileage 11/21/2023 12/18/2023		Director Travel	N
5	05-430-700-0133-6335	AP	4	7.50	Travel Expense-Parking 12/04/2023 12/05/2023		Director Travel	N
5	05-451-430-0000-6335	AP	4	2.85	Travel Expense-Parking 12/04/2023 12/05/2023		Worker Travel	N
4	05-451-430-0000-6335	AP	4	28.95	Travel Expense-Mileage 11/21/2023 12/18/2023		Worker Travel	N
	3612 BENSON/ROBERT			167.39	6 Transactions			
6	1198 BOOKER/KIMBERLY 05-430-700-0000-6241	AP	4	53.00	Postage for Foster Care Client 12/21/2023 12/21/2023		General Administration	N
	1198 BOOKER/KIMBERLY			53.00	1 Transactions			
7	1263 CHRISTENSON/BRANDIE 05-451-470-0000-6335	AP	4	35.42	Travel Expense-Mileage 11/01/2023 11/29/2023		Worker Travel	N
8	05-451-470-0000-6844	AP	4	114.41	Travel Expense-Mileage 11/01/2023 11/29/2023		MECSH Grant Exp	N
	1263 CHRISTENSON/BRANDIE			149.83	2 Transactions			
9	30177 CINTAS CORPORATION 05-420-600-0000-6241	AP	4	6.67	Weekly Rug Service 12/11/2023 12/11/2023	4176650148	General Administration	N
9	05-430-700-0000-6241	AP	4	13.33	Weekly Rug Service	4176650148	General Administration	N

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
9	05-451-430-0000-6800	AP	4	15.09	12/11/2023 12/11/2023 Weekly Rug Service	4176650148	Other Expense	N
10	05-420-600-0000-6241	AP	4	6.67	12/11/2023 12/11/2023 Weekly Rug Service	4177380418	General Administration	N
10	05-430-700-0000-6241	AP	4	13.33	12/18/2023 12/18/2023 Weekly Rug Service	4177380418	General Administration	N
10	05-451-430-0000-6800	AP	4	15.09	12/18/2023 12/18/2023 Weekly Rug Service	4177380418	Other Expense	N
	30177 CINTAS CORPORATION			70.18	12/18/2023 12/18/2023 6 Transactions			
11	10501 DELL MARKETING LP 05-430-700-0000-6481	AP	4	208.04	Base,DS.WD22TB4 US 180W 12/15/2023 12/15/2023	10719303909	Computer Hardware	Y
	10501 DELL MARKETING LP			208.04	1 Transactions			
12	5160 DHS MAPS 05-420-640-0000-6298	DTG	6	48.70	11/2023 Federal Offset Fees 11/01/2023 11/30/2023	A300C334310	Fed Tax Offset	N
14	05-420-650-0000-5368	DTG	6	1,419.65-	MA Recoveries & Non Fed Share 10/01/2023 10/31/2023	A300MM1T13I	Recovery Incentive	N
13	05-420-650-0000-5830	DTG	6	6,618.78	MA Recoveries & Non Fed Share 10/01/2023 10/31/2023	A300MM1T13I	Ma Recoveries	N
17	05-430-750-3660-6051	DTG	6	131.31	MA Recoveries & Non Fed Share 10/01/2023 10/31/2023	A300MM1T13I	Pos/DT&H	N
16	05-430-750-3660-6094	DTG	6	5,655.49	MA Recoveries & Non Fed Share 10/01/2023 10/31/2023	A300MM1T13I	Dd Waiver/ICF - DT&H	N
15	05-430-760-3930-6051	DTG	6	299.88	MA Recoveries & Non Fed Share 10/01/2023 10/31/2023	A300MM1T13I	General Case Mgmt	N
	5160 DHS MAPS			11,334.51	6 Transactions			
18	1464 DHS MAXIS CASHIER 05-420-610-0000-6001	DTG	6	7.50	AFDC 10/01/2023 10/31/2023	A300MX13248I	Payments To Recipients	N
20	05-420-660-0000-5839	DTG	6	4,963.99	GRH Recoveries 10/01/2023 10/31/2023	A300MX13248I	Grh Rec	N
19	05-430-741-3430-6051	DTG	6	1,331.20	GRH-IMD 10/01/2023 10/31/2023	A300MX13248I	Housing Subsidy	N
	1464 DHS MAXIS CASHIER			6,302.69	3 Transactions			

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*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
21	1926 DNA DIAGNOSIS CENTER 05-420-640-0000-6264	AP	4	33.00	Genetic Testing 12/01/2023 12/01/2023	118022112023	Paternity Costs	N
	1926 DNA DIAGNOSIS CENTER			33.00	1 Transactions			
22	40163 DVS RENEWAL 05-451-430-0000-6800	DTG	6	140.25	Vehicle Registration Renewal 12/21/2023 12/21/2023		Other Expense	N
	40163 DVS RENEWAL			140.25	1 Transactions			
23	2201 EISENSCHENK/JEANETTE 05-430-700-0127-6335	AP	4	24.15	Travel Expense-Mileage 12/12/2023 12/18/2023		Mh Travel	N
	2201 EISENSCHENK/JEANETTE			24.15	1 Transactions			
24	[REDACTED] 05-451-440-0000-6837	AP	4	3,075.00	Contracted Community Health 12/11/2023 12/24/2023		Federal Vaccine Grant Exp 04/21-12/21	Y
	[REDACTED]			3,075.00	1 Transactions			
25	9139 Heckel/Sara 05-430-700-0134-6335	AP	4	32.79	Travel Expense-Mileage 11/16/2023 12/18/2023		DD Worker Travel	N
26	05-430-700-0137-6335	AP	4	76.51	Travel Expense-Mileage 11/16/2023 12/18/2023		Adult Services Travel	N
	9139 Heckel/Sara			109.30	2 Transactions			
27	3540 IHRKE/KELLY 05-430-700-0127-6335	AP	4	265.65	Travel Expense-Mileage 12/05/2023 12/22/2023		Mh Travel	N
	3540 IHRKE/KELLY			265.65	1 Transactions			
29	90061 INNOVATIVE OFFICE SOLUTIONS LLC 05-430-700-0000-6401	AP	4	209.02	Supplies 12/18/2023 12/18/2023	4411850	General Supplies	N
28	05-420-600-0000-6401	AP	4	15.17	Supplies 12/18/2023 12/18/2023	4411881	General Supplies	N
28	05-430-700-0000-6401	AP	4	31.23	Supplies 12/18/2023 12/18/2023	4411881	General Supplies	N
28	05-451-430-0000-6401	AP	4	42.83	Supplies 12/18/2023 12/18/2023	4411881	General Supplies	N

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



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

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Vendor		Name		Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name		
	90061	INNOVATIVE OFFICE SOLUTIONS LLC			12/18/2023 12/18/2023				
			298.25		4 Transactions				
30	9028	Johanson/Brittany							
	05-430-700-0134-6335	AP 4	9.83		Travel Expense-Mileage		DD Worker Travel		N
					12/06/2023 12/19/2023				
31	05-430-700-0137-6335	AP 4	22.92		Travel Expense-Mileage		Adult Services Travel		N
					12/06/2023 12/19/2023				
	9028	Johanson/Brittany			2 Transactions				
	32	Kulzer/Sarah							
	05-430-700-0128-6335	AP 4	54.21		Travel Expense-Mileage		Child Prot Staff Travel		N
					11/02/2023 11/17/2023				
	8722	Kulzer/Sarah			1 Transactions				
	3868	MCMURRAY/TODD							
33	05-420-600-0130-6335	AP 4	74.62		Travel Expense-Mileage		Ss Director Travel		N
					10/25/2023 12/21/2023				
33	05-430-700-0130-6335	AP 4	111.93		Travel Expense-Mileage		Ss Director Travel		N
					10/25/2023 12/21/2023				
	3868	MCMURRAY/TODD			2 Transactions				
	5189	MN DEPT OF HEALTH VITAL STATISTICS							
34	05-420-640-0000-6264	DTG 6	40.00			2884389	Paternity Costs		N
					12/12/2023 12/12/2023				
	5189	MN DEPT OF HEALTH VITAL STATISTICS			1 Transactions				
	9144	Peterson/Samantha							
35	05-430-700-0128-6335	AP 4	32.75		Travel Expenes-Mileage		Child Prot Staff Travel		N
					11/17/2023 12/15/2023				
	9144	Peterson/Samantha			1 Transactions				
	16120	PITNEY BOWES GLOBAL FINANCIAL SERV							
37	05-420-600-0000-6401		154.67		Postage Meter Lease	3106429659	General Supplies		N
					10/31/2023 01/30/2024				
37	05-430-700-0000-6401		318.42		Postage Meter Lease	3106429659	General Supplies		N
					10/31/2023 01/30/2024				
37	05-451-430-0000-6401		436.69		Postage Meter Lease	3106429659	General Supplies		N
					10/31/2023 01/30/2024				

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*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt			Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name	
16120	PITNEY BOWES GLOBAL FINANCIAL SERV		909.78		3 Transactions			
36	5138 REEVERTS/LANAY A							
	05-430-700-0129-6335	AP 4	262.66	Travel Expense-Mileage	11/16/2023 12/15/2023		Cd & Lic Travel	N
	5138 REEVERTS/LANAY A		262.66		1 Transactions			
38	8359 RIVARD/ASHLEY							
	05-430-700-0128-6335	AP 4	157.07	Travel Expense-Mileage	10/16/2023 12/06/2023		Child Prot Staff Travel	N
	8359 RIVARD/ASHLEY		157.07		1 Transactions			
39	8765 WASHINGTON COUNTY SHERIFFS OFFICE							
	05-420-640-0000-6267	DTG 6	80.00		12/12/2023 12/12/2023		Other Co Sheriff Sop	N
	8765 WASHINGTON COUNTY SHERIFFS OFFICE		80.00		1 Transactions			
40	9261 Wiger/Annalise							
	05-451-440-0000-6335	AP 4	89.39	Travel Expense-Mileage	11/07/2023 11/30/2023		Mileage/Travel	N
	9261 Wiger/Annalise		89.39		1 Transactions			
41	9023 Wolff/Kelly							
	05-420-600-0121-6335	AP 4	293.44	Travel Expense-Mileage	10/23/2023 12/13/2023		Financial Travel	N
	9023 Wolff/Kelly		293.44		1 Transactions			
5 Fund Total:			24,456.96	Health And Human Services	26 Vendors	54 Transactions		
Final Total:			24,456.96	26 Vendors	54 Transactions			

*** Chisago County ***



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

Recap by Fund

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
5	24,456.96	Health And Human Services
All Funds	24,456.96	Total

Approved by, ...

.....

.....

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, December 20, 2023**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, December 20, 2023 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg, Swenson. Also present: County Administrator Chase Burnham, County Attorney Janet Reiter, and Clerk of the Board Christina Vollrath.

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

The Chair called for a moment of silence for Deputy Chris Henricks.

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

On motion by Greene, seconded by Dunne, the Board opened the Road and Bridge Committee of the Whole at 6:32 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

The Board was given updates on the current projects of the Public Works Department from County Engineer Joe Triplett. *No action was taken.*

On motion by Greene, seconded by Dahlberg, the Board moved items 1-6 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 Dunne, the Board moved to close the Road and Bridge Committee of the Whole at 6:40 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

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

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – Equipment Expenditure Request – Tipper Truck

- 3.) R&B Committee Recommendation – Out of State Travel – ATSSA Conf, Fargo, ND
- 4.) R&B Committee Recommendation – Beaver Control Policy
- 5.) R&B Committee Recommendation – CSAH 10 Tree Clearing Project
- 6.) R&B Committee Recommendation – CSAH 16 Bridge Replacement Project
- 7.) Minutes from the December 6, 2023, County Board Meeting
- 8.) Payment of County’s Warrants and Miscellaneous Bills \$721,264.80

Per Minnesota Statutes 375.1, proceedings of the County Board including a list of itemized accounts, claims or demands must be published in the official newspaper. The itemized list of claims is available for public review on the County website at <https://www.chisagocounty.us/1197/Claims-Paid>. Claims less than \$2,000 are listed as a total dollar amount and notes the number of claims included in the total.

- 9.) 2023 Budget Adjustment Requests – Enterprise Services and Parks Department

Environmental Services Land Services Coordinator Beth Gervais presented the Board with the Director’s Report and action items. ***No action was taken.***

On motion by Dahlberg, seconded by Greene, the Board moved to approve Resolution No. 23/1220-1, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving applicant Sheryl Bearhart request for an Interim Use Permit to allow a Residential Kennel at 450 Badger Blvd., Fish Lake Township (PID #03.00041.00).

RESOLUTION NO. 23/1220-1
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING AN INTERIM USE PERMIT ALLOWING A RESIDENTIAL KENNEL ON PROPERTY LOCATED AT 450 BADGER BOULEVARD IN FISH LAKE TOWNSHIP

WHEREAS, applicant Sheryl Bearhart and property owner Jordan Waggoner submitted an application dated received September 29, 2023 and considered complete on October 4, 2023 for an Interim Use Permit allowing a Residential and Commercial Kennel on property located at 450 Badger Boulevard in Fish Lake Township; and

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

WHEREAS, the subject site is 40.00± acres in size and legally described as:

PID 03.00041.00
Northwest Quarter of Southwest Quarter (NW1/4 of SW1/4) of Section 4, Township 36, Range 22, Chisago County, Minnesota.

WHEREAS, the Planning Commission received the application and a presentation from the Land Services Coordinator, discussed the request with the applicant and property owner, and opened the public hearing on November 2, 2023 and ultimately continued the public hearing to December 7, 2023 and instructed the applicant and

property owner to provide specific materials for further review and consideration on December 7, 2023; and

WHEREAS, based on the Planning Commission’s November 2, 2023 action, the County extended the review period by 60 days (expiring on February 1, 2024); and

WHEREAS, the Planning Commission heard from the Land Services Coordinator, the applicant and property owner, invited members of the public to comment, received additional materials from the applicant and property owner as requested, and closed the public hearing on December 7, 2023; and

WHEREAS, the additional materials submitted by the applicant and property owner on November 27 and November 28, 2023 indicated that the request for IUP had been amended to eliminate the Commercial Kennel component; and

WHEREAS, the Planning Commission recommended approval of the amended request for Interim Use Permit with conditions per Resolution No. PC2023-1201; and

WHEREAS, the Board of Commissioners considered the amended request and the Planning Commission’s recommendation at its December 20, 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 does not specifically address the proposed use of Residential Kennel; however, the Zoning Ordinance (development policy) provides a number of varied land uses allowable in the Agricultural (AG) District, including the establishment of animal-keeping facilities such as farms with livestock and poultry, and commercial and residential kennels. Therefore, the County finds that the proposed use is consistent with the County’s development policies.</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 Residential Kennel will have no associated use of parks, schools, streets, or other public facilities or utilities; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities.</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; |
| <i>Finding #3</i> | <i>The dogs associated with the proposed Residential Kennel are intended to be housed within the dwelling as well as the detached garage, with limited</i> |

periods of outdoor time. County staff estimates that the dwelling is situated approximately 170' from the centerline of Badger Boulevard and roughly 450' to 830' from all property boundaries, and that the detached garage is situated approximately 165' from the centerline of Badger Boulevard and roughly 480' to 800' from all property boundaries. In addition to these distances, the applicant reports that the subject site has existing vegetation (trees) located adjacent to the north, east, and south property boundaries as well as trees located adjacent to the west side of the dwelling. Additionally, the applicant reports that changes in elevation provide natural screening from the west and east. Therefore, the County finds that the subject site is sufficiently separated by distance and screening (i.e., existing vegetation and changes in elevation) from adjacent development 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 | <i>The proposed Residential Kennel will utilize the existing dwelling and detached garage to house all dogs. Additionally, the proposed kennel will utilize fenced enclosures for outdoor dog activity. Being that the proposed Residential Kennel will have no impact on the exterior appearance of the existing structures, the County finds that the proposed use will not have an adverse effect upon adjacent properties by way of appearance of the dwelling and detached garage. Further, given the existing tree lines located adjacent to the north, east, and south property boundaries, as well as the existing stand of trees located west of the structures, the County further finds that the proposed use will not have an adverse effect upon adjacent properties by way of appearance of the outdoor fenced enclosures.</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 Residential Kennels as an Interim Use in the Agricultural (AG) District; therefore, the County finds that the proposed uses are 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>See Finding #5.</i> |
| Factor #7 | The proposed use will not cause traffic hazard or congestion; and |
| Finding #7 | <i>Because the proposed Kennel is for residential use rather than commercial use, the applicant is not proposing nor does the County anticipate any increase in traffic or traffic hazards / congestion. Further,</i> |

the road authority – being Fish Lake Township – has not identified any concerns specifically related to 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 *While there is no indication that the proposed use will adversely impact nearby properties in terms of glare or general unsightliness, the County did receive verbal and written testimony during the November 2, 2023 public hearing suggesting that noise was a concern amongst surrounding property owners. The County finds that noise resulting from the Residential Kennel can be mitigated with implementation of appropriate measures and conditions, such as distance, maintenance of existing landscaping (trees), installation of additional landscaping (trees), installation of soundproofing insulation in the detached garage / kennel, and implementation of established quiet hours. If these measures and conditions 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 amended request for Interim Use Permit, subject to the following conditions:

1. This Interim Use Permit for Residential Kennel allows for the keeping of no more than ten (10) adult dogs in accordance with updated application materials dated received November 27 and November 28, 2023 and kept on file with the Department of Environmental Services. This approval also allows a maximum of two litters of puppies per year, so long as the puppies are removed from the property by four (4) months of age.
2. All dogs shall be housed indoors in either the dwelling or the detached garage, apart from brief periods of time for waste elimination occasional and outdoor activity in which the dogs will either be confined to a fenced enclosure or allowed outside of the fenced enclosure with direct supervision of a resident of the property. No more than two (2) adult dogs shall be outdoors at the same time, whether in the fenced enclosure or outside of the fenced enclosure with direct supervision of a resident of the property.
3. The detached garage / kennel shall be equipped for both heating and cooling.
4. All dogs shall receive regular veterinary care and be current on vaccinations.
5. All dog waste shall be collected daily and disposed of in a legal and appropriate manner so as to avoid undue odor or other negative impacts.
6. The permit holder shall control the barking of dogs to the best of their ability while outdoors to avoid undue negative impact to nearby properties. At no time shall any dog barking activity exceed twenty (20) continuous minutes with less than thirty (30) seconds between each dog bark. Any more than twenty (20) minutes of continuous

barking shall be silenced immediately by a resident of the household.

7. To mitigate potential adverse impacts related to noise, the permit holder shall implement the following measures:
 - a. The detached garage / kennel shall be fully insulated with insulation specifically designed for soundproofing.
 - b. The permit holder shall maintain existing vegetation (large stands of trees) between the dwelling / detached garage and the adjacent property boundaries. Further, the property owner shall replace dying, dead, or downed vegetation.
 - c. The permit holder shall implement “quiet hours” / “outside hours” for the ten (10) adult dogs as follows:
 - i. Aside from brief periods of time for waste elimination, no dogs shall be allowed outdoors before 8:00 am or later than 9:00 pm.
 - ii. Per condition no. 2 above, no more than two (2) adult dogs shall be outdoors at the same time.
 - d. To further mitigate adverse impacts related to noise and limit the dogs’ view and agitation from activity on neighboring parcels, the permit holder shall construct all fenced enclosures with board-on-board fencing material at least six (6’) feet in height so as to create a solid visual barrier between the dogs and the neighboring parcels. Fence construction shall be completed within one (1) year of Interim Use Permit approval.
8. Existing and future fenced enclosure(s), for purposes of dog containment, shall be located no closer than 400 feet to any property boundary.
9. There shall be no commercial activity of any kind associated with the Residential Kennel, apart from the sale of puppies (referenced in condition no. 1) on an appointment-only basis. For the purposes of this approval, prohibited commercial activity shall be defined as, but not limited to: boarding, grooming, training, vaccinating, microchipping, artificial insemination, and birthing assistance for non-resident dogs. Further, the property shall not be utilized as a commercial dog park and, instead, shall only be utilized by resident dogs.
10. The permit holder shall comply with all relevant Minnesota Statutes and Rules regarding animal welfare and humane standards and licensing.
11. 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.
12. Any expansion of the approved use, including the number of adult dogs or the number of litters per year or as otherwise 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.

13. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.
14. This Interim Use Permit shall expire at such time that the property is no longer occupied by Sheryl Bearhart. The property owner shall be responsible for notifying the Department of Environmental Services when Bearhart vacates the property.

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

On motion by Dahlberg, seconded by Greene, the Board moved to accept the approval of the Implementation Policy Committee and to approve the Lower St. Croix Comprehensive Watershed Management Plan, Annual Plan of Work and Attachments for 2024, as presented. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Swenson, seconded by Dunne, the Board moved to approve and authorize execution of The FY 2024 & 2025 State of Minnesota Board of Water and Soil Resources Natural Resource Block Grant Agreement. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board moved to authorize and approve the Statement of Work: Delivery of Professional/Technical Services Between Chisago County and the Chisago Soil and Water Conservation District, attached hereto and incorporated herein. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve the 2024 General Engineering and Administrative Services Agreement between Chisago County and Emmons & Olivier Resources, Inc. along with Carp Management and Aquatic Plant Point Intercept Surveys for the Chisago Lakes Lake Improvement District pending County Attorney review as to form. 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 accept the December 13th Budget and Finance Report, approve the rate established by Department of Revenue for the delinquent tax rate, approve funding County Assessor Moeller's request for 7 laser measuring tools from the currently unallocated 2023 CIP funds, approve an additional \$10,000 to the LC4YF from the County Public Safety Fund allocation, approve changing the Overnight Stay/Hotel Stay policy from using the current GSA rates to 'up to \$200 per night, and approve the Employee Recognition Policy and allocate the County Vending Machine income to fund the program. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

CITIZENS FORUM

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

of SPEAKERS – 0

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the date and time of the Annual Organization meeting of January 2nd, 2024, at 9:00 am. 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 via the attached Resolutions the proposed 2024 Salary and Compensation Amounts for Elected Officials and Contracted and Non-Represented County Employees, and the proposed 2024 Per Diems for County Commissioners and Volunteers, as recommended at tonight's meeting.

RESOLUTION NO. 23/1220-2 AUTHORIZING A COST OF LIVING ADJUSTMENT FOR NON-UNION EMPLOYEES FOR 2024

WHEREAS, the County Board of Commissioners is authorized to establish the pay system for employees under its jurisdiction and is further authorized to adjust said system as it deems appropriate; and

WHEREAS, the County Board of Commissioners has previously approved wage adjustments of 2.0% for represented county employees, effective January 1st, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes the county's master wage schedules to be adjusted by 2.0% for non-union employees, not otherwise subject to statutory provisions, consistent with the adjustment made for other represented county employees, and that said adjustment is effective January 1st, 2024.

RESOLUTION NO. 23/1220-3 ESTABLISHING COMPENSATION FOR VOLUNTEER/CITIZEN COMMITTEES FOR 2024

BE IT RESOLVED, that the Chisago County Board of Commissioners hereby establishes the per diem rate of \$ 65.00 /meeting, plus mileage for members of voluntary/citizen committees appointed by the Board or for other volunteers who serve in an official capacity under this Board's jurisdiction and for whom per diem is declared appropriate.

RESOLUTION NO. 23/1220-4

**ESTABLISHING COUNTY COMMISSIONER
COMPENSATION AND PER DIEM RATE FOR 2024**

WHEREAS, M.S. 375.055 and 375.06 set forth the authorization for compensation of Minnesota County Commissioners; and

WHEREAS, Chisago County Commissioners are eligible to receive per diem payments in accordance with the above-referenced statutes;

NOW, THEREFORE, BE IT RESOLVED, that the annual salary to be paid each Chisago County Commissioner for 2024 shall be \$ 34,062.95, a 2% increase over 2023;

Note: 2007, 2008 & 2009 salary was \$27,419, a 0% increase over 2006

Note: 2010 salary was \$26,871, a 2% DECREASE over 2009

Note: 2011 & 2012 salary was \$26,871, a 0% increase over 2010

Note: 2013 budget salary was \$27,274, a 1.5% increase over 2012

Note: 2014 budget salary was \$27,683, a 1.5% increase over 2013

Note: 2015 budget salary was \$28,234, a 2% increase over 2014

Note: 2016 budget salary was \$28,798, a 2% increase over 2015

Note: 2017 budget salary was \$29,662, a 3% increase over 2016

Note: 2018 budget salary was \$30,255, a 2% increase over 2017

Note: 2019 budget salary was \$31,011, a 2.5% increase over 2018

Note: 2020 budget salary was \$31,941.71 a 3% increase over 2019

Note: 2021 budget salary was \$32,580.54 a 2% increase over 2020

Note: 2022 budget salary was \$33,395.05 a 2.5% increase over 2021

Note: 2023 budget salary was \$33,395.05 a 0% increase over 2022

BE IT FURTHER RESOLVED, that Commissioners may receive payment of per diem in the amount of \$65.00 for meetings and conduct of official county business pursuant to statutory definition and further subject to County Attorney approval.

Note: 2007 - 2022 per diem rate was \$50.00

Note: 2023 proposed per diem rate was \$65.00

BE IT FURTHER RESOLVED, that in instances in which a commissioner might be separately authorized to receive a per diem for which there is a statutory basis apart from the one authorized for work as a county commissioner, Chisago County will deny the per diem payment to that Commissioner. Accordingly, a County Commissioner may not receive two per diems for the same meeting.

BE IT FURTHER RESOLVED, that Commissioners may be allowed and paid for actual and necessary traveling expenses incurred while attending meetings of the County Board, or while performing official duties as County Commissioner, or while serving on a board, committee or commission or for expenses reasonably incurred by a Commissioner in performance of the Commissioner's official duties, pursuant to applicable Minnesota statutes and County Policy;

BE IT FURTHER RESOLVED, that the following list of committees be deemed eligible for per diem reimbursement under provisions of M.S. 375.055 and 375.06 and that, while an individual commissioner shall usually attend and participate in the work of the respective committees as the designated representative or seated alternate, any Commissioner may participate in the committee's work and receive mileage only for said participation:

Association of MN Counties
Board of County Commissioners
Budget & Finance Committee (if meeting separately from Board of Commissioners' Meeting)
Chisago County Emergency Preparedness Committee
Chisago County Jail/Law Enforcement Center Building Committee/ Radio Upgrade Project
Chisago Lakes Joint Sewer Commission
Chisago/Isanti Heartland Express Joint Powers Transit Board
Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force
Chisago County Maintenance and Facilities Committee
Chisago County Technology Committee
East Central Regional Library Board
East Central Solid Waste & 2-County Landfill, Recycling
ECRDC; *(PLUS, Subcommittees)* – *Central MN Council on Aging and Metro Area Transportation*
EMS Task Force
UofMN Extension Committee
Health & Human Services Committee of the Whole (if meeting separately from Board of Commissioners' Meeting)
Highway 8 Task Force
HRA-EDA Board
Human Resources/Labor Relations/Personnel/Insurance Committee

Joint Job Training Board (*PLUS, Subcommittees*) – *CMJTS, Inc. Operations Committee, WIB Executive Committee, Workforce Development Committee*
Lakes & Pines Board; (*PLUS, Subcommittee*) - *Negotiations*
Law Library, Court Liaison
Legislative Committee – Mileage ONLY, NO Per Diems (Per Diems if meeting as Committee of the Whole separately from Board of Commissioners’ Meeting)
Library Service Delivery and Collaboration Group (Greater Minnesota/AMC)
Metro Alliance for Healthy Families – Governing Board
Metropolitan Emergency Services Board (MESB); (*PLUS, Subcommittees*) – *Executive & Radio Cost Allocation Committee*
NACO – Mileage ONLY, NO Per Diems
Parks Board
Planning Commission
Public Health Commission
One Watershed One Plan
Regional Juvenile Detention Facility – Lino Lakes
Road & Bridge Committee of the Whole (if meeting separately from Board of Commissioners’ Meeting); (*PLUS, Subcommittee*) – *East Metro Transportation*
So. Center/So. Lindstrom Sanitary Sewer District
Solid Waste Advisory Committee
Township Association (CCATO)
Water Plan Policy Team
County Facilities Committee
County Technology Committee
Chisago County Opioid Advisory Committee

RESOLUTION NO. 23/1220-5
ESTABLISHING ELECTED OFFICIALS & CONTRACTED EMPLOYEE
SALARIES

WHEREAS, M.S. 387.20; M.S. 388.18; M.S. 387.14 and M.S. 375A.06 respectively call for the annual establishment of the salaries of County Sheriff, County Attorney, Chief Deputy Sheriff, and County Administrator; and

WHEREAS, the salaries of said elected officials are exempt from the provisions of the Minnesota Pay Equity Act; while the salary of the Chief Deputy Sheriff and County Administrator, are not exempt from the provisions of the Minnesota Pay Equity Act; but all do remain within the prerogative of the County Board to establish, and

WHEREAS, this Board has considered the relevancy of these salaries to other management salaries within the County and to the salaries of comparable positions in other jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salaries for the County’s elected officials in the following amounts effective January 1, 2024,:

	<u>2023</u>	<u>2024</u>
County Sheriff	\$151,897.89	\$160,357.89
County Attorney	\$151,897.89	\$160,357.89

BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salary for the Chief Deputy Sheriff in the following amount effective January 1, 2024:

	<u>2023</u>	<u>2024</u>
Chief Deputy	\$138,087.89	\$145,779.39

BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes and sets the salary for the County Administrator in the following amount effective January 1, 2024:

	<u>2023</u>	<u>2024</u>
County Administrator	\$154,750.89	\$163,370.51

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

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the ARPA Broadband Grant application for East Central Electric at the amount requested, \$200,000. 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 Chisago County Earned Sick and Safe Time (ESST) Policy. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Dunne, seconded by Dahlberg, the Board moved to authorize the DES Director to issue the associated PO's and sign any needed documents to purchase the replacement equipment from Axon for the Sheriff's interview rooms (2). The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Dunne, seconded by Greene, the Board moved to approve the Professional/Technical Services Contract between Chisago Lakes Achievement Center and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Dahlberg, seconded by Greene, the Board moved to approve the Professional/Technical Services Contract between Pam Bates and Chisago County. 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 AmeriCorps – Ampact Site Agreement. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Swenson, the Board moved to approve Resolution Authorizing the Chisago Lakes Joint Sewage Treatment Commission to Issue, Sell and Deliver a \$1,019,000 General Obligation Sewer Revenue Note, Series 2024A, and Award the Sale Thereof.

RESOLUTION NO: 23/1220-6
RESOLUTION AUTHORIZING THE CHISAGO LAKES JOINT
SEWAGE TREATMENT COMMISSION TO ISSUE, SELL AND
DELIVER A \$1,019,000 GENERAL OBLIGATION SEWER
REVENUE NOTE, SERIES 2024A, AND AWARD THE SALE
THEREOF

BE IT RESOLVED, by the Board of Commissioners of Chisago County, Minnesota, a member of the Chisago Lakes Joint Sewage Treatment Commission, Chisago County, Minnesota, (the “Member”) as follows:

Section 1. Statutory Authority. Pursuant to authority contained in the Laws of Minnesota 2001, Chapter 214, Section 47 (the “Enabling Act”) and Minnesota Statutes, Sections 444.075, 115.46 and Chapter 475, the Chisago Lakes Joint Sewage Treatment Commission (the “Issuer”) is authorized to issue its general obligation bonds or notes for the purpose of financing the cost of capital improvements to the Issuer’s sewer system. Pursuant to authority contained in the Enabling Act, each member of the Issuer must pass adopt a resolution authorizing the Issuer to issue and sell its bonds.

Section 2. Project. The Issuer intends to update its lift station 1, replace/relocate the control panel, odor control unit, pump, wet well covers and general site work.

Section 3. Authorization. The Member authorizes the Issuer to issue and sell the Issuer’s \$1,019,000 General Obligation Sewer Revenue Note, Series 2024A, of which the principal of and interest on the Note shall be paid primarily from net revenues derived from the operation of the Issuer’s sewer system.

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

On motion by Dunne, seconded by Dahlberg, the Board moved to approve the Contract with Lakes Center for Youth and Families to provide Pre-trial Diversion and Restorative Justice Programming for youth. 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 approve the purchase of a new laptop computers, phones, and laptop docking stations for the Probation Department using unallocated CIP funds. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

County Administrator Burnham provided administrative updates. *No action was taken.*

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

Chair Montzka: Commissioners, thank you for allowing me the honor of being Chair in 2023. It has been fantastic working with such dedicated, thoughtful, and hard-working colleagues. 2023 has been a very successful year. We have started and continued the Chisago County Cooperative Initiative, which continues to further and create cohesion amongst different governmental entities in Chisago County. In addition, we were extremely successful in acquiring \$50M in state bonding money to improve the safety of US Highway 8. And lastly, we have been deliberate and calculated in using the Federal ARPA funds to limit future tax increases, while continuing to be flexible in making Chisago County a desirable place to live, work, and play. 2023 has been a successful year, but I look forward to continuing our progress into 2024 and beyond.

On motion by Greene, seconded by Dunne, the Board moved to adjourn the meeting at 7:52 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 Request for Board Action

Meeting Date: January 2, 2024	Item Number: 14
Title of Item for Consideration: Applications for Abatements (reduction) of Property Taxes	
Action Requested by: Bridgitte Konrad, County Auditor/Treasurer	Department: Auditor/Treasurer
Previous Action on this Matter: From time to time the Board of Commissioners is asked to address individual Abatement requests.	
Background: The applications are for the abatement (reduction) of property tax for tax payable in 2021 and 2022. They are recommended by the Assessor's office and Auditor's office for approval. The reductions meet the County's policy for such actions. The following parcels are requesting abatement; - James Blahowski – 11.80016.00 Attachment(s): - Applications for Abatement (<i>available with Clerk of the Board</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the applications of abatement of taxes for the tax parcels. The suggested motion is as follows: <i>“Move to approve the applications of abatement of taxes for the following tax parcels; 11.80016.00.”</i>	
Implications of Action: By approving the application, the property owner will be paying the appropriate property tax. Budget/Financial Implications: Minimal impact on the County finances and budget. 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 _____

Chisago County Request for Board Action

Meeting Date: January 2, 2024	Item Number: 15
Title of Item for Consideration: 2024 Chisago County Fee Schedule	
Action Requested by: Board of Commissioners	Department: Administration/Clerk of the Board
Previous Action on this Matter: Every year, the Chisago County Board of Commissioners is asked to establish the	
Background: The proposed 2024 Chisago County Fee Schedule, includes fees for services provided by the County offices, departments, courts, and employees and is pursuant to Minnesota Statutes (MN 373.41). The proposed fee schedule is an official control for Chisago County and is kept in the Chisago County Auditor's Office. Attachment: - Draft Resolution Establishing the 2024 Chisago County Fee Schedule 2024 Chisago County Fee Schedule	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners moved to adopt the 2024 Chisago County 2024 Fee Schedule via the attached Resolution. The following motion is suggested: <i>“Move to adopt the 2024 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution”</i>	
Implications of Action: By adopting the attached Resolution, the Chisago County Board of Commissioners establishes the 2024 Chisago County Fee Schedule. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve _____	Deny _____
Other <u>CEB</u>	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**Chisago County Fee Schedule
January 1, 2023**

COUNTYWIDE FEES	FEE
Credit Card Payments eChecks	Note: A 2.5% (\$2.00 minimum) fee will be assessed when paying with credit/debit card or a \$1.50 fee will be assessed for eChecks up to \$10,000.

ASSESSOR	FEE
Not Applicable	Majority of our information is available online.

AUDITOR-TREASURER	FEE
Auctioneer License	\$20.00
Bond Certificate	\$200.00
Confession of Judgment - Setup Fee – 1st COJ - Setup Fee – 2nd COJ	\$100.00 per parcel \$200.00 per parcel
Deed Tax	Sale Price X 0.0033
Delinquent Tax Fee (1 st year)	\$25.00
Delinquent Tax Certification – Parcel Specific	\$10.00 per parcel
Delinquent Tax List	\$50.00
Elections - Candidate Filings - County - Soil & Water - Federal and State	\$50.00 \$20.00 Per State Statute
Elections – ~~Odd Year & Special Elections~~ All Non-State Elections - Cost of programing equipment, supplies and ballot printing - Cost of absentee voting administration	Actual Cost
Fireworks Permit	\$50.00
Gravel Tax Administrative Fee	5% of tax collected (MS 298.75, subd. 7b)
Gravel Tax – Late Penalty	\$5.00 per day beginning the 15 th day after the last day of each calendar quarter for the first 30 days; increases to \$10.00 per day thereafter (MS 298.75, subd. 5)
Green Acres Payback Calculation General – response withing 5 business days	\$50.00 per parcel

Chisago County Fee Schedule
January 2, 2024

- If property split is involved - Expedited fee if needed sooner than 5 business days	\$100.00 per parcel \$50.00 per parcel
License Renewal – Late Fee – All Licenses	\$100.00 per license
Liquor Licenses	
- Off-Sale 3.2% Malt Liquor** - On-Sale 3.2% Malt Liquor** - Off & On-Sale 3.2 Malt Liquor** - Off-Sale Intoxicating Liquor - On-Sale Intoxicating Liquor - Temporary 1-4 Day On-Sale Intoxicating Liquor - Wine - Wine & 3.2% Malt Liquor (Strong Beer) - Sunday Liquor ~~2 a.m. Liquor~~ ~~Consumption and Display~~ - New License Investigation Fee – In-State - New License Investigation Fee – Out of State	\$50.00 \$150.00 \$225.00 \$200.00 \$2,000.00 \$350.00 per event \$600.00 \$750.00 \$200.00 ~~State Fee~~ ~~County \$300.00; State \$250.00~~ \$200.00 - Actual Cost
** ½ of license fee is paid to township	
Mortgage Registration	Mortgage Amount X 0.0023
Non-Sufficient Funds	\$30.00
Notice of Expiration of Redemption Publication	\$100.00 per parcel
Precious Metal License	\$100.00
Research Archived Tax Records	\$30.00 per hour (1 hour minimum) + \$5.00 per parcel, per year
Special Assessment – Correction After Posting	\$50.00 per parcel
Tax Forfeit Notice and Advertising Fee	\$200.00 per parcel
Tax Forfeit Sale Fee	\$200.00 per parcel
Tax Forfeit Repurchase Fee	\$200.00 per parcel
Tobacco License	\$150.00

Commented [BK1]: Liquor License Fees will need a public hearing to increase

COUNTY ATTORNEY	FEE
Copy Charges (data requests and discovery to privately retained counsel)	\$.25 per page \$10 per CD

Commented [CS2]: No change for County Attorney discovery charges and data requests

COURT ADMINISTRATION	FEE

ENTERPRISE SERVICES	FEE
Any IT or GIS Work	\$75.00 / hour. Minimum billing 1 hour

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ENVIRONMENTAL SERVICES - PARKS	FEE
All Chisago County Parks / Trails	Freely available for individual public use on a first-come, first-served basis. May be reserved for large special events subject to approval by Park Director. Special Use Permit event rules/fees and other reservation; season pass; vendor; field use fees apply.
Special Use Permits Basic/Small Event Large Event *Event size and maintenance charge and deposit refunds as determined by the Parks Director	\$35 fee \$25/Hour Maintenance Charge \$300 fee & \$500 Refundable Deposit
Shelter Reservations Checkerboard Park Shelter #1 Dennis Frandsen Park Shelter #1 Fish Lake Park Shelter #1 – Near Playground Fish Lake Park Shelter #2 – Near Lake Ki-Chi-Saga Park Shelter #1 – Near Playground Ki-Chi-Saga Park Shelter #2 – Near Soccer Fields Kost Dam Park #1	\$35 Weekdays Excluding Holidays Weekends & Holidays: - \$60 Residents / Businesses - \$75 Non-Residents / Businesses
Campsite Reservations Ki-Chi-Saga Park Campsite #1 – South Center Lk. Ki-Chi-Saga Park Campsite #2 – Linn Lake	\$15 per day
Regional Trails Sunrise Prairie Regional Trail Swedish Immigrant Regional Trail	Freely available on a first-come, first-served basis. Organized events or reserved use requires a Special Use Permit - event rules/fees apply
Athletic Fields Ki-Chi-Saga Ball Fields (1-4) Ki-Chi-Saga Soccer Fields (1-4) Ki-Chi-Saga Lacrosse/Flag Football Fields (5-6)	\$10/Per Person-Per Season (Category 1-4) \$15/Per Person-Per Season (Category 5) Scheduling and availability pursuant to the Parks Director; Seasonal application, billing, and payment required.
Park Concessions	

Food Truck/Mobile Concession Agreements	\$35 per month in which the concessionaire is present and operating at the park
Ki-Chi-Saga Park Concessions Building	\$TBD
Fish Lake County Park - Parking	Memorial Day weekend thru Labor Day (Friday thru Sunday): - \$20 Season Pass -or- - \$3 daily parking
Checkerboard Park Dog Park	Freely available on a first-come, first-served basis with valid dog license. Organized events or reserved use requires a Special Use Permit - event rules/fees apply
Dennis Frandsen Park Disc Golf Course	Freely available on a first-come, first-served basis. Organized events or reserved use requires a Special Use Permit - event rules/fees apply
Mountain Bike Course – Ki-Chi-Saga Park	Available on a first-come, first-served basis. Organized events or reserved use requires a Special Use Permit - event rules/fees apply.
General Park Playgrounds - All Parks	Available on a first-come, first-served basis. Organized events or reserved use requires a Special Use Permit - event rules/fees apply.
Athletic Field Tournaments	\$300 fee & \$500 Refundable Deposit
Adopt-A-Trail Segments	\$250 per trail segment per Calendar year
Special Park Board Meeting	\$500 scheduled at the discretion of the Parks Director & Park Board Chair.

ENVIRONMENTAL SERVICES - SEPTIC	FEE
Commercial SSTS	\$406 Minimum Basic System Fee - plus billable \$58.98 hourly rate for enhanced plan review and investigation time

Residential SSTS - Compliance Inspection	\$250
Residential SSTS – Compliance Inspection Tank Only	\$135
Residential SSTS - Winter Compliance Inspection	\$300
Residential SSTS - New Home	\$406
Residential SSTS - New Residential 2+ Unit Community System	\$406 per unit
Residential SSTS – 1,500 gallon pgd	\$406 ** plus \$58.98 hourly rate for enhanced investigation time
Residential SSTS - Repair or Replacement of Entire System	\$406
Residential SSTS – Repair Tank Only with Pretreatment (Type 4 System)	\$203
Residential SSTS – Repair Convert to Holding Tank	\$203
Residential SSTS – Repair Sewer/Municipal Connection on different property identification number (PIDs)	\$99.25
Residential SSTS – Repair Sewer Connection on same property identification number (PID)	\$99.25
SSTS Design Change – Redesign (after permit approval)	\$58.98 per hour; minimum 1 hour charge
SSTS Design Change – Adjusted Site/Relocate	\$135 (per site visit with 1-hour review)
SSTS Expired - Permit Renewal (expiration period is 1 year from issue date)	\$203
Site Verification (requested prior to or without building permit application)	\$135
Operating Permit – Single Family Residential (pretreatment systems are for life of system)	\$25 per year
Operating Permit – Commercial up to 4,999 gpd	\$50 per year
Operating Permit Commercial 5,000 – 9,999 gpd	\$100 per year plus any associated billable county consultant/engineering fees
Land Application site $\leq$ 50 acres (5 year permit)	\$150
Land Application site > 50 acres (5 year permit)	\$250
Land Application site – permit renewal	\$50
Re-inspection per trip charge	\$58.98 per hour; minimum 1 hour charge
Special On-site meeting/consult review or appeal with designer, perc tester, or applicant	\$100

ENVIRONMENTAL SERVICES – SOLID WASTE	FEE
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Construction/Demolition Land Disposal Facility License	\$250
Haulers License	\$250; plus \$25 per registered municipal solid waste truck and \$5 per recycling truck
Industrial Solid Waste Land Disposal Facility Lic.	\$250
Recycling Facility License	\$250
Solid Waste land Disposal Facility License	\$250
Solid Waste Processing Facility License	\$250
Transfer Station License	\$250
Waste Tire Facility	\$250
Yard Waste/Composting Facility	\$250
Solid Waste / Recycle Hauler Bond	\$5,000 bond per garbage truck \$1,000 bond per roll-off truck \$0 bond per recycle truck
Problem Materials Facility (tires, appliances, e-waste)	\$25,000 bond per Recycling Facility TBD Other Facilities
Solid Waste License Investigation -greater than two site investigation inspections per license period	\$66.26 per additional site inspection/hour; minimum 1 hour charge
Commercial Solid Waste & Recycling Assessment -1 st site inspection/consultation -additional assessment, visits, or reports	\$0 \$66.26 per hour; minimum 1 hour charge
Business Household Hazardous Waste	Minimal Generators only, market rates apply, call for current market price list.

ENVIRONMENTAL SERVICES – SHORELAND	FEE
Grading & Filling Permit	\$125 (1 site visit/2 hours of review)
Shoreline Alteration	\$125 (1 site visit/2 hours of review)
Additional site visits or office work	\$66.26 per hour
“After the Fact” Alteration, Vegetation Removal, Grading and/or Filling Without Permit	\$500 administrative penalty plus double the application fee

ENVIRONMENTAL SERVICES – WETLANDS	FEE
Delineation Review: -with plat application less than 3 lots -with plat application of 3+ lots or other request (no specified land use request)	\$200 (up to 4 hours of review) \$200 if less than 1 acre (4 hours review) \$360 1-10 acres (up to 7 hours review) \$500 greater than 10 acres (10 hrs. review)

Exemption Determination	\$200 (up to 4 hours of review time)
No-Loss Determination	\$200 (up to 4 hours of review time)
Replacement Plan Review:	
-less than 1 acre	\$550
-1-10 acres	\$1,200
-greater than 10 acres	\$1,800
Banking Plan Development Application:	
-less than 10 acre	\$66.26/hour
-greater than 10 acres	\$1000 (up to 20 hours of review time)
Pond Permit (within wetland/wetland alteration)	\$200
Office and Field Work Beyond Scope of Standard Permit Review Time or Other wetland staff services	\$66.26 per hour
After the Fact Wetland Replacement Plan, Exemption or No-Loss Application/Permit	Double the application fee
Appeal of a Wetlands Conservation act Decision	Board of Appeals & Adjustment application/meeting fee plus hourly wetland staff services.
Site-specific Creation, Banking, or Restoration monitoring	\$500 per year commencing after submission of the final "as-builts" and concluding upon TEP certification (~ 3 years.)

ENVIRONMENTAL SERVICES – ZONING	FEE
Administrative Permits	
-General Land Use Permit (administrative permits not otherwise itemized below, other permit services as determined by the Zoning Administrator)	\$150
-Special event parking / camping	\$150 w/ \$25 annual renewal for same
-Sign Permit	\$75
-Public Project Gravel/Mining, Commercial Solar	\$525
-Lot Reconfiguration (property boundary adjustment)	\$250**
-Tie Together	\$150**
-Minor Subdivision	\$300**
-Minor Subdivision Groundtruthing/Site Area	\$125
-SSTS Administrative Variance	\$150**
-After the Fact Administrative Permits	Double the Application Fee
Variance Application Fee	\$600**
-After the Fact Variance Applications	
Resulting from Voluntary Compliance	\$900 (Application Fee x 1.5)
Resulting from Code Enforcement Efforts	\$1,200 (Application Fee x 2)
Zoning Decision Appeal Application	\$500**
Conditional and Interim Use Permit Applications and Amendments	
-Minor CUP / IUP (cabinet shop, air strip, dog kennel, commercial solar, rural retail tourism, major home	\$650**

occupation, local government building, church, other proposals of small scale as determined by Zoning Administrator) -Major CUP / IUP (5+ unit campground, mobile home park, commercial recreation area, gravel pit, communication tower, solid waste/refuse facility, pipelines transmission lines and associated towers, other projects of scale as determined by the Zoning Administrator) - IUP Extension / Renewal -After the Fact CUP/IUP Applications Resulting from Voluntary Compliance Resulting from Code Enforcement Efforts	\$1,025 plus \$TBD cash escrow deposit and renewing escrow agreement as determined by the Zoning Administrator for purposes of covering all county staff and third-party consultant costs \$650 \$975 (Application Fee x 1.5) \$1,300 (Application Fee x 2)
Zoning Text, Plan, and Map Changes -Rezoning Application -Zoning Text Amendment Application -Comprehensive Plan Amendment Application -Planned Unit Development /Amendment	\$650** \$650** \$650** \$650**
Platting & Subdivision Fees -Preliminary Plat 1-3 lots -Preliminary Plat greater than 3 lots -PUD/Cluster Development Plan -Preliminary Plat Compliance Fee (no roads) -Preliminary Plat Compliance Fee (w/roads) -Repeat groundtruthing and/or other site visits -Final Plat -Final Plat Recording Fee -Consent to Plat Fee -Park Dedication Fee	\$500** \$500, plus \$35 per lot** \$750, plus \$35 per lot** \$150 \$100 per lot \$66.26/hr. (1 hour minimum) \$500** \$56 as determined by County Recorder \$46 as determined by County Recorder \$1,600 per lot
Special Meetings -Planning Commission -Board of Adjustment and Appeals	\$1,000 plus land use application fee \$1,000 plus variance/appeal application fee
Zoning or Flood Plain Verification Letter/Map	\$50
Environmental Review (EAW/EIS/AUAR)	\$500 plus \$2500 escrow deposit and \$TBD renewing escrow agreement covering all county staff and third-party county consultant costs
Short Term Rental License Application	\$300 Annually; not prorated
<i>**Denotes Additional County Recorder Recording Fees</i>	

Note: \$66.26 hourly rate charges represent services above and beyond standard service allowance; rate determined from mid-grade (Grade 5) Land Services Coordinator scale plus 25% overhead cost.

ENVIRONMENTAL SERVICES – BUILDING CODE - Residential/Commercial Construction	FEE
Plan Review Fee	65% of Building Permit Fee
State Surcharge – applicable to all	Per MN Statute 326B.148 (0.0005 times the valuation up to \$1,000,000; for projects over \$1,000,000 see Statute)
Fee Schedule Extracted From 1997 UBC Fee Schedule and MN Rules 1300 / with adjusted minimum charge and hourly rate (Ref. Mn Statute 326B.153)	Fees based on building value as noted below:
\$1 to \$4000 (Minimum Building Permit Fee)	\$97.25 (formula adjusted within 1997 formula to cover representative base rate/rural travel cost...minimum permit cost)
\$4,001 to \$25,000	\$97.25 for the first \$4,000 plus \$14.00 for each additional \$1,000 up to \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000 or fraction thereof, to and including \$66,260,000
\$50,001 to \$100,000	\$643.75 for the first \$66,260,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof to \$66,260,000
\$500,001 to \$1,000,000	\$3,233.75 for the first \$66,260,000 plus \$4.75 for each additional \$1,000 or fraction thereof to \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000 or fraction thereof
Value Note: Building permit project value determination based on per sq. ft. measurement area multiplied at a percentage of the prior year (2023) International Code Council (ICC) per sq. ft. construction type valuation data as available and updated annually at the ESD Dept. Residential one and two-family construction classifications for 2024 will be valued at a maximum of 85% of the base 2023 Rate of \$167.37 per sq. ft. and adjusted according to construction type/scope and valuation by the ESD Dept. For 2024 construction Valuation Table information please consult the ESD Dept.	

Other Building Permit Fees:	
Plumbing (residential)	\$99.25 Minimum Value Based – see above
Mechanical (residential)	\$99.25 Minimum Value Based – see above
Residential Fixture or Appliance under MN Statutes 16B.665	\$99.25 Minimum Value Based – see above
Air Conditioning Installations	\$99.25 Minimum Value Based – see above
Furnace/Boiler Replacement	\$99.25 Minimum Value Based – see above
Doors (in existing openings)	\$99.25 Minimum Value Based – see above
Re-Roofing (residential)	\$99.25 Minimum Value Based – see above
Re-siding (residential)	\$99.25 Minimum Value Based – see above
Window Replacement (in existing openings)	\$99.25 Minimum Value Based – see above
Shed Installation (Pre-built)	\$99.25 Minimum Value Based – see above
New Gas Fireplace or Free-Standing Woodstove	\$128.25 Minimum Value Based – see above
Replace Fireplace or Woodstove	\$99.25 Minimum Value Based
Gas Piping	\$99.25 Minimum Value Based – see above
Commercial Structures (Plumbing, Mechanical, Roofing, etc.)	\$157.25 Minimum Value Based – see above
Sign	\$162.46
Demolition Single Family Residential	\$500 includes testing (asbestos) lab fees; plus refundable \$10,000 performance bond and/or payment deposit. \$58.98/per hour site assessment fee to determine if damaged/unsafe condition and ability to enter/test; plus separate \$250.00 demolition permit. *Note: Chisago City requires separate site assessment and demo permit/fees where applicable.
Demolition Single Family Residential – Fire Damaged, Unsafe to enter, or other compromised structure	
Demolition Commercial/Multi-Residential	

	\$66.260 plus materials (asbestos) testing reports/data required independently by the applicant; and refundable \$ 10,000 proposed performance bond and/or payment.
Asbestos / Lead Inspections – without Demolition Permit -general inspection of existing residence -Inspection associated with underpin or similar permitted project	\$135.36 plus materials testing lab fees \$58.98/ per hour plus materials testing lab fees
Inspection of Existing Structure/Home being relocated within or moved to Chisago County	\$58.98 per hour plus current mileage rate
Inspection Outside of Normal Business Hours	\$58.98 per hour (minimum charge 2 hours)
Re-Inspection Fee	\$58.98 per hour (minimum charge one hour)
Additional / Special Inspections for which no fee is specifically indicated	\$58.98 per hour (minimum charge one hour)
Additional plan review required by changes, additions, or revisions to plans as determined by the County Building Official	\$58.98 per hour (minimum charge one-half hour)
Use of outside consultants for plan checking and inspections, or both	\$58.98 per hour or Actual Plan Check and Inspection Costs as billed by consultant, whichever is greater.
Construction without a Permit Investigation / Red Tag Fee	\$58.98
<i>Note: \$58.98 hourly rate inspection charges represent services above and beyond standard inspection allowance; rate determined from mid-grade (Grade 5) Building Official scale plus 25% overhead cost.</i>	
Other General ESD Office Fees:	
Record Document Vault Search, Retrieval/Review Charge and/or other Non-Standardized Special Office Services	\$37.00 per hour (mid-grade office staff hourly rate plus 25% overhead)

HEALTH & HUMAN SERVICES	FEE
Legally Licensed Family Day Care	
Child Care Licensing Inspection Fee	\$50.00
Child Care Licensing Renewal Inspection Fee (2 year renewal)	\$100.00

Corporate Foster Homes or Community Residential Services (CRS) Settings	
Inspection Fee Initial Licensing	\$500
Inspection Fee Re-licensing (one or two year)	\$500
Out of Home Placements	Sliding Fee Schedule
Detox Services	Sliding Fee Schedule
Central Minnesota Mental Health Center	Sliding Fee Schedule

HUMAN RESOURCES	FEE

PROBATION	FEE
Intensive Supervision Fee (M.S. 169A.74)	\$550.00
Local Correction Fee (M.S. 244.18)	\$300.00
Administrative Monitoring Fee	\$150.00
JTO & JPO	\$25.00
Delinquency	\$50.00
EJJ	\$100.00
Domestic Abuse Investigation (M.S. 609.2244)	\$75.00
Pre Trial Fees (M.S. 244.18)	\$250.00
Driving with Care	\$200.00
Cognitive Skills Program	\$200.00
Random Testing Fee (M.S. 244.18)	\$75.00
UA Confirmation Fee	\$50.00

PUBLIC WORKS	FEE
Right of Way Permits	
Work Completed After-the-Fact/After-the-Fact Permit	Double the Permit Fee
Utility Permits	
Surety Bond	\$10,000.00
Service Off Mainline Utility	\$25.00
Mainline Utility Installation, Extension, or Upgrade under 0.5 miles	\$100.00
Mainline Utility Installation, Extension, or Upgrade over 0.5 miles	\$200.00
New Development Sewer and Water	\$300.00
Transportation Permits	
Annual Permit	\$200.00
Single Trip Permit	\$30.00
Access Permits	

Chisago County Fee Schedule
January 2, 2024

Street Entrance – Fee	\$1,200.00
Street Entrance – Surety Bond	\$10,000.00
Commercial Driveway – Fee	\$1,100.00
Commercial Driveway – Surety Bond	\$10,000.00
Solar Access Driveway	\$1,000.00
Solar Access – Surety Bond	\$10,000.00
Private Driveway – Fee	\$200.00
Private Driveway – Surety Bond	\$1,000.00
Field Entrance – Fee	\$100.00
Field Entrance – Surety Bond	\$450.00
Additional Access Inspection	\$50.00
Miscellaneous Permits	
Excavation/Grading	\$200.00
Drainage/Tiling	\$200.00
Obstruction/Structure	\$100.00
Other/Development-Related	Consult Department
County Public Ditch Permits	
Permit Fee	\$100.00
Special Road Use Permits	
Permit Fee	\$50.00
Specific Service Sign	\$500.00 per new sign or replacement
Mailbox Support – Swing Away	\$150.00
County Surveyor Fees	
Hardcopy Prints 22” x 34” or Digital Copy	
Subdivision Plats, CIC Plats and Registered Land Surveys	\$10.00 per Plat
County Right-of-Way Plats	\$5.00 per Page
Half Section Parcel Map	\$10.00 per Half Section
Hardcopy Prints 22” x 34”	
Aerial Photo	\$15.00 per Half Section
Overlay-Aerial Photo with Parcel Lines	\$20.00 per Half Section
Overlay-Parcel Lines with Contours	\$25.00 per Half Section
Overlay-Aerial Photo, Contours and Parcel Lines	\$30.00 per Half Section
Overlay-Parcel Lines, Contours and Planimetric Features	\$30.00 per Half Section
Hardcopy Prints 11” x 17” or Smaller	
Aerial Photo	\$5.00
Overlay-Aerial Photo with Parcel Lines	\$10.00
Overlay-Parcel Lines with Contours	\$10.00

Chisago County Fee Schedule
January 2, 2024

Overlay-Aerial Photo, Contours and Parcel Lines	\$17.00
Overlay-Parcel Lines, Contours and Planimetric Features	\$17.00
Data Pricing for Orthometric Photographs	
5000' x 5000' Tile	\$200.00
Data Pricing in Digital Form	
1' Contours, Planimetric Features and/or Orthometric Photos	\$20.00 per Acre

RECORDER	FEE
Copy attested	\$2.00 per document
Copy certified – Plat	\$15.00
Copy certified	\$10.00
Copy plain	\$1.00
Copy plain – plat	\$10.00
Fax/mail/email fee	\$5.00
General Torrens	\$20.00 per additional certificate that a document is memorialized on
Land Records reports	\$25.00
Lien-Hospital	\$5.00
Notary filing	\$20.00
Notary – verify/certify commission	\$25.00
Ordination	\$20.00
Birth certificate	\$26.00
Birth certificate additional	\$19.00
Birth certificate non certified	\$13.00
Birth verification	\$9.00
Death certificate non certified	\$13.00
Death certificate amendment	\$40.00
Death certificate	\$13.00
Death certificate additional	\$6.00
Marriage certificate certified	\$9.00
Marriage license amendment	\$25.00
Marriage license felony	\$25.00
Marriage no record found	\$9.00
Marriage license fee	\$115.00
Marriage license reduced fee	\$40.00
Marriage license lost/destroyed	\$25.00
Marriage ~~license~~ certificate non certified	\$9.00
Marriage ceremony performed by Recorder	\$50.00
Search	\$20.00
Vital Record Report	\$15.00

Abstract document recording	\$46.00 plus \$10 for each additional reference number over 4 on satisfactions
Abstract plat recording	\$56.00
Torrens plat recording	\$56.00 plus \$40 for each additional certificate of title created and \$20 for each additional certificate memorialized
Torrens document recording	\$46.00 plus \$40 for each additional certificate of title created and \$20 for each additional certificate memorialized
Well certificate	\$50.00
Condition of certificate	\$50.00
Release mobile home tax lien recording	\$30.00
Release state tax lien recording	\$30.00
Federal tax lien recording	\$46.00
State tax lien recording	\$0
Mobile home tax lien recording	\$0
Military discharge recording	\$0 for veteran
Refile federal tax lien	\$46.00
Refile state tax lien	\$0
Withdraw federal tax lien recording	\$46.00
Withdraw state tax lien recording	\$0
LandShark set up fee	\$50.00
250 page monthly fee	\$50.00 any pages not used at the end of the month are lost
500 page monthly fee	\$100.00 any pages not used at the end of the month are lost
1,000 page monthly fee	\$200.00 any pages not used at the end of the month are lost
1,500 page monthly fee	\$300.00 any pages not used at the end of the month are lost
2,000 page monthly fee	\$400.00 any pages not used at the end of the month are lost
50 addition pages at the end of the month	\$10.00 any pages not used at the end of the month are lost
One time LandShark user fee	~~\$5.00~~ \$7.00
Per page viewed and/or printed	25 cents
Credit card company charges additional fees for the use of a credit or debit card.	

CHISAGO COUNTY SHERIFF'S OFFICE	FEE
Contract Police Protection	\$69.17
Special Duty Pay	\$90.35
Service Fee per Person	\$60.00

Chisago County Fee Schedule
January 2, 2024

Commission on Executions	5%
Posting of Sales	\$70.00
Mortgage Foreclosure Sales	\$70.00
Sheriff's Sales	\$80.00
Redemptions	\$250.00
Evictions	\$92.00
Advance Fees for Paper Service	Single \$60.00 Double \$70.00
Fingerprints	\$10.00
Photos	\$1.00
CD/DVD of Audio/Photos/Records	\$20.00
Transcript of 911 call/Non-emergency call	\$20.00/Hour
Gun Permit to Carry	\$80.00/New \$50.00/Renewal \$60.00/ Late Renewal \$10.00/Change of Address
Records Under 19 Pages	\$0.00
Records 20-39 Pages	\$5.00
Records 40-59 Pages	\$10.00
Records 60-79 Pages	\$15.00
Records 80-99 Pages	\$20.00
Records 100+ Pages	\$25.00 + \$20/Hour
Booking Fee	
Pay for Stay	
Phone Cards	Set by Vendor
Copies - Jail	\$.25/page
Inmate Handbook Damage	\$5.00
Inmate Identification Replacement	\$5.00
Haircut Fee:	\$5.00
Tote Damage or Replacement Fee:	\$5.00
Huber Fees:	
Sentence in Chisago County	\$30.00
Chisago County Residence sentenced in another county	\$45.00
Non-resident sentenced in another county	\$55.00
Inmate Medical Fees	
Nurse visit	\$5.00
PRN Medication per dose	\$.25
Inmate Housing (From other Counties)	\$65.00
Discipline - Replacing Damaged Jail Property	cost of item

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 16
Title of Item for Consideration: Professional/Technical Services Contract for Special Assistant County Attorney	
Action Requested by: County Attorney Janet Reiter	Department: County Attorney
Previous Action on this Matter: As part of the 2024 Budget the County Board approved an additional Assistant County Attorney position within the County Attorney's Office. Staff movement within the Office (from the Civil Team to the Criminal Team) created an opening in the Civil Team within the County Attorney's Office. Filling the position has proven difficult. There continues to be a backlog of criminal cases within the County Attorney's Office.	
Background: The County Attorney's Office continues to see backlogs in the number of cases to be reviewed, charged, and prosecuted. The Office requires additional resources to meet the expectations of victims, law enforcement and our community. The challenges related to the complexity of the work, the increase in time and resources to review and prepare the evidence, and the expertise to prosecute the cases has proven to be an increasingly heavy burden. The County Attorney's Office requests approval to retain a Special Assistant County Attorney under a Professional/Technical Services Agreement for a limited 180-day commitment. The candidate filling the contracted position of Special Assistant County Attorney would serve as an independent contractor, not as an employee of the County. The contracted position would provide flexibility and mobility within the Office to meet the ever-changing needs.	
Attachments: • Professional/Technical Services Agreement • Position Description	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve to authorize the Professional/Technical Services Agreement with the identified candidate for Special Assistant County Attorney. The suggested motion is as follows: <i>“Move to approve and authorize the Professional/Technical Services Agreement for Special Assistant Chisago County Attorney as an independent contractor, for an employee for a period of 180 days January 2, 2024 through June 30, 2024, with specified ‘not-to-exceed’ terms.”</i>	
Implications of Action: An affirmative action by the Board of Commissioners will all the contract to be executed to meet the needs of the County Attorney's Office and meet the needs of the community. Budget/Financial Implications: A full-time position was budgeted in the 2024 Budget. This approach will allow for savings. Legal/Policy Implications: The County Attorney has reviewed the proposed Agreement. The agreement complies with state and federal requirements.	

<i>Administrator's Recommendation</i>			
Approve <u>CEB</u>	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____



COUNTY OF CHISAGO

Chisago County Government Center
313 North Main Street, Room 174
CENTER CITY, MN 55012-9663

Phones:
651-213-8866
TOLL FREE: 1-888-234-1246

POSITION DESCRIPTION

ASSISTANT COUNTY ATTORNEY I **CRIMINAL and/or CIVIL DIVISION**

POSITION TITLE: **ASSISTANT COUNTY ATTORNEY I**

DEPARTMENT: **ATTORNEY**

POSITION STATUS: **CONTRACT**
MAY REQUIRE EVENINGS AND/OR OFF-HOURS WORK

REPORTS TO: **COUNTY ATTORNEY**

JOB LOCATION: **CHISAGO COUNTY GOVERNMENT CENTER, CENTER CITY, MN**

Posted: Posting Closes:
Salary: Depends upon Qualifications

POSITION OBJECTIVE:

Administers and enforces the laws of the State of Minnesota and its political subdivisions. The attorney in this position may be assigned to either a criminal caseload or a civil caseload. If assigned to the criminal division the attorney will prosecute all levels of crime committed in Chisago County, including misdemeanor, gross misdemeanor and felony matters, as well as traffic and other petty misdemeanor offenses. In the civil division, the attorney may be responsible for representing the interests of Chisago County in matters in which the county may be involved, including but not limited to child protection (CHIPS and Permanency) as well as child support enforcement, adult protection matters, licensing appeals, tax appeals, contracts, and condemnation actions.

The attorney will possess a working knowledge of the law and will exercise significant independent judgment to reach just and equitable outcomes, while upholding the laws and Constitutions of the State of Minnesota and United States of America. The attorney will be expected to manage a full case load by reviewing reports for charging; drafting complaints and other legal documents; performing legal research; and appearing in court or at administrative hearings. The attorney will appear in court on behalf of the State at preliminary hearings, jury and/or court trials and other contested hearings.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school with a Juris Doctor degree and admission to the Bar of the State of Minnesota; plus one to three years' experience as a practicing attorney, preferably in the public sector and/or as a prosecutor.

SUPERVISION RECEIVED:

The attorney is under general supervision of the County Attorney. The attorney is assigned criminal or civil cases and court assignments commensurate with experience and abilities. Completed assignments, work product and other skills are reviewed by the County Attorney and Asst. County Attorney II. Regular consultation with the County Attorney and other staff members provides for regular direction and feedback in carrying out assigned duties and tasks.

SUPERVISION EXERCISED:

This attorney will not provide direct supervision to other staff. However, the attorney will be expected to provide legal direction to other county personnel, including but not limited to legal assistants within the County Attorney's Office, law enforcement, human services, probation, zoning or other county departments. The attorney will work cooperatively with support staff and Victim/Witness staff to carryout assignments and position objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following constitute an illustrative (though not all-inclusive) list of essential duties performed by an attorney successfully filling this position:

1. Applies Minnesota law and local ordinances to specified facts after reviewing and analyzing information from a variety of sources. Determines appropriate course of action based on this review and drafts the appropriate complaints, petitions, and/or pleadings.
2. Provides legal advice and direction to law enforcement officers, probation officers, social workers, and county departments regarding legal options and/or course of action. Directs further investigation when necessary.
3. Appears in court at all stages of proceedings and effectively provides information and/or makes legal arguments to the court or presiding officer relating to bail recommendations and/or conditions of release, plea agreements, sentencing recommendations, probation violations or other remedies in civil matters.
4. Prepares for and represents the State in contested criminal matters, court trials, and jury trials before the District Court. Represents the county in civil matters. Tasks include interviewing and preparing witnesses for testimony (including law enforcement, victims, lay witnesses and expert witnesses), making legal arguments, addressing legal issues with defense, the court and law enforcement, drafting written communication, such as letters, motions, and briefs.
5. Generally analyzes and interprets legislation, case law and other relevant literature in order to maintain accurate, current information on legal developments and changes that may affect current caseload.
6. Confers with other experts in the field of forensic medicine, scientific analysis of evidence, psychologists, engineers, surveyors and appraisers as may be applicable for individual cases. Analyze information in relation to established office policy, ethical considerations and standards, limited resources and the social, moral and legal objectives to be obtained.
7. Provides direction to support staff.

8. Develops and implements training for various departments, agencies, community group and organizations which rely on the County Attorney's Office for legal direction.
9. May draft proposed changes to ordinances, and administrative procedures to resolve impact or enforcement issues.
10. Prepares legal briefs for filing with the Minnesota Court of Appeals and the Minnesota Supreme Court. Presents and argues cases before the Minnesota Court of Appeals and Minnesota Supreme Court.
10. Performs related duties as required or assigned.
11. May, upon special request, draft proposed legislation and respond to inquiries in relation to proposed legislation.
12. Works cooperatively with agencies outside of the County system; e.g., School Districts, local youth-serving agencies, women's advocacy programs, etc.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. Graduation from an accredited law school with a Juris Doctor degree and admission to the Bar of the State of Minnesota
 - b. One to three years' experience as a practicing attorney, preferably as a prosecutor or in other areas related to criminal law or the public sector. (Other related experience may be considered in lieu of length of time as practicing attorney if directly related to criminal prosecution or the criminal justice system in Minnesota.)
2. Special Requirements:
 - a. A license to practice law in the State of Minnesota
 - b. Member in good standing of the State Bar Association
 - c. Admission to practice in federal bar, desirable
3. Knowledge, skills and abilities:
 - a. Considerable knowledge of Minnesota laws (both statutes and case law); Rules of Procedure; Rules of Evidence.
 - b. Demonstrated ability to utilize independent judgment in analyzing facts and applicable law.
 - c. Strong oral communication skills.
 - d. Strong legal writing skills.
 - e. Ability to present and argue cases in court, demonstrating the skills of persuasion and having the ability to address unanticipated situations/arguments as they may arise.
 - f. Ability to simultaneously manage multiple tasks, with reasonable organizational skills and ability to prioritize in light of over-all objectives.
 - g. Ability to work well with co-workers, personnel from other departments, and support staff.

TOOLS AND EQUIPMENT USED:

Requires use of computer for word-processing, computer-aided legal research, and case management purposes; telephone; photo-copy machine; facsimile machine; and, on occasion, use of dictation equipment and audio-visual equipment, primarily for trial preparation and training presentations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assigned tasks are generally carried out while seated at a desk or counsel table. May be occasional periods of prolonged standing at public hearings, meetings and speaking engagements.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision associated with reading and work on a personal computer, as well as the ability to adjust focus to further distances related to presenting information in the court room.

The employee is frequently required to work under various degrees of pressure caused by time limitations and simultaneously carrying out multiple tasks.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work in a general office environment where much of the employee's work will take place at a desk, or other office accommodations. Considerable amount of work is conducted in a courtroom setting, either seated at a counsel table or standing/walking in a generally flat, carpeted area.

Occasional trips to view county property or crime scenes expose the employee to physical hazards such as unsafe buildings, dump sites, rough terrain, dangerous dogs or angry people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position may involve a considerable amount of stress which comes from working with a large and varied group of people, a large variety of responsibilities, consistent interruptions and time limitations. The manner in which an assistant county attorney performs his or her job affects people's lives directly in terms of jail time, fines, financial obligations, children's safety, victim's concerns for "justice" and criminal records. Depending on the results of any given case, a child may be placed in danger, a sex abuser may go free, a drug dealer may go free, a family may not get child support, etc. At times the employee may be asked to be available to law enforcement, co-workers or other departments on an on-call basis (24/7).

Trial practice requires unique expenditures of mental and physical effort. The employee is expected to dedicate adequate amounts of time and effort to prepare and present witnesses and physical evidence in court before a judge or jury. Extended trials require long days of consistent, high-level execution. At times this requires extensive work outside the regular, prescribed work day.

The noise level in the work environment is usually moderate to quiet.

On relatively rare occasions, the employee may be exposed to hostile, threatening, and potentially violent individuals.

GENERAL STATEMENT:

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 check and psychological testing. Job related testing 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 and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYMENT CATEGORY:

Grade:	21
Points:	504
Salary Range:	
Effective Date:	10-29-85
Revision History:	5-22-95
	3-18-99
	9-6-99
	6-11-07
	6-28-13
	10-02-18
	01-12-22
	04-14-23

**PROFESSIONAL/TECHNICAL SERVICES CONTRACT between
JESSICA VILLELLA AND CHISAGO COUNTY**

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago by and through THE CHISAGO COUNTY ATTORNEY'S OFFICE, 313 North Main, Center City, MN 55102 (hereinafter County), and **JESSICA VILLELLA**, 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 work as an attorney, specifically as a special assistant Chisago County Attorney; 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 January 2, 2024, **or on the date the final required signature is obtained by County**, and shall remain in effect until June 30, 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.** The PARTIES will:

A. COUNTY DUTIES:

1. The County and Lead Assistant County Attorneys will provide direct supervision and direct assistance to the special assistant county attorney.
2. The County will meet with the attorney or as needed to assign work and to support the attorney in carrying out the assigned duties.
3. The County will provide the CONTRACTOR with necessary equipment and materials essential to perform the work, including a workspace, reference materials and research account.
4. The County will make available reasonable Continuing Legal Education (CLE) opportunities through the Minnesota County Attorney's Association (MCAA) at the County's expense.

B. CONTRACTOR DUTIES:

The CONTRACTOR's duties are as set forth in the "Position Description" which is attached and incorporated herein as if set forth here in its entirety.

The CONTRACTOR will be responsible for maintaining their attorney licensure.

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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: Fifty-Five dollars per hour [\$55.00/hour]
2. The **total obligation** of County for all compensation and reimbursement to the CONTRACTOR shall not exceed FIFTY-SEVEN THOUSAND TWO HUNDRED DOLLARS AND NO CENTS [\$57,200.00] for the 180-day Contractual period.
3. Any Out-of-Pocket expenditures of the CONTRACTOR will be at the CONTRACTOR's own expense, unless prior authorization is obtained.
4. The CONTRACTOR will be responsible for all travel costs associated with performing the work associated with this contract; mileage for travel to and from the work site will not be compensated.

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.
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:	Janet Reiter, County Attorney (or their designee)
Address:	313 North Main Street, Center City, MN 55012
Telephone:	(651)213-8400
E-Mail:	attorney@Chisagocountymn.gov
Fax:	(651)213-8401

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

Name:	Jessica Villella
Address:	[available at the County]
Telephone:	[available at the County]
E-Mail:	[available 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.
 - C. Notice of Cancellation, termination, or material modification shall be provided 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. The Contract will be liable for obtaining/maintaining health insurance as required by the Internal Revenue Service.
 - B. The Contractor may wish to obtain Professional Liability Insurance at their own discretion. The prosecutorial work of the attorney is subject to prosecutorial immunity per *Hyland v. State*, 509 N.W.2d 561 (Minn. Ct. Appl 1993).
 - C. *Auto Insurance.* Contractor shall maintain auto liability coverage and said insurance is required when traveling to or from any County-assigned work governed by this Contract.

- 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.

- 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 and 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: Jessica Villella

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

Signed:
Title:
Date:

**2. COUNTY OF CHISAGO:
APPROVED**

Signed:
Title: Chair, County Board
Date:

Certified:

Signed:
Title: Clerk to the Board
Date:

Signed:
Title:
Date:

Reviewed as to Form:

Signed: 
Title: Chisago County Attorney
Date: 12/26/2023

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 17
Title of Item for Consideration: Equipment Expenditure Request-2024 CIP-3/4 Ton Truck Replacement	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning
Previous Action on this Matter: The approved 2024 Capital Improvement Plan identified up to \$60,000 for replacement of the 2008 Chevrolet 2500.	
Background: Pursuant to County Purchasing Policy the attached government fleet state contract pricing proposal for a 2024 GMC Silverado 3500 4x4 work truck and Tipper Box is presented for approval. Attachment(s): - December 19, 2023, North Country GM, Gov't Fleet Quote Worksheet - December 19, 2023, Crysteel, 9'6" E-Series Mild Steel Tipper, State Cooperative Pricing	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board affirmatively consider the purchase of a new 2024 GMC Silverado 3500 4x4 Gov't Fleet purchase and a Tipper 3500. The suggested motion to approve this action is as follows: <i>"Move to approve the December 19, 2023, County Parks 2024 GMC Silverado 3500 4x4 at a cost of \$43,275.00 and 3500 Tipper Box at a cost of \$17,148.00 under Cooperative purchase price from the State of Minnesota not to exceed \$60,423 as presented."</i>	
Implications of Action: Recommended Board action results in the replacement of the 2008 ¾ ton parks truck. Budget/Financial Implications: The proposal is presented at a cost of \$60,423.00 plus \$3183.59 for Sales Tax, License Title & Reg, and Transit Tax sourced from previously approved Capital Improvement Plan budget item (ENVS-0123). The remaining unallocated total amount of \$3606.59 will be allocated from either the 2024 Parks Operations Budget and/or future cost savings from Environmental Services-Parks Division 2024 CIP. Legal/Policy Implications: The proposal was solicited and obtained in accordance the Chisago County Purchasing Policy.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

QUOTATION		NORTH COUNTRY GM			
CONTRACT # 188747		1502 E HOWARD ST HIBBING, MN 55746 218-263-7578		BOB O'HARA 218-349-8955 rwohara01@aol.com	
EST DELIVERY TIME 90 - 120 ARO		218-263-7576			
		GCC4			
BASE MODEL	2024 GMC SILVERADO 3500 4x4 REG CAB CHASSIS CAB 60" CA GVW 14,000 LBS.	TK31003		\$	42,769.00
3,748.60	LT TRIM UPGRADE	3LT			-
ADDED OPTIONS	6.6L V8	L8T	x		STD
	10 SPEED AUTO	MYD	x		STD
	3.73:1 AXLE RATIO	GT4	x		STD
	AIR CONDITIONING FRT		x		STD
8,703.20	Engine, Duramax 6.6L Turbo-Diesel V8 B20-Diesel compatible, (445 hp [332 kW] @ 2800 rpm, 910 lb-ft of torque [1220 Nm] @ 1600 rpm)	LP5			-
N/C	Transmission, Allison 10-speed automatic	MGM			-
N/C	Transmission, Allison 10-speed automatic with integrated Power Take-Off (PTO) (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Included and only available with (PTO) Power Take-Off.)	MGU			-
875.60	Power Take-Off (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine and (K34) Cruise Control.	PTO			-
1,100.00	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (K34) Cruise Control and (DBG) power trailer mirrors with heated upper glass and manual extending/folding, (AXG) power windows, express up/down driver, (AED) power windows, express down passenger and (AU3) power door locks	ZLQ			-
176.00	LT235/80R-17E ALL TERRAIN	QZT			-
242.00	BRAKE CONTROLLER	JL1	X		\$242.00

264.00	Snow Plow Prep Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Not available with (F60) Heavy Duty Front Spring Package.)	VYU	X	\$264.00
220.00	DPF, diesel particulate filter, manual regeneration customer regeneration will not be allowed until the DPF load percentage has reached 100% full	FPF		-
699.00	BLACK ASSIST STEPS	RVQ		-
118.80	AUX BATTERY (std w/diesel)	K4B		-
176.00	DASH SWITCH AUTO TRAC 4X4	NQH		-
STD	Chrome Front Bumper	V46		-
N/C	VINYL FLOORING	BG9	X	N/C
132.00	120 VOLT OUTLET IN CAB AND BOX	KJ4		-
132.00	UPFITTER SWITCHED (kit shipped loose, req additional upfitter wiring)	9L7		-
165.00	Upfitter Switch install Completed	DLR2		-
				-
275.00	ADDITIONAL KEY/FOB COMB EA	0		\$ -
EXT COLOR	SILVER	GAZ		STD
INT TRIM COLOR	VINYL SEAT TRIM	H2G		STD
	CLOTH SEAT TRIM	H1T	x	N/C
	TOTAL			\$ 43,275.00
2,964.34	6.85% SALES TAX			-
199.25	LICENCE TITLE & REG			-
20.00	TRANSIT TAX			-
	TOTAL per UNIT			\$ 43,275.00
	QTY	1		\$ 43,275.00

purchase order number

contact

customer



1130 73rd Avenue NE
 Fridley, MN 55432
 (763) 571-1902
 1-800-795-1902
 Fax # (763) 571-5091

Highway 60 East
 Lake Crystal, MN 56055
 (507) 726-6041
 1-800-722-0588
 Fax # (507) 726-2984

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 12/19/2023

Company: Chisago County

Contact: Tony Nielsen

Phone# 651-213-8752

Email: Tony.nielsen@chisagocountymn.gov

Reference: Tipper 3500

Address: 313 N. Main St.

City: Center City

State: MN

Dealer	Chassis Estimated Delivery		
Truck Make	Chevy	CA or CT	60
Model Year	Transmission		
Truck Model	3500	Cab Color	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO: 224099

RELEASE NO: T-765(5)

CONTRACT PERIOD:

EXTENSION OPTION: Up to 51 months

1-UNIT

STATE COOPERATIVE PRICING

QTY

			Price Each	Extended
	5.0 Body			
1	5.1 9'6" Crysteel E-Series Mild Steel Specifications: Dodge Application 40" front, 60" cab to Axle 9' 6" long x 96" wide OD x 87" wide ID Side height: 14" Tailgate height: 20" Quick drop tailgate, Fold down sides Fold Down Side Stops Dirt shedding top rail and corner post 1/4 cab shield w/ Tapered Window, 7 gauge Floor 10 gauge front and rear, 12 gauge sides A1011 Painted one fleet color (no base coat/clear coat) Under coating included		\$7,946.00	\$7,946.00
1	5.2 C96-Crysteel hoist LB500		\$2,432.00	\$2,432.00
1	5.3 C96-Crysteel Electric / Hydraulic Double acting Power Unit w/ In Cab		\$554.00	\$554.00
1	5.4 C96-Installation of dump body		\$808.00	\$808.00
1	5.5 C96-Installation of hoist		\$707.00	\$707.00
1	5.6 C96-Power unit Mounted Outside Frame Rails IF Standard Mount (between frame rails) is not an option		\$303.00	\$303.00
1	5.16 C96-For boxed top rails		\$278.00	\$278.00
1	NCI Shop Supplies		\$500.00	\$500.00
	6.0 Hitches			
1	6.1 Custom Pull Plate 5/8" complete including: - 5/8" steel plate		\$794.00	\$794.00

		- All Gussets - Safety "D" Rings - Round Tube Bumper - 7 Way Plug		
1	6.2	Installation of custom hitch	\$606.00	\$606.00
1	6.5	Electronic back up alarm 560-STA20502-G	\$93.00	\$93.00
1	6.1	For 8 Ton Pintle Ball Combo hitch 2' Ball (BH82000)	\$122.00	\$122.00
<u>8.0 Accessories</u>				
1	8.9	Repositions Camera Eye Only If truck has camera	\$300.00	\$300.00
1	8.43	For Poly Fenders 19.5 985-10001769	\$1,007.00	\$1,007.00
<u>8.0 Toolboxes/Backpacks</u>				
1	8.1	Installation of Storage box	\$367.00	\$367.00
1	8.3	18 x 18 x 30 Treadbrite Aluminum Toolbox P/N 1705103	\$331.00	\$331.00

Total Package Price

\$17,148.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

**NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

***ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Fridley
Contact Person:	Mike Uecker
Street Address:	1130 73rd Ave NE
City, State, Zip:	Fridley, MN 55432
Phone #:	(763) 957-0771
Toll Free #:	(800) 795-1280
Fax #:	(763) 571-5091
Email Address:	muecker@crysteeltruck.com

OPTIONS -- The below options are NOT included in the above package pricing

<u>5.0 Body OPTIONS</u>				
1	NCI	UP CHARGE TO GO STAINLESS STEEL TIPPER	\$4,730.00	\$4,730.00

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 18
Title of Item for Consideration: Mountain Bike Course – Ki Chi Saga Park Project, Partial Payment to Pathfinder Trail Building LLC – ARPA	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Parks
Previous Action on this Matter: Staff solicited competitive quotes for the construction of the ARPA-0240 Chisago County Mountain Bike Course at Ki Chi Saga County Park. Pathfinder Trail Building submitted competitive and acceptable building quotes and trail layout options. In accordance with said policy and the previously designated ARPA-0240 ENVS funding allocation, staff recommend proceeding with Pathfinder Trail Building, LLC. The construction project was approved and awarded to Pathfinder Trail Building LLC on April 19, 2023, for a quoted package up to \$184,264.85 and authorized staff to direct planning and completion of ARPA-0240 Project at Ki Chi Saga County Park.	
Background: Construction of Chisago County Singletrack Mountain Bike Course at Ki-Chi Saga Park began on November 13, 2023 and is progressing in a successful manner. The project will conclude for the season on December 28, 2023, and construction operations will commence spring of 2024. Project scheduled completion date is July 1, 2024. Staff requests authorization and approval to process and pay (contractor invoice #00033 to Pathfinder Trail Building LLC) as attached. Attachments: • Pathfinder Invoice #00033-12/27/2023	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the first payment of Pathfinder Trail Building invoice #00033. The following motion is suggested: “Move to approve payment for Chisago County Mountain Bike Construction Services Invoice #00033 order request from Pathfinder Trail Building LLC.”	
Implications of Action: Immediate project construction payment will be issued. Budget/Financial Implications: The project construction costs are funded thru ARPA-0240-ENVS funds that are dedicated to this project. Legal/Policy Implications: This partial payment construction services payment is in accordance with the established development contract.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:

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

for assets \$3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits

135

INVOICE

Pathfinder Trail Building LLC

Lead, Never Follow

219 Indian Trail S
Afton MN 55001
507-226-3799
buck@pathfindertrailbuilding.com

INVOICE # 00033
DATE: 12/27/2023

TO Joseph Tart

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Adam Buck	Ki Chi Saga Park Project	On Receipt	On Receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
247.19	Crew Rate - (Up to Dec. 27 th , 2023.	\$353.62 per hr	\$87,411.33
40	Trail Design and Flagging	105 per hour	\$4,200.00

SUBTOTAL	
SALES TAX	-----
TOTAL	\$91,611.33

THANK YOU FOR YOUR BUSINESS!

Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 19
Title of Item for Consideration: Quote from CleanHarbors – Pump out, Dispose of the contaminated motor oil contents, and Decontaminate the tank	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services/Zoning – Solid Waste/HHW
Previous Action on this Matter: None.	
Background: The HHW facility used oil collection tank (1,000-gallon tank) routinely gets filled to capacity as part of the free drop-off collection services of the North Branch HHW facility. For the first time in facility history, routine collection services testing of the tank has identified PCB levels above what can be recycled/reclaimed without specific and expensive remediation. Oil collection is a core high volume collection and resident participation activity which staff will continue to facilitate; however, this contamination issue will be costly to remediate with estimates of \$30,000+ expected. Department staff are working with the Auditor and Administration Dept. to review the incident and pursue the best solid waste budget adjustment and/or funding source to cover this unfortunate anomaly. Polychlorinated Biphenyls are a group of man-made chemicals manufactured in the U.S. from approximately 1930-1970. Their non-flammability and stability made them perfect for electrical insulation, and they were widely used until their adverse health effects became apparent. They were widely used in industrial processes and are not a home-use chemical. The contamination most likely came in from an old property clean-up and the person dropping off assumed it was old motor oil. PCB contamination is rare on the state level but does happen periodically. The oil at the HHW is safely contained, there are no health concerns from this incident, and the PCBs will be properly managed. Staff will make some changes to oil collection going forward to try and minimize possibility of this happening again. The Department sought 4-quotes from State Contract hazmat clean-up companies, and received three proposals offering various combination of services, the lowest and the turn-key proposal came from CleanHarbors at \$26,471.00. Attachment(s): • Clean-out matrix table with all quotes • CleanHarbors Quote #4490881 • Independent Test Results showing PCB contamination of	
Action Requested / Recommended: It is respectfully requested that the Chisago County Board affirmatively consider approving the Quote to clean-out the used motor oil tank at the Household Hazardous Waste Facility and dispose of the pumped out contaminated contents. The suggested motion to approve this action is as follows: <i>“Move to approve Quote #4490881 submitted by CleanHarbors to pump-out, clean-out the used motor oil tank, and dispose of the PCB contaminated used motor oil contents, at the HHW.”</i>	
Implications of Action: This authorization will allow the HHW staff to proceed with the clean-out and remediation of used oil tank and will allow the Facility to be fully operational. Budget/Financial Implications: The PCB contaminated oil disposal part of the quote (Task #2 at \$16,015) will come out of the 2024 HHW Disposal Cost budget line item 14-392-6277 which was budgeted at \$120,000. The Clean-Up portion of the quote (Task 1 at \$10,456) will come out of the	

2024 HHW Miscellaneous Expenses 14-392-6802 which contained \$281,000 carry-over from 2023 for building improvements.

Legal/Policy Implications: The Minnesota Pollution Control Agency has been consulted, and the clean-up and disposal is using State Contract vendors. The ultimate disposal of the PCB contaminated oil and wash will comply with all local, State and Federal regulations.

Future Considerations: The program will evaluate used oil collections going forward and put in place Best Management Practices to minimize chances of this type of incident happening in the future.

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____

HHW Tank Cleanout:						
Participants:	Pace	Veolia	OSI	Bay West	Safety Kleen	West Central
Contacts:	leah.berry@pacelabs.com	aaron.uecker@veolia.com	aklinnert@osienv.com	tbertrand@baywest.com	doej@cleanharbors.com	bjensen@wcec.com
Services:						
Lab Analysis	Reverification: 3-samples @ \$123 + \$25 fee = \$394	N/A	N/A	N/A	Yes	N/A
Totes	N/A	N/A	5 x \$275 = \$1375	Included	Included	N/A
PCB Oil Disposal	N/A	\$13,989 for four 275-gal totes	N/A	N/A	\$16,015	N/A
Tank Cleaning	N/A	N/A	Will wash but not clean, advise Tank Disposal	\$11,500	\$10,456	Pump tank only, no disposal
Wash Tank	N/A	N/A	\$8059.50	County supplies fuel wash \$1000	Included	Not advising, suggest landfilling tank
Wash Disposal	N/A	\$3885 for 1-contaminated fuel wash 275-tote	N/A	N/A	Included	N/A
Total:	Lab Fees: \$394	\$17,874 best estimate, actual costs based on actual gal pumped	\$8059.50 for pump-out, 1-wash but not clean tank. Does not include disposal.	\$11,500 (does not include fuel wash or disposal	\$26,471	Waiting on proposal
Grand Total:	\$394 – lab fees	\$17,874 disposal oil & wash only	\$8059.50 for pump-out only, 1-wash but not clean tank. Does not include disposal.	\$11,500 wash, \$1000 fuel, using \$17,874 Veolia disposal = \$30,374 total	\$26,471 turn-key	Waiting on proposal
Questions:				Water GPM specified in quote, tank funnel included?	Tank funnel included?	



December 26, 2023

Lisa Thibodeau
Chisago County
39649 Grand Ave
North Branch, MN 55056

RE: Project: PCB Testing
Pace Project No.: 10679357

Dear Lisa Thibodeau:

Enclosed are the analytical results for sample(s) received by the laboratory on December 19, 2023. The results relate only to the samples included in this report. Results reported herein conform to the applicable TNI/NELAC Standards and the laboratory's Quality Manual, where applicable, unless otherwise noted in the body of the report.

The test results provided in this final report were generated by each of the following laboratories within the Pace Network:

- Pace Analytical Services - Minneapolis

If you have any questions concerning this report, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Leah Berry'.

Leah Berry
leah.berry@pacelabs.com
(218) 727-6380
Project Manager

Enclosures



REPORT OF LABORATORY ANALYSIS

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CERTIFICATIONS

Project: PCB Testing

Pace Project No.: 10679357

Pace Analytical Services, LLC - Minneapolis MN

1700 Elm Street SE, Minneapolis, MN 55414

A2LA Certification #: 2926.01

Alabama Certification #: 40770

Alaska Contaminated Sites Certification #: 17-009

Alaska DW Certification #: MN00064

Arizona Certification #: AZ0014

Arkansas DW Certification #: MN00064

Arkansas WW Certification #: 88-0680

California Certification #: 2929

Colorado Certification #: MN00064

Connecticut Certification #: PH-0256

EPA Region 8 Tribal Water Systems+Wyoming DW
Certification #: via MN 027-053-137

Florida Certification #: E87605

Georgia Certification #: 959

GMP+ Certification #: GMP050884

Hawaii Certification #: MN00064

Idaho Certification #: MN00064

Illinois Certification #: 200011

Indiana Certification #: C-MN-01

Iowa Certification #: 368

Kansas Certification #: E-10167

Kentucky DW Certification #: 90062

Kentucky WW Certification #: 90062

Louisiana DEQ Certification #: AI-03086

Louisiana DW Certification #: MN00064

Maine Certification #: MN00064

Maryland Certification #: 322

Michigan Certification #: 9909

Minnesota Certification #: 027-053-137

Minnesota Dept of Ag Approval: via MN 027-053-137

Minnesota Petrofund Registration #: 1240

Mississippi Certification #: MN00064

Missouri Certification #: 10100

Montana Certification #: CERT0092

Nebraska Certification #: NE-OS-18-06

Nevada Certification #: MN00064

New Hampshire Certification #: 2081

New Jersey Certification #: MN002

New York Certification #: 11647

North Carolina DW Certification #: 27700

North Carolina WW Certification #: 530

North Dakota Certification (A2LA) #: R-036

North Dakota Certification (MN) #: R-036

Ohio DW Certification #: 41244

Ohio VAP Certification (1700) #: CL101

Oklahoma Certification #: 9507

Oregon Primary Certification #: MN300001

Oregon Secondary Certification #: MN200001

Pennsylvania Certification #: 68-00563

Puerto Rico Certification #: MN00064

South Carolina Certification #: 74003001

Tennessee Certification #: TN02818

Texas Certification #: T104704192

Utah Certification #: MN00064

Vermont Certification #: VT-027053137

Virginia Certification #: 460163

Washington Certification #: C486

West Virginia DEP Certification #: 382

West Virginia DW Certification #: 9952 C

Wisconsin Certification #: 999407970

Wyoming UST Certification #: via A2LA 2926.01

USDA Permit #: P330-19-00208

REPORT OF LABORATORY ANALYSIS

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SAMPLE SUMMARY

Project: PCB Testing

Pace Project No.: 10679357

Lab ID	Sample ID	Matrix	Date Collected	Date Received
10679357001	Tank Sample #1	Non Aqueous	12/19/23 10:00	12/19/23 11:37
10679357002	Tank Sample #2	Non Aqueous	12/19/23 10:00	12/19/23 11:37
10679357003	Drain Pan Sample	Non Aqueous	12/19/23 10:00	12/19/23 11:37

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SAMPLE ANALYTE COUNT

Project: PCB Testing

Pace Project No.: 10679357

Lab ID	Sample ID	Method	Analysts	Analytes Reported	Laboratory
10679357001	Tank Sample #1	EPA 8082A	AC2	10	PASI-M
10679357002	Tank Sample #2	EPA 8082A	AC2	10	PASI-M
10679357003	Drain Pan Sample	EPA 8082A	AC2	10	PASI-M

PASI-M = Pace Analytical Services - Minneapolis

REPORT OF LABORATORY ANALYSIS

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ANALYTICAL RESULTS

Project: PCB Testing

Pace Project No.: 10679357

Sample: Tank Sample #1 Lab ID: 10679357001 Collected: 12/19/23 10:00 Received: 12/19/23 11:37 Matrix: Non Aqueous Liquid

Results reported on a "dry weight" basis and are adjusted for percent moisture, sample size and any dilutions.

Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8082A GCS PCB Oil								
Analytical Method: EPA 8082A Preparation Method: EPA 3580								
Pace Analytical Services - Minneapolis								
PCB-1016 (Aroclor 1016)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	12674-11-2	
PCB-1221 (Aroclor 1221)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	11104-28-2	
PCB-1232 (Aroclor 1232)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	11141-16-5	
PCB-1242 (Aroclor 1242)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	53469-21-9	
PCB-1248 (Aroclor 1248)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	12672-29-6	
PCB-1254 (Aroclor 1254)	ND	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	11097-69-1	
PCB-1260 (Aroclor 1260)	70800	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	11096-82-5	
PCB, Total	70800	ug/kg	4550	1	12/20/23 12:56	12/21/23 14:59	1336-36-3	
Surrogates								
Tetrachloro-m-xylene (S)	86	%	33-125	1	12/20/23 12:56	12/21/23 14:59	877-09-8	
Decachlorobiphenyl (S)	75	%	60-139	1	12/20/23 12:56	12/21/23 14:59	2051-24-3	

Sample: Tank Sample #2 Lab ID: 10679357002 Collected: 12/19/23 10:00 Received: 12/19/23 11:37 Matrix: Non Aqueous Liquid

Results reported on a "dry weight" basis and are adjusted for percent moisture, sample size and any dilutions.

Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8082A GCS PCB Oil								
Analytical Method: EPA 8082A Preparation Method: EPA 3580								
Pace Analytical Services - Minneapolis								
PCB-1016 (Aroclor 1016)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	12674-11-2	
PCB-1221 (Aroclor 1221)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	11104-28-2	
PCB-1232 (Aroclor 1232)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	11141-16-5	
PCB-1242 (Aroclor 1242)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	53469-21-9	
PCB-1248 (Aroclor 1248)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	12672-29-6	
PCB-1254 (Aroclor 1254)	ND	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	11097-69-1	
PCB-1260 (Aroclor 1260)	75700	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	11096-82-5	
PCB, Total	75700	ug/kg	4310	1	12/20/23 12:56	12/21/23 15:30	1336-36-3	
Surrogates								
Tetrachloro-m-xylene (S)	86	%	33-125	1	12/20/23 12:56	12/21/23 15:30	877-09-8	
Decachlorobiphenyl (S)	75	%	60-139	1	12/20/23 12:56	12/21/23 15:30	2051-24-3	

Sample: Drain Pan Sample Lab ID: 10679357003 Collected: 12/19/23 10:00 Received: 12/19/23 11:37 Matrix: Non Aqueous Liquid

Results reported on a "dry weight" basis and are adjusted for percent moisture, sample size and any dilutions.

Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8082A GCS PCB Oil								
Analytical Method: EPA 8082A Preparation Method: EPA 3580								
Pace Analytical Services - Minneapolis								
PCB-1016 (Aroclor 1016)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	12674-11-2	
PCB-1221 (Aroclor 1221)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	11104-28-2	
PCB-1232 (Aroclor 1232)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	11141-16-5	

REPORT OF LABORATORY ANALYSIS

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ANALYTICAL RESULTS

Project: PCB Testing

Pace Project No.: 10679357

Sample: Drain Pan Sample Lab ID: 10679357003 Collected: 12/19/23 10:00 Received: 12/19/23 11:37 Matrix: Non Aqueous Liquid

Results reported on a "dry weight" basis and are adjusted for percent moisture, sample size and any dilutions.

Parameters	Results	Units	Report Limit	DF	Prepared	Analyzed	CAS No.	Qual
8082A GCS PCB Oil								
Analytical Method: EPA 8082A Preparation Method: EPA 3580								
Pace Analytical Services - Minneapolis								
PCB-1242 (Aroclor 1242)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	53469-21-9	
PCB-1248 (Aroclor 1248)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	12672-29-6	
PCB-1254 (Aroclor 1254)	ND	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	11097-69-1	
PCB-1260 (Aroclor 1260)	81900	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	11096-82-5	
PCB, Total	81900	ug/kg	4460	1	12/20/23 12:56	12/21/23 16:02	1336-36-3	
Surrogates								
Tetrachloro-m-xylene (S)	85	%.	33-125	1	12/20/23 12:56	12/21/23 16:02	877-09-8	
Decachlorobiphenyl (S)	74	%.	60-139	1	12/20/23 12:56	12/21/23 16:02	2051-24-3	

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QUALITY CONTROL DATA

Project: PCB Testing

Pace Project No.: 10679357

QC Batch: 924422

Analysis Method: EPA 8082A

QC Batch Method: EPA 3580

Analysis Description: 8082A GCS PCB Oil

Laboratory: Pace Analytical Services - Minneapolis

Associated Lab Samples: 10679357001, 10679357002, 10679357003

METHOD BLANK: 4855891

Matrix: Non Aqueous Liquid

Associated Lab Samples: 10679357001, 10679357002, 10679357003

Parameter	Units	Blank Result	Reporting Limit	Analyzed	Qualifiers
PCB-1016 (Aroclor 1016)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1221 (Aroclor 1221)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1232 (Aroclor 1232)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1242 (Aroclor 1242)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1248 (Aroclor 1248)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1254 (Aroclor 1254)	ug/kg	ND	5000	12/21/23 12:20	
PCB-1260 (Aroclor 1260)	ug/kg	ND	5000	12/21/23 12:20	
Decachlorobiphenyl (S)	%.	96	60-139	12/21/23 12:20	
Tetrachloro-m-xylene (S)	%.	104	33-125	12/21/23 12:20	

LABORATORY CONTROL SAMPLE: 4855892

Parameter	Units	Spike Conc.	LCS Result	LCS % Rec	% Rec Limits	Qualifiers
PCB-1016 (Aroclor 1016)	ug/kg	100000	88100	88	62-125	
PCB-1260 (Aroclor 1260)	ug/kg	100000	99100	99	75-133	
Decachlorobiphenyl (S)	%.			101	60-139	
Tetrachloro-m-xylene (S)	%.			107	33-125	

MATRIX SPIKE & MATRIX SPIKE DUPLICATE: 4855893 4855894

Parameter	Units	10679188002 Result	MS Spike Conc.	MSD Spike Conc.	MS Result	MSD Result	MS % Rec	MSD % Rec	% Rec Limits	RPD	Max RPD	Qual
PCB-1016 (Aroclor 1016)	ug/kg	ND	83300	84700	75500	75600	91	89	30-150	0	30	
PCB-1260 (Aroclor 1260)	ug/kg	ND	83300	84700	56100	56900	67	67	30-150	2	30	
Decachlorobiphenyl (S)	%.						63	63	60-139			
Tetrachloro-m-xylene (S)	%.						101	103	33-125			

Results presented on this page are in the units indicated by the "Units" column except where an alternate unit is presented to the right of the result.

REPORT OF LABORATORY ANALYSIS

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QUALIFIERS

Project: PCB Testing

Pace Project No.: 10679357

DEFINITIONS

DF - Dilution Factor, if reported, represents the factor applied to the reported data due to dilution of the sample aliquot.

ND - Not Detected at or above adjusted reporting limit.

TNTC - Too Numerous To Count

J - Estimated concentration above the adjusted method detection limit and below the adjusted reporting limit.

MDL - Adjusted Method Detection Limit.

PQL - Practical Quantitation Limit.

RL - Reporting Limit - The lowest concentration value that meets project requirements for quantitative data with known precision and bias for a specific analyte in a specific matrix.

S - Surrogate

1,2-Diphenylhydrazine decomposes to and cannot be separated from Azobenzene using Method 8270. The result for each analyte is a combined concentration.

Consistent with EPA guidelines, unrounded data are displayed and have been used to calculate % recovery and RPD values.

LCS(D) - Laboratory Control Sample (Duplicate)

MS(D) - Matrix Spike (Duplicate)

DUP - Sample Duplicate

RPD - Relative Percent Difference

NC - Not Calculable.

SG - Silica Gel - Clean-Up

U - Indicates the compound was analyzed for, but not detected.

N-Nitrosodiphenylamine decomposes and cannot be separated from Diphenylamine using Method 8270. The result reported for each analyte is a combined concentration.

Reported results are not rounded until the final step prior to reporting. Therefore, calculated parameters that are typically reported as "Total" may vary slightly from the sum of the reported component parameters.

Pace Analytical is TNI accredited. Contact your Pace PM for the current list of accredited analytes.

TNI - The NELAC Institute.

REPORT OF LABORATORY ANALYSIS

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QUALITY CONTROL DATA CROSS REFERENCE TABLE

Project: PCB Testing

Pace Project No.: 10679357

Lab ID	Sample ID	QC Batch Method	QC Batch	Analytical Method	Analytical Batch
10679357001	Tank Sample #1	EPA 3580	924422	EPA 8082A	924522
10679357002	Tank Sample #2	EPA 3580	924422	EPA 8082A	924522
10679357003	Drain Pan Sample	EPA 3580	924422	EPA 8082A	924522

REPORT OF LABORATORY ANALYSIS

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Effective Date: 4/14/2023

Sample Condition Upon Receipt	Client Name: <u>Chisago County</u>	Project #: WO#: 10679357 PM: LM5 Due Date: 01/04/24 CLIENT: CHISAGO CO
Courier: ☐ FedEx ☐ UPS ☐ USPS ☒ Client ☐ Pace ☐ Speedee ☐ Commercial		
Tracking Number: _____ ☐ See Exceptions ENV-FRM-MIN4-0142		

Custody Seal on Cooler/Box Present? ☒ Yes ☐ No **Seals Intact?** ☒ Yes ☐ No **Biological Tissue Frozen?** ☐ Yes ☐ No ☒ N/A
Packing Material: ☒ Bubble Wrap ☐ Bubble Bags ☐ None ☐ Other **Temp Blank?** ☒ Yes ☐ No
Thermometer: ☐ T1 (0461) ☐ T2 (0436) ☐ T3 (0459) ☐ T4 (0402) ☐ T5 (0178) **Type of Ice:** ☐ Wet ☐ Blue ☐ Dry ☒ None
☐ T6 (0235) ☒ T7 (0042) ☐ T8 (0775) ☐ T9 (0727) ☐ 01339252/1710 ☐ Melted

Did Samples Originate in West Virginia? ☐ Yes ☒ No	Were All Container Temps Taken? ☐ Yes ☐ No ☒ N/A
Temp should be above freezing to 6 °C Cooler temp Read w/Temp Blank: <u>19.2</u> °C	Average Corrected Temp (no temp blank only): _____ °C
Correction Factor: <u>-0.2</u> Cooler Temp Corrected w/temp blank: <u>19.0</u> °C	☐ See Exceptions ENV-FRM-MIN4-0142 ☐ 1 Container

USDA Regulated Soil: ☐ N/A, water sample/other: _____ **Date/Initials of Person Examining Contents:** 12-19-23 AGG

Did samples originate in a quarantine zone within the United States: AL, AR, AZ CA, FL, GA, ID, LA, MS, NC, NM, NY, OK, OR, SC, TN, TX, or VA (check maps)? ☐ Yes ☒ No

Did samples originate from a foreign source (internationally, including Hawaii and Puerto Rico)? ☐ Yes ☒ No

If Yes to either question, fill out a Regulated Soil Checklist (ENV-FRM-MIN4-0154) and include with SCUR/COC paperwork.

Location (Check one): ☐ Duluth ☒ Minneapolis ☐ Virginia	COMMENTS
Chain of Custody Present and Filled Out? ☒ Yes ☐ No	1.
Chain of Custody Relinquished? ☒ Yes ☐ No	2.
Sampler Name and/or Signature on COC? ☒ Yes ☐ No ☐ N/A	3.
Samples Arrived within Hold Time? ☒ Yes ☐ No	4. If fecal: ☐ <8 hrs ☐ >8 hr, <24 ☐ No
Short Hold Time Analysis (<72 hr)? ☐ Yes ☒ No	5. ☐ Fecal Coliform ☐ HPC ☐ Total Coliform/E.coli ☐ BOD/cBOD ☐ Hex Chrom ☐ Turbidity ☐ Nitrate ☐ Nitrite ☐ Orthophos ☐ Other _____
Rush Turn Around Time Requested? ☐ Yes ☒ No	6.
Sufficient Sample Volume? ☒ Yes ☐ No	7.
Correct Containers Used? ☒ Yes ☐ No ☐ N/A	8.
-Pace Containers Used? ☒ Yes ☐ No	9.
Containers Intact? ☒ Yes ☐ No	10. Is sediment visible in the dissolved container? ☐ Yes ☐ No
Field Filtered Volume Received for Dissolved Tests? ☐ Yes ☐ No ☒ N/A	11. If no, write ID/Date/Time of container below: ☐ See Exceptions ENV-FRM-MIN4-0142
Is sufficient information available to reconcile the samples to the COC? Matrix: ☐ Water ☒ Soil ☐ Oil ☐ Other	12. Sample # ☐ NaOH ☐ HNO3 ☐ H2SO4 ☐ Zinc Acetate
All containers needing acid/base preservation have been checked? ☐ Yes ☐ No ☒ N/A	Positive for Residual Chlorine? ☐ Yes ☐ No ☐ See Exceptions ENV-FRM-MIN4-0142
All containers needing preservation are found to be in compliance with EPA recommendation? ☐ Yes ☐ No ☒ N/A	pH Paper Lot # Residual Chlorine 0-6 Roll 0-6 Strip 0-14 Strip
(HNO3, H2SO4, <2pH, NaOH >9 Sulfide, NaOH >10 Cyanide)	
Exceptions: VOA, Coliform, TOC/DOC Oil and Grease, DRO/8015 (water) and Dioxins/PFAS ☐ Yes ☐ No ☒ N/A	13.
(*If adding preservative to a container, it must be added to associated field and equipment blanks--verify with PM first.)	14. ☐ See Exceptions ENV-FRM-MIN4-0142
Headspace in Methyl Mercury Container? ☐ Yes ☐ No ☒ N/A	15. Pace Trip Blank Lot # (if purchased): _____
Extra labels present on soil VOA or WIDRO containers? ☐ Yes ☐ No ☒ N/A	
Headspace in VOA Vials (greater than 6mm)? ☐ Yes ☐ No ☒ N/A	
3 Trip Blanks Present? ☐ Yes ☐ No ☒ N/A	
Trip Blank Custody Seals Present? ☐ Yes ☐ No ☒ N/A	

CLIENT NOTIFICATION/RESOLUTION

Field Data Required? ☐ Yes ☐ No

Person Contacted: _____

Date/Time: _____

Comments/Resolution: _____

Project Manager Review: Leah BerryDate: 12/20/2023

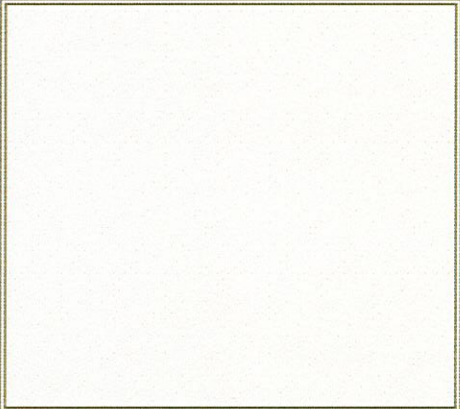
NOTE: Whenever there is a discrepancy affecting North Carolina compliance samples, a copy of this form will be sent to the North Carolina DEHNR Certification Office (i.e., out of hold, incorrect preservative, out of temp, incorrect containers).

Labeled By: AGG
 Line: 2
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Chisago County Request For Board Action

Meeting Date: January 2, 2024	Item Number: 20
Title of Item for Consideration: Out-of-State Travel Requests – Supervisor Training, Cedar Falls, IA	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: Two 911 Emergency Telecommunicators have recently been promoted to Sergeant. This travel request is for them to attend the FBI Leadership Supervisory Training and would be instrumental in developing their leadership skills as they transition into their new supervisory roles. We have identified this training as instrumental from past attendees and Cedar Falls, Iowa is the currently the closest location the training is being offered. 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 to Cedar Falls, Iowa for the purpose to attend supervisory training. The suggested motion is as follows: <i>“Move to approve the out-of-state travel requests to Cedar Falls, Iowa for the purpose to attend supervisory training.”</i>	
Implications of Action: This training opportunity will greatly enhance our new Sergeant's leadership skills as they start in their new supervisory positions. The training will assist our command structure of the 911 Communications Division well into the future. Budget/Financial Implications: The costs associated with this training is for course registration, meals, lodging, mileage and wages for the 5-day leadership course for both Sergeants. The funds for these costs are accounted for and will be taken out of the Sheriff's Office training budget. Legal/Policy Implications: The proposed actives are in compliance with all applicable County policies and procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

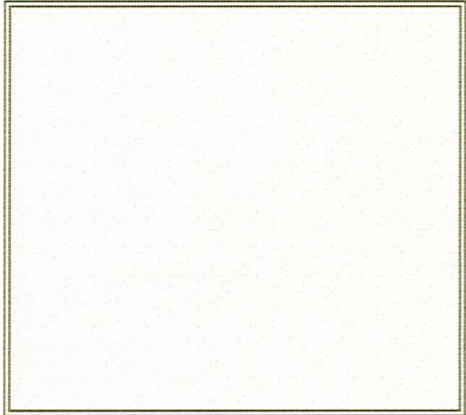
Chisago County Out-of-State Travel Request

Date Submitted	12/27/2023		
Employee Name	[REDACTED]		
Department	Sheriff's Office		
Destination	Cedar Falls Public Safety Center Cedar Falls, IA 50613		
Purpose of Travel	Supervisor Leadership Training		
Departure Date	Sunday February 4, 2024		
Return Date	Friday February 9, 2024		
Total Travel Expenses			
Supervisor Name (PRINT)	Alicia Stovern		
Supervisor's Signature			
County Board Signature		Date Approved	12/27/23
		Date Approved	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	0			\$0.00
Ground Transportation	0		1	\$0.00
Conference/Registration Fees	FBI LEEDA Supervisor Leadership Training	\$795.00	1	\$795.00
Lodging	02/04/24-02/09/24 @ \$115 per nite for 2 people + taxes & fees	\$81.54	5	\$407.70
Meals	approx 15 meals 02/04/24 - 02/09/24	\$45.00	6	\$270.00
Mileage	approx 510 miles RT @ \$0.35 per mile (POV)	\$178.50	1	\$178.50
Grand Total				\$1,651.20

Chisago County Out-of-State Travel Request

Date Submitted	12/27/2023		
Employee Name	[REDACTED]		
Department	Sheriff's Office		
Destination	Cedar Falls Public Safety Center Cedar Falls, IA 50613		
Purpose of Travel	Supervisor Leadership Training		
Departure Date	Sunday February 4, 2024		
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Supervisor's Signature			
County Board Signature		Date Approved	12/27/23
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Mileage			1	\$0.00
Grand Total				\$1,472.70