

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, August 21, 2024**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, August 21, 2024 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Assistant County Attorney Jeff Fuge, and Clerk of the Board Christina Vollrath.

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

Commissioner Montzka 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 Montzka, the Board opened the Road and Bridge Committee of the Whole at 6:31 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 Montzka, seconded by Greene, the Board moved to approve the 2025-2029 TIP at tonight's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Swenson, the Board moved items 1-3 to the consent agenda. 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 close the Road and Bridge Committee of the Whole at 6:51 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, 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 – 2025-2029 Transportation Improvement Plan
- 3.) R&B Committee Recommendation – Long-Range Transportation Plan Adoption
- 4.) Minutes from the August 7, 2024, County Board of Commissioners Meeting
- 5.) Payment of County’s Warrants and Miscellaneous Bills \$882,969.36

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.

Presentation – MN DNR Land Acquisition – Janet Johnson Wildlife Management Area

Tim Marion, Area Wildlife Manager

On motion by Swenson, seconded by Dahlberg, the Board moved to accept being notified of the land acquisition as presented by Department of Natural Resources for acquisition of 20.01 acres next to the Janet Johnson Wildlife Management Area. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Presentation – MN Department of Corrections Comprehensive Plan

Tessa Nelson, District Supervisor; Carter Diers, Field Services Director

On motion by Montzka, seconded by Dahlberg, the Board requested to be notified of the MN Department of Corrections Comprehensive Plan. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Environmental Services Director Kurt Schneider presented the Board with the Director’s Report and action items. **No action was taken.**

On motion by Greene, seconded by Dahlberg, the Board moved to approve Resolution No. 24/0821-1 a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Mack Estates generally located at 26995 Redwing Avenue / CR 86 in Franconia Township, (PID # 04.00218.00).

RESOLUTION NO. 24/0821-1

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,
APPROVING THE PRELIMINARY PLAT OF MACK ESTATES**

WHEREAS, property owners Bonny Mack & Paul Mack and applicant Mallory Mack submitted an application dated received June 26, 2024 and considered complete on June 28, 2024 for the Preliminary Plat of Mack Estates; and

WHEREAS, the property owners wish to create one 5±-acre lot from the 80± acre subject site; and

WHEREAS, the subject site is located at 26995 Redwing Avenue / CR 86 in Franconia Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 04.00218.00

The North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section Twenty (20), Township Thirty-three (33), Range Nineteen (19).

WHEREAS, notice was provided and on August 1, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owners and applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Mack Estates with conditions per Resolution No. PC2024-0801; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Mack Estates and the Planning Commission's recommendation at its August 21, 2024 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

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

1. The Preliminary Plat of Mack Estates is approved per plat drawing dated signed June 26, 2024. Any significant deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

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

On motion by Greene, seconded by Montzka, the Board moved to approve Resolution No. 24/0821-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Peaceful Sunrise generally located at 29813 Rydeen Avenue, Franconia Township, (PID # 04.00065.40).

RESOLUTION NO. 24/0821-2

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,
APPROVING THE PRELIMINARY PLAT OF PEACEFUL SUNRISE**

WHEREAS, property owner Haven Homes, LLC submitted an application dated received June 25, 2024 and considered complete on June 28, 2024 for the Preliminary Plat of Peaceful Sunrise; and

WHEREAS, the property owner wishes to create one 9±-acre lot from the 9.3± acre subject site; and

WHEREAS, the subject site is located at 29813 Rydeen Avenue in Franconia Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 04.00065.40

That part of the South 318 feet of the North 1320 feet of the East One-half of the Northeast Quarter (E ½ of NE ¼) of Section 5, Township 33 North, Range 19 West, Chisago County, Minnesota, lying Easterly of a line drawn between the Southeast corner and the Northwest corner of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of said Section 5.

WHEREAS, notice was provided and on August 1, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Peaceful Sunrise with conditions per Resolution No. PC2024-0802; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Peaceful Sunrise and the Planning Commission's recommendation at its August 21, 2024 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

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

1. The Preliminary Plat of Peaceful Sunrise is approved per plat drawing dated signed June 21, 2024, and revised last on June 28, 2024. Any significant deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
3. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

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

On motion by Greene, seconded by Montzka, the Board moved to approve Resolution No. 24/0821-3 and authorize final preparation and submission of Swedish Immigrant Regional Trail Segment D, Land Acquisition Purchases State Legacy Emerging Opportunities Funding Grant Application.

RESOLUTION NO. 24/0821-3

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING A GREATER MINNESOTA EMERGING OPPORTUNITIES LEGACY GRANT APPLICATION TO THE GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION AND MINNESOTA DEPARTMENT OF NATURAL RESOURCES – SWEDISH IMMIGRANT REGIONAL TRAIL SEGMENTS D

Resolution approving a Greater Minnesota Legacy Grant application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Swedish Immigrant Regional Trail Segment D Land Acquisition project.

WHEREAS, Chisago County Parks has the right and authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

WHEREAS, Chisago County Parks has a right and authority to act as Legal Sponsor for the State Grant Application (the “Application”) and will work with the Minnesota Department of Natural Resources (“DNR”), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

THEREFORE, BE IT RESOLVED, That the Applicant certifies it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

BE IT FURTHER RESOLVED, that the Applicant confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

BE IT FURTHER RESOLVED, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for

regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

BE IT FURTHER RESOLVED, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

BE IT FURTHER UNDERSTOOD, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the Applicant.

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

On motion by Montzka, seconded by Dahlberg, the Board moved to approve 2024 Service Contracts for Lakes Management Inc. And Minnesota Native Landscapes for LID treatment of Invasive Phragmites. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Greene, seconded by Montzka, the Board moved to approve 2024 Lake State Realty Service Contract for professional appraisal services. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Dahlberg, seconded by Montzka, the Board moved to authorize and approve the Emmons & Olivier Resources, Inc. (EOR) Chisago County Lake Management Planning Scope, and Agreement Addendum, subject to County Attorney review as to form, as presented at tonight's meeting. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED**: None.

On motion by Montzka, seconded by Greene, the Board moved to accept the August 14th Budget and Finance Report, accept the Monthly County Staffing Update, approve the 2025 ECRLB 'Extended Hours' Program in the Chisago County Libraries and forward the 2025 ECRLB proposed budget, and approve 2025 UMN Extension proposed budget. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dahlberg, seconded by Swenson, the Board moved to approve the payment to Sigma for \$54,436 for the cardiac screening services for the Chisago County Sheriff's Office. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve two out-of-state travel requests for the Pro Phoenix Conference in Wisconsin Dells, WI for 9/23/2024 to 9/26/2024. 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 authorize the D.E.S. Director to issue the associated PO's and sign any needed documents to renew the existing contract with Honeywell for DES ARMER HVAC maintenance contract. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the Board moved to approve the attached Chisago County AI guideline and direct that it be distributed to all Chisago County employees. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the Board moved to approve applying for the Safe and Secure Courthouse Grant, and approve funding from the remaining unallocated ARPA funding. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

CITIZENS FORUM

TIME – 8:04 p.m.

END TIME – 8:12 p.m.

of SPEAKERS – 2

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

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

On motion by Greene, seconded by Dahlberg, the Board adjourned the meeting at 8:20 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Attest: _____
Christina Vollrath
Clerk of the Board

Marlys Dunne, Chair