

CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Tuesday, January 7, 2025

8:55 a.m. Oath of Office Administered to County Commissioners Dan Dahlberg and Ben Montzka

- 10th Judicial District Judge Catherine Trevino

At 9:00 a.m., Tuesday, January 7, 2025, in the Board Room of the Government Center, the Clerk of the Board convened the Annual Organizational Meeting of the Chisago County Board of Commissioners with the following members present: Greene, Dunne, Montzka, and Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and County Attorney Janet Reiter.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday January 7th at 9:00 a.m. and all other Committees until January 16th via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Hammocks, 1688 Overseas Hwy., Marathon, FL 33050, a location open and accessible to the public.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings January 17th to January 31st via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Fountains, 12400 International Drive, Orlando, FL 32821, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

The Clerk of the Board led the assembly in the Pledge of Allegiance.

The Clerk of the Board called for a motion to approve the agenda.

On motion by Greene, seconded by Dunne, the Board moved to approve the amended agenda for the Board of Commissioners meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

The Clerk of the Board then called for nominations for Chair for 2025.

Commissioner Montzka nominated Commissioner Dahlberg for Board Chair for 2025, seconded by Commissioner Dunne. Upon multiple calls, there were no other nominations.

The Clerk then called for a roll call vote of the candidates: Commissioner Swenson voted for Commissioner Dahlberg. Commissioner Dunne voted for Commissioner Dahlberg. Commissioner Greene voted for Commissioner Dahlberg. Commissioner Montzka voted for

Commissioner Dahlberg. Commissioner Dahlberg voted for himself, whereupon the Clerk declared Commissioner Dahlberg as Chair of the Board for 2025.

The newly declared Chair for 2025, Commissioner Dahlberg, called for nominations for Vice Chair for 2025.

Commissioner Dunne nominated Commissioner Greene, seconded by Commissioner Montzka. Upon call, there were no other nominations. Chair Dahlberg called for a roll call vote on Commissioner Greene as Vice Chair, Commissioner Swenson voted aye, Commissioner Dunne voted aye, Commissioner Greene voted aye, Commissioner Montzka voted aye, and Commissioner Dahlberg voted aye. Chairperson Dahlberg declared Commissioner Greene as Vice-Chair of the Board for 2025.

2025 Board Chair Dunne – Opening Remarks

On motion by Montzka, seconded by Greene, the Board moved to adopt the attached Chisago County Board of Commissioner's Operating Guidelines for 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Commissioner Montzka offered a motion to adopt the 2025 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution and combine January's Budget and Finance Committee Meeting with the January 15, 2025 Board of Commissioners Regular Meeting. Motion seconded by Greene. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

RESOLUTION NO. 25/0107-1 DEFINING THE 2025 MEETING SCHEDULE FOR THE CHISAGO COUNTY BOARD OF COMMISSIONERS

BE IT RESOLVED, by the Chisago County Board of Commissioners that next regular meeting of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on Wednesday, January 15th, 2025, commencing at 6:30 p.m.; and

BE IT FURTHER RESOLVED, by the Chisago County Board of Commissioners that from and after January 8th, 2025, regular meetings of the Chisago County Board of Commissioners shall be held in Suite 160 (County Boardroom) of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on the first and third Wednesday of each month, commencing at 6:30 p.m. on the first Wednesday of each month and commencing at 6:30 p.m. on the third Wednesday of each month; and

BE IT FURTHER RESOLVED, that the meetings on the first Wednesday of each month shall start with the Health & Human Services Committee of the Whole and followed by the Citizen's Forum after all business has been completed; and

BE IT FURTHER RESOLVED, the meetings on the third Wednesday of each month shall start with the Road & Bridge Committee of the Whole and followed by the Citizen's Forum after all business has been completed ; and

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

BE IT FURTHER RESOLVED, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Subd. 5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday; and
BE IT FURTHER RESOLVED, that, pursuant to Section 13D.04, Subd. 2, Minnesota Statutes, Special Meetings of the Chisago County Board of Commissioners may be called by posting notice of the meeting on the County's principal bulletin board and with three days' notice published in the official newspaper or mailed to each person who has filed a written request for such meetings; and

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

Commissioner Dunne offered a motion to establish the 2025 mileage reimbursement rate equal to the federal maximum allowable rate; as \$.70 per mile, and to establish the 2025 mileage reimbursement rate at \$.35 per mile, when at the driver's discretion, a personal vehicle is used, rather than an available County vehicle and the rates set by the GSA for lodging and meals. Motion seconded by Greene. The original motion **carried** as follows: The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the attached resolution affirming the County's policy regarding routine Personnel and Human Resource Actions. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

RESOLUTION NO. 25/0107-2
DELEGATING CERTAIN HUMAN RESOURCE AND
PERSONNEL FUNCTIONS TO COUNTY ADMINISTRATOR

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

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

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

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

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

termination of County employees below the level of Department Director, pursuant to federal and state statutes and subject to County Board-approved labor agreements, and personnel policies and procedures.

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

On motion by Montzka, seconded by Dunne, the Board moved to approve, by Resolution, the 2025 Commissioners' Committee Assignments, as designated at today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

**RESOLUTION NO. 25/0107-3
COUNTY COMMISSIONER
COMMITTEE ASSIGNMENTS FOR 2025**

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

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

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

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

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

BE IT FURTHER RESOLVED, that the following list of committees be deemed eligible for per diem reimbursement under provisions of M.S. 375.055 and 375.06 and that, while an individual commissioner shall usually attend and participate in the work of the

respective committees as the designated representative or seated alternate, any Commissioner may participate in the committee's work and receive mileage only for said participation:

Association of MN Counties
Budget & Finance Committee
Central Minnesota Council on Aging
Chisago County Emergency Preparedness Committee
Chisago County Jail/Law Enforcement Center/Emergency Communications
Committee
Chisago Lakes Joint Sewer Commission
Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force
East Central Regional Library Board
East Central Solid Waste & 2-County Landfill, Recycling
East Central Regional Development Commission; *(PLUS Subcommittee – Metro Area Transportation Partnership)*
Health & Human Services Committee of the Whole *(PLUS Subcommittee – HHS Subcommittee)*
Highway 8 Task Force
HRA-EDA Board
Human Resources/Labor Negotiations/Insurance
Joint Job Training Board *(PLUS Subcommittees: A) CMJTS, Inc. Operations Committee; B) WIB Executive Committee; C) Workforce Development Committee)*
Lakes & Pines Community Action Council Board; *(PLUS Subcommittee – Negotiations)*
Law Library, Court Liaison
Legislative Committee – *(NOTE – Mileage ONLY/NO Per Diems)*
Metropolitan Emergency Services Board (MESB); *(PLUS Subcommittees: A) Executive; B) Radio Cost Allocation Committee)*
NACO
Parks Board
Planning Commission
Public Health Commission
Regional Juvenile Detention Facility – Lino Lakes
Road & Bridge Committee of the Whole
South Center/South Lindstrom Sanitary Sewer District
Solid Waste Advisory Committee
Township Association
U of MN Extension Committee
Water Plan Policy Team *(PLUS Subcommittee – Metro Area Water Supply Advisory Council)*
Lower St. Croix One Watershed One Plan
Lakes Improvement District
MN Inter County Association

Chisago County Facilities Committee
Chisago County Technology Committee
Opioid Advisory Council

On motion by Greene, seconded by Dunne, the Board moved to reaffirm the Chisago County Press as the Newspaper for Official Publications for 2023-25. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

2025 Citizen Appointments to Various Boards/Committees/Commissions

On motion by Greene, seconded by Montzka, the Board moved to appoint the following representatives to the respective committees and readvertise for the remaining vacancies:

Board of Adjustment and Appeal:

District 2 – 1/5/2025 – 1/4/2028 – Jolene Wille

Extension Committee:

District 2 – 1/7/2025 – 1/4/2028 – NONE

District 3 – 1/7/2025 – 1/4/2028 – Angela Mallery (re-appointment)

District 4 – 1/7/2025 – 1/4/2028 – Chip Yeager (re-appointment)

HRA-EDA:

District 2 – 1/7/2025 – 12/31/2029 – Cathy Bennett

District 3 – VACANCY – 01/04/2022 to 12/31/2026 – Chris DuBose

Park Board:

District 2 – 1/7/2025 – 1/4/2028 – Jolene Wille (re-appointment)

District 5 – 1/7/2025 – 1/4/2028 – Allen Siedow (re-appointment)

Planning Commission:

District 4 – 1/1/2025 – 12/31/2027 – Chip Yeager (re-appointment)

At-Large – 1/1/2025 – 12/31/2027 – Jolene Wille (re-appointment)

At-Large – 1/1/2025 – 12/31/2027 – John Sutcliffe (re-appointment)

Water Plan Policy Team:

4 At-Large – 1/7/2025 – 1/4/2028 – Dawn White (re-appointment), Robert Klatt (re-appointment)

One Watershed One Plan:

2 At-Large and 2 Alternate – 1/7/2025 – 12/31/2026 – Lance Petersen (re-appointment)

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

On motion by Montzka, seconded by Dunne, the Board moved to authorize County Auditor-Treasurer Bridgitte Konrad to re-designate First Resource Bank as a depository of Chisago County. 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 adopt resolution approving the County Board Chair and Auditor-Treasurer as signers on the First Resource Bank accounts for 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

RESOLUTION NO. 25/0107-6
AUTHORIZING SIGNATURE ON THE COUNTY BANK ACCOUNTS

WHEREAS, signature need to be designated for those authorized to sign checks or withdrawal orders against the County; and

WHEREAS, the County maintains their checking account at First Resource Bank in Lindstrom, Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the 2025 County Board Chair Dan Dahlberg and Auditor-Treasurer Bridgitte Konrad are authorized to sign checks and withdrawal orders from the County's account at First Resource Bank in 2025.

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

Board of Commissioners' Consent Agenda:

13. Authorize Payment of County's Warrants and Miscellaneous Bills \$383,017.25 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.
14. Approve Minutes of December 18, 2024, Regular Meeting
15. Acceptance of 2024 Donations

RESOLUTION NO: 25/0107-4
ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

WHEREAS, the Chisago County Board of Commissioners adopted Resolution No. 060419-3 on April 19, 2006, which established a policy regarding the acceptance of gifts by Chisago County; and

WHEREAS, the County has received a donation from a business or private individual in Chisago County and is requesting formal acceptance by the County Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby accepts the following donation received by Chisago County in 2025:

- Robert Stanek – \$200.00 for the Chisago County Employees
- Bartley Fisher, K-9 Program – \$100.00
- Trinity Lutheran Church, CCSO Chaplain Program – \$50.00
- Tom Kieffer Agency, Children’s Water Festival – \$75.00
- First Resource Bank, Children’s Water Festival – \$100.00
- Brink’s Market, Children’s Water Festival – \$100.00
- First State Bank of Wyoming, Children’s Water Festival – \$200.00
- City of Rush City, Children’s Water Festival – \$200.00
- Chisago Lakes Lions Club, Children’s Water Festival – \$200.00
- John and Michelle Kent, Project Lifesaver – \$300.00
- Comfort Lake Forest Lake Watershed District – \$2,000.00

16. Mileage Reimbursement past 60 days – HHS

17. Recognition of County Staff January Anniversaries

On motion by Montzka, seconded by Dunne, the Board moved to continue the discussion regarding the 2025 CIP to February 19th. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve the 2025 State of Minnesota Federal Boating Safety Supplemental Equipment Grant. 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 Lease Agreement between Rush City and Chisago County for the space at 325 South Eliot Avenue in Rush City. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to authorize execution of Professional Service Contracts with two attorneys, Migala and Guptil, to provide Legal Representation for eligible persons in Child Welfare matters under Juvenile Protection Provisions of the Juvenile Court Act. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to direct the Chisago County Planning Commission to conduct a Public Hearing in consideration of Official Zoning Map Adoption consistent with the recently enacted Zoning Ordinance No. 2024-1218-1. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the final payment for the CSAH 21 Reconstruction. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve the attached Agreement Between the Minnesota Department of Revenue and Chisago County for Collection of a Local Transit Sales and Use Tax. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to authorize the County Auditor-Treasurer to adjust the 2024 budget for the attached carryover request by moving the remaining SLFRF/ARPA Revenue to the 2024 Chisago County Sheriff's Office budget. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the resolution supporting the application for \$2M for a roundabout on US Highway 8 at the intersection of CSAH 21. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

RESOLUTION NO: 25/0107-5
SUPPORT FOR LEGISLATIVE REQUEST FOR FUNDING

WHEREAS, US TH 8 is classified as a Minor Arterial and CSAH 21 is classified as a Major Collector; and

WHEREAS, this intersection sees almost 8,000 vehicles per day; and

WHEREAS, there are safety issues with the intersection's operation and constructing a roundabout will help to alleviate those issues; and

WHEREAS, Chisago County has applied for and been awarded \$2M in federal Highway Safety Improvement Program fund to address the safety issues at this intersection; and

WHEREAS, the Chisago County Board of Commissioners supports efforts to improve the safe operation of this intersection; and

WHEREAS, the Chisago County Board of Commissioners supports this project and pursuing State Legislative funding to deliver it; and

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners does hereby support the application and pursuit of funds from the Minnesota Legislature for construction of a roundabout at this location.

On motion by Swenson, seconded by Dunne, the Board moved to approve a letter of support for the City of North Branch and North Branch Area School's application for the State of MN Safe Routes to School Planning Assistance Grant. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

Citizen's Forum:

TIME – 9:27 a.m. **END TIME** – 9:27 a.m.

of SPEAKERS – 0

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

On motion by Montzka, seconded by Dunne, the Board moved to open the Public Hearing at 9:31 a.m. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

Public Hearing:

TIME – 9:31 a.m. **END TIME** – 9:31 a.m.

of SPEAKERS – 0

On motion by Greene, seconded by Dunne, the Board moved to close the Public Hearing at 9:32 a.m. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

On motion by Greene, seconded by Dunne, the Board moved to adopt the 2025 Chisago County Fee Schedule effective January 7, 2025. The motion **carried** as follows: **IN FAVOR THEREOF**: Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED**: None.

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

On motion by Dunne, seconded by Montzka, the Board adjourned at 9:56 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg
OPPOSED: None.

Commissioner Dan Dahlberg, Chair

Attest: _____
Christina Vollrath
Clerk, County Board