

Chisago COUNTY USA | BOARD OF COMMISSIONERS

Board of Commissioners REGULAR MEETING – Wednesday, October 2, 2024 County Board Room, Room 172

Commissioners:

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

County Administrator
Chase Burnham

6:30 p.m. Convene; Pledge of Allegiance; Approve Agenda

Health and Human Services Committee of the Whole:

Discussion

1.) Director's Report TAB 1

Items for Committee Review/Recommendation: (discussed in detail as requested)

2.) Payment of County's Warrants for HHS TAB 2

Board of Commissioners' Business Meeting

Consent Agenda:

- 1.) HHS Committee Recommendation – Director's Report TAB 1
- 2.) HHS Committee Recommendation – Payment of County's Warrants for HHS TAB 2
- 3.) Minutes from the September 18th, 2024, Meeting TAB 3
- 4.) Payment of County's Warrants and Miscellaneous Bills TAB 4
- 5.) Recognition of County Staff October Anniversaries TAB 5
- 6.) Appointments to Extension Committee and Comfort Lake Forest Lake Watershed District TAB 6
- 7.) Conditional Use Permit Surrender – 32XXX Upland Road TAB 7

Other Business of the County Board

- 8.) County Board Proclamation of Manufacturer's Month TAB 8
- 9.) Rinke Noonan Letter of Engagement for needed TH 8 Condemnation Work – HWY TAB 9
- 10.) Road & Bridge Funding – Wheelage Tax Discussion TAB 10
- 11.) Initial Licensing Application from Tyler Permitting and Licensing TAB 11
- 12.) Renew Vision CAMA Contract for 1-year TAB 12
- 13.) Eagleview Aerial Imagery Amendment TAB 13
- 14.) Larry Hansen "Ponytail Addition" Final Plat TAB 14
- 15.) County Membership in Chambers of Commerce (North Branch, Rush City, and Lakes) TAB 15

Citizen's Forum

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

Discussion Items:

- Correspondence CORR.
- Administrator Updates
- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

Upcoming Schedule

- Friday, October 11th – District 5 Tour at 8:00 a.m. at the Townhall in Sunrise Township
- Monday, October 14th – AMC District 5 Fall Meeting – Crow Wing County Land Department at 8:00 a.m. at 322 Laurel St, Brainerd, MN 56401
- November 4th–11th – Operation Green Light for Veterans – By shining a green light, county governments will let veterans know that they are seen, appreciated, and supported.
- Wednesday, December 4th – Truth in Taxation Hearing at 7:00 p.m. at the Chisago County Government Center
- Monday, December 9th – 11th – Association of MN Counties Annual Conference – DoubleTree Hotel – Bloomington, MN

Robert Benson

Health and Human Services Director

Office (651) 213-5600

Robert.Benson@chisagocountymn.gov

Memo To: Chisago County Commissioners

From: Robert Benson; Health and Human Services Director

RE: Report of the Health and Human Services Department

Date: September 25, 2024

I. Department Updates/Highlights:

Our Child Support group continues to progress with the transition to a paperless solution. We continue to be on track with an anticipated implementation date of October 7th.

The in-office workspace for Child Support has been re-worked and our staff are settled into their new work areas. We have now started to re-do work areas for other units to increase our available workspace and eventually add space for meetings and group collaboration.

We have received the final quotes for adding interview rooms in the Health and Human Services lobby here in Center City. We plan to add three interview rooms, allowing our staff to meet privately and securely with community members, outside of the restricted HHS area. The entire work should be completed within the CIP budgeted amount.

Our MnCHOICES Assessors have completed the transition and training for the MnCHOICES Revision. As many of you are aware, MnCHOICES has been undergoing changes for quite some time. Everything is now complete, and DHS will deactivate MnCHOICES 1.0 (the old MnCHOICES) after September 30, 2024.

The Minnesota Legislative Budget Office (LBO) is engaging with counties to evaluate the local impact of the African American Family Preservation and Child Welfare Disproportionality Act. I have mentioned previously that counties expect this recent legislation to have a potentially significant financial impact. The Legislative Budget Office is requesting information from both the Health and Human Services agencies as well as the County Attorney's Offices. We will be working with our County Attorney's Office to coordinate the response to the Budget Office.

We are continuing to work with the Minnesota Department of Administration's Management Analysis Division (MAD) to develop our local agency Adult Protection performance measures. The first planning meeting was held last week with multiple counties. It is apparent that this is going to be a significant process. As I mentioned last month, with the significant diversity among counties, the state has decided that counties will establish their own performance measures for calendar year 2025.

Family Pathways Chisago Lakes Food Shelf held their grand opening to celebrate becoming a Super Shelf Food Shelf, on Tuesday, September 24th. A portion of their expansion was funded by a SHIP Grant from Chisago County Public Health and approved by this Board. This transformation of the food shelf will make the space more welcoming and dignified for shoppers and community members, as well as highlighting the healthier choices in food options. New display shelving and multiple language signage make for a very nice environment.

Chisago County Operation Community Connect is currently scheduled for Thursday October 17th at the North Branch High School. This is an annual event put on by Health and Human Services to connect residents with local resources. At this time there are already thirty-four vendors/providers signed up to participate in the event. Health and Human Services is continuing to collect donations of boots, gloves, coats, blankets, etc., that will be distributed to children and families in attendance.

II. Financial Notes:

As we wrap up the third quarter, we are right on track with our budget. This is the time of year that we see most of our social service and public health conferences and trainings. We are also doing well in our collections area, with nearly \$1 million collected so far this year.

III. Staffing Updates:

We have a Case Aide that has recently announced her retirement for early December, so we are posting for her replacement. That is the only position Health and Human Services is currently posting for.

IV. Review Requests for Board Action:



CHISAGO COUNTY
BOARD OF COMMISSIONERS
October 2, 2024

TAB # 2

Payment of County's Warrants for HHS

Please authorize payment for the following Human Services Warrants

<u>Check Date</u>	<u>Amount</u>	<u>Board Date</u>	<u>Type of Check/Payments</u>
10/4/2024	\$ 221,747.15	10/1/2024	Commissioners Warrants
9/12/2024	\$ 15,630.34		Auditor Warrants
9/20/2024	\$ 253,697.84		Auditor Warrants
	\$ 491,075.33	Total	

*******All Warrants Available with the Clerk of the Board*******

LSaumer
9/25/2024

7:57:28AM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Chisago County Board of Commissioners
October 2nd 2024

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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9/25/2024 7:57:28AM
5 Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor		Warrant Description		Invoice #		Account/Formula Description	
No.	Account/Formula	No.	Account/Formula	Paid On	Blf #	On Behalf of	Name
10292	AMAZON CAPITAL SERVICES						
2	05-430-700-0000-6401					11GK-WRVC-61RJ	General Supplies
6	05-420-600-0000-6401					14J4-4H6D-X1RG	General Supplies
6	05-430-700-0000-6401					14J4-4H6D-X1RG	General Supplies
1	05-420-600-0000-6401					16M6-CQJ9-7CPC	General Supplies
1	05-430-700-0000-6401					16M6-CQJ9-7CPC	General Supplies
1	05-451-430-0000-6401					16M6-CQJ9-7CPC	General Supplies
5	05-430-700-0000-6401					1713-MH79-LD43	General Supplies
3	05-420-640-0000-6401					1PX9-76HC-F3J4	Iv-D General Supplies
4	05-430-700-0000-6401					1WRJ-FGND-FJVP	General Supplies
7	2615 ASL INTERPRETER SERVICES INC					24.11957	Ma Access Services
9	9223 Association for Nonsmokers-Minnesota						
8	589 BEST WESTERN KELLY INN						
36	589 BEST WESTERN KELLY INN						
7	203004 CHISAGO COUNTY SHERIFF'S OFFICE						
10	05-420-600-0000-6273						



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Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Chisago County Board of Commissioners
October 2nd 2024

Vendor			Account/Formula		Rpt	Warrant Description		Invoice #		Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates		Paid On	Bhf #	On Behalf of Name				
203004	CHISAGO COUNTY SHERIFF'S OFFICE		5,416.66	08/01/2024 08/31/2024	1 Transactions							
1263	CHRISTENSON/BRANDIE		1.82	TRAVEL EXPENSE-MILEAGE				Worker Travel				N
	05-451-470-0000-6335			08/05/2024	08/27/2024							
	05-451-470-0000-6844		76.60	TRAVEL EXPENSE-MILEAGE				MECSH Grant Exp				N
1263	CHRISTENSON/BRANDIE		78.42	08/05/2024	08/27/2024	2 Transactions						
30177	CINTAS CORPORATION		6.88	WEEKLY RUG SERVICE			4204768455	General Administration				N
	05-420-600-0000-6241			09/10/2024	09/10/2024							
	05-430-700-0000-6241		13.76	WEEKLY RUG SERVICE			4204768455	General Administration				N
	05-451-430-0000-6800		15.57	WEEKLY RUG SERVICE			4204768455	Other Expense				N
	05-420-600-0000-6241		6.88	WEEKLY RUG SERVICE			4205503129	General Administration				N
	05-430-700-0000-6241		13.76	WEEKLY RUG SERVICE			4205503129	General Administration				N
	05-451-430-0000-6800		15.57	WEEKLY RUG SERVICE			4205503129	Other Expense				N
30177	CINTAS CORPORATION		72.42	09/17/2024	09/17/2024	6 Transactions						
1196	COLLINS/MICHELLE		186.26	TRAVEL EXPENSE-MILEAGE				Ivd Travel				N
	05-420-640-0126-6335			09/08/2024	09/11/2024	1 Transactions						
1196	COLLINS/MICHELLE		186.26									
1311	CONVENE LLC		999.00	66E TRAINING			80D70A9281221D03	Mh Training				N
	05-430-700-0127-6240			09/16/2024	09/16/2024	1 Transactions						
1311	CONVENE LLC		999.00									
5160	DHS MAPS		2,136.00	BSFE CO MATCH			A300MC13259I	Pos Other Child Care				N
	05-430-720-3140-6051			08/01/2024	08/31/2024							
	05-420-650-0000-5368		46,382.60-	MA RECOVERIES & NON FED SHARE			A300MM2D13I	Recovery Incentive				N



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Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor		Name		Rpt		Warrant Description		Invoice #		Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On	Bhf #	On Behalf of Name					
18	05-420-650-0000-5830		214,287.81	07/01/2024	A300MM2D13I		Ma Recoveries					N
22	05-430-750-3660-6051		507.24	07/01/2024	A300MM2D13I		Pos/DT&H					N
22	05-430-750-3660-6094		4,934.80	07/01/2024	A300MM2D13I		Dd Waiver/ICF - DT&H					N
19	05-430-760-3930-6051		732.09	07/01/2024	A300MM2D13I		General Case Mgmt					N
22	05-420-650-0000-5368		7,670.31-	07/01/2024	A300MM2E13I		Recovery Incentive					N
22	05-420-650-0000-5830		31,411.39	08/01/2024	A300MM2E13I		Ma Recoveries					N
26	05-430-750-3660-6051		462.14	08/01/2024	A300MM2E13I		Pos/DT&H					N
25	05-430-750-3660-6094		8,623.55	08/01/2024	A300MM2E13I		Dd Waiver/ICF - DT&H					N
24	05-430-760-3930-6051		344.47	08/01/2024	A300MM2E13I		General Case Mgmt					N
5160	DHS MAPS		209,386.58	11 Transactions								
1926	DNA DIAGNOSIS CENTER		27.00	09/02/2024	126142802024		Paternity Costs					Y
1926	DNA DIAGNOSIS CENTER		27.00	1 Transactions								
2687	GOODHUE COUNTY SHERIFF		75.00				Other Co Sheriff Sop					N
2687	GOODHUE COUNTY SHERIFF		75.00	1 Transactions								
70015	GRAND VIEW LODGE		277.03	10/04/2024	PETERSON.SAMAN		Child Prot Staff Trng					N
70015	GRAND VIEW LODGE		277.03	1 Transactions								
30285	HEMOCUE AMERICA		312.00	09/18/2024	3423392		Public Health Supplies					N
30285	HEMOCUE AMERICA		312.00	1 Transactions								



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5 Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor		Warrant Description		Invoice #	Account/Formula Description	
No.	Name	Amount	Service Dates	Paid On Bnf #	On Behalf of Name	
9028	Johanson/Brittany	25.53	TRAVEL EXPENSE-MILEAGE 08/06/2024 08/29/2024		DD Worker Travel	N
9028	Johanson/Brittany	59.56	TRAVEL EXPENSE-MILEAGE 08/06/2024 08/29/2024		Adult Services Travel	N
9028	Johanson/Brittany	85.09	2 Transactions			
9386	Karnes/Audra	71.41	TRAVEL EXPENSE-MILEAGE 07/22/2024 08/30/2024		DD Worker Travel	N
9386	Karnes/Audra	166.63	TRAVEL EXPENSE-MILEAGE 07/22/2024 08/30/2024		Adult Services Travel	N
9386	Karnes/Audra	238.04	2 Transactions			
4249	KEMEN/ANGIE	201.67	TRAVEL EXPENSE-MILEAGE 08/26/2024 09/23/2024		Mh Travel	N
4249	KEMEN/ANGIE	201.67	1 Transactions			
3753	Lactation Education Consultants	924.00	TRAINING REGISTRATION 09/20/2024 09/20/2024		FRISCHMON/KOPP Conferences, Training And Dues	Y
3753	Lactation Education Consultants	616.00	TRAINING REGISTRATION 09/20/2024 09/20/2024		FRISCHMON/KOPP MECSH Grant Exp	Y
3753	Lactation Education Consultants	1,540.00	2 Transactions			
5807	MACMH	30.00	TRAINING REGISTRATION 09/17/2024 09/17/2024		STEVENS.SELENA Mh Training	N
5807	MACMH	30.00	1 Transactions			
4873	MCKESSON MEDICAL SURGICAL	45.64	LANCET,SAFETY PRESS ACTIV BLU 09/12/2024 09/12/2024		General Supplies	N
4873	MCKESSON MEDICAL SURGICAL	45.64	1 Transactions			
5569	MN DEPT HUMAN SERVICES	16.00	SFY CW-TCM ADMIN FEE 09/11/2024 09/11/2024		Cw Tcm	N
5569	MN DEPT HUMAN SERVICES	49.00	SFY MH-TCM CHILD ADMIN FEE		Children's TCM - Waiver R 74	N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Chisago County Board of Commissioners
October 2nd 2024

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description		Service Dates		Invoice #		Account/Formula Description	
								Paid On Bnf #		On Behalf of Name	
46	05-430-741-0000-5435		44.00	SFY MH-TCM ADULT ADMIN FEE	09/11/2024	09/11/2024		819309		Mh Adult Tcm	N
46	05-430-750-0000-5436		6.00	SFY VA/DD-TCM ADMIN FEE	09/11/2024	09/11/2024		819309		VA/DD TCM	N
46	05-431-710-0000-5480		305.00	SFY LCTS ADMIN FEE	09/11/2024	09/11/2024		819309		Lcts	N
5569	MN DEPT HUMAN SERVICES		420.00		09/11/2024	09/11/2024	5 Transactions				
9193	MNSCIA										
47	05-430-700-0128-6240		265.00	CONFERENCE REGISTRATION	10/02/2024	10/04/2024	1 Transactions			PETERSON.SAMAN Child Prot Staff Trng	N
9193	MNSCIA		265.00								
16120	PITNEY BOWES GLOBAL FINANCIAL SERV										
48	05-420-600-0000-6401		154.67	POSTAGE METER LEASE	07/01/2024	10/30/2024		3106836409		General Supplies	N
48	05-430-700-0000-6401		318.42	POSTAGE METER LEASE	07/01/2024	10/30/2024		3106836409		General Supplies	N
48	05-451-430-0000-6401		436.69	POSTAGE METER LEASE	07/01/2024	10/30/2024		3106836409		General Supplies	N
16120	PITNEY BOWES GLOBAL FINANCIAL SERV		909.78		07/01/2024	10/30/2024	3 Transactions				
5138	REEVERTS/LANAY A										
49	05-430-700-0129-6335		172.19	TRAVEL EXPENSE-MILEAGE	08/06/2024	09/11/2024	1 Transactions			Cd & Lic Travel	N
5138	REEVERTS/LANAY A		172.19								
5 Fund Total:			221,747.15							24 Vendors	58 Transactions
Final Total:			221,747.15							24 Vendors	58 Transactions



Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>
	5	221,747.15	Health And Human Services
All Funds		221,747.15	Total
			Approved by,
			
			

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, September 18, 2024**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, September 18, 2024 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, County Attorney Janet Reiter, 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 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 Montzka, seconded by Greene, 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 Administrator Chase Burnham. **No action was taken.**

On motion by Greene, seconded by Montzka, the Board moved item 1 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 Swenson, the Board moved to close the Road and Bridge Committee of the Whole at 6:33 p.m. 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 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.) Minutes from the September 4, 2024, County Board of Commissioners Meeting
 - 3.) Payment of County’s Warrants and Miscellaneous Bills \$590,735.42
- 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.
- 4.) Credit Card Request – Dan Weber, IT Manager, Enterprise Services
 - 5.) 2024 Budget Adjustments – Statewide Housing Aid & Parks Acq. Fund SPT Seg. G
 - 6.) Citizen Appointment to Parks Board – District 4 – Jessica Bergan

Environmental Services Director Kurt Schneider 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. 24/0918-1, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving applicant Becky Meyer & Bill Lloyd Interim Use Permit (IUP) Amendment allowing adjusted conditions for their Commercial Kennel for pet boarding and day care on this 37.05± acre property. The subject site is located at 12690 St. Croix Trail / TH 95 in Sunrise Township (PID #09.00168.00).

RESOLUTION NO. 24/0918-1

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING AN AMENDMENT TO AN INTERIM USE PERMIT ALLOWING A COMMERCIAL KENNEL ON PROPERTY LOCATED AT 12690 ST. CROIX TRAIL / TH 95 IN SUNRISE TOWNSHIP

WHEREAS, property owners Becky Meyer & William Lloyd submitted an application dated received July 31, 2024 and considered complete on August 1, 2024 for an Amendment to an Interim Use Permit allowing a Commercial Kennel on property located at 12690 St. Croix Trail / TH 95 in Sunrise Township; and

WHEREAS, the original Interim Use Permit was granted by the Chisago County Board of Commissioners on July 19, 2023 and the approval was filed by the Chisago County Recorder’s Office as Document #A669246; and

WHEREAS, the property owners wish to Amend the 2023 Interim Use Permit in order to change to the location and size of the outdoor fenced enclosure, change the type of fencing material used for the outdoor fenced enclosure, allow for the boarding of dogs within the dwelling, and allow for the commercial sales of pet boarding related products; and

WHEREAS, the 37.05± acre subject site is located in the Agricultural (AG) District and legally described as:

The Southeast Quarter of the Southwest Quarter of Section 16, Township 35, Range 20, Chisago County, Minnesota EXCEPT that part described as follows:

Beginning at the southeast corner of said Southeast Quarter of the Southwest Quarter; thence North 00 degrees 49 minutes 51 seconds East, assumed bearing along the East line of said Southeast Quarter of the Southwest Quarter, a distance of 600.42 feet; thence North 89 degrees 50 minutes 58 seconds West, a distance of 146.00 feet; thence South 00 degrees 49 minutes 51 seconds West, a distance of 179.33 feet; thence South 42 degrees 31 minutes 00 seconds West, a distance of 231.55 feet; thence South 00 degrees 49 minutes 51 seconds West, a distance of 250.00 feet to the South line of said Southeast Quarter of the Southwest Quarter; thence South 89 degrees 50 minutes 58 seconds East, along said South line, a distance of 300.00 feet to the Point of Beginning.

PID 09.00168.00

WHEREAS, notice was provided and on September 5, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator and the property owners, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit Amendment with Findings of Fact and conditions per Resolution No. PC2024-0903; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its September 18, 2024 meeting and made the following findings per Zoning Ordinance Section 8.04:

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

Finding #1 *The Chisago County Comprehensive Plan does not specifically address the proposed use; however, it does identify as an economic development goal that "The County should continue to allow agricultural activities and related agricultural businesses in the*

Agricultural zoning district.” The Chisago County Zoning Ordinance 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.

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

Finding #2 *The previously approved 2023 Interim Use Permit for Commercial Kennel and the proposed Interim Use Permit Amendment will have no associated use of parks, schools, or other public facilities or utilities, and will not create any appreciable demand on St. Croix Trail / TH 95; therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities.*

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

Finding #3 *The proposed use – including boarding shed and outdoor play area – is located no closer than approximately 390’ from any property boundary and there is well-established landscaping between the boarding shed and outdoor play area and the north, east, and southeast property boundaries (closest property boundaries). The County finds that distance, existing landscaping, required additional landscaping, installation of soundproofing insulation in the boarding shed, and implementation of quiet hours will mitigate potential negative impacts, such as noise, so as to neither cause undue negative impact nor deter future development.*

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

Finding #4 *The proposed Commercial Kennel will utilize an existing 36’ x 80’ detached accessory structure for boarding shed purposes and an outdoor fenced enclosure / play area with a combined area of 6,556± sf. After reviewing the application materials and the Planning*

Commission having conducted a site visit on September 4, 2024, the County finds no evidence to suggest that the proposed use will have an appearance that will have an adverse effect upon adjacent properties. Further, the County finds that the appearance of the boarding shed and outdoor play area will have an appearance consistent with similar uses in the Agricultural (AG) District.

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

Finding #5 *The Chisago County Zoning Ordinance specifically allows Commercial Kennels as an Interim Use in the Agricultural (AG) District; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County's official land use controls.*

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

Finding #6 *See Finding #5.*

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

Finding #7 *Because the previously approved Commercial Kennel / proposed use is located on a property immediately adjacent to a well-established, well-maintained, and highly traveled State Highway (TH 95) with an unobstructed line of site from the end of the driveway to the west and east, the County finds that the proposed use will not cause an appreciable increase in traffic levels or traffic hazards / 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 received public comment during the original 2023 Interim Use Permit process from at least one adjacent property owner expressing concerns about potential noise pollution. The County found in 2023, and continues to find, that noise resulting from the Commercial Kennel can be mitigated with distance, maintenance of existing landscaping, installation of additional landscaping, installation of soundproofing*

insulation in the boarding shed, and implementation of quiet hours. If these measures are implemented, the County finds that the proposed use will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.

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

1. This Interim Use Permit (IUP) Amendment supersedes the IUP granted by the Chisago County Board of Commissioners on July 19, 2023 (original IUP) which granted approval for a Commercial Kennel on property located at 12690 St. Croix Trail in Sunrise Township (recorded as Document No. A669246). This Amendment provides modifications to certain aspects of the 2023 approval, including a change to the location and size of the outdoor fenced enclosure and a change to the type of fencing material used for the outdoor fenced enclosure, and allowance for the boarding of dogs within the dwelling and for the commercial sales of pet boarding related products to customers.
2. This Interim Use Permit for Commercial Kennel allows for the boarding and day care of no more than twenty (20) boarded dogs at any given time and no more than thirty (30) boarded animals at any given time, including but not limited to dogs, cats, rabbits and guinea pigs, as specifically described in the application materials dated received May 30, 2023 (original IUP) and July 31, 2024 (IUP Amendment) and kept on file with the Department of Environmental Services.
3. The Commercial Kennel shall be allowed to operate seven days a week with animal drop-off occurring between 7:00 am and 10:00 am and pick-up occurring between 4:00 pm and 7:00 pm, or by appointment only.
4. No commercial activity, apart from the boarding and day care of animals as described above and the sale of pet boarding related items such as pet food and treats, water, branded apparel and items, and pet care items to Commercial Kennel customers, shall be permitted. No sales of pet boarding related items shall be made to the general public. The Commercial Kennel shall not operate as a shelter or rescue facility, and animal breeding is prohibited.
5. All animals shall be housed indoors (boarding shed or dwelling), apart from brief periods of time for waste elimination and outdoor activity in which the animals will be confined to a fenced enclosure or leashed and handled by the permit holder, employee, or animal owner. In addition to other animals as described in

condition no. 2 above, no more than 10 dogs shall be boarded within the dwelling at any given time. Use of the boarding shed for Commercial Kennel purposes shall not preclude the boarding of dogs within the dwelling.

6. All animal waste shall be collected daily and disposed of in a legal and appropriate manner on the property so as to avoid undue odor or other negative impacts.
7. 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 the permit holder or employee. Further, the permit holder or employee shall accompany and provide direct supervision of any animal(s) while outdoors.

Outdoor activity in the fenced enclosure is limited to no more than 10 dogs at a time in outdoor pen. If more than 10 dogs on site, limited to 50% plus 1 in outdoor pen at a time.

8. Any time an animal is on site for boarding or day care, the permit holder or employee must be present.
9. To mitigate potential adverse impacts related to noise, the permit holder shall implement the following noise mitigation measures:
 - a. All portions of the boarding shed which house dogs shall be fully insulated with ROCKWOOL Safe 'n' Sound, or equivalent, soundproofing insulation.
 - b. The permit holder shall not cause any existing landscaping (trees) located between the boarding shed or outdoor play area and the north, east and southeast property boundaries to be removed.
 - c. The permit holder shall plant a mix of viburnum, spruce and deciduous trees adjacent to the east side of the outdoor fenced enclosure. The plantings shall be installed prior to the Commercial Kennel opening for business.
 - d. The required fence shall be installed prior to any boarding of animals. The 12-gauge coated welded wire fence shall be maintained in good repair.
 - e. The permit holder shall implement "quiet hours" in which no animals are allowed outdoors before 7:00 am or after 8:00 pm, aside from brief periods of time for waste elimination.
 - f. The boarding shed shall be both heated and cooled.
10. The permit holder may employ up to two additional employees to be present at any given time.

11. The permit holder shall comply with all relevant Minnesota Statutes and Rules regarding animal welfare and humane standards.
12. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Becky Meyer and/or William (Bill) Lloyd.
14. Any expansion of the use, including footprint of the boarding shed and/or outdoor play area or the number of animals, shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
15. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

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 Resolution No. 24/0918-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Winberg Addition generally located at 11290 Wilcox Rd., Sunrise Township, (PID # 09.00189.00 & 09.00078.00).

RESOLUTION NO. 24/0918-2

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE PRELIMINARY PLAT OF WINBERG ADDITION

WHEREAS, property owner Joseph Winberg submitted an application dated received July 18, 2024 and considered complete on July 25, 2024 for the Preliminary Plat of Winberg Addition; and

WHEREAS, the property owner wishes to create two 5-acre lots from the combined 80± acre subject site; and

WHEREAS, the subject site includes two separate parcels, with one located at 11290 Wilcox Road and the other generally located north and northwest of 11290 Wilcox Road in Sunrise Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PIDs 09.00189.00 and 09.00078.00

The North half of the Northeast Quarter of the Northeast Quarter and the North half of the Northwest Quarter of the Northeast Quarter of Section 18, Township 35, Range 20, Chisago County, Minnesota.

EXCEPT Parcel 11A described as follows: That part of Parcel 11A Chisago County Highway Right-Of-Way Plat No. 32, Lying northerly of the south line of the North Half of the Northeast Quarter of the Northeast Quarter of Section 18, Township 35, Range 20, Chisago County, Minnesota.

AND

The South 2 rods of the Southeast Quarter of the Southeast Quarter of Section 7, Township 35, Range 20, Chisago County, Minnesota.

AND

The Southeast Quarter of the Southwest Quarter of Section 7, Township 35, Range 20, Chisago County, Minnesota.

WHEREAS, notice was provided and on September 5, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator and the property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Winberg Addition with conditions per Resolution No. PC2024-0901; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Winberg Addition and the Planning Commission's recommendation at its September 18, 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 Winberg Addition, subject to the following conditions:

1. The Preliminary Plat of Winberg Addition is approved per plat drawing dated signed July 16, 2024. Any significant deviation from the approved plat drawing, except as noted herein and as determined by the Department of Environmental Services, shall require further review by the Planning Commission and approval by the County Board.
2. The 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.
4. Following completion of the Final Plat process, the property owner shall submit complete applications for Lot Reconfiguration and Tie Together in order to split the westerly 569.5'± of the easternmost portion of PID 09.00078.00 (that portion which has frontage on Lowden Avenue) and combine it with the 29±-acre remainder / exception area of PID 09.00189.00.

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 Resolution No. 24/0918-3, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the extension of the application deadline for the Final Plat of Autumn Woods Cottages located at the NW corner of Rush Lake Trail / CSAH 1 and Belle Isle Drive (PID 06.00235.20) in Nessel Township.

RESOLUTION NO. 24/0918-3

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,
APPROVING A ONE-YEAR EXTENSION FOR SUBMISSION OF THE
FINAL PLAT OF AUTUMN WOODS COTTAGES**

WHEREAS, property owner / subdivider Carol Hauglie submitted an application dated received September 27, 2023 and considered complete on October 3, 2023 for the Preliminary Plat of Autumn Woods Cottages; and

WHEREAS, the property owner desires to create six buildable parcels from the 28.20± acre subject site; and

WHEREAS, the subject site is generally located at the northwest corner of Rush Lake Trail / CSAH 1 and Belle Isle Drive in Nessel Township and is zoned Rural Residential II (RRII) District; and

WHEREAS, the subject site is legally described as:

PID 06.00235.20

That part of the Southwest Quarter of the Northeast Quarter, Section 11, Township 37, Range 22, Chisago County, Minnesota lying West of the centerline of Chisago County Road No. 1 as laid out and traveled August 14, 2003.

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Autumn Woods Cottages with conditions per Resolution No. PC2023-1102; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Autumn Woods Cottages and the Planning Commission's recommendation at its November 15, 2023 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances; and

WHEREAS, the Board of Commissioners approved the Preliminary Plat of Autumn Woods Cottages with conditions per Resolution No. 23/1115-4; and

WHEREAS, the Chisago County Subdivision Ordinance and Resolution No. 23/1115-4 require that the subdivider submit request for Final Plat of Autumn Woods Cottages within one year of Preliminary Plat approval unless an extension of time is requested by the subdivider and granted by the County Board upon recommendation of the Planning Commission; and

WHEREAS, property owner / subdivider Carol Hauglie submitted a written request dated August 14, 2024 for a one-year extension for submission of the Final Plat of Autumn Woods Cottages; and

WHEREAS, the Planning Commission considered this request on September 5, 2024 and heard from the Land Services Coordinator; and

WHEREAS, the Planning Commission recommended approval of the requested extension with conditions per Resolution No. PC2024-0904; and

WHEREAS, the Board of Commissioners considered the request for extension and the Planning Commission's recommendation at its September 18, 2024 meeting.

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

5. The subdivider's request for a one-year extension for the submission of the Final Plat of Autumn Woods Cottages is approved, requiring that the request for Final Plat be submitted by November 15, 2025 rather than November 15, 2024.
6. The Final Plat shall be subject to all previously adopted conditions provided in Resolution No. 23/1115-4, with the exception of condition no. 4.

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

On motion by Montzka, seconded by Swenson, the Board moved to approve the Agreement by and between Chisago County and WSB LLC, in support of the Chisago Lakes Lake Improvement District 2024 LAB to LAKES Minnesota Aquatic Invasive Species Research Center project as presented. 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 to accept the September 11th Budget and Finance Report and approve the recommendation of the 2025 Preliminary Budget and Levy among of \$49,953,801 or an increase of 5.72% more than the 2024 Levy.

RESOLUTION NO. 24/0918-4
ADOPTING THE CHISAGO COUNTY
PRELIMINARY BUDGET AND LEVY FOR 2025

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

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* Levy for 2025 of \$49,953,801 with overall 2025 expenditures of \$91,793,150;

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* LID Levy for 2025 of \$393,770;

NOW THEREFORE BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes Wednesday, December 4th, 2024 at 7:00 PM as the date and time for public review of and comment on the proposed *Final* 2025 Levy and Annual Budget.

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 establish Wednesday, December 4th, 2024, at 7:00 PM as the date and time required for public review of and comment on the Proposed 2025 Annual Budget & Final 2025 Levy. 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 HRA-EDA Levy and Budget FY 2025. 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 2025 Minnesota Office of Traffic Safety Towards Zero Deaths Enforcement Grant and authorize Sergeant Kyle Puelston as the Sheriff's Office authorized representative. 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 acceptance of the Office of Traffic Safety – DWI Traffic Safety Officer Grant and authorize Captain Andrew Mahowald as the Sheriff's Office authorized representative. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Swenson, the Board moved to approve the Contract between Lauren Moberg 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 Minnesota Department of Health Community Health Board Grant Project Agreement Title V Maternal Child Health Block grant. 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 MN Department of Health Project Agreement Amendment for the Follow Along Program. 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 appointment of Matthew Weiseman to the Chisago County Opioid Settlement Advisory Council. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Swenson, seconded by Dahlberg, the Board moved to list the 'Old Jail' site for sale for \$750,000 by the Chisago County HRA-EDA. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Swenson, the Board moved to approve connecting the Fire Panel in the Chisago County Government Center to cellular monitoring using 2024 unallocated CIP funds. 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 final payment for the CSAH 23/CSAH 24 Roundabout Project. 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 the Knights of Columbus' application to conduct a raffle at their event on January 7, 2025.

RESOLUTION NO. 24/0918-5
APPROVING THE SUBMISSION OF AN APPLICATION TO CONDUCT A RAFFLE FOR
THE KNIGHTS OF COLUMBUS – CHISAGO COUNTY

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

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

BE IT RESOLVED that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board an application to conduct a raffle at St. Joesph Church located at 490 Bench Street, Taylors Falls, MN 55084.

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

CITIZENS FORUM

TIME – 7:40 p.m. **END TIME** – 7:40 p.m.

of SPEAKERS – 0

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 Dahlberg, seconded by Greene, the Board adjourned the meeting at 7:53 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



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

4

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid \$689,975.49

Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	324,889.27	General Revenue Fund	
	3	130,960.60	Road And Bridge Fund	
	12	230,013.37	Capital Equipment Fund	
	14	809.25	Solid Waste Fund	
	37	475.00	Debt Service Fund	
	76	2,828.00	Employee Recognition Agency Fu	
	All Funds	689,975.49	Total	Approved



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

5

**Recognition of Years with the County
October**

THANK YOU FOR MANY YEARS OF PUBLIC SERVICE

Employee	Job	Years of Service
Paul D.	Household Haz Waste Cor	24
Jillian N.	Case Aide HHS	18
Lynn S.	Account Technician HHS	16
Nichole S.	Corrections Officer	12
Jessica Z.	Senior Social Worker	9
Stacy N.	Case Aide HHS	8
Dan A.	Custodian	6
Brandie C.	Public Health Supervisor	4
Karen G.	Human Resources Director	4
Amy H.	Office Support – Env	4
Ben H.	Assistant Co Engineer	4

Mike L.	Custodian	3
Jennifer E.	Social Worker	3
Gregory B.	Fleet Main Tech Hwy	3
Patrick M.	Deputy Sheriff	2

Chisago County Request for Board Action

Meeting Date: September 18, 2024	Item Number: 6
Title of Item for Consideration: Citizen Appointment to Committees – Extension and Comfort Lake Forest Lake Watershed District	
Action Requested by: Board of Commissioners	Department: Admin./Clerk of the Board
Previous Action on this Matter: Annually, the Board of Commissioners is asked to appoint citizens to specific County Committees by reviewing citizen’s application and then appointing eligible applicants to each Board/Committee/Commission.	
Background: The Board of Commissioners establishes committee assignments every year. A motion, voted on by the entire Board, is required to appoint a citizen to a committee. There is currently one application for a vacant position on the Extension Committee. <u>Water Plan Policy Team</u> District 1 – 01/01/2024 to 12/31/2027: Peter Grund <u>Comfort Lake / Forest Lake Watershed District</u> At Large – 9/23/2024 to 9/23/2027: Douglas Toavs Attachments: Citizen Application	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners appoint _____ as the District 1 representative on the Extension Committee effective immediately thru 01/01/2024 to 12/31/2027 and appoint _____ to the Comfort Lake Forest Lake Watershed District effective immediately thru 9/23/2027. The following motion is suggested to appoint/reappoint each individual: “Move to appoint _____ as the District 1 representative on the Extension Committee effective immediately thru 01/01/2024 to 12/31/2027 and appoint _____ to the Comfort Lake Forest Lake Watershed District effective immediately thru 9/23/2027.”	
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 <u>CEB</u>	Deny _____
Other _____	

Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

APPLICATIONS:

EXTENSION COMMITTEE – District 1 Vacancy

Last Name: Peter Grund

Address:

City: North Branch

State: MN

Zip: 55056

Home Phone:

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

I am a researcher at the University of Minnesota's Department of Neurology. I work on FDA-regulated clinical trials focused on neurological conditions. I also am vice chair of the Chisago County Citizen Review Panel where I participate in reviewing child welfare cases and advocating for improvements in county/state social services.

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

I am interested in joining the U of M Extension Committee for Chisago County to help connect university resources with the needs of our community. I have a background in psychology, neuroscience, and community engagement.

Why do you want this appointment?

Improving digital accessibility is a passion of mine. I also want to make people aware of the research conducted at the University of Minnesota and how it can benefit Chisago County.

COMFORT LAKE FOREST LAKE WATERSHED DISTRICT – Reappointment

Name: Douglas Toavs

Address:

City: Chisago City

State: MN

Zip: 55013

Home Phone:

List experience or skills you have relating to the appointment you are seeking:	I have a wide range of perspectives from which to draw as I look at the issues before the watershed board. I've been a farmer, a teacher, worked in non-profits as a fundraiser and technology specialist. From rural to urban living, water has always been a critical issue. Having served on the board for 3 years now, I feel I have a good perspective of where we are and where we need to go next.
List special or personal interests relating to the appointment you are seeking:	In my time living on Moody Lake, I watched the quality of the water decline so dramatically that we couldn't swim in it anymore. It is only through the intervention of the Watershed that our lake has been brought back to the point where it may qualify for delisting from the impaired water bodies list.
Why do you want this appointment?	I was impressed with the work of the Watershed over the past years, and when the Manager position became available for my area, I felt this is a role in which I could serve our community well, in part because I had some skin in the game. My past three years on the board have been challenging because the learning curve is steep, but I've learned a great deal and feel this is a role in which I am of value to the our community.

Chisago County Request For Board Action

Meeting Date: October 2, 2024	Item Number: 7
Title of Item for Consideration: Conditional Use Permit Surrender – 32XXX Upland Road	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services and Zoning
Previous Action on this Matter: The subject property was previously granted a Conditional Use Permit (CUP) for Rural Retail Tourism on April 19, 2023. The purpose of the CUP is to conditionally allow a winery and gathering venue.	
Background: Susan Hang and Alexandre Yang are new owners of the subject property located at 32XXX Upland Road in Shafer Township, Parcel # 08.00251.35. As the new property owners, they have requested the voluntary surrender of the Rural Retail Tourism Conditional Use Permit attached to the subject property noting that they have no intention of utilizing the CUP. The signed voluntary surrender application is attached. It has been more than 60 days from the date on which the application was received, and the County has yet to call for a public hearing before the County Board as otherwise required pursuant to Section 8.04 L of the Chisago County Zoning Ordinance. Pursuant to Minn. Stat. s. 15.99, Subd. 2 (a), the application to surrender the CUP is considered approved as a matter of law. Despite the default “60 day” statutory approval of the request, it is necessary and prudent for the County Board of Commissioners to take formal action to approve the surrender application so that the land records may clearly indicate that the CUP is surrendered and that the uses otherwise authorized by the CUP are no longer permitted. Staff recommends Board approval and recording of the CUP surrender resolution attached. Attachments: • CUP Surrender Resolution • Voluntary CUP Surrender Application	
Action Requested/Recommended It is respectfully requested that the Board affirmatively accept the landowner surrender of the Rural Retail Tourism Conditional Use Permit (CUP). The following is the suggested language for the motion: <i>“Move to Approve and Record CUP Surrender Resolution No. 24/1002-___ Accepting Landowner Surrender of the Rural Retail Tourism Conditional Use Permit located at 32XXX Upland Road in Shafer Township, Parcel # 08.00251.35, as requested by property owners Susan Hang and Alexandre Yang”</i>	
Implications of Action: Recommended Board action removes the requested Conditional Use Permit approved activities from the property. Budget/Financial Implications: None Identified Legal/Policy Implications: The CUP Surrender Resolution was prepared under the direction and guidance of the County Attorneys office.	

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

Permit # 22-547 (ORIGINAL)

Base Fee \$ 0
 Recording Fee \$ 0
 TOTAL FEE \$ 0



Chisago County Department of Environmental Services

313 N. Main Street, Suite 240

Center City, MN 55012

Contact: Beth Gervais, Land Services Coordinator

651-213-8379 | beth.gervais@chisagocountymn.gov

Application for Voluntary Surrender of Conditional Use Permit

Required Information:

Property Owner Name(s):	Susan Hang Alexandre Yang
Property Address:	32XXX Upland Road in Shafer Township
Mailing Address (If different than Property Address):	10579 Noble Circle N Brooklyn Park, MN 55443
Phone Number(s):	612-702-2794 612-423-4696
Email Address(es):	susanhg83@gmail.com alxdryang@gmail.com
Parcel Identification Number:	08.00251.35
Full Legal Description (Attach separate sheet / deed if necessary):	Commencing at the South Corner of said Section 23; thence N84°20'19"E along the south line of said Section 23, 917.97 feet to the center line of Upland Road; thence N26°45'14"W along said center line 425.74 feet to the point of beginning; thence N63°14'46" E 609.51 feet to the east line of said SW ¼ of the SE ¼ ; thence N03°25'16"W along said east line 403.41 feet; thence S60°00'00"W 770.52 feet to the center line of said Upland Road; thence S26°45' 14"E along said center line 326.78 feet to the point of beginning.
Type of Conditional Use Permit Being Surrendered (Attach copy of CUP if available):	Rural Retail Tourism - see CUP attached
Reason for Surrender:	We have no intentions of utilizing this specific Conditional Permit Use for our property.

Optional Information, If Available:

Original Permittee(s) / Property Owner(s):	<u>JIM + SHER INVESTMENTS, LLC</u>
Date of Original CUP Issuance:	<u>4-19-23</u>

BG

By signing, I / we acknowledge that I / we intend to fully surrender the Conditional Use Permit listed above and all property rights associated with said Conditional Use Permit. I / we further acknowledge that, if the Chisago County Board of Commissioners approves the request for voluntary surrender, all Conditional Use Permit activities will cease immediately.

Property Owner's Signature _____ Date 3/31/24

Property Owner's Signature _____ Date 3/31/24

COUNTY USE ONLY

Date Application Received: 4-1-24

Date of Public Hearing: _____

Action Taken by Board of Commissioners: ☐ Approval ☐ Denial

Notifications Sent To: ☐ Assessor's Office ☐ Recorder's Office ☐ Township ☐ Applicant

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 24/1002-_____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE SURRENDER OF A CONDITIONAL USE PERMIT THAT ALLOWED RURAL RETAIL TOURISM ON PROPERTY LOCATED AT 32XXX UPLAND ROAD IN SHAFER TOWNSHIP

WHEREAS, Jim & Sher Investments LLC, property owner, and Jim Goodpaster & Sherry Timmermann Goodpaster, applicants, submitted an application dated received April 26, 2022 and considered complete on May 2, 2022 for a Conditional Use Permit allowing Rural Retail Tourism on property located at 32XXX Upland Road in Shafer Township; and

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

WHEREAS, the subject site is 5.66 acres in size and legally described as:

PID 08.00251.35

That part of the Southwest Quarter of the Southeast Quarter (SW ¼ of SE ¼) of Section 23, Township 34 North, Range 19 West, Chisago County, Minnesota, described as follows:

Commencing at the South Quarter Corner of said Section 23; thence N84°20'19"E along the south line of said Section 23, 917.97 feet to the center line of Upland Road; thence N26°45'14"W along said center line 425.74 feet to the point of beginning; thence N63°14'46"E 609.51 feet to the east line of said SW ¼ of the SE ¼; thence N03°25'16"W along said east line 403.41 feet; thence S60°00'00"W 770.52 feet to the center line of said Upland Road; thence S26°45'14"E along said center line 326.78 feet to the point of beginning.

SUBJECT TO Upland Road Right of Way.

~~Wife and husband~~

WHEREAS, notice was provided and on June 2, 2022 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Environmental Services Director, the applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the CUP with conditions per Resolution No. PC2022-0601; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its June 15, 2022 meeting and denied the request for CUP, subject to certain Findings; and

WHEREAS, the applicants appealed the denial to the Minnesota Court of Appeals, which issued a decision that reversed the Board of Commissioners' denial of the application and which further instructed the Board of Commissioners to approve the application for CUP with conditions as recommended by the Planning Commission; and

WHEREAS, the Board of Commissioners approved the request for CUP on April 19, 2023, subject to the Findings and conditions of Resolution 2023/0419-5; and

WHEREAS, on April 1, 2024, the County received a property owner application to surrender the CUP; and

WHEREAS, the County determined the application to surrender the CUP was complete on April 1, 2024; and

WHEREAS, it has been more than 60 days from the date on which the application to surrender was received and deemed complete, and the County has yet to call for a public hearing before the County Board as otherwise required pursuant to Section 8.04 L of the Chisago County Zoning Ordinance; and

WHEREAS, pursuant to Minn. Stat. s. 15.99, Subd. 2 (a), the application to surrender the CUP is considered approved as a matter of law; and

WHEREAS, it is necessary for the County Board of Commissioners to take formal action to approve the surrender application so that the land records may clearly indicate that the Rural Retail Tourism CUP is surrendered and that the uses otherwise authorized by the CUP are no longer permitted.

NOW, THEREFORE, BE IT RESOLVED that, notwithstanding Section 8.04 L of the Chisago County Zoning Ordinance, the Chisago County Board of Commissioners approves the application to surrender the CUP at 32XXX Upland Road in Shafer Township, PID 08.00251.35.

BE IT FURTHER RESOLVED that a certified copy of this resolution be recorded with the Chisago County Recorder's Office.

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

IN FAVOR THEREOF:

OPPOSED:

ABSENT:

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

Approved: October 2, 2024

Marlys Dunne
Chair, Board of Commissioners

ATTEST: _____
Christina Vollrath
Clerk of the Board

Chisago County Request for Board Action

Meeting Date: October 2, 2024	Item Number: 8
Title of Item for Consideration: County Board Proclamation of Manufacturer's Month	
Action Requested by: Nancy Hoffman, Director	Department: HRA-EDA
Previous Action on this Matter: Each year the Chisago County Board Chair proclaims the first week of October as Manufacturers' Week in Chisago County. This year the State of Minnesota has proclaimed October to be Manufacturers' Month.	
Background: The month of October has been designated by the State of Minnesota as "Manufacturers' Month." Chisago County has followed suit in proclaiming October as "Manufacturers' Month in Chisago County" in appreciation for all they provide to the economy and quality of life in the county. Other events include: Four school districts touring manufacturing businesses, a career exploration in manufacturing event, and presentations. The events will be held on Wednesday October 09, 2024 at SplitRocks in Wyoming. The East Central Development Partnership (ECDP) is holding Manufacturing Summit on October 25 at the Legion in North Branch and with a tour of Andersen Windows. Attachment(s): Proclamation	
Action Requested/Recommended: It is respectfully requested by the Chisago County HRA/EDA that the Chisago County Board Chair approve proclaiming October 2024 as "Manufacturers' Month in Chisago County." The suggested action is as follows: <i>"Move to approve the attached Proclamation, which proclaims October 2024 as Manufacturers Month in Chisago County"</i>	
Implications of Action: By approving the proclamation, October will be Manufacturer's Month in Chisago County. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

RESOLUTION NO. _____

PROCLAMATION
Declaring the Month of October 2024 as
"MANUFACTURING MONTH"
IN CHISAGO COUNTY

- Whereas The manufacturing industry is a dynamic part of Chisago County and Minnesota's economy, and promotion of this sector's strength, success and high quality of life is an integral part of Chisago County's economic development strategy; and*
- Whereas Manufacturing provides high skill, high wage jobs which significantly contribute to Minnesota's high standard of living and economic vitality; and*
- Whereas In 2023 there are 89 manufacturing businesses in Chisago County employing 2,418 with total wages of over \$152.5 million being the second largest total payroll among business sectors in Chisago County; and*
- Whereas Manufacturing jobs in Chisago County account for 17.5% of all private sector employment within the county; and*
- Whereas Manufacturing has the second largest total payroll among business sectors in Minnesota with 8,639 manufacturing businesses employing 325,881, and providing over \$25.5 billion in wages in 2023; and*
- Whereas Manufacturing produces \$57.2 billion for the state economy in 2023 and is the largest share, 13.63% of our gross domestic product; and*
- Whereas Manufactured exports brought over \$24.9 billion into the Minnesota economy in 2023,*

Now, therefore, I, Marlys Dunne, Chair of the Chisago County Board, do hereby proclaim that, the month of October 2024 shall be observed as:

CHISAGO COUNTY, MINNESOTA MANUFACTURING MONTH

in the County of Chisago on this eighteen day of September, Two Thousand and Twenty-four.

Marlys Dunne
Chisago County Board Chair

Chisago County Request for Board Action

Meeting Date: October 2, 2024	Item Number: 9
Title of Item for Consideration: Rinke Noonan Letter of Engagement for needed TH 8 Condemnation Work – HWY	
Action Requested by: Joe Triplett, Director	Department: Public Works
Previous Action on this Matter: None.	
Background: Chisago County was awarded \$2.19M in funding from the Minnesota Legislature’s 2020 special session to help the County fund the right of way for the TH 8 Reconstruction project. This funding will come in the form of trunk highway bonds. A portion of the right of way for project and will be funded from this source. Public Works is looking to enlist the attorney services of Rinke Noonan for any eminent domain proceedings, should they be necessary. Attachment(s): Rinke Noonan Proposal Letter	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the proposal from Rinke Noonan for needed TH 8 Condemnation Work, if they are necessary. The following motion is suggested: “Move to approve the proposal from Rinke Noonan for needed TH 8 Condemnation Work, if they are necessary.”	
Implications of Action: Approval will allow the County to the services fo Rinke Noonan for condemnation services for the TH 8 Reconstruction Project Budget/Financial Implications: Funding provided via trunk highway bonds from 2020 Legislative session Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal laws and County policies and procedures. The County Attorney has approved as to form.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____



September 25, 2024

Direct Dial: 320-656-3517
llenzenner@RinkeNoonan.com

Direct Dial: 320-257-3868
Aripple@RinkeNoonan.com

Joe Triplett
Chisago County
31325 Oasis Road
Center City, MN 55012
SENT VIA EMAIL ONLY TO: joe.triplett@chisagocounty.us

**Re: Engagement for Condemnation Work
TH 8 Reconstruction Project
Our File No. 10285-0022**

Dear Joe:

You have asked Rinke Noonan to assist you with respect to Chisago County's TH 8 Reconstruction Project.

We are sending this letter to you to update and outline the terms and scope of our representation with respect to this matter, as well as any potential future matters in which you request Rinke Noonan's assistance. Enclosed with this Letter you will find Rinke Noonan's Terms and Conditions pertaining to our representation.

The fees we will charge for our services will be based on the amount of time we spend working on the matter. You will be billed at the regular hourly rates of each attorney, paralegal, or legal assistant performing services on your behalf. The hourly rates vary from person to person, and we will endeavor to have paralegals or legal assistants provide services at a lower rate to handle appropriate tasks. Our rates are adjusted periodically (usually on January 1 of each year). If you have questions about those adjustments, please feel free to contact us. Current rates can be found in the link in our Terms and Conditions included with this letter.

In addition to our hourly rate, we will bill you for all disbursements and out-of-pocket expenses made or incurred on your behalf. Examples of these expenses would include recording fees, filing fees, costs for obtaining documents, and various other expenses. You will only be billed for the actual cost Rinke Noonan incurs for these services. There will be no markup or handling fee for any costs advanced on your behalf. We do not charge for any incidental fees such as printing or copying. Attorneys' fees and expenses will be billed as the work is performed, typically on a monthly basis; however, there may be a delay as work is first undertaken or we may agree to be paid at the closing of a transaction.

Suite 300 US Bank Plaza
1015 W. St. Germain St.
P.O. Box 1497
St. Cloud, MN 56302
320.251.6700

www.rinkenoonan.com

Letter Chisago County (Engagement Letter) 4854-0433-1491 v.6
3/24/2021 1:23 PM

Joe Triplett
Chisago County
September 25, 2024
Page 2

Our estimate of total fees is \$250,000. This is based upon the assumptions provided and discussed that approximately 10% of the acquisitions would require filing a condemnation action and that the vast majority of those would be resolved prior to a full-blown commissioners' hearing. This is an estimate only and not a cap on potential fees. We will, however, work to adjust our estimate as matters progress and we get a better idea of issues that might arise.

Following the end of the matter, at your written request, you may obtain an electronic copy your file. Any documents and file information retained by the firm will be kept in accordance with our data retention policy, which may include the right to destroy or otherwise dispose of any documents or materials after a reasonable time after we have completed our work on that specific matter.

Rinke Noonan is a general service law firm and has represented and will continue to represent numerous private clients over a range of industries and businesses in a wide variety of matters. Specifically, Rinke Noonan represents the Sno-Barons on their land use and operational issues related to their site in Sunrise Township. Given this, without a binding conflicts waiver, conflicts of interest might arise that could deprive the County or other clients the right to select this firm as their legal counsel. Thus, as an integral part of the engagement, the County would have to agree that Rinke Noonan may, now or in the future, represent other clients, including in litigation, adverse to the County on matters that are not substantially related to acquisition of right of way for the TH 8 Reconstruction Project or other matters in which Rinke Noonan has been engaged by the County. By engaging Rinke Noonan, the County would have to agree that it will not assert that Rinke Noonan's representation of the County on this right of way project is a basis to disqualify Rinke Noonan from representing another client County on matters that are not substantially related to this right of way project or other work which Rinke Noonan is currently or has been in the past engaged by the County.

As always, if you have any questions about anything raised in this letter, please feel free to contact me, and we will attempt to answer them.

We look forward to working with you with respect to this matter and thank you for allowing Rinke Noonan to assist you.

Sincerely,

/s/ Igor S. Lenzner

Igor S. Lenzner

ISL/mjr

Sincerely,

/s/ Adam A. Ripple

Adam A. Ripple

AAR/mjr

Enclosure: [Rinke Noonan Terms and Conditions](#)

Joe Triplett
Chisago County
September 25, 2024
Page 3

For County of Chisago:

Marlys Dunne, Chairperson
Chisago county Board of Commissioners

Date: _____

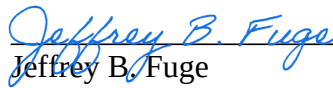
Attest:

Christina Volrath, Clerk to the Board

Date: _____

Approved as to form:

JANET REITER
COUNTY ATTORNEY



Jeffrey B. Fuge
Assistant County Attorney

Date: September 25, 2024

Chisago County Request For Board Action

Meeting Date: October 2, 2024	Item Number: 10
Title of Item for Consideration: Road & Bridge Funding – Wheelage Tax Discussion	
Action Requested by: County Engineer & County Administrator	Department: County Administration/Public Works
Previous Action on this Matter: The Board of Commissioners conducts periodic discussions of current and future funding options for County programs, activities and functions. - On April 3rd, 2013, the County Board passed a Resolution supporting AMC efforts to secure, as a possible local funding option for transportation maintenance and construction projects, adoption of Wheelage Tax. The County Board elected to not support AMC's support for a local option Sales Tax. - On May 15th, 2013, the County Board discussed upcoming federal and state funding limitations for current and future County Road & Bridge projects and activities. The County Board was also updated on efforts to authorize local use of Sale Tax and a Wheelage Tax for funding of certain road and bridge and transit projects and activities. - On June 12th, 2013, the Budget & Finance Committee recommended the County Board further discuss such new funding options, as approved by the State Legislature, but did not recommend for affirmative consideration any specific course of action. - On June 19th, 2013, the County Board directed staff to schedule for further discussion the Wheelage Tax option and to prepare for possible consideration a Resolution authorizing such in time for the August 1st deadline by the State of Minnesota. - On July 17th, 2023, the County Board adopted a County-wide Wheelage Tax of \$10 per vehicle by resolution.	
Background: Minnesota's Constitution allows wheelage taxes to be imposed by political subdivisions solely for highway purposes only. These dollars may not be used for transit or other purposes. On July 17th, 2013, the County Board adopted a County-wide Wheelage Tax of \$10 per vehicle by resolution. Since 2023 the County has collected <u>\$561,689</u> on average per year. In 2024, the County budgeted \$600,000 in Wheelage Tax revenue. As part of its fiduciary and oversight responsibilities of the Chisago County Board of Commissioners, time has been set aside at tonight's meeting to further discuss a possible increase in the Chisago County Wheelage Tax from \$10 per vehicle to the maximum rate of \$20 per vehicle to fund the County's Road & Bridge activities beginning in 2026. The County Board must notify the MN Department of Revenue by August 1st of any changes in the amount of Wheelage Tax a County intends to collect. In particular: As per Board direction, attached is a <i>Draft</i> Resolution implementing a Wheelage Tax for Chisago County for <u>2026</u> and authorizing the State of Minnesota to collect such on behalf of	

the County.

Attachments:

- Draft Resolution
- Mn Stat. 163.051 County Wheelage Tax

Action Requested/Recommended: It is respectfully requested that the Chisago County Board discuss possible implementation of a Wheelage Tax for funding of Road & Bridge projects and activities. If desired, the suggested motion to undertake authorization and implementation of such is as follows:

“Move to adopt the Resolution [as presented/modified at tonight’s meeting] implementing a \$20 per vehicle Wheelage Tax for Chisago County for 2026 and authorizing the State of Minnesota to collect such on behalf of the County.”

Implications of Action: None – for information and discussion purposes only. However, should the County Board wish to take action at tonight’s meeting, adoption of the draft Resolution would facilitate implementation of a Wheelage Tax for funding of Road & Bridge projects and activities.

Budget/Financial Implications: None – for information and discussion purposes only. However, should the County Board wish to take action at tonight’s meeting, adoption of the draft Resolution would facilitate collection of an estimated approximately \$1,200,000, via a \$20 per eligible vehicle Wheelage Tax, for funding of Road & Bridge projects and activities.

Legal/Policy Implications: The proposed discussion and direction are in conformity with applicable state statutes and County authority and policies. The Draft Resolution has been prepared with the assistance of AMC and other implementing Minnesota Counties.

Administrator’s Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

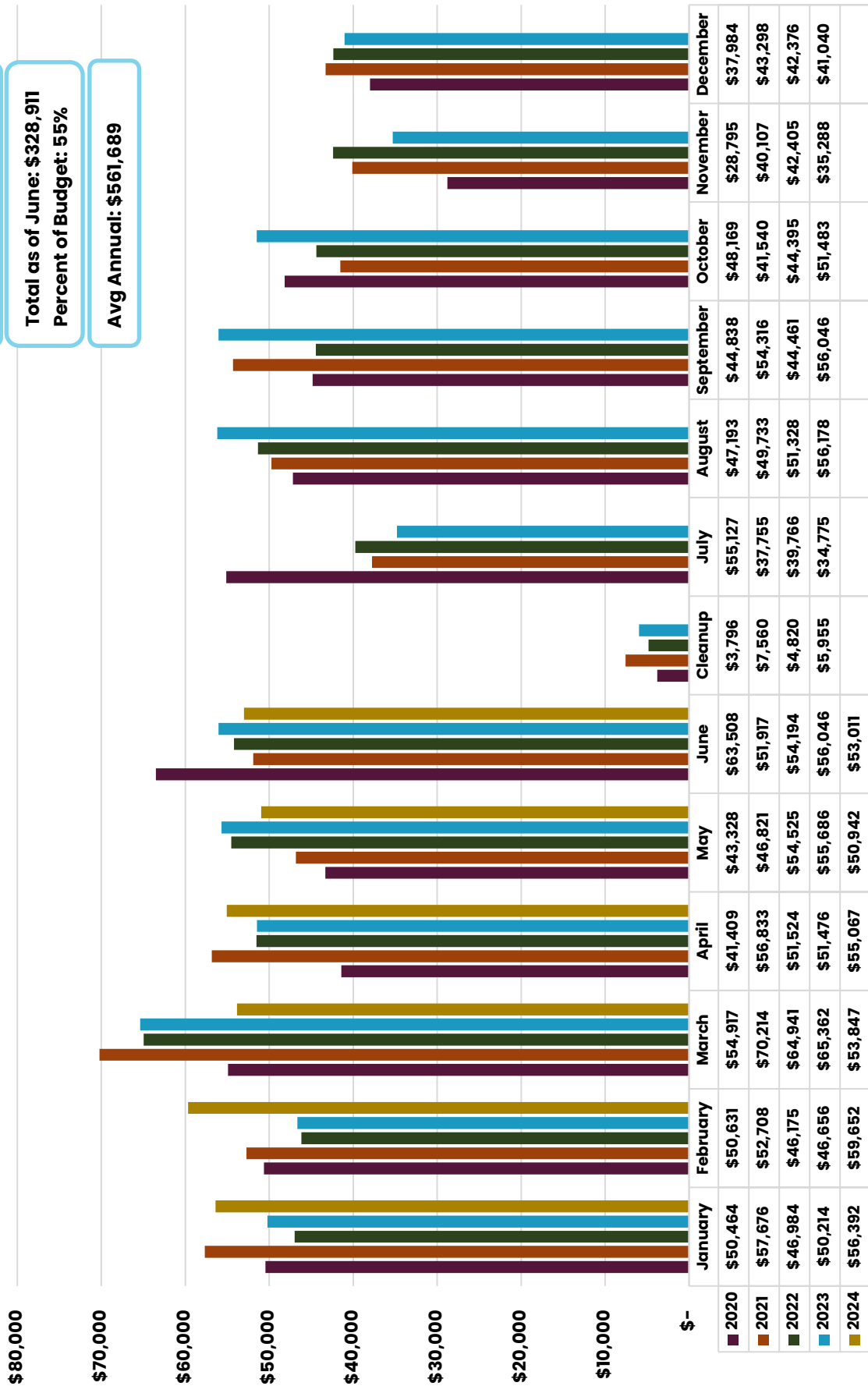
Abstain _____

June 2024 Wheelage Tax 50% of Year Complete

2024 Budget: \$600,000

Total as of June: \$328,911
Percent of Budget: 55%

Avg Annual: \$561,689



163.051 COUNTY WHEELAGE TAX.

Subdivision 1. **Tax authorized.** (a) Except as provided in paragraph (c), the board of commissioners of each county is authorized to levy by resolution a wheelage tax at the rate specified in paragraph (b), on each motor vehicle that is kept in such county when not in operation and that is subject to annual registration and taxation under chapter 168. The board may provide by resolution for collection of the wheelage tax by county officials or it may request that the tax be collected by the state registrar of motor vehicles. The state registrar of motor vehicles shall collect such tax on behalf of the county if requested, as provided in subdivision 2.

(b) The wheelage tax under this section is at the rate of up to \$20 per year, in any increment of a whole dollar, as specified by each county that authorizes the tax.

(c) The following vehicles are exempt from the wheelage tax:

- (1) motorcycles, as defined in section 169.011, subdivision 44;
- (2) motorized bicycles, as defined in section 169.011, subdivision 45;
- (3) motorized foot scooters, as defined in section 169.011, subdivision 46; and
- (4) vehicles that meet the requirements under section 168.012, subdivision 13.

(d) For any county that authorized the tax prior to May 24, 2013, the wheelage tax continues at the rate provided under paragraph (b).

Subd. 2. **Collection by registrar of motor vehicles.** The wheelage tax levied by any county, if made collectible by the state registrar of motor vehicles, shall be certified by the county auditor to the registrar not later than August 1 in the year before the calendar year or years for which the tax is levied, and the registrar shall collect such tax with the motor vehicle taxes on the affected vehicles for such year or years. Every owner and every operator of such a motor vehicle shall furnish to the registrar all information requested by the registrar. No state motor vehicle tax on any such motor vehicle for any such year shall be received or deemed paid unless the applicable wheelage tax is paid therewith.

Subd. 2a. **Tax proceeds deposited; costs of collection; appropriation.** Notwithstanding the provisions of any other law, the state registrar of motor vehicles shall deposit the proceeds of the wheelage tax imposed by subdivision 2, to the credit of the county wheelage tax account of each county. The amount necessary to pay the costs of collection of said tax is appropriated from the county wheelage tax account of each county to the state registrar of motor vehicles.

Subd. 3. **Distribution to county; appropriation.** On a monthly basis, the registrar of motor vehicles shall issue a payment in favor of the treasurer of each county for which the registrar has collected a wheelage tax in the amount of such tax then on hand in the county wheelage tax account. There is hereby appropriated from the county wheelage tax account each year, to each county entitled to payments authorized by this section, sufficient moneys to make such payments.

Subd. 4. **Use of tax.** The treasurer of each county receiving payments under subdivision 3 shall deposit such payments in the county road and bridge fund. The moneys shall be used for purposes authorized by law which are highway purposes within the meaning of the Minnesota Constitution, article 14.

Subd. 5. [Repealed, 2008 c 154 art 2 s 33]

Subd. 6. [Repealed by amendment, 2013 c 117 art 3 s 4]

Subd. 7. **Offenses; penalties; application of other laws.** (a) Any owner or operator of a motor vehicle who willfully gives any false information relative to the tax authorized by this section to the registrar of motor vehicles or any county, or who willfully fails or refuses to furnish any such information, is guilty of a misdemeanor.

(b) Except as otherwise provided in this section, the collection and payment of a wheelage tax and all matters relating thereto are subject to all provisions of law relating to collection and payment of motor vehicle taxes so far as applicable.

History: 1971 c 830 s 11; Ex1971 c 48 s 12; 1973 c 492 s 14; 1973 c 551 s 1,2; 1976 c 2 s 172; 1986 c 444; 2003 c 112 art 2 s 50; 2008 c 350 art 1 s 4; 2008 c 366 art 9 s 1; 2009 c 101 art 2 s 109; 2013 c 117 art 3 s 4; 1Sp2019 c 10 art 3 s 40; 2022 c 55 art 1 s 50; 2023 c 68 art 3 s 3



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

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 24/1002-XX

WHEELAGE TAX IN CHISAGO COUNTY FOR COUNTY HIGHWAY PURPOSES EFFECTIVE JANUARY 1, 2026

WHEREAS, the 2013 Minnesota State Legislature has authorized expansion of the Wheel Tax authority (Chapter 117, Article 3, Section 4) to all 87 counties, and

WHEREAS, Minn. Stat. provides, in part, that the board of commissioners of each county is authorized to levy a wheel tax of up to \$20.00 on each motor vehicle, except motorcycles as defined in Minn. Stat. 169.011, Subd. 44, which is kept in such county when not in operation and which is subject to annual registration and taxation under Chap. 168, and

WHEREAS, the Chisago County has been significantly impacted by increasing costs and demands for ongoing maintenance, upkeep and improvement to its local transportation infrastructure and identifies substantial needs for increased transportation funding, and

WHEREAS, federal and state funding for highway systems in Minnesota has remained stagnant and is failing to keep pace with growing population, aging infrastructure and growing demands, and

WHEREAS, it is appropriate to consider a wheel tax as having a direct correlation between vehicle use and highway maintenance costs within Chisago County; and

WHEREAS, diversifying revenue sources beyond the County's property tax base is prudent to support highway infrastructure maintenance, replacement and improvement costs; and

WHEREAS, maintaining Chisago County's highway system is critical to the economic vitality and quality of life of Chisago County and its residents, businesses and visitors; and

WHEREAS, wheel tax monies collected for Chisago County stay in Chisago County.

NOW THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners authorizes and imposes a wheel tax as provided for in Minnesota State Statute of \$20.00 for the year 2026 and each subsequent year thereafter, on each motor vehicle, except motorcycles as defined in Minn. Stat. 169.01, Subd. 4, which is kept in Chisago County when not in operation and which is subject to taxation and registration under Chapter 168, and

BE IT FURTHER RESOLVED, that the County requests the State Registrar of Motor Vehicles collect the tax on behalf of Chisago County, and

BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby directs the County Administrator and County Auditor to certify the tax to the State Registrar of Motor Vehicles for collection on or before August 1, 2025.

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

IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson

OPPOSED: None

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

Approved: October 2, 2024

Marlys Dunne
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: October 2, 2024	Item Number: 11
Title of Item for Consideration: Initial Licensing Application from Tyler Permitting and Licensing	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services
Previous Action on this Matter: The Board previously approved the purchase of Tyler Permitting and Licensing for \$400,000. As part of this implementation, it is necessary for cities to have a minimum of 1 license each, to integrate with the County's application.	
Background: The Recorder's Compliance Fund Expenditure Committee discussed this matter at its September 17, 2024, meeting, and voted to recommend the initial purchase of these licenses from the Recorder's Compliance Fund. The committee felt that because this is an additional expenditure that was not budgeted as part of the implementation, and because of the timing of the purchase with both city and County budgets, it would be appropriate to fund the purchase from the Compliance Funds. In the future, the yearly fees will be absorbed as part of the licensing process through Environmental Services. In the future, the yearly fees will be absorbed as part of the software licensing process through Enterprise and Environmental Services Departments and will be evaluated for inclusion in updated Environmental Services Department and related fee schedules. Attachments: Tyler Technologies Quote - Additional EPL Licenses	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the purchase of the additional licensing required for cities to integrate with the county's permitting and licensing application. The following motion is recommended; <i>“Move to approve the approve the initial purchase of licenses with which cities can integrate with the Tyler Permitting and Licensing application, with funds to come from the Recorder's Compliance Fund”</i>	
Implications of Action: By approving the contract, Chisago County will be able to offer its staff and constituents a more efficient way to apply for and receive permits, saving the County both time and money. Budget/Financial Implications: The project will be paid from the Recorder's Compliance Fund. \$15,353, so it would have no impact on the County levy. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal laws and County policies and procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	

Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____



Quoted By:
Quote Expiration:
Quote Name:

Ray Kinard
9/30/24
Additional EPL Licenses

Sales Quotation For:

Kurt Schneider
Chisago County
313 N Main St Rm 271
Center City MN 55012-7656
Phone: +1 (651) 213-7120

Tyler SaaS

Description	Term	Monthly Fee	Users/Units	Annual Fee
Enterprise Permitting & Licensing Core Software				
Community Development Suite - Per User		\$ 178	10	\$ 21,310
Enterprise Permitting & Licensing Extensions				
Enterprise Permitting & Licensing Mobile		\$ 52	1	\$ 618
Sub-Total:				\$ 21,928
<u>Less Discount</u>				<u>\$ 6,575</u>
TOTAL	3.00			\$ 15,353

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 15,353
Total Services	\$ 0	\$ 0
Total Third-Party Hardware, Software, Services	\$ 0	\$ 0
Summary Total	\$ 0	\$ 15,353
Contract Total	\$ 46,059	

Comments

SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

iG Workforce - iG Inspect and iG Enforce provide a mobile solution for field personnel to capture inspection and code data remotely. Tyler will assist to connect iG Apps to the Enterprise Permitting & Licensing powered by EnerGov suite, and support testing. These applications are available on iOS. The client is responsible for ensuring the app(s) are downloaded and kept up to date on client utilized hardware.

Client Approval: _____
Date: _____
Print Name: _____
P.O.#: _____
MnCCC Signature: _____

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available for download by the Client;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Chisago County Request for Board Action

Meeting Date: October 1, 2024	Item Number: 12
Title of Item for Consideration: Renew Vision CAMA Contract for 1-year	
Action Requested by: Daryl Moeller, County Assessor	Department: County Assessor
Previous Action on this Matter: The County's current contract with Vision Government Solutions is due to end on November 1, 2024. The County is scheduled to switch CAMA (computer assisted mass appraisal) providers to Tyler Technologies in 2024. The original go-live date with Tyler Technology was August 15, 2024. With delays, the conversion will be after the end of the contract. Chisago County must have a CAMA system to fulfill valuation processes.	
Background: CAMA software helps manage all property data and every phase of the property appraisal process, including assessment administration, property maintenance, and valuation and appeals. Currently, Vision seamlessly integrates with tools like geographic information systems (GIS), aerial photography. Due to the County changing tax software to Tyler, the CAMA provider will need to be changed from Vision to Tyler. The Recorder's Compliance Fund Expenditure Committee discussed this matter at the September 17, 2024 Committee meeting and voted to recommend the extension. The committee felt that because this is an additional expenditure that was not budgeted, and because the resulting total expenses for the Tyler project SHOULD reflect savings from the original contract with them, this expense can be viewed as part of the conversion project to justify using the funds.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the extend the Vision contract for 1 year so that CAMA is available until the Tyler conversion project is complete. The following motion is suggested; <i>"Move to approve the approve the Vision CAMA contract for 1 year, with funds to come from the Recorder's Compliance Fund."</i>	
Implications of Action: By approving the contract, Chisago County will continue to offer its staff and constituents the required CAMA program to perform necessary tasks regarding land use. Budget/Financial Implications: The project will be paid from the Recorder's Compliance Fund. \$19, 685. This will have no impact on the County levy. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal laws and County policies and procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	

Action on Motion:	Aye _____	Nay ____	Abstain _____
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Chisago County Request for Board Action

Meeting Date: October 2, 2024	Item Number: 13
Title of Item for Consideration: Eagleview Aerial Imagery Amendment	
Action Requested by: Daryl Moeller, County Assessor	Department: County Assessor
Previous Action on this Matter: In 2021, Chisago County signed a contract with MCCC for Pictometry (Eagleview) to fly two flights, one in 2022 and the second in 2025. Both Flights were originally contracted for 6” resolution at a price of \$58,380.00 for each flight. In 2022, the plane sent to MN was only outfitted with the technology for 3” resolution. Because of this, Pictometry offered the 3” resolution for only \$14,220 (Amendment No. 1). This changed the price of the 2022 Flight (Flight 1 of 2) from \$58,380 to \$72,600 (Or \$24,200 each year).	
Background: There is a need for periodic Aerial Photography to assist with public safety, property assessments, survey/public works activities, environmental activities, and various other GIS applications for official County, municipal and public use. Pictometry (now Eagleview) provides an enhanced aerial imagery product offered at a relative low cost. A significant number of Minnesota counties utilize Eagleview. Use of aerial imagery facilitates more efficient and productive appraisal applications in the Assessors’ office which other or dated imagery cannot provide, saving significant staff time and effort. Other uses include public safety, planning & zoning, recording/auditing, and highway & public works. The Recorder’s Compliance Fund Expenditure Committee discussed this matter via email and met on September 17, 2024, to confirm that Compliance Funds should be used to fund the 3” resolution rather than revert back to 6” resolution. Approval to again upgrade the 2025 flight to 3” resolution from the already contracted 6” resolution. This will amend the already contracted price of \$58,380 to \$105,780 (Or \$35,260 each year).	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Amendment to the Eagleview contract to allow for the 3” resolution. The following motion is suggested; “Move to approve the amended Contract from MCCC (Eagleview) to allow for 3” resolution rather than the 6” originally contracted.”	
Implications of Action: By approving the Amendment to the contract, Chisago County will continue to offer its staff and constituents technologically advanced resources to perform necessary tasks regarding land use. Budget/Financial Implications: The project will be paid from the Recorder’s Compliance Fund. This will amend the already contracted price of \$58,380 to \$105,780 (Or \$35,260 each year). Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and	

federal laws and County policies and procedures.			
<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: October 2, 2024	Item Number: 14
Title of Item for Consideration: Larry Hansen “Ponytail Addition” Final Plat	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services
Previous Action on this Matter: The Preliminary Plat of Ponytail Addition was approved by the Board of Commissioners on July 17, 2024.	
Background: Kenneth Knoss and applicant Larry Hansen are requesting Final Plat approval of Ponytail Addition. The subject 46+ acre property is proposed to be divided as one 12.53 acre lot. The property is generally located at the southeast corner of Rush Lake Trail / CSAH 1 and 527th Street / CR 94 in Nessel Township, (PID # 06.00235.10). Staff has reviewed the Final Plat as presented and finds it to be consistent with that of the approved Preliminary Plat. A resolution of the Board of Commissioners consistent with approval of the Final Plat is presented for Board consideration. Attachments: Draft Resolution of Approval	
Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the approval of Ponytail Addition Final Plat. The suggested motion is recommended; “Move to Approve Resolution No. 24/1002-____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Ponytail Addition generally located at the southeast corner of Rush Lake Trail / CSAH 1 and 527th Street / CR 94 in Nessel Township, (PID # 06.00235.10)”	
Implications of Action – Recommended Board action grants approval of the Ponytail Addition Final Plat as presented. Budget/Financial Implications: None. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal laws and County policies and procedures. The County Attorney has approved as to form.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 24/1002- _____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,
APPROVING THE FINAL PLAT OF PONYTAIL ADDITION

WHEREAS, property owners Kenneth Knoss & Bernice Knoss and applicant Larry Hansen submitted an application dated received May 31, 2024 and considered complete on June 3, 2024 for the Preliminary Plat of Ponytail Addition; and

WHEREAS, the property owners wish to create one lot from the 46± acre subject site; and

WHEREAS, the subject site is generally located at the southeast corner of Rush Lake Trail / CSAH 1 and 527th Street / CR 94 in Nessel Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 06.00235.10

That part of the Southwest Quarter of the Northeast Quarter, Section 11, Township 37, Range 22, Chisago County, Minnesota, lying East of the centerline of Chisago County Road No. 1 as laid out and traveled August 14, 2003.

AND

The West 108 feet of the Southeast Quarter of the Northeast Quarter of Section 11, Township 37, Range 22, Chisago County, Minnesota.

AND

That part of the Northeast Quarter of the Southeast Quarter and that part of Government Lot 3 lying East of the center line of Chisago County Road No. 1 as laid out and traveled August 14, 2003, all in Section 11, Township 37, Range 22, Chisago County, Minnesota, lying Northerly of the following described line:

Commencing at the East Quarter corner of said Section 11; thence South 00 degrees 07 minutes 51 seconds East, assumed bearing along the East line of the Southeast Quarter of said Section 11, a distance of 655.00 feet to the point of beginning of the line to be described; thence South 76 degrees 47 minutes 00 seconds West, 152.00 feet; thence South 38 degrees 20 minutes 00 seconds West, 173.24 feet; thence South 87 degrees 20 minutes 00 seconds West, 1339.14 feet, to the West line of Parcel 27, Chisago County Highway Right-of-Way Plat No. 71, and said line there terminating.

WHEREAS, the Preliminary Plat of Ponytail Addition was recommended for approval by the Planning Commission on July 11, 2024 and approved by the Board of Commissioners on July 17, 2024; and

WHEREAS, at the time of Preliminary Plat approval, Kenneth Knoss & Bernice Knoss were identified as legal owners of the lands subject to the application. By affidavit of identity and

survivorship recorded on August 14, 2024, Kenneth Knoss acquired the interest held by Bernice Knoss at the time of her death; and

WHEREAS, property owner Kenneth Knoss, a widowed person, and applicant Larry Hansen submitted a request for Final Plat of Ponytail Addition on September 16, 2024; and

WHEREAS, the Final Plat submitted on September 16, 2024 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval; and

WHEREAS, the Chisago County Attorney's Office has reviewed the pending application for Final Plat and the title opinion received of the property owner's attorney dated August 27, 2024, and the Attorney's Office has provided a legal opinion that full legal title of the subject property is in the name of Kenneth W. Knoss, a widowed person.

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

1. The Final Plat is approved as submitted on September 16, 2024. Any deviation from the approved plat drawing prior to recording shall require further review by the Planning Commission and approval by the County Board.
2. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

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

IN FAVOR THEREOF:

OPPOSED:

ABSENT:

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

Approved: October 2, 2024

Marlys Dunne
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: October 2, 2024	Item Number: 15
Title of Item for Consideration: County Membership in Chambers of Commerce (North Branch, Rush City, and Lakes)	
Action Requested by: Chase Burnham, County Administrator	Department: County Administration
Previous Action on this Matter: None.	
Background: A chamber of commerce is a voluntary partnership of businesses and professionals working together to build a healthy economy and improve the quality of life in a community. It is a membership organization that advocates on behalf of local businesses and is backed by a board that is comprised of businesspeople from the local community. The chamber is a resource, advocate, and connector for business. A chamber works to accomplish these goals, it must champion many different functions: economic developer and planner, tourist information center, business spokesperson, economic counselor and teacher, government relations specialist, human resources adviser, and public relations practitioner. A Chamber of Commerce is made up of members who are businesses, organizations, and individuals concerned with the socioeconomic climate of a community. These groups have joined together because they stand a better chance of getting things done when speaking with a collective voice. Chamber members can include the small hardware store on the corner, the mom-and-pop diner, the established bank downtown, franchise and major retailers, and the local baseball team. There are no limits or restrictions on the number or kind of members that choose to get involved in a chamber of commerce. It is important that Chisago County is a member of the County's Chambers of Commerce because of the value of these businesses to Chisago County, and it is important that the County support them in any way possible. One of the biggest taxes that a business pays every year is the property tax to the County and other local entities, and it is important that County staff is aware of what is happening in the business community in the County and available to address questions from the businesses and business owners. Attachment(s): • County Chamber Membership Information	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve Chisago County membership in the North Branch, Rush City, and the Chisago Lakes Chambers of Commerce. The following motion is suggested: <i>“Move to approve Chisago County membership in the North Branch, Rush City, and the Chisago Lakes Chambers of Commerce.”</i>	
Implications of Action: By approving membership, the County would become a formal member of	

the County's Chambers of Commerce.

Budget/Financial Implications: \$2080.00 (LA = \$1,250, NB = \$445, RC = \$365) This is unbudgeted for 2024 and 2025. Membership could be funded using unallocated 2024 CIP funds or re-allocated operating levy funds for 2025.

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

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay _____

Abstain _____



MEMBER BENEFITS

North Branch Area Chamber of Commerce

www.northbranchchamber.com

CHAMBER HISTORY

Since 1990, the North Branch Area Chamber of Commerce has served as a partner, advocate and resource for the local business community. It has over 150 members, consisting of businesses, non-profit organizations and individuals, from and throughout the North Branch Area.

Mission Statement

The North Branch Area Chamber of Commerce Mission Statement is to promote, educate, serve, and create a thriving business community.

Support The Community Through Your Membership

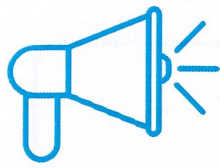


Economic stability is vital to a thriving community, and the Chamber serves to support that economic cornerstone. Becoming a member of the Chamber of Commerce is an investment in your community.

On our members' behalf, we can advocate for a business-friendly government, provide education/resources that supports the workforce, create space to connect with others, and offer opportunities to engage with elected officials and representatives.

By being a member of the Chamber, you are supporting our efforts to make the North Branch Area a better place to work, play and live.





Included in your Membership



Our programs and benefits are designed to lead a healthy, expanding community, which benefits every business and professional person in the area. The North Branch Area Chamber offers many opportunities to help create your success.
Join now, and start building a foundation to grow on.

Marketing and Visibility

- Website listing featuring name listed by category, address, phone number and link to your website
- Brochure folder and business card placement in the office
- Publication of your business news in the Community News section of our weekly e-newsletter
- Referrals via Chamber staff, business directory, website, volunteers, business-to-business etc.
- Followed on social media and posts shared to our page
- Opportunities for promotion via social media, newsletter and shout-outs
- Membership Dues are a tax deduction as a necessary business expense
- Member Only Sponsorship Opportunities available to fit your budget

Business Connections and Networking

- Invitation to all Chamber Events
- Opportunities for member-to-member networking
- New Member Orientation & Reception
- Ribbon cuttings, ground breakings and grand openings hosted by the Chamber
- Membership Certificate
- Digital Chamber Plaque for your website





BUSINESS AFTER HOURS

Business After Hours offers an excellent opportunity for networking with old and new friends while enjoying refreshments and developing business. Coming back in 2024



RETURN ON INVESTMENT

MORNING COFFEE

Coffee and pastries are provided for a morning of Coffee Connections.

Coming back in 2024

The more you use your membership, the more benefits you will see! Through the Chamber, you have access to:

- Cost-effective marketing to a list of over 1000+ people
- Referrals to 11,000+ residents
- A robust calendar with 50+ events, annually
- A proactive approach to a healthy financial community

Networking Luncheon

Members have the opportunity to network, learn and have a business highlight. Lunches are catered and we present the business of the month, meeting the second Tuesday of the month at 12:00pm.

The Chamber continuously works for you through strategic planning and community engagement opportunities.

COST PER MONTH FOR
BASIC MEMBERSHIP
PACKAGE JUST \$33

ADDITIONAL OPPORTUNITIES

● UTILIZING OUR BULK MAILING PERMIT

Members can save up to 33% of their postage by using our permit

● CERTIFICATE OF ORIGIN

A certificate of origin is required by the government when goods are shipped or imported to. NBACC can assist

● CREDIBILITY FOR YOUR ORGANIZATION OR BUSINESS

Joining a chamber is an effective business strategy because consumers think more favorably of businesses that are members. Having your business associated with the Chamber Brand is a priceless benefit.

● DOOR PRIZE CONTRIBUTIONS

Members and sponsors have the opportunity to provide a door prize at our Network Luncheon.

● BUSINESS OF THE MONTH

Members may purchase this prime space and have the chance to be highlighted for an entire month

● NEW RESIDENT LEADS

For a fee, sign up to receive a mailing list monthly with contact information of those who have inquired about relocating to our community.

● NEW RESIDENT PACKET INSERT

We will send a package in the mail - quarterly containing a curated list of Chamber member businesses. The packet also includes general area data paid ads from members and other relevant information.

● SPONSORSHIP OPPORTUNITIES

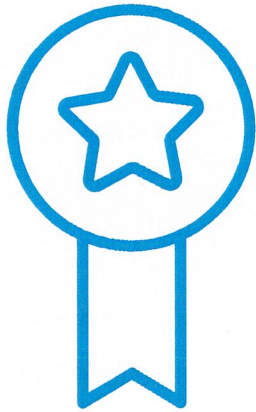
Chamber members have the opportunity to sponsor one or more of our many events or programs. Please contact us for more detailed information about sponsorships.

● ADVERTISING SPACE

Paid options are available throughout the year among our 8,000/mo. website visitors, 750 weekly email recipients, 2,000 Facebook followers + more!

OUR MISSION

is to
promote, educate, serve, and create a thriving business community.



How To Apply

Once your application is submitted, a Chamber team member will process your information and be in contact. We are excited to have you as a new member and look forward to being a service to you and your organization.

northbranchchamber.com/application

Investment Structure

Your membership participation with the North Branch Area Chamber of Commerce can be instrumental in bringing your business or organization to the forefront and promote the economic growth and quality of life of this community.

MEMBERSHIP LEVEL	ANNUAL DUES
Basic Rate	\$445
Includes 10 lunches	
Basic Rate	\$395
Lunches are purchased separately	
Non-profit Org.	\$445
Includes 10 lunches	
Non-profit Org.	\$395
Lunches are purchased separately	
Supporting Member	\$250
New Member Application Fee	\$25

OUR TEAM

Melissa Collins
Executive Director

Jurney Lund
Accounting Intern

CONTACT US

6063 Main Street
North Branch, MN 55056
651/674.4077

contact@northbranchchamber.com
www.northbranchchamber.com

2023 BOARD OF DIRECTORS

Frank Gomes, PRESIDENT
Kelly Rae Hunter, SECRETARY

Christina Huesman, VICE PRESIDENT
Melissa Collins, PAST PRESIDENT

Frank Gomes - NorthBrook Church
Christina Huesman - Anytime Fitness
Melissa Collins - MJCollins Photography
Kelly Rae Hunter - Realtor Executives
Clint Link - NBA Public Schools
Jason Ziemer - City of North Branch
Brad Browman - E&I Custom Woodworking

Christine Eblen - Minnco Credit Union

SPONSOR PACKAGES

BRONZE PACKAGE

- Membership + 10 lunches
- One 1/2 page ad in New Residents Book
- 1 Month website as
- Ability to host a morning coffee/afterhours mixer
- New Member application fee waived

\$699

SILVER PACKAGE

\$1500

- Bronze Benefits
- 1 set (month) of resident address labels
- 1 month of weekly email sponsorship at the top of each email (4 emails per month)
- 1 luncheon/Business of the Month Spotlight - a month devoted to marketing YOU
- 25% off a sponsorship logo space on New Residents Book
- Minor Sponsorship at one event

NORTH BRANCH CHAMBER OF COMMERCE

6063 Main Street
North Branch, MN 55056
northbranchchamber.com

Chisago County Board of Commissioners
October 2nd 2024

SPONSOR PACKAGES

GOLD PACKAGE

- Silver Benefits
- 2 sets (2 months) of New Resident mailing address labels
- Bulk Mailing Credit up to \$150 in postage
- 1 year of the weekly email sponsorship at the top of each email (52 emails)
- Complimentary Certificate of Origin
- 50% off a sponsorship logo space on the New Residents Book
- 6 month website ad

\$2195

PLATINUM PACKAGE

- Gold Benefits
- Bulk Mailing credit up to \$300 in postage
- 12 month website ad
- Major Sponsorship at one event
- Email sponsorship - every email sent by the chamber will have "Email sponsored by ____" near signature. 7,000+ emails are sent every year
- Four 1/2 page ads in New Residents Book

NORTH BRANCH CHAMBER OF COMMERCE

6063 Main Street
North Branch, MN 55056
northbranchchamber.com

Chisago County Board of Commissioners
October 2nd 2024

A La Carte Menu of Services

Print Advertising

New Resident Booklet

Mailings go out every quarter to new residents that have moved into North Branch, Stacy & Harris. An average of 80-100 new residents move into our community each month. This service is only available to members only.

The booklet contains our member directory. As a business, you are able to add a full page or half page ad/insert to further increase your market visibility.

Full page ad:\$75

Half-page ad:.....\$50

Minimum of 100 inserts are needed and provided by the business utilizing the service.

SPONSORSHIP:

Your logo will appear on the back side of the booklet (near the address) on each (4 booklets) for the year. 8 spots available.

Annual:.....\$250

Digital Advertising

WEBSITE SPONSOR

Your ad will be displayed in full color on northbranch.com website which gets over 6,000 visits per month. Out of 12, a single ad can generate 33,896 views and have 195 clicks in one year.

Ads can be your logo, your contact info or a .gif and rotate throughout the website and pages. Your ad will link directly to your website if clicked.

Annual sponsor (12 available) \$300

Ad size 300x250 pixels

Not available for non-members

Monthly sponsor \$20

Ad size 150x150 pixels

Non-member rate \$50

Ad size 150x150 pixels

COMMUNITY WHAT'S HAPPENING - WEEKLY EMAIL

This is a weekly email that goes out to over 900 recipients on Monday's and placed on our Facebook page with over 2.8k followers. It focuses on community events and information.

Ad/event placement.....included in membership

Non-members\$25 per event/ad

Annual sponsorship\$550

Weekly sponsorship\$15

Your branding logo is displayed weekly under the NBACC logo on each email and featured once a week on our FB page. This is available to members only.

Other Marketing & Professional Services

BULK MAILING

Only members can utilize our bulk mailing permit for their company mailings. Save up to 35% of your postage by using our permit. All postage and preparing of mailings are at the responsibility of the member. The chamber will send you a guide on how to prep your mailings after you have set up an appointment with the office.

An address list of all new residents that have moved into the North Branch, Stacy & Harris area per/month\$30

Utilizing this serviceincluded in membership
Non-members\$50

CERTIFICATE OF ORIGIN

A certificate of origin certifies the country where the goods originated and may be required by the government where your goods are being shipped or imported to. The certificate requires a notary stamp of validation and for NBACC to follow International Chamber of Commerce Guidelines.

Manual/Paper Certificate\$65
Safe Electronic Export Certificate\$55
Expedited service (24hr turnaround) \$99

MONTHLY NETWORKING LUNCH

Join chamber members, community and business leaders at noon every 2nd Tuesday of the month at the American Legion. Share a meal, network and socialize with one another and make important connections while building relationships. Share business updates, place your cards and fliers on tables and learn from speakers and presenters.

We offer 10 networking lunches per year at the American Legion. No lunches are held in August and we often plan a special ‘field trip,’ on location at another member's place that may cost an additional price.

Cost at the door or bringing a guest.....\$20

**Please note: registration is required at least 24 hours prior to the scheduled lunch date. Once registered and meals ordered, you are responsible for the cost. When registered at least 24 hours prior to the scheduled lunch date, please bring cash or check to the lunch and pay when you check in. If you register after 12:00 pm Monday, a meal cannot be guaranteed, however, you are always welcomed to bring your own lunch or participate without a meal. If no meal is ordered or you bring your own, entrance is complimentary.

Pack of 10 lunches (Expires Dec. 31st each year).....\$150

**Each business has 10 lunches for the year if they were pre-paid with the basic membership. If you decide to bring a guest or partner you may split your 10 lunches with them, but once they are used, you must either pay at the door or purchase another pack of 10.

COMING BACK IN 2024 - MORNING COFFEE & AFTER HOURS NETWORKING

FEATURED BUSINESS OF THE MONTH

Become a featured business of the month! Be included in our social media and weekly email blast to members and the community for 4 weeks, have a front page ad on our website, a written/audio/video interview about your business & story, a sign and table at our luncheon, 10 minutes to talk at the luncheon which will be ‘televised’ for sharing with our audience.

Only 10 are available each year.....\$500

MAJOR / MINOR SPONSORSHIPS AT EVENTS

This will vary from event to event, but ultimately, being a sponsor partner with the NBACC you will have enhanced visibility and exposure, have access to a target audience, take part in networking opportunities, could include speaking engagements, exhibition booths or tables, reputation and credibility enhancement, generate leads and self promotion, strengthen your position in the market, & showcase your offering

- Major sponsorship level \$1000 per/event
- Minor sponsorship level \$500 per/event

Accepting other Sponsorships that include: food and beverage, swag bag, media, technology, financial, in-kind, venue/space, & speaker. Please inquire for prices and details as things change per event and needs.



2024 Membership Application

Join us as we work together toward a productive and prosperous 2024. If you are a returning member, welcome back. If you are a new member, welcome. Your membership is appreciated. There are many benefits to being a member of the Rush City Area Chamber of Commerce, including networking, co-op advertising, educational opportunities and much more. If you would like more information regarding the benefits of membership, please call us at 612-695-6495.

We are in the midst of updating our contact information and website so would appreciate if new and renewing members could fill out the following information to return along with the 2024 dues.

*****Please send a high resolution logo to Holly, rushcitychamberdirector@gmail.com*****

Member Name: _____ Contact Name: _____

Phone: _____

email: _____

Additional email contacts (add anyone else in the company who would like to receive Chamber updates)

Physical Address: _____

Mailing Address: _____

Website _____ Facebook/Instagram: _____

Business Description for Community Guide and Chamber Directory (Please try to keep your description less than 80 words):

Please circle rate:

Individual/Family \$25

Non-Profit Clubs, Churches, Home Based Businesses \$70

Government Entities \$200

Brick and Mortar Businesses:

1-5 Full-time Employees \$155

6-10 Full-time Employees \$215

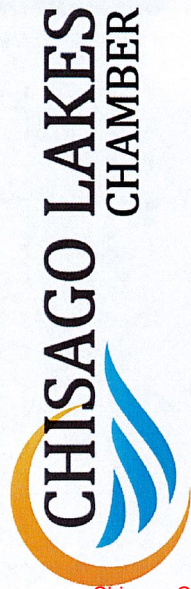
11-20 Full-time Employees \$300

21+ Full-time Employees \$365

Authorized Signature

Date

Return to: Rush City Area Chamber, PO Box 713, Rush City, MN 55069
612.695.6495 . rushcitychamberdirector@gmail.com



Chisago County Board of Commissioners
October 2nd 2024



MEMBERSHIP

We invite you to join the vibrant
community of businesses in
Chisago Lakes.



chisagolakeschamber.com

Welcoming New Members!

Chisago City, Lindström, Center City, Shafer
and Taylors Falls. Five unique small towns
working together as one amazing community!

MORE INFORMATION



info@chisagolakeschamber.com



(651) 257-1177



30525 Linden St.
Lindström, MN 55045



chisagolakeschamber.com



LakesAreaChamber



Chisago Lakes Chamber & Information Center



● MISSION

To serve, support, and promote the businesses
and organizations in our Chamber community.

● VISION

The Chisago Lakes Chamber of Commerce is
the most revered source for existing,
prospective, and relocating businesses in our
community.

● CORE VALUES

Promote, Add Value, Engage, Serve, Relational,
Character

● ANNUAL EVENTS

Celebration of the Lakes, Chisago Lakes
Showcase, Triathlon, Golf Tournament, Fall
Decorating, Trick or Treat on Main Street,
Holiday Gala and Annual Meeting,



Annual Investment

41+ Employees	\$1050
26-40 Employees	\$780
11-25 Employees	\$520
6-10 Employees	\$360
2-5 Employees	\$300
Sole Proprietor	\$230
Churches	\$200
Civic Organizations	\$200
Community Member	\$125

MEMBER BENEFITS

- Advertising Opportunities
- Business Exposure
- Business Listing on the Chamber Website
- Chamber Website Benefits
 - Post job openings, upload photos and videos to business listing, post events to the community calendar
- Community Guide Listing
- Networking Opportunities
- Notary Public at Chamber Office
- Promote Events / Specials in Weekly Newsletter & Monthly Newsletter
- Referrals
- Use of Chamber Bulk Mailing Permit
- Use of Chamber office for meetings or gatherings

Chamber Champion

Chamber Luncheons for the year	\$220
Website ad for the year	\$125
Newsletter ad for the year	\$125
Printed Recognition at Luncheons	\$0
Celebration of the Lakes Gold Sponsor	\$1,000
Golf Tournament Gold Sponsor	\$1,000
Gala Gold Sponsor	\$1,000

\$3,000 (\$3470 VALUE)

plus annual investment

Chamber Supporter

Chamber Luncheons for the year	\$220
Website ad for the year	\$125
Newsletter ad for the year	\$125
Printed Recognition at Luncheons	\$0
Celebration of the Lakes Silver Sponsor	\$500
Golf Tournament Silver Sponsor	\$500
Gala Silver Sponsor	\$500

\$1500 (\$1970 VALUE)

plus annual investment

Quotes from some of our Chamber Members:

"Being a member of the Chamber has given me the opportunity to meet many wonderful people and to learn more about what our community has to offer."

-Amy F.

"As the owner of a strong business with an incredible niche, the efforts of the Chamber and word of mouth among members is invaluable to much of our success!"

-Jana L.

Additional Sponsorship Opportunities



Celebration of the Lakes	
Gold	\$1,000
Silver	\$500
Bronze	\$250
Hospitality	\$150



Golf Tournament

Gold (includes team of 4)	\$1,000
Silver (includes 1 golfer)	\$500
Bronze	\$250
Hospitality	\$150



Annual Gala

Gold (includes 8 guests)	\$1,000
Silver (includes 4 guests)	\$500
Bronze (includes 2 guests)	\$250
Hospitality	\$150



Additional Opportunities

*Pro-rated throughout the year

Website Advertisement	\$125
Newsletter Advertisement	\$125
Prepaid Luncheons	\$220

Chisago County Government Center Front Door Court Security

	2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Prohibited Items Confiscated
Prohibited Items														
Confiscations														
Sharp objects		38	35	31	47	67	50	75	53	0	0	0	0	396
Guns, Firearms, Magazines		1	0	0	0	1	0	0	0	0	0	0	0	2
Marital arts and self-defense items		1	0	1	0	0	1	0	0	0	0	0	0	3
Tools & Sporting goods		1	10	1	11	14	7	5	8	0	0	0	0	57
Chemicals and other Dangerous Items		3	2	3	2	2	1	4	1	0	0	0	0	18
Total Prohibited Items		44	47	36	60	84	59	84	62	0	0	0	0	476
Confiscated														
Bag count	0	1,567	1,751	1523	1873	1897	1562	1887	1685	0	0	0	0	13,745

	2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Services Rendered
Services Rendered														
Disturptive/Suspicious Persons Calls		0	0	1	0	2	0	2	1	0	0	0	0	6
Medical Assists		0	0	0	0	0	0	0	0	0	0	0	0	0
Officer/Deputy/Probation/911 Assist		7	3	3	4	5	8	2	4	0	0	0	0	36
Emotional Disturbed Persons		0	0	0	0	0	0	1	0	0	0	0	0	1
Handicap/Elderly Assists		0	1	0	3	0	2	0	0	0	0	0	0	6
Escorts to Motor Vehicle		0	0	0	0	0	0	0	0	0	0	0	0	0
Child Protection Referral		0	0	0	0	0	0	0	0	0	0	0	0	0
Parking Lot/Building Sec. Checks		39	25	21	28	34	22	17	20	0	0	0	0	206
Door and Fire Alarms		2	5	1	0	0	0	0	1	0	0	0	0	9
Misc. Services Rendered		1	2	4	0	0	1	0	1	0	0	0	0	9
Total Services Rendered		49	36	30	35	41	33	22	27	0	0	0	0	264

CORR.

Equipment Malfunctions	1	3	4	9	16	29	23	12	0	0	0	0
Lost and Found	0	0	0	0	0	0	0	0	0	0	0	0

Building Summary: Year to Date (YTD)																	
Location	New House		Additions/Alterations		Mechanical		Accessory		Commercial		Multi-Family		Septic Systems		Septic Certifications		
	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	August	YTD	
Amador	1	3	11	57	-	5	-	5	-	3	-	-	2	4	-	8	
Chicago Lake	4	11	29	108	4	27	2	19	-	-	-	-	7	18	5	32	
Fish Lake	2	5	5	35	2	12	1	14	-	1	-	-	3	9	5	18	
Franconia	2	5	6	35	-	5	2	9	-	3	-	-	2	3	4	10	
Nessel	2	6	5	43	2	12	2	11	-	1	-	-	5	12	9	23	
Rushseba	-	2	2	13	-	-	1	2	-	-	-	-	2	7	1	7	
Shafer	1	4	1	21	-	2	1	6	-	-	-	-	4	9	1	9	
Sunrise	1	6	15	93	4	12	4	17	2	6	-	-	3	6	1	11	
Center City	-	1	1	15	-	4	-	1	1	6	-	-	-	-	-	-	
Chicago City	1	3	22	90	9	44	-	4	-	9	-	-	6	17	3	14	
City of Harris	1	3	1	30	1	8	-	2	-	3	-	-	1	3	-	4	
City of Lindstrom	-	6	25	123	4	39	-	3	-	7	-	-	-	-	-	-	
Rush City	2	5	3	30	-	7	-	4	2	10	-	1	1	1	-	-	
City of Shafer	-	-	-	9	-	3	-	-	-	2	-	-	-	-	-	1	
City of Stacy	1	2	15	77	2	27	6	17	4	8	-	-	2	8	3	21	
City of Taylors Falls	-	-	3	17	1	7	-	-	1	3	-	-	-	-	-	-	
Totals:	18	62	144	796	29	214	19	114	10	62	-	1	38	97	32	158	
*City of Stacy and Lent Township Merged: Listed as City of Stacy														Total Permits in August			290