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

Board of Commissioners
REGULAR MEETING – Wednesday, February 19, 2025
County Board Room, Room 172

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

6:30 p.m. 1) **Chisago County Legislative Forum** TAB 1

Road & Bridge Committee of the Whole:
Discussion

2.)	County Engineer's Report	TAB 2
3.)	2025 Construction Testing Contract for CSAH 16 Project	TAB 3
4.)	2025 Construction Testing Contract for CSAH 30 Project	TAB 4
5.)	Professional Services Agreement with WSB to Study I-35/CSAH 22 Corridor	TAB 5
6.)	Eminent Domain for CSAH 10 Reconstruction Project (S.A.P. 013-610-013)	TAB 6
7.)	Equipment Expenditure Requests – 2025 CIP Requests	TAB 7

Board of Commissioners' Business Meeting

Consent Agenda:

2.)	R&B Committee Recommendation – County Engineer's Report	TAB 2
3.)	R&B Committee Recommendation – 2025 Construction Testing Contract for CSAH 16	TAB 3
4.)	R&B Committee Recommendation – 2025 Construction Testing Contract for CSAH 30	TAB 4
5.)	R&B Committee Recommendation – PSA with WSB to Study I-35/CSAH 22 Corridor	TAB 5
6.)	R&B Committee Recommendation – Eminent Domain for CSAH 10 Reconstruction	TAB 6
7.)	R&B Committee Recommendation – Equipment Expenditure Requests – 2025 CIP	TAB 7
8.)	Minutes from the February 5, 2025 – County Board of Commissioners Meeting	TAB 8
9.)	Payment of County's Warrants and Miscellaneous Bills	TAB 9

Environmental Services/Zoning Report – Kurt Schneider, Director

10.)	Director's Report	TAB 10
11.)	Ordinance Adoption – Chisago County Official Zoning Map with Amendments	TAB 11
12.)	Joshua Fields Interim Use Permit – Contracting Business	TAB 12
13.)	Preliminary Plat – Amador Meadows	TAB 13
14.)	Preliminary Plat – Peltier Estates	TAB 14
15.)	Letter of Support –AIS Prevention Aid Program Cuts for FY 2025-2027	TAB 15

Other Business of the County Board

16.)	February 12th Budget and Finance Committee Report	TAB 16
17.)	Out of State Travel Request – Tyler Technologies Conference, San Antonio TX	TAB 17
18.)	Wyoming Emergency Paging Tower – Added Requirements for Engineering and Permits	TAB 18
19.)	Third Amendment to the Verizon Lease at the Chisago County Nessel ARMER Site	TAB 19
20.)	Resolution Delegating the Duties of the Auditor-Treasurer and Finance Director	TAB 20

21.)	Property Tax Abatement for NS Investments LLC	TAB 21
22.)	MnCHOICES Reassessment Legislative Support – Multiple Counties	TAB 22
23.)	Setting 2025 Date and Time for Board of Appeal and Equalization	TAB 23
24.)	Chisago County Hazard Mitigation Plan 2024	TAB 24

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

- **AMC Legislative Conference**, February 26 - 27, 2025, InterContinental Hotel, St. Paul

******* NOTICE*******

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 16th to February 28th 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 Silver Surf, 1301 Gulf Drive, Bradenton Beach, FL 34217, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

TAB 1

DISTRICT 1 – JIM SWENSON
DISTRICT 2 – RICK GREENE
DISTRICT 3 – MARLYS DUNNE
DISTRICT 4 – BEN MONTZKA
DISTRICT 5 – DAN DAHLBERG

Chisago County Legislative Requests 2025

February 19th 2025

At the Chisago County Board of Commissioners Meeting on January 15th, the Chisago County Board of Commissioners requested legislative assistance for the following projects. The Board also requested the creation of a 'Legislative Forum' with all the County's legislators:

Chisago County Legislative Priorities:

Highway Safety Improvements

- Shafer Roundabout
    - TH 8 & CSAH 21 in Shafer
        - Total project cost = $5.5M
        - $2M in Federal HSIP funding already secured
        - Requesting $3M
- 95/12 Roundabout
    - TH 95 & CSAH 12 in Almelund
        - Total project cost = $5.5M
        - Requesting $5M
- 9/95 Roundabout
    - TH 95 & CSAH 9 in Sunrise
        - Total project cost = $5M

        - Requesting $5M
- 95/67 Roundabout
    - TH 95 and CR 67 in North Branch
        - Requesting $5M

I-35 Corridor Improvement Projects

- Bridge 19/I-35 in Stacy
    - Requesting $30M for Environmental Analysis, Predesign, Design, Engineering, and construction corridor improvements
- I-35/CSAH 22 in Wyoming
    - Requesting $17M for Environmental Analysis, Predesign, Design, Engineering, and construction corridor improvements

Other Chisago County Needs

- Lofton Avenue and Lake Ellen weirs (Chisago Lakes Channel and Weir System)
    - $225,000 Flood Hazard mitigation Grant Assistance Program
- CLJSTC Phragmites Reed Garden Removal
    - $265,000 Remove 1 Reed Bed

Chisago COUNTY USA | PUBLIC WORKS

TAB 2

JOE TRIPLETT, P.E., DIRECTOR/ENGINEER

OFFICES OF:

ADMINISTRATION
ENGINEERING
COUNTY SURVEYOR
FLEET MAINTENANCE
ROAD MAINTENANCE
TRAFFIC OPERATIONS

MAILING ADDRESS:
313 NORTH MAIN STREET
CENTER CITY, MN 55012

PHYSICAL ADDRESS:
31325 OASIS ROAD
CENTER CITY, MN 55012

PHONE: (651) 213-8700

MEMORANDUM

Date:	February 12th, 2025	RE: Public Works Director's Report
To:	**Chisago County Board of Commissioners**	
From:	Joe Triplett, P.E.	

Project Updates:

CSAH 30 Reconstruction Project: Contractor is looking to begin the tree clearing toward the end of the month and the project is still on track to begin construction toward the end of April. We have the construction testing contract for this project and for the CSAH 16 project for consideration.

CSAH 10 Phase 2 Reconstruction Project: Working with Minnesota Indian Affairs Council and our environmental contractor on setting up a Phase 1 Archaeological Investigation for potential sites along Fish Lake. We will have that contract for consideration by the next Road & Bridge meeting.

We have been working on acquiring the necessary right of way for the project for several months now. Unfortunately, for one reason or another, we have not been able to settle every parcel. To keep the project on track, we will need to file for eminent domain on the remaining parcels. We will continue to negotiate with these parcels as we work through the process. We have settled with 45 of the 61 parcels thus far.

I-35 Corridor: We have the engineering services contract for the CSAH 22 interchange area for consideration at tonight's meeting. We have received the proposal for the CSAH 19 interchange area and expect to have that for consideration at the March 5 or March 19 meeting.

Monarch Butterfly CCCA: The Monarch Candidate Conservation Agreement with Assurances (CCAA) is a cooperative agreement between non-Federal partners and the USFWS. We have prepared the application to enroll. Enrolling in the Monarch CCAA provides us the assurances to operate mostly "as normal," for the tradeoff of implementing conservations measures - many of which we already do - on a select number of highways.

TH 8 Reconstruction Project:

- We finally have DNR sign-off on the turtle mitigation measures
- Working to finish up the Environmental Assessment
- Working to finalize noise study portion of environmental review
- Moving into final design phase

MEMORANDUM

TO: Joe Triplett, Public Works Director | County Engineer

FROM: Ben Hobert, Assistant County Engineer

DATE: January 29, 2025

RE: Monarch Butterfly Candidate Conservation Agreement with Assurances (CCAA)

INTRODUCTION

On December 12, 2024, the Monarch Butterfly was proposed to be listed as a threatened-status species by the US Fish and Wildlife Service (USFWS). This proposed listing will provide the Monarch with protective regulations, commonly called a 4(d) rule of the Endangered Species Act of 1973. A Monarch listing would potentially restrict road and bridge construction and maintenance operations during a significant portion of the year.

MONARCH BUTTERFLY 101

The Monarch Butterfly spends its summers in the northern US and southern Canada. It's caterpillar only feeds on milkweed, which is common to Minnesota roadsides. The Monarch can go through multiple generations during Minnesota's summer. In the fall, the Monarch migrates to a small, mountainous area in central Mexico where they overwinter. Researchers study this overwintering site and believe the Monarch population has declined by over 80% in the last 20 years.

MONARCH CANDIDATE CONSERVATION AGREEMENT WITH ASSURANCES (CCAA)

The Monarch CCAA is a cooperative agreement between non-Federal partners and the USFWS. It is aimed to provide regulatory assurances (incentives) for providing voluntary conservation measures (Monarch habitat). The CCAA aims to create 2 million acres of habitat on transportation and energy lands. The program is being administered by the University of Illinois – Chicago (UIC).

HOW THE CCAA WORKS

Chisago County Public Works would "enroll" its highway rights-of-way, pits, and buildings. Five percent of the enrolled acreage would then be "adopted," meaning conservation measures would be implemented for this acreage. Conservation measures may include the following:

- Creating monarch habitat through milkweed and native flower planting.
- Timing mowing, brush removal, and herbicide use to when Monarchs or its caterpillars are not present.
- Reducing mowing and using targeted herbicide treatment to enhance suitable habitat.
- Setting aside certain areas to remain in a natural state.

Mowing conservation measures do not include the first eight feet of the slope, which is important for sight distance and safety (see typical sections figure). It also does not include any landowner-maintained lawn areas with the highway right-of-way.

LOCATIONS

See attached Monarch CCAA Map for adopted highway rights-of-way. Prioritization was given to segments that met the following criteria:

- 100' or 120' width County fee-owned or highway easement roadways.
- Recently reconstructed highways or highways not in the 10-year Transportation Improvement Plan
- Highways that are not known noxious weed corridors (namely wild parsnip)

Once enrolled in the program, there is annual reporting that needs to be performed. Roadway changes can be submitted at that time.

PROGRAM BENEFITS AND DRAWBACKS

BENEFITS

- Adopting a small portion of our rights-of-way provides us regulatory predictability and an insurance policy against the risk of project delays and/or interrupted maintenance activities. These are the "assurances" which allow construction and maintenance to operate "as normal," instead of each project or maintenance activity being evaluated on an individual basis.
- Cost-effective way to mitigate/avoid future construction project delays and permitting.
- Establishing or re-establishing Monarch habitat will create better clear zones (safety benefit).

DRAWBACKS

- CCAA fees and costs
- Up front time/cost in preparing the CCAA application and long-term monitoring.
- Restrictions on County right-of-way, such as haying and ATV/UTV usage, from May 15 to September 20.

COSTS

ONE-TIME COSTS

- Initial legwork to understand the CCCA, select locations and conservation measures, and prepare application: approximately 30 hours
- Application fee: $3,000
- Implementation: approximately 40 hours

ONGOING COSTS

- Yearly Fee: $3,100 per year (this is required the first year)

- Monitoring: approximately 10 hours
- Annual Report: approximately 10 hours

TIMING

Upon approval to enroll in the CCAA, Chisago County Public Works will complete the application and submit to UIC. During UIC's review, letters will be sent to landowners along adopted highways. We will work with UIC on updates to our application. Once the application is approved, UIC will issue a Certificate of Inclusion (CI), formally enrolling Chisago County Public Works into the CCAA. At this point, the costs discussed above would become due.

It seems highly likely that the Monarch will become listed on March 12, 2025, which is the closing date on the 90-day public comment period required for its potential listing. We understand that applications into UIC before this date, still get into the CCAA, even if the final completion of the application takes longer.

CONCLUSION

Other similar agencies have performed the risk analysis of enrolling into the Monarch CCAA. At least ten Minnesota County Public Works Departments have already enrolled in the program, with many others in the process of enrolling.

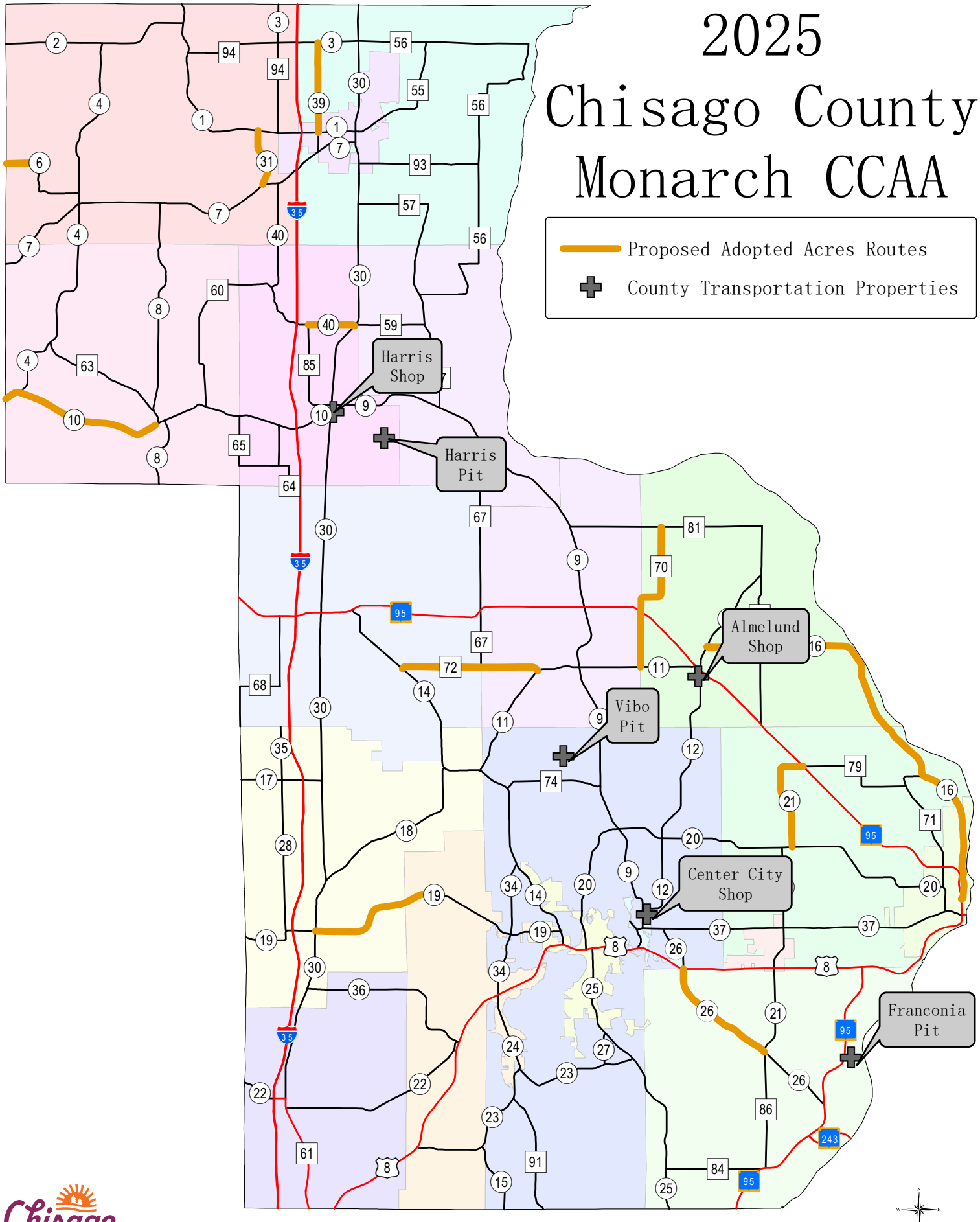
Enrolling in the Monarch CCAA provides us the assurances to operate mostly "as normal," for the tradeoff of implementing conservations measures - many of which we already do - on a select number of highways.

We recommend Chisago County Public Works enrolls in the Monarch CCAA as soon as possible.

LIST OF FIGURES

Monarch CCAA Map

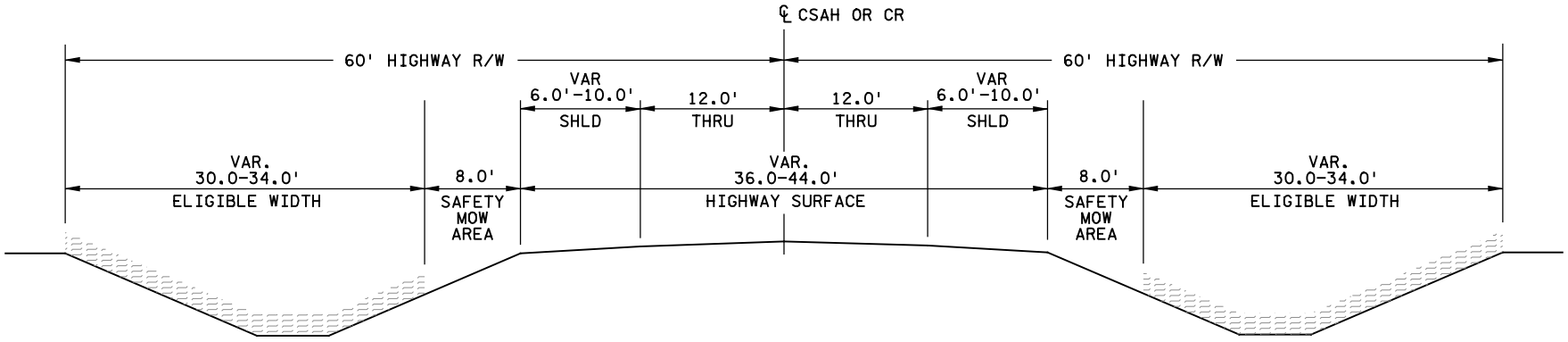
Typical Sections



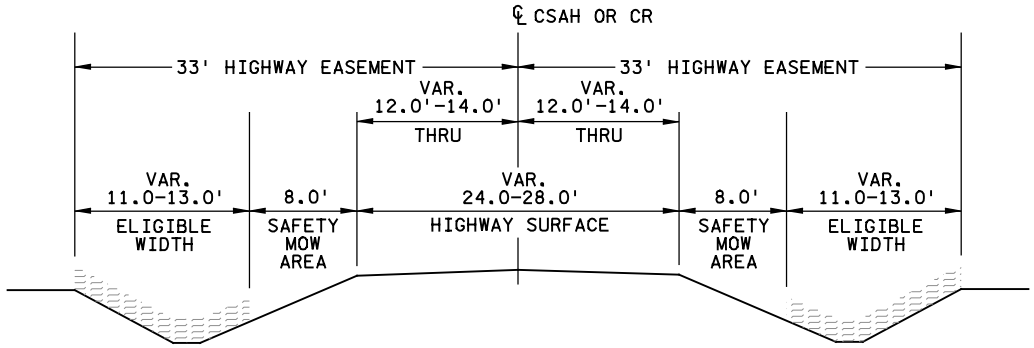
Chisago County Board of Commissioners
February 19, 2025

Created: January 22, 2025

120' R/W OR HIGHWAY EASEMENT TYPICAL SECTION



66' HIGHWAY EASEMENT TYPICAL SECTION



G:\Engineering\Miscellaneous\Monarch Butterfly CCAA\Monarch CCAA Typical Section Graphic.dgn

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 3
Title of Item for Consideration: 2025 Construction Testing Contract for CSAH 16 project	
Action Requested by: Joe Triplett, P.E.	***Department:*** Public Works
Previous Action on this Matter: None.	

Background: Public Works requires assistance for construction testing services to comply with state and federal testing requirements to deliver the CSAH 16 Reconditioning Project. The County enlisted Braun Intertec, who has extensive experience in these sorts of projects and in our County.

Attachment(s):

- Professional Services Agreement – Braun Intertec

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the agreement with Braun Intertec for construction testing services for the CSAH 16 project. The suggested motion is as follows:

"Move to approve the agreement with Braun Intertec for construction testing services for the CSAH 16 project. "

Implications of Action: Approval will allow the County to follow and meet testing requirements for our construction projects.

Budget/Financial Implications: Funding will come out of 03-320-6273 account.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

PROFESSIONAL & TECHNICAL SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago (hereinafter County), and Braun Intertec Corporation, 11001 Hampshire Avenue S, Minneapolis, MN 55438, an independent contractor, not an employee of the County of Chisago (hereinafter CONTRACTOR).

WHEREAS, County, pursuant to Minnesota Statutes Chapter 373.01, is empowered to procure from time to time certain professional/technical services; and,

WHEREAS, County is in need of construction materials testing services for the project on CSAH 16 ~~Bridge 13J24~~Reconditioning Project; and,

WHEREAS, the CONTRACTOR has provided the County with a proposal for construction material testing services in which it represented that it is qualified, duly licensed and willing to perform the services set forth in this contract.

NOW, THEREFORE, it is agreed:

I. **TERM OF CONTRACT**. This contract shall be effective on February 20, 2025, or upon the date the final required signature is obtained by County, whichever occurs later, and shall remain in effect until December 31, 2025, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by County's authorized representative.

II. **CONTRACT DOCUMENTS.** The Agreement of the County and the CONTRACTOR consists of the terms and conditions contained in this Professional & Technical Services Contract, the CONTRACTOR's Master Professional Services Agreement dated April 17, 2014, and the Proposal for Construction Materials Testing Services, dated January 30, 2025 (Project Proposal QTB209319). Said proposal is attached hereto and incorporated herein as **Attachment A.** To the extent that the terms and conditions of this Profession & Technical Services Contract conflict with the terms set forth in the CONTRACTOR's Master Professional Services Agreement dated April 17, 2014, and the Proposal for Construction Materials Testing Services, dated January 30, 2025 (Project Proposal QTB209319), the terms and conditions of the Professional & Technical Services Contract shall prevail.

III. **CONTRACTOR'S DUTIES**. The CONTRACTOR shall perform those duties and deliver those services described in **Attachment A**.

IV. **CONSIDERATION AND TERMS OF PAYMENT**.

A. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall not exceed Eleven Thousand Three Hundred For-six and No/100 Dollars ($11,346.00) as provided in **Attachment A.** Said contract sum

shall be allocated across those projects and paid in such allocated sums as identified in **Attachment A.**

B. Terms of Payment.

Payment shall be made by County promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by County's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of County pursuant to the standard of care consistent with the degree of skill used by members of CONTRACTOR'S profession practicing under similar circumstances at the same time and in the same locality, and to the extent compliance is not inconsistent with CONTRACTOR's professional practice requirements, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by County to be defective or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR within thirty (30) days of completion of the work.

V. **AUTHORIZED REPRESENTATIVES**. All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

A. County's authorized representative for the purpose of administration of this contract is:

Name:	Joe Triplett, PE Public Works Director/County Engineer
Address:	31325 Oasis Road, Room 400, Center City, MN 55012
Telephone:	(651) 213-8708
E-Mail:	Joe.Triplett@chisagocounty.us
Fax:	(651) 213-8772

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

Name:	Charles M. Cadenhead, Jr., PE, Vice President, Principal Engineer
Company:	Braun Intertec Corporation
Address:	11001 Hampshire Avenue S, Minneapolis, MN 55438
Telephone:	(952) 995-2000
E-Mail:	CCadenhead@braunintertec.com
Fax:	(952) 995-2020

VI. **CANCELLATION AND TERMINATION**.

A. This contract may be canceled by County at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

B. Termination for Insufficient Funding. County may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of County receiving notice that sufficient funding is not available. County is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. County will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

VII. **ASSIGNMENT AND SUBCONTRACTING**.

The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of County. The County will consent to assignment only upon the County, CONTRACTOR and assignee reaching an agreement in which assignee agrees to be bound by this Agreement. XVII. If specifically authorized by the County, CONTRACTOR is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

VIII. **LIABILITY**. The CONTRACTOR agrees to indemnify and hold County, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorneys' fees incurred by County, in the performance of this contract by the CONTRACTOR. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for County's failure to fulfill its obligations pursuant to this contract but only to the extent such claims or causes of action are caused by the CONTRACTOR's negligent acts, errors, and omissions or any entity in which the CONTRACTOR is legally liable. CONTRACTOR has no obligation to indemnify, defend, or hold harmless the County from any claims or causes of action caused by the County's negligence or fault or the negligence or fault of others. CONTRACTOR'S aggregate liability for all claims arising out of this Agreement, including any defense obligation, is limited to the minimum insurance required hereunder for such claims.

IX. **INSURANCE**.

A. *Workers' Compensation*. CONTRACTOR certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The CONTRACTOR's employees and agents will not be considered County employees. The contractor certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to workers' compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way County's obligation or responsibility.

B. *General Liability Insurance*. Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from

operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance minimum limits are as follows:

$500,000 per claim; $1,500,000 per occurrence; $3,000,000 annual aggregate

C. *Professional Liability Insurance (Errors and Omissions)* Contractor shall maintain professional liability insurance for the work of the professionals engaged in the professional services and work of this Contract. Said policies covering the errors and omissions of the professionals working under this Contract shall remain in effect for six (6) year following the completion of the work.

$1,000,000 per claim and in the aggregate

D. CONTRACTOR shall name the County as an additional insured on the above General Liability policies and at the time of signing this Agreement CONTRACTOR shall provide the County with a certificate of insurance as evidence of such kinds and amounts of coverages.

IX. **PUBLICITY**. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify County as the sponsoring agency and shall not be released prior to receiving the approval of County's authorized representative.

X. **MINNESOTA STATUTE §181.59**.

The CONTRACTOR will comply with the provisions of Minnesota Statute §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XI. **GOVERNMENT DATA PRACTICES ACT**. The CONTRACTOR and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by County in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance

with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or County.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify County. County will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

A. County shall own all rights, title and interest in all of the materials created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and paid for in full by the County under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS). Ownership and intellectual property rights does not apply to any MATERIALS previously owned or licensed to CONTRACTOR. Any such use or reuse, or any modification of MATERIALS by the County will be at the County or other's sole risk and without liability and legal exposure to CONTRACTOR.

The CONTRACTOR hereby assigns to County all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of County, execute all papers and perform all other acts necessary to assist County to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to County by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of County's authorized representative.

B. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, County at the CONTRACTOR'S expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or County's opinion is likely to arise, the CONTRACTOR shall, at County's discretion, either procure for County the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

XIII. **ANTITRUST**. The CONTRACTOR hereby assigns to the County of Chisago any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

XIV. **JURISDICTION AND VENUE**. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

XV. **AMENDMENTS**. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

XVI. **STATE AUDITS**. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract.

XVII. **SURVIVAL OF TERMS**. The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; IX., Publicity; XI., Government Data Practices Act; XII., Ownership Of Materials and Intellectual Property Rights; XIV., Jurisdiction and Venue; and XVI., State Audits.

(Signatures of the parties are found on the next page.)

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. **CONTRACTOR – Braun Intertec Corporation**
   CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title:
Date:

2. **COUNTY OF CHISAGO**

APPROVED:

By:
Dan Dahlberg, Chairperson Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Christina Vollrath, Clerk to the Board
Date:

REVIEWED AND APPROVED AS TO FORM:

JANET REITER CHISAGO COUNTY ATTORNEY
By:
Name and Title: Jeffrey B. Fuge, Assistant County Attorney
Date: Pending Review

Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438

Phone: 952.995.2000
Fax: 952.995.2020
Web: braunintertec.com

January 30, 2025 Proposal QTB209319

Ben Hobert, PE
Chisago County Public Works
313 North Main Street, Room 400
Center City, MN 55012

Re: Proposal for Construction Materials Testing Services
County State Aid Highway (C.S.A.H.) 16 Reconditioning Project
City Project No. 13-16-25
St. Croix Scenic Byway from Park Trail to 347th Street
Taylors Falls, Minnesota

Dear Mr. Hobert:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the CSAH 16 Reconditioning Project in Taylors Falls, Minnesota.

Since our inception in 1957, we have grown into one of the largest employee owned engineering firms in the nation. With more than 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

Our Understanding of Project

We understand this project will include full depth reclamation, aggregate base and shouldering material placement, along with a new bituminous pavement. Improvements to signage and pavement markings will also be part of this project.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by Chisago County, dated November 8, 2024 and November 12, 2024, respectively.
- Email correspondence with Jake Boehmer from Chisago County regarding project scope.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soils Related Services

- Sample and test aggregate base, aggregate shoulder, and full depth reclamation materials for compliance with the project documents. This task includes laboratory gradation testing of aggregate base, aggregate shoulder, and full depth reclamation materials.

- Perform MnDOT dynamic cone penetrometer (DCP) tests on aggregate base and full depth reclamation materials.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel.

- Review test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.

- Transmit test results to the project team on a weekly basis.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We understand compaction testing on aggregate base and full depth reclamation materials will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of three tests will be conducted each trip with sixteen trips assumed.

- We assume your full-time on-site construction observer will observe the test rolling for this project.

- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.

- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.

- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **$11,346**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed**. If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal.

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of the Master Professional Services Agreement dated April 17, 2014.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact John Rutherford at 651.487.7052 (jrutherford@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION

John P. Rutherford
Senior Project Manager

Charles M. Cadenhead, Jr., PE
Vice President, Principal Engineer

Attachment:
Cost Estimate Table

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

BRAUN INTERTEC
The Science You Build On.

Project Proposal

QTB209319

Chisago County CSAH 16 Reconditioning CP 13-16-25

Client:	Work Site Address:	Service Description:
Chisago County Ben Hobert 31325 Oasis Rd Center City, MN 55012 (651) 257-1300	St. Croix Scenic Byway from Park Trail to 347th Street Taylors Falls, MN 55084	Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**MnDOT Testing**				
Activity 1.1	**Soils Testing**				**$9,640.00**
217	**Compaction Testing - DCP**	48.00	Hour	98.00	$4,704.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Aggregate Base *6.00 Trips* *3.00* *18.00*				
	Full Depth Reclamation *10.00 Trips* *3.00* *30.00*				
209	**Sample pick-up**	12.00	Hour	98.00	$1,176.00
	Work Activity Detail ***Qty Units*** ***Hrs/Unit*** ***Extension***				
	Aggregate Sample Pickup *8.00 Trips* *1.50* *12.00*				
1162	**Sieve Analysis with 200 wash, per sample**	16.00	Each	160.00	$2,560.00
1861	**CMT Trip Charge**	24.00	Each	50.00	$1,200.00
Activity 1.2	**Project Management**				**$1,706.00**
226	**Project Manager**	7.00	Hour	180.00	$1,260.00
228	**Senior Project Manager**	0.50	Hour	206.00	$103.00
238	**Project Assistant**	3.50	Hour	98.00	$343.00
				Phase 1 Total:	**$11,346.00**

Proposal Total:	**$11,346.00**

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 4
Title of Item for Consideration: 2025 Construction Testing Contract for CSAH 30 Project	
Action Requested by: Joe Triplett, P.E.	***Department:*** Public Works
Previous Action on this Matter: None.	

Background: Public Works requires assistance for construction testing services to comply with state and federal testing requirements to deliver the CSAH 30 Reconstruction Project. The County has enlisted Braun Intertec, who has extensive experience in these sorts of projects and in our County.

Attachment(s):

- Professional Services Agreement – Braun Intertec

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the agreement with Braun Intertec for construction testing services for the CSAH 30 project. The suggested motion is as follows:

"Move to approve the agreement with Braun Intertec for construction testing services for the CSAH 30 project. "

Implications of Action: Approval will allow the County to follow and meet testing requirements for our construction projects.

Budget/Financial Implications: Funding will come out of 03-320-6273 account

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

PROFESSIONAL & TECHNICAL SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago (hereinafter County), and Braun Intertec Corporation, 11001 Hampshire Avenue S, Minneapolis, MN 55438, an independent contractor, not an employee of the County of Chisago (hereinafter CONTRACTOR).

WHEREAS, County, pursuant to Minnesota Statutes Chapter 373.01, is empowered to procure from time to time certain professional/technical services; and,

WHEREAS, County is in need of construction materials testing services for the project on CSAH ~~16 Bridge 13J24~~30 Corridor Improvements Project; and,

WHEREAS, the CONTRACTOR has provided the County with a proposal for construction material testing services in which it represented that it is qualified, duly licensed and willing to perform the services set forth in this contract.

NOW, THEREFORE, it is agreed:

I. **TERM OF CONTRACT**. This contract shall be effective on February 20, 2025, or upon the date the final required signature is obtained by County, whichever occurs later, and shall remain in effect until December 31, 2025, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by County's authorized representative.

II. **CONTRACT DOCUMENTS.** The Agreement of the County and the CONTRACTOR consists of the terms and conditions contained in this Professional & Technical Services Contract, the CONTRACTOR's Master Professional Services Agreement dated April 17, 2014, and the Proposal for Construction Materials Testing Services, dated December 11, 2024 (Project Proposal QTB207744). Said proposal is attached hereto and incorporated herein as **Attachment A.** To the extent that the terms and conditions of this Profession & Technical Services Contract conflict with the terms set forth in the CONTRACTOR's Master Professional Services Agreement dated April 17, 2014, and the Proposal for Construction Materials Testing Services, dated December 11, 2024 (Project Proposal QTB207744), the terms and conditions of the Professional & Technical Services Contract shall prevail.

III. **CONTRACTOR'S DUTIES**. The CONTRACTOR shall perform those duties and deliver those services described in **Attachment A**.

IV. **CONSIDERATION AND TERMS OF PAYMENT**.

A. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall not exceed Fifty-seven Thousand One Hundred Sixty-Two Dollars and No/100 Dollars ($57,162.00) as provided in **Attachment A.** Said

contract sum shall be allocated across those projects and paid in such allocated sums as identified in **Attachment A.**

B. Terms of Payment.

Payment shall be made by County promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by County's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of County pursuant to the standard of care consistent with the degree of skill used by members of CONTRACTOR'S profession practicing under similar circumstances at the same time and in the same locality, and to the extent compliance is not inconsistent with CONTRACTOR's professional practice requirements, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by County to be defective or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR within thirty (30) days of completion of the work.

V. **AUTHORIZED REPRESENTATIVES**. All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

A. County's authorized representative for the purpose of administration of this contract is:

Name:	Joe Triplett, PE Public Works Director/County Engineer
Address:	31325 Oasis Road, Room 400, Center City, MN 55012
Telephone:	(651) 213-8708
E-Mail:	Joe.Triplett@chisagocounty.us
Fax:	(651) 213-8772

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

Name:	Charles M. Cadenhead, Jr., PE, Vice President, Principal Engineer
Company:	Braun Intertec Corporation
Address:	11001 Hampshire Avenue S, Minneapolis, MN 55438
Telephone:	(952) 995-2000
E-Mail:	CCadenhead@braunintertec.com
Fax:	(952) 995-2020

VI. **CANCELLATION AND TERMINATION**.

A. This contract may be canceled by County at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

B. Termination for Insufficient Funding. County may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of County receiving notice that sufficient funding is not available. County is not obligated to pay for any services that are provided after notice and effective date of termination. However, the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. County will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

VII. **ASSIGNMENT AND SUBCONTRACTING**.

The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of County. The County will consent to assignment only upon the County, CONTRACTOR and assignee reaching an agreement in which assignee agrees to be bound by this Agreement. XVII. If specifically authorized by the County, CONTRACTOR is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

VIII. **LIABILITY**. The CONTRACTOR agrees to indemnify and hold County, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorneys' fees incurred by County, in the performance of this contract by the CONTRACTOR. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for County's failure to fulfill its obligations pursuant to this contract but only to the extent such claims or causes of action are caused by the CONTRACTOR's negligent acts, errors, and omissions or any entity in which the CONTRACTOR is legally liable. CONTRACTOR has no obligation to indemnify, defend, or hold harmless the County from any claims or causes of action caused by the County's negligence or fault or the negligence or fault of others. CONTRACTOR'S aggregate liability for all claims arising out of this Agreement, including any defense obligation, is limited to the minimum insurance required hereunder for such claims.

IX. **INSURANCE**.

A. *Workers' Compensation*. CONTRACTOR certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The CONTRACTOR's employees and agents will not be considered County employees. The contractor certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to workers' compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way County's obligation or responsibility.

B. *General Liability Insurance*. Contractor is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from

operations under the Contract whether the operations are by the Contractor or by a subcontractor or by anyone directly or indirectly employed by the Contractor under the contract. Insurance minimum limits are as follows:

$500,000 per claim; $1,500,000 per occurrence; $3,000,000 annual aggregate

C. *Professional Liability Insurance (Errors and Omissions)* Contractor shall maintain professional liability insurance for the work of the professionals engaged in the professional services and work of this Contract. Said policies covering the errors and omissions of the professionals working under this Contract shall remain in effect for six (6) year following the completion of the work.

$1,000,000 per claim and in the aggregate

D. CONTRACTOR shall name the County as an additional insured on the above General Liability policies and at the time of signing this Agreement CONTRACTOR shall provide the County with a certificate of insurance as evidence of such kinds and amounts of coverages.

IX. **PUBLICITY**. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify County as the sponsoring agency and shall not be released prior to receiving the approval of County's authorized representative.

X. **MINNESOTA STATUTE §181.59**.

The CONTRACTOR will comply with the provisions of Minnesota Statute §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XI. **GOVERNMENT DATA PRACTICES ACT**. The CONTRACTOR and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by County in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance

with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or County.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify County. County will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

A. County shall own all rights, title and interest in all of the materials created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and paid for in full by the County under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS). Ownership and intellectual property rights does not apply to any MATERIALS previously owned or licensed to CONTRACTOR. Any such use or reuse, or any modification of MATERIALS by the County will be at the County or other's sole risk and without liability and legal exposure to CONTRACTOR.

The CONTRACTOR hereby assigns to County all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of County, execute all papers and perform all other acts necessary to assist County to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to County by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of County's authorized representative.

B. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, County at the CONTRACTOR'S expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or County's opinion is likely to arise, the CONTRACTOR shall, at County's discretion, either procure for County the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

XIII. **ANTITRUST**. The CONTRACTOR hereby assigns to the County of Chisago any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

XIV. **JURISDICTION AND VENUE**. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

XV. **AMENDMENTS**. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

XVI. **STATE AUDITS**. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract.

XVII. **SURVIVAL OF TERMS**. The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; IX., Publicity; XI., Government Data Practices Act; XII., Ownership Of Materials and Intellectual Property Rights; XIV., Jurisdiction and Venue; and XVI., State Audits.

(Signatures of the parties are found on the next page.)

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. **CONTRACTOR – Braun Intertec Corporation**
   CONTRACTOR certifies that the appropriate person(s) have executed the contract on behalf of CONTRACTOR as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title:
Date:

2. **COUNTY OF CHISAGO**

APPROVED:

By:
Dan Dahlberg, Chairperson Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Christina Vollrath, Clerk to the Board
Date:

REVIEWED AND APPROVED AS TO FORM:

JANET REITER CHISAGO COUNTY ATTORNEY
By:
Name and Title: Jeffrey B. Fuge, Assistant County Attorney
Date: Pending Review

Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438

Phone: 952.995.2000
Fax: 952.995.2020
Web: braunintertec.com

December 11, 2024 Proposal QTB207744

Ben Hobert, PE
Chisago County Public Works
313 North Main Street, Room 400
Center City, MN 55012

Re: Proposal for Construction Materials Testing Services
County State Aid Highway (CSAH) 30 Corridor Improvements Project
S.P. 013-630-021, 225-102-004, 225-591-007
Forest Boulevard (CSAH 30) between Athens Trail and St. Croix Trail
North Branch, Minnesota

Dear Mr. Hobert:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the CSAH 30 Corridor Improvements Project in North Branch, Minnesota.

Since our inception in 1957, we have grown into one of the largest employee owned engineering firms in the nation. With more than 1,000 employee owners, retaining our firm gives you access to a diverse range of services and professionals you can consult with if the unforeseen occurs. The size of our company also allows us to respond quickly when schedule constraints occur.

Our Understanding of Project

We understand this project will include aggregate base and select granular embankment placements, new concrete sidewalk, driveways, lighting improvements, along with new bituminous roadway and trail pavements. Construction of a new roundabout at the intersection of Forest Boulevard and 377th Street, improvements to stormwater, sanitary, and watermain utilities along with a Safe Routes to School trail portion will also be part of this project.

This project is a Chisago County project with State-Aid funding. Projects that are constructed with State-Aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation's (MnDOT's) 2020 Standard Specifications for Construction and MnDOT's Schedule of Materials Control. This project is using MnDOT's 2024 State Aid for Local Transportation (SALT) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing on the project as listed in our scope of services and as shown on our attached cost estimate table. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project. An audit of the project could be conducted upon completion. The audit may include reviewing tests and paperwork provided by your QC/QA representative.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by WSB & Associates, Inc. dated September 12, 2024.

Braun Intertec Project Personnel

For this project, we will provide technicians that are MnDOT certified in each specialized field. For the proposed scope of services, our staff will have the following certifications:

- Aggregate Production Tester
- Grading & Base Tester
- Concrete Field Tester
- MnDOT or ACI Strength Tester

Accredited Laboratory

In the 2024 SALT Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Resource (formerly AASHTO Materials Reference Laboratory [AMRL]) for all test procedures performed.

Braun Intertec is one of the few independent testing companies that is accredited in the metro area. With Braun Intertec's Metro Material Laboratory typically operating 24 hours a day, laboratory test results are delivered in a timely manner.

Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your on-site project personnel. Based on our understanding of the project, we propose the following services.

Soil Related Services

- Perform nuclear gauge density tests on embankment, select granular embankment, and utility backfill materials.

- Perform Dynamic Cone Penetrometer (DCP) tests on aggregate base and aggregate shoulder materials.

- Perform moisture content tests at time of compaction on backfill, embankment, select granular embankment, aggregate base, and aggregate shouldering materials.

- Perform gradation tests on select granular embankment, granular bedding, aggregate base, and shouldering materials.

- Perform laboratory standard Proctor tests on backfill and fill materials.

- Prepare the preliminary and final grading and base report along with assembling the random sampling locations report for the aggregate base and aggregate shouldering according to MnDOT Specifications.

Concrete Field Testing Related Services

- Sample and test the plastic concrete for slump, air content, temperature prior to placement. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.

- Prepare 4-inch by 8-inch cylinders for compressive strength testing. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.

- Laboratory compressive strength testing of cylinders.

MnDOT Independent Assurance (IA)

On projects constructed within MnDOT right-of-ways, MnDOT requires one of their IA personnel observe the QC/QA representative performing soil and concrete. We will schedule the IA visits as required for Braun Intertec Personnel.

Reporting and Project Management

Test results will be issued weekly for the project as the various tasks are performed. If, at any time, there are failing tests which do not appear to be in accordance with the plans and specifications or MnDOT's Schedule of Materials Control, we will notify the engineer's representative and any others that we are directed to notify.

Before the final project closeout, we will issue a final report. The report will include the following:

- Braun Intertec technician roster for technicians that conducted testing on the project.

- Completed MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.

- Completed Preliminary and Final Grading and Base Reports.

- Completed IA Summary Report.

- Moisture, Density, DCP, Proctor, and Gradation tests.

- Concrete compressive strength results.

- Completed test reports for samples sent to the MnDOT Materials Lab.
- Copies of concrete plant certifications.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume it will take forty-six trips to complete the nuclear density gauge testing on this project.
- We assume compaction testing on aggregate base materials will be performed using the Dynamic Cone Penetration (DCP) method; a minimum of three tests will be conducted each trip with fourteen trips assumed.
- We assume forty sets of concrete tests will be required to complete the project.
- We understand Chisago County will be coordinating with MnDOT to complete bituminous mixture and density verification testing for this project.
- We assume the rebar observations before concrete placements will be completed by the project representative's construction oversight manager.
- We understand MnDOT Metro Inspections will perform concrete batch plant monitoring and testing for this project.
- We understand MnDOT Metro Inspections will perform bituminous plant monitoring and testing for this project.
- We assume MnDOT will calibrate and certify the ready mix concrete plant.
- We assume your full time on-site construction observer will observe the test rolling for this project.
- We assume the project engineer of record will review and approve the contractor's quality control submittals and test results.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.

- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **$57,162**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed**. If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal.
The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of the Master Professional Services Agreement dated April 17, 2014.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact John Rutherford at 651.487.7052 (jrutherford@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION

John P. Rutherford
Project Manager

Charles M. Cadenhead, Jr., PE
Vice President, Principal Engineer

Attachment:
Project Proposal – QTB207744

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

BRAUN INTERTEC
The Science You Build On.

Project Proposal

QTB207744

Chisago County CSAH 30 Improvements SAP 013-630-021

Client:	Work Site Address:	Service Description:
Chisago County Ben Hobert 31325 Oasis Rd Center City, MN 55012 (651) 257-1300	CSAH 30 between Athens Trail and St. Croix Trail North Branch, MN 55056	Construction Materials Testing SAP 225-102-004 SAP 225-591-007

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**MnDOT Testing**				
Activity 1.1	**Soils Testing**				**$29,364.00**
207	**Compaction Testing - Nuclear**	115.00	Hour	98.00	$11,270.00
	Work Activity Detail ***Qty*** ***Units*** ***Hrs/Unit*** ***Extension***				
	Select Granular / Embankment *10.00* *Trips* *2.50* *25.00*				
	Utility Trench Backfill *36.00* *Trips* *2.50* *90.00*				
1308	**Nuclear moisture-density meter charge, per hour**	115.00	Each	30.00	$3,450.00
217	**Compaction Testing - DCP**	42.00	Hour	98.00	$4,116.00
	Work Activity Detail ***Qty*** ***Units*** ***Hrs/Unit*** ***Extension***				
	Aggregate Base / Shoulder *14.00* *Trips* *3.00* *42.00*				
209	**Sample pick-up**	18.00	Hour	98.00	$1,764.00
1162	**Sieve Analysis with 200 wash, per sample**	18.00	Each	160.00	$2,880.00
1318	**Moisture Density Relationship (Standard), per sample**	14.00	Each	206.00	$2,884.00
1861	**CMT Trip Charge**	60.00	Each	50.00	$3,000.00
Activity 1.2	**Concrete Testing**				**$19,560.00**
261	**Concrete Testing**	100.00	Hour	98.00	$9,800.00
	Work Activity Detail ***Qty*** ***Units*** ***Hrs/Unit*** ***Extension***				
	Curb and Gutter *16.00* *Trips* *2.50* *40.00*				
	Flatwork *20.00* *Trips* *2.50* *50.00*				
	Misc. Placements *4.00* *Trips* *2.50* *10.00*				
1364	**Compressive strength of concrete cylinders (ASTM C 39), each**	120.00	Each	40.00	$4,800.00
	Work Activity Detail ***Qty*** ***Units*** ***Hrs/Unit*** ***Extension***				
	Curb and Gutter *16.00* *Sets* *3.00* *48.00*				
	Flatwork *20.00* *Sets* *3.00* *60.00*				
	Misc. Placements *4.00* *Trips* *3.00* *12.00*				
278	**Concrete Cylinder Pick up**	20.00	Hour	98.00	$1,960.00
	Work Activity Detail ***Qty*** ***Units*** ***Hrs/Unit*** ***Extension***				
	Cylinder Pickup *20.00* *Trips* *1.00* *20.00*				
1861	**CMT Trip Charge**	60.00	Each	50.00	$3,000.00
Activity 1.3	**Project Management**				**$8,238.00**
226	**Project Manager**	30.00	Hour	180.00	$5,400.00
228	**Senior Project Manager**	3.00	Hour	206.00	$618.00
238	**Project Assistant**	15.00	Hour	98.00	$1,470.00
1230	**MnDOT Final Report**	1.00	Each	750.00	$750.00
				Phase 1 Total:	**$57,162.00**

Proposal Total:	**$57,162.00**

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 5
Title of Item for Consideration: Professional Services Agreement with WSB to Study I-35/CSAH 22 Corridor	
Action Requested by: Joe Triplett, P.E.	***Department:*** Public Works
Previous Action on this Matter: None.	

Background: As the area around and west of the interchange continues to grow and develop, Public Works requires assistance to study the corridor to help guide planning, access and development. The County has enlisted WSB, who has extensive experience in these sorts of projects and is also the City's engineering firm which will help with communication and coordination.

Attachment(s):

- Professional Services Agreement

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the agreement with WSB to study the I-35 and CSAH 22 Corridor. The suggested motion is as follows:

"Move to approve the agreement with WSB to study the I-35 and CSAH 22 Corridor. "

Implications of Action: Approval will allow the County to follow and meet testing requirements for our construction projects.

Budget/Financial Implications: Funding will come out of 03-320-6273 account.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

Proposal for Traffic Engineering Services

To: Joe Triplett, PE, Chisago County Engineer

From: Erik Seiberlich, Traffic Senior Project Manager
Sean Delmore, PE, PTOE, Director of Traffic Engineering

Date: January 27, 2025

Re: Scope and Estimate for Preliminary Engineering and Operations Analysis for Preferred Alternatives for the CSAH 22 / I-35 Interchange Area

---

INTRODUCTION/BACKGROUND
The following is a summarized scope and cost estimate to complete preliminary engineering and operations analysis for the preferred alternatives for the CSAH 22 & I-35 interchange area in the City of Wyoming, Chisago County.

Previous work has included data collection, traffic forecasting, concept development, analysis and agency coordination (City of Wyoming, Chisago County, MnDOT).

As part of this continuing work, preliminary drawings will be developed for the preferred alternatives and the analysis will be completed to compare the operations (delay, queueing, VMT for each. Ultimately, the results will be presented to the agencies to encourage discussion, comparison, and an eventual path for moving forward that will accommodate growth in the area while providing a safe and efficiently operating system.

All alternatives assume a realigned north leg of Kettle River Boulevard (KRB)

TASKS

1. Project Management
    a. WSB will work closely with the Chisago County to discuss project specifics and keep the study moving along.
    b. The cost estimate provided include administrative time for schedule updates and invoicing.

2. Meetings and Agency Coordination
    a. Regularly scheduled meetings with Chisago County
    b. Meetings with MnDOT and the City of Wyoming

3. Preliminary Engineering
    a. Develop preliminary engineering concepts for three alternatives
        i. Two conventional four-legged roundabout intersections
            1. Right-in/right-out for south leg of KRB
            2. Three-quarter intersection for south leg of KRB
        ii. West four-legged roundabout and east five-legged roundabout
            1. East roundabout includes south leg of KRB
            2. East roundabout includes south leg of KRB and exclusive RTL to SB I-35 on-ramp
        iii. Two conventional roundabouts with I-35 ramps as north leg (SB on-ramp loop) and south leg of KRB as south leg of east roundabout

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

b. All alternatives will include options with the NB I-35 ramp terminal as a signal (existing) and a conventional roundabout.

4. Evaluation of Alternatives
   a. Create VISSIM models for each of the alternatives and perform operations analysis for peak hours using forecasted traffic volumes from previous work.
   b. Create a comparison matrix showing measures of effectiveness (delay, queuing) as well as travel distance for different movements

5. Presentation of Findings and Identification of THE Alternative
   a. Provide all preliminary designs, turning movement figures and operations findings including comparison matrix for discussion and decision making.
   b. Work with Chisago County, MnDOT and the City of Wyoming to discuss findings and identify the roadway network to advance to the next stage.

SCHEDULE AND COST

Work will commence promptly after notice to proceed (NTP). There has been a considerable amount of work that has been completed that will be utilized for this work. WSB will establish a kick-off meeting upon NTP to establish the following:

- Routine day/time for bi-weekly progress and discussion meetings.
- Milestone dates for each task in this scope.
- When in the process MnDOT and other agencies should be consulted.

The client will be charged at the hourly rate for each employee classification with a preliminary not-to-exceed amount of $41,370 for work included in this scope as shown in the table that follows:

	ESTIMATED HOURS								
WORK TASKS	Seiberlich Project Manager	Delmore Principal	Plowman Design	Stensgaard Grad Engineer	Junge Traffic Engineer	Huang Traffic Modeler	Admin & Other Support	Total	Cost
1 Project Management / Correspondence	12	2					2	16	$ 3,780
2 Meetings and Coordination	12	8						20	$ 5,124
3 Preliminary Engineering	4	2	8	24				38	$ 7,196
3 Evaluation of Alternatives	6	2		8	20	80		116	$ 18,538
4 Presentation of Recommended Alternative	8	4	4	16			2	34	$ 6,728
TOTAL HOURS	42	18	12	48	20	80	4	224	
Hourly Rate	$ 251	$ 264	$ 264	$ 148	$ 206	$ 140	$ 120		$ 41,366
Estimated Labor Costs	$ 10,542	$ 4,752	$ 3,168	$ 7,104	$ 4,120	$ 11,200	$ 480		

Thank you for the opportunity to continue working on this project to identify the appropriate long-term solution for this interchange area. Please contact me at 612-508-5996 if you have any questions regarding the content of this proposal.

Sincerely,

Erik Seiberlich
Traffic Senior Project Manager

PROFESSIONAL AND TECHNICAL SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago (hereinafter County), and WSB, 701 Xenia Avenue South, Suite 300, Minneapolis, MN 55416, an independent contractor, not an employee of the County of Chisago (hereinafter CONTRACTOR).

WHEREAS, County, pursuant to Minnesota Statutes Chapter 373.01, is empowered to procure from time to time certain professional/technical services; and

WHEREAS, County is in need of professional and technical services to provide preliminary design for alternatives and analysis for public work in the CSAH 22 and I-35 Interchange Area in the City of Wyoming.

WHEREAS, the CONTRACTOR has provided the County with a proposal with cost estimates for such services and CONTRACTOR has made representations in its proposal that it is qualified, duly licensed and willing to perform the services set forth in this Contract.

NOW, THEREFORE, it is agreed:

I. **TERM OF CONTRACT**. This Contract shall be effective on February 20, 2025 or upon the date the final required signature is obtained by County, whichever occurs later, and shall remain in effect until December 31, 2025, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The CONTRACTOR understands that no work should begin under this contract until all required signatures have been obtained and the CONTRACTOR is notified to begin work by County's authorized representative.

II. **CONTRACT TERMS AND CONDITIONS AND RESPONSIBILITIES**. The terms and conditions of this contract shall consist of the provisions of this Contract and those provisions set forth in CONTRACTOR's Scope and Estimate for Preliminary Engineering and Operations Analysis for Preferred Alternatives for the CSAH 22 / I-35 Interchange Area dated January 27, 2025, as attached hereto and incorporated herein as To the extent that provisions of **Attachment A** may be inconsistent or conflict with those contained in this Contract shall prevail.

A. CONTRACTOR's Duties. CONTRACTOR shall perform those tasks described in the Contract and **Attachment A**.

B. County's Duties. County shall perform those responsibilities required of the County as set forth in the Contract and **Attachment A.**

III. **CONSIDERATION AND TERMS OF PAYMENT**.

A. Consideration for all services performed and goods or materials supplied by the CONTRACTOR pursuant to this contract shall not exceed Forty-one Thousand, Three Hundred Seventy and No/100 Dollars (**$41,370.00**) pursuant to **Attachment A**.

B. Terms of Payment. CONTRACTOR will invoice the County for services provided at the hourly rate for each employee. Payment shall be made by County promptly after the CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by County's authorized representative. All services provided by the CONTRACTOR pursuant to this contract shall be performed to the satisfaction of County pursuant to the standard of care and to the extent compliance is not inconsistent with CONTRACTOR's professional practice requirements, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The CONTRACTOR shall not receive payment for work found by County to be defective or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation. Invoices shall be presented by CONTRACTOR within thirty (30) days of completion of the work.

IV. **AUTHORIZED REPRESENTATIVES**. All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

A. County's authorized representative for the purpose of administration of this contract is:

Name:	Joe Triplett, PE Public Works Director/County Engineer
Address:	31325 Oasis Rd., Rm 400, Center City, MN 55012
Telephone:	(651) 213-8708
E-Mail:	Joe.Triplett@chisagocounty.us
Fax:	(651) 213-8772

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

Name:	<Insert Name, Professional Designation, and Title>
Company:	WSB
Address:	701 Xenia Avenue S., Suite 300, Minneapolis, MN 55416
Telephone:	Need Telephone Number
E-Mail:	<Insert>

V. **CANCELLATION AND TERMINATION**.

A. This contract may be canceled by County at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR. In the event of such a cancellation, the CONTRACTOR shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

B. Termination for Insufficient Funding. County may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature or other funding source, or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the CONTRACTOR within a reasonable time of County receiving notice that sufficient funding is not available. County is not obligated to pay for any services that are provided after notice and effective date of termination. However,

the CONTRACTOR will be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed to the extent that funds are available. County will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature or other funding source not to appropriate funds.

VI. **ASSIGNMENT AND ASSUMPTION**. The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of County. In the event of assignment, CONTRACTOR shall remain responsible for the performance of all tasks until released through an assumption agreement executed by the County, the CONTRACTOR and CONTRACTOR's assignee.

VII. **LIABILITY**. The CONTRACTOR agrees to indemnify and hold County, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorneys' fees incurred by County, in the performance of this contract by the CONTRACTOR. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for County's failure to fulfill its obligations pursuant to this contract but only to the extent such claims or causes of action are caused by the CONTRACTOR's negligent acts, errors, and omissions or any entity in which the CONTRACTOR is legally liable. CONTRACTOR has no obligation to indemnify, defend, or hold harmless the County from any claims or causes of action caused by the County's negligence or fault or the negligence or fault of others.

VIII. **INSURANCE**.

A. *Workers' Compensation*. CONTRACTOR certifies that it is in compliance with Minn. Stat. §176.181, subd. 2, pertaining to workers' compensation insurance coverage. The CONTRACTOR's employees and agents will not be considered County employees. The contractor certifies it is in compliance with Minnesota Statute §176.181, Subd. 2 pertaining to workers' compensation insurance coverage. The CONTRACTOR'S employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees or agents and any claims made by any third party as a consequence of any act or omission on the part of these employees or agents are in no way County's obligation or responsibility.

B. *General Liability Insurance*. CONTRACTOR is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the contract whether the operations are by the CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by the CONTRACTOR under the contract. Insurance minimum limits are as follows:

$500,000 per claim; $1,500,000 per occurrence; $3,000,000 annual aggregate

C. *Professional Liability Insurance. (Errors and Omissions)* CONTRACTOR shall maintain professional liability insurance for the work of the professionals engaged in the professional services and work of this contract. Said policies covering the errors and omissions of the professionals working under this contract shall remain in effect for six (6) year following the completion of the

work.

D. *Certificates of Insurance.* CONTRACTOR shall name County as an additional insured on the above insurance coverages and CONTRACTOR shall provide the County with a certificate of insurances naming the County as an additional insured on the above coverages and amounts prior to commencing work under this Agreement.

IX. **PUBLICITY**. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify County as the sponsoring agency and shall not be released prior to receiving the approval of County's authorized representative.

X. **MINNESOTA STATUTE §181.59**.

The Contractor will comply with the provisions of Minnesota Statute §181.59 which require:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XI. **GOVERNMENT DATA PRACTICES ACT**. The CONTRACTOR and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by County in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or County.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify County. County will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

XII. **OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS**.

A. County shall own all rights, title and interest in all of the materials created by the CONTRACTOR, or its employees or subcontractors, either individually or jointly with others and paid for in full by the County under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS). Ownership and intellectual property rights does not apply to any MATERIALS previously owned or licensed to CONTRACTOR. Any such use or reuse, or any modification of MATERIALS by the County will be at the County or other's sole risk and without liability and legal exposure to CONTRACTOR.

The CONTRACTOR hereby assigns to County all rights, title and interest to the MATERIALS. The CONTRACTOR shall, upon request of County, execute all papers and perform all other acts necessary to assist County to obtain and register copyrights, patents or other forms of protection provided by law for the MATERIALS. The MATERIALS created under this contract by the CONTRACTOR, its employees or subcontractors, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the MATERIALS, whether in paper, electronic, or other form, shall be remitted to County by the CONTRACTOR, its employees and any subcontractors, and the CONTRACTOR shall not copy, reproduce, allow or cause to have the MATERIALS copied, reproduced or used for any purpose other than performance of the CONTRACTOR'S obligations under this contract without the prior written consent of County's authorized representative.

B. The CONTRACTOR represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The CONTRACTOR shall indemnify and defend, to the extent permitted by the Attorney General, County at the CONTRACTOR'S expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The CONTRACTOR shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in the CONTRACTOR'S or County's opinion is likely to arise, the CONTRACTOR shall, at County's discretion, either procure for County the right or license to continue using the MATERIALS at issue or replace or modify the allegedly infringing MATERIALS. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

XIII. **ANTITRUST**. The CONTRACTOR hereby assigns to the County of Chisago any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

XIV. **JURISDICTION AND VENUE**. This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of

this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

XV. **AMENDMENTS**. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

XVI. **STATE AUDITS**. The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract.

XVII. **SUBCONTRACTING AND ASSIGNMENT:** CONTRACTOR shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign any interest in the agreement without the prior written approval of the County. Any assignment will be reduced to an assignment agreement between the County, the CONTRACTOR and assignee in which the assignee agrees to be bound by this Contract and the provisions set forth in **Attachment A.** In the event that the County agrees to Contractor's subcontracting of its performance obligations of the Contract, CONTRACTOR will remain responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425, notwithstanding any term and condition of respective subcontract

XVIII. **SURVIVAL OF TERMS**. The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; IX., Publicity; XI., Government Data Practices Act; XII., Ownership Of Materials and Intellectual Property Rights; XIV., Jurisdiction and Venue; and XVI., State Audits.

(Signatures found on page 7)

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. CONTRACTOR - WSB

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

By:
Title:
Date:

2. COUNTY OF CHISAGO

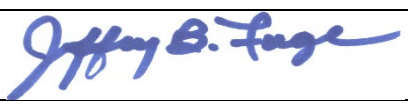
AUTHORIZED AND APPROVED:

By:
Dan Dahlberg Chair, Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Christina L. Vollrath, Clerk to the Board
Date:

REVIEWED AS TO FORM:

JANET REITER, COUNTY ATTORNEY, CHISAGO COUNTY
By: 
Name and Title: Jeffrey B. Fuge, Assistant County Attorney
Date: February 6, 2025

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 6
Title of Item for Consideration: Eminent Domain for CSAH 10 Reconstruction Project (S.A.P. 013-610-013)	
Action Requested by: Joe Triplett, P.E.	***Department:*** Public Works
Previous Action on this Matter: None.	

Background: Public Works is proposing to reconstruct CSAH 10 between CSAH 8 and I-35 in 2026. The County has been in the acquisition process since last fall and still have some parcels to acquire. To keep the project on schedule for delivery, the County will need to exercise the right of eminent domain. The County will continue to negotiate and work with the property owners throughout the process.

Attachment(s):

- Resolution
- Exhibit A

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners authorize the use of eminent domain for CSAH 10 Reconstruction Project (S.A.P. 013-610-013) parcel acquisition. The suggested motion is as follows:

"Move to authorize the use of eminent domain for CSAH 10 Reconstruction Project (S.A.P. 013-610-013) parcel acquisition. "

Implications of Action: Authorization will allow the County to continue to acquire the necessary right of way and keep the project on track.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve __CEB_	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

RESOLUTION NO. -_____
AUTHORIZING THE ACQUISITIONS OF SAID LAND
ON CSAH 10 (AKA STARK ROAD) BY EMINENT DOMAIN

WHEREAS, Chisago County proposes to improve County State Aid Highway 10 (AKA Stark Road) as identified in Right-of-Way Plat #116 recorded on September 26, 2024, as document number 678796 with the Chisago County Recorder's Office; and

WHEREAS, the improvement consists of realigning and reconstructing said roadways as herein determined necessary to provide for the safety of the traveling public; and

WHEREAS, right-of-way and easements over certain lands are required to provide for said realignment and reconstruction; and

WHEREAS, Chisago County has authority to acquire right-of-way for said project by eminent domain pursuant to Minn. Stat. 163.02, subd. 2; and

WHEREAS, Chisago County has the right to acquire the right-of-way prior to the filing of an award by the court appointed commissioners, pursuant to Minn. Stat. 117.042; and

WHEREAS, the following persons own or have an interest in a portion of said lands required for the improvement project are identified on Exhibit A, attached hereto and incorporated by reference; and

WHEREAS, Chisago County has been unable to successfully negotiate the acquisition of the required right-of-way and easements to date; and

WHEREAS, throughout the eminent domain proceedings, Chisago County shall continue to negotiate the acquisition of the required right-of-way and easements until an award is made by the court-appointed commissioners; and

NOW THEREFORE BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes the acquisition of the lands identified in Exhibit A by eminent domain and to the take title and possession of that land prior to the filing of an award by the court appointed commissioners, pursuant to Minn. Stat. 163.02, subd. 2; and 117.042; and

BE IT FURTHER RESOLVED, that the Chisago County Attorney is requested to file the necessary Petition and to prosecute such action to a successful conclusion or until it is abandoned, dismiss, or terminated by the County or the Court.

PARCEL 06

PID: No. 03.00389.00

OWNER: Jace A. Piepgras, a single person

PHYSICAL ADDRESS: 2435 Stark Road West, Harris, Minnesota

ENCUMBRANCES: Mortgage: Mortgage Research Center, LLC dba Veterans United Home Loans, 1400 Forum Blvd, Suite 18, Columbia, MO 65203 (Boone County). Mechanic's Lien: Pillar Construction, 8601 73rd Ave. N. Suite 31, Minneapolis, MN 55428. (Hennepin County)

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

All that part of the Southwest Quarter of the Northwest Quarter (SW ¼ of the NW ¼) of Section 26, Township 36, Range 22, Chisago County, Minnesota, described as follows: Commencing at the Southwest corner of said SW ¼ of the NW ¼; thence South 87 degrees 45 minutes 56 seconds East, assumed bearing along the South line of said SW ¼ of the NW ¼, a distance of 511.50 feet; thence North 15 degrees 41 minutes 35 seconds West, a distance of 183.03 feet; thence North 67 degrees 22 minutes 46 seconds East, a distance of 324.37 feet, to the point of beginning of the parcel to be described; thence South 21 degrees 13 minutes 13 seconds East, a distance of 158.18 feet; thence North 67 degrees 22 minutes 26 seconds East a distance of 83.09 feet; thence North 17 degrees 56 minutes 36 seconds West a distance of 156.65 feet to a line that bears North 67 degrees 22 minutes 46 seconds East from said point of beginning; thence South 67 degrees 22 minutes 46 seconds West a distance of 92.04 feet to the point of beginning and there terminating.

DESCRIPTION OF INTERESTS TO BE ACQUIRED
LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #6 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.31 acres, more or less, of which 0.11 acres are encumbered by an existing roadway and 0.07 acres of new Highway Right of Way.

PARCEL 07

PID No. 03.00385.00

OWNER: Boozhoo Coffee and Café, LLC, a Minnesota limited liability company

PHYSICAL ADDRESS: 2340 Stark Road West, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

All that part of the Southwest Quarter of the Northwest Quarter (SW ¼ of the NW ¼) of Section 26; Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit:

Commencing at the Southwest corner of said Southwest Quarter of the Northwest Quarter, Section 26, Township 36, Range 22; thence East 2 chains to the North side of Fish Lake Road and Cambridge Road; thence on the North boundary of said road East 25 degrees North 3 chains and 10 links; thence North 2 chains; thence West parallel with said Fish Lake and Cambridge Road 5 chains to the West line of said Southwest Quarter of the Northwest Quarter of said Section 26; thence South 2 chains to the place of beginning. Excepting therefrom that certain tract deeded to the County of Chisago by Quit Claim Deed, dated March 27, 1973, filed April 5, 1973, and recorded as microfilm number 137732.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #7 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.97 acres, more or less, of which 0.00 acres are encumbered by an existing roadway and 0.03 acres of new Highway Right of Way.

AND

A temporary construction easement as shown on said plat as to said Parcel #7 by the temporary easement symbol (T.E.) totaling 0.05 acres expiring on December 1, 2027.

PARCEL 08

PID No. 03.00391.00

OWNER: Marvin Joe & Mary J. Beaulieu, husband and wife

PHYISICAL ADDRESS: 2370 Stark Road, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the Southwest Quarter of the Northwest Quarter (SW ¼ of NW ¼) of Section Twenty-six (26), Township Thirty-six (36) North, Range Twenty-two (22) West, Chisago County, Minnesota, described as follows:

Commencing 5 chains, 12 links East, 25 degrees North of the Southwest corner of said Southwest Quarter of the Northwest Quarter in said Section, Township and Range, at the North Boundary of Fish Lake and Cambridge Road; thence running East 25 degrees North on the boundary of said road, a distance of 64.68 feet; thence North 2 chains; thence West 25 degrees South and parallel with the North boundary of said road, a distance of 64,68 feet; thence South 2 chains to the place of beginning, Chisago County, Minnesota.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, shown as Parcel #8 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota.

A temporary construction easement as shown on said plat as to said Parcel #8 by the temporary easement symbol (T.E.) totaling 0.02 acres expiring on December 1, 2027.

PARCEL 10

PID: 03.00393.00

OWNER: Timothy K. Stiles, a/k/a Timothy Keith Stiles, a single person

MAILING ADDRESS: 5020 560th St, Pine City, MN 55063

SUBJECT ADDRESS: 2390 Stark Road, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the Southwest Quarter of the Northwest Quarter (SW ¼ of NW ¼) of Section Twenty-six (26), Township Thirty-six (36) North, Range Twenty-two (22) West, Chisago County, Minnesota, described as follows:

Commencing 7 chains, 8 links, East 25 degrees North of the SW corner of said Southwest Quarter of Northwest Quarter (SW ¼ of NW ¼) in said Section, Township and Range at the North boundary of the Fish Lake and Cambridge road; thence running East 25 degrees North on the boundary line of said road 1 chain, 46 links; thence North 2 chains; thence West 25 degrees South parallel with the North boundary line of said road, 1 chain 46 links; thence South 2 chains to the place of beginning.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, shown as Parcel #10 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota.

A temporary construction easement as shown on said plat as to said Parcel #8 by the temporary easement symbol (T.E.) totaling 0.02 acres expiring on December 1, 2027.

PARCEL 11

PID: 03.00394.00

OWNER: Danielle L. & Mark Radeck, wife and husband

PHYSICAL ADDRESS: 2400 Stark Road, Harris, Minnesota

ATTORNEY: Steven J. Quam
Fredrikson & Bryon
60 South Sixth Street, Ste 1500, Minneapolis, MN 55402

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the Southwest ¼ of the Northwest ¼, Section 26, Township 36, Range 22, described as follows: beginning 8 chains, 54 links East, 25 degrees North of the Southwest corner of said Southwest ¼ of the Northwest ¼, at the North side of Cambridge Road; then East 25 degrees North on said road 158 links; then North 2 chains, then West 25 degrees South, parallel with said road 158 links; then South 2 chains to the place of beginning.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, shown as Parcel #11 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota.

A temporary construction easement as shown on said plat as to said Parcel #8 by the temporary easement symbol (T.E.) totaling 0.01 acres expiring on December 1, 2027.

PARCEL 13

PID: 03.00383.00

OWNER: Danielle L. & Mark Radeck, wife and husband

PHYSICAL ADDRESS: 2430 Stark Road, Harris, Minnesota

ATTORNEY: Steven J. Quam
Fredrikson & Bryon
60 South Sixth Street, Ste 1500, Minneapolis, MN 55402

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the Southwest Quarter of the Northwest Quarter (SW ¼ of NW ¼) of Section Twenty-six (26), Township Thirty-six (36), Range Twenty-two (22), Chisago County, Minnesota, described as follows: Commencing at the West Quarter corner of said Section 26; thence north along the west line of said Southwest Quarter of the Northwest Quarter a distance of 132.00 feet; thence deflecting to the right 67 degrees 51 minutes 45 seconds along a line to be hereinafter referred to as Line "A", a distance of 646.18 feet to the point of beginning of the property to be described; thence at right angles northwesterly a distance of 129.43 feet; thence at right angles northeasterly a distance of 207.00 feet; thence at right angles southeasterly a distance of 285.00 feet to the center line of Chisago County Road No. 10; thence southwesterly along said center line a distance of 207.00 feet to the intersection with a line drawn perpendicular to said Line "A" and which passes through the point of beginning; thence northwesterly along said line a distance of 155.57 feet to the point of beginning.

Except that part previously conveyed as Document No, 201425

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #13 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 1.34 acres,

more or less, of which 0.08 acres are encumbered by an existing roadway and 0.08 acres of new Highway Right of Way.

AND

A temporary construction easement as shown on said plat as to said Parcel #13 by the temporary easement symbol (T.E.) totaling 0.04 acres expiring on December 1, 2027.

PARCEL 15 & 16

PID: 03.00396.00 & 03.00397.00

OWNER: Michelle R. & Donald Fryc (Daniel is deceased but still on title)

PHYSICAL ADDRESS: 43481 Cedarcrest Trail, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW ¼ of NW ¼) of Section Twenty-six (26), Township Thirty-six (36), Range Twenty-two (22), described as follows, to wit: Beginning at an iron stake located at the intersection of the center lines of the Harris and Cambridge and the so-called Fish Lake roads; thence North 65 degrees East along the center line of said Harris and Cambridge road a distance of 244.2 feet; thence southeasterly and parallel with the centerline of said Fish Lake road a distance of 244.2 feet; thence South 65 degrees West and parallel with the centerline of said Harris and Cambridge road a distance of 244.2 feet to the centerline of said Fish Lake road; thence North 31 degrees West on centerline of said Fish Lake road a distance of 244.2 feet to the point of beginning.

Subject to easements of record, public roads, and utilities in place.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #15 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.51 acres, more or less, of which 0.09 acres are encumbered by an existing roadway and 0.25 acres of new Highway Right of Way.
(PID No: 03.00396.00)

AND

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #16 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County

Recorder in and for Chisago County, Minnesota. Containing 0.85 acres, more or less, of which 0.05 acres are encumbered by an existing highway easement and 0.16 acres of new Highway Right of Way.
(PID No: 03.00397.00)

PARCEL 19

PID: 03.00398.00

OWNER: Linda K. and Jack Sprinkle, wife and husband

MAILING ADDRESS: 165 Stark Rod, Harris, Minnesota

SUBJECT ADDRESS: 2555 Stark Road, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

Part of the Southeast Quarter of the Northwest Quarter (SE ¼ of NW ¼) described as follows: Beginning 172 feet North of the Southwest corner of SE ¼ of NW ¼, Section 26; thence East 100 feet; thence North to South line of Cambridge road (now known as Stark Road); thence Southwesterly along said road to West line of SE ¼ of NW ¼; thence South along said West line to place of beginning, all in Section 26, Township 36, Range 22, Chisago County, Minnesota.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southeast Quarter of the Northwest Quarter (SE1/4 NW1/4) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #19 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.89 acres, more or less, of which 0.00 acres are encumbered by an existing roadway and 0.06 acres of new Highway Right of Way.

PARCEL 26

PID: 03.00375.00

OWNER: Jeffrey H. Grossman aka Jeffrey Grossman and Elizabeth F. Grossman aka Elizabeth Grossman, husband and wife

PHYSICAL ADDRESS: 3140 Stark Road, Harris, Minnesota

ENCUMBRANCES: Mortgage: Vermillion State Bank, 107 E Main St., Vermillion, MN 55085 (Dakota County)

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That certain part of Government Lot 2, in Section 26, Township 36, Range 22, Chisago County, Minnesota, described as follows, to-wit: Beginning at the NE corner of said tract; thence West along the North line thereof for 813 feet; thence South 16 degrees 30 minutes East for 290 feet; thence North 89 degrees 40 minutes West for 75 feet to the point of beginning of the tract hereby described; thence North 89 degrees 40 minutes West for 87.75 feet; thence South 16 degrees 29 minutes East to the Shore of Fish Lake; thence following said lake shore in a Northeasterly direction 84 feet, more or less, to a point on said lake shore which is South 16 degrees 29 minutes East of the point of beginning; thence North 16 degrees 29 minutes West to the point of beginning.

AND

That part of Government Lot 2, Section 26, Township 36 North, Range 22 West, Chisago County, Minnesota, described as follows: Commencing at the Northeast corner of said Government Lot 2; thence West assumed bearing along the North line of Government Lot 2, a distance of 813 feet; thence South 16 degrees 30 minutes East, 290 feet to the point of beginning; thence North 89 degrees 40 minutes West, 75 feet; thence South 16 degrees 29 minutes East to the shoreline of Fish Lake; thence Northeasterly along said shoreline to the intersection with a line that bears South 16 degrees 30 minutes East from the point of beginning; thence North 16 degrees 30 minutes West along said line to the point of beginning.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part Government Lot Two (2) of Section 26, Township 36 North, Range 22 West, as shown as Parcel #26 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 1.31 acres, more or less, of which 0.10 acres are encumbered by an existing roadway and 0.17 acres of new Permanent Highway Easement.

AND
A temporary construction easement as shown on said plat as to said Parcel #26 by the temporary easement symbol (T.E.) totaling 0.02 acres expiring on December 1, 2027.

PARCEL 39A

PID: N/A

OWNER: Unknown Heirs of Arnold E. Johnson

PHYSICAL ADDRESS: XXXX Deerwood Trail, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

Part of the Southwest Quarter (SW1/4) of Section 24, Township 36 North, Range 22 West as shown as Parcel #39a on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.41 acres, more or less, of which 0.27 acres are encumbered by an existing roadway and 0.14 acres of new Highway Right of Way.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter (SW1/4) of Section 24, Township 36 North, Range 22 West as shown as Parcel #39a on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 0.41 acres, more or less, of which 0.27 acres are encumbered by an existing roadway and 0.14 acres of new Highway Right of Way.

(PID No: N/A).

PARCEL 43

PID: 03.00345.11

OWNER: Marybeth Gestson, a single person

PHYSICAL ADDRESS: 3804 Stark Road, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of Government Lot 2, Section 25, Township 36 North, Range 22 West, Chisago County, Minnesota, described as follows:
Beginning at the northwest corner of said Government Lot 2; thence easterly, along the north line of said Government Lot 2, a distance of 520.00 feet; thence southerly deflecting 88 degrees 43 minutes 29 seconds to the right, a distance of 600.00 feet; thence southwesterly, deflecting 18 degrees 27 minutes 05 seconds to the right, to the shoreline of Fish Lake; thence northwesterly, along said shoreline, to the west line of said Government Lot 2; thence northerly, along said west line, to the point of beginning.

Subject to Stark Road (also known as County State Aid Highway 10).

Subject to and together with any other valid easements, restrictions and reservations.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of Government Lot Two (2) also known as Lot 1, Block 2, Gestson Shores in Section 25, Township 36 North, Range 22 West as shown as Parcel #43 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 4.95 acres, more or less, of which 0.00 acres are encumbered by an existing permanent highway easement and 0.04 acres of new Permanent Highway Easement.

PARCEL 45

PID: 03.00345.00

OWNER: Clarke B. and Mary J. Street, husband and wife

MAILING ADDRESS: 40868 Lowden Ave, North Branch, MN 55056

SUBJECT ADDRESS: 3910 Stark Road, Harris, Minnesota

ATTORNEY: Chad D. Lemmons
Kelly and Lemmons, P.A.
2350 Wycliff St., St. Paul, MN 55114

ENCUMBRANCES: Mortgage: Bremer Bank National Association, 8555 Eagle Point Blvd. P.O. Box 1000, Lake Elmo, MN 55042 (Washington County)

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of Government Lot 2, Section 25, Township 36 North, Range 22 West, Chisago County,
Minnesota, described as follows: Beginning at the Northeast corner of the recorded plat of Pioneer Shores, Chisago County, Minnesota; thence North 81° 55' West, assumed bearing along the Northerly line of said Pioneer Shores, a distance of 190.25 feet; thence North 8° 05' East, a distance of 509.9 feet; thence North 76° 51' West, a distance of 462.7 feet to the point of beginning of the parcel to be described; thence South 18° 11' West, to the shoreline of Fish Lake; thence Northwesterly, along said shoreline, to the hereinafter described "Line A"; thence Northerly, along said "Line A" to the North line of said Government Lot 2; thence Easterly, along said North line, to a line that bears North 0° 01' 06" East from the point of beginning; thence South 0° 01' 06" West, along said line, to the point of beginning.

"Line A" is described as follows:

Commencing at the Northwest corner of said Government Lot 2; thence Easterly, along the North line of said Government Lot 2, a distance of 520.00 feet to the point of beginning of said "Line A"; thence Southerly, deflecting 88° 43' 29" to the right, a distance of 600.00 feet; thence Southwesterly, deflecting

18° 27' 05" to the right, to the shoreline of Fish Lake and said "Line A" there terminating.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of Government Lot Two (2) in Section 25, Township 36 North, Range 22 West as shown as Parcel #45 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 10.99 acres, more or less, of which 0.30 acres are encumbered by an existing roadway and 0.62 acres of new Permanent Highway Easement.

PARCEL 52

PID: 03.00346.00

OWNER: Ryan and Bethany Joy Street, husband and wife

MAILING ADDRESS: 10340 Pinion Trail, Escondido, CA 92026

PHYSICAL ADDRESS: XXXX Stark Road, Harris, Minnesota

ENCUMBRANCES: None

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of Government Lots 2 and 3 and that part of the Northeast Quarter of the Northeast Quarter, all in Section 25, Township 36 North, Range 22 West, Chisago County, Minnesota, directed jointly as follows:

Commencing at the northeast corner of said Section 25; thence southerly, along the east line of said Section 25, a distance of 705.0 feet; thence westerly, at right angles, a distance of 660 feet, to the point of beginning of the parcel to be described on the west line of the east 660 feet of the NE¼ of said Section 25; thence continuing westerly, along the westerly projection of the last described course, a distance of 330 feet; thence southerly, parallel with the east line of said Section 25, a distance of 637 feet, more or less, to the center line of Stark Road (also known as County State Aid Hwy. No. 10); thence Northwesterly, along said center line, a distance of 159 feet, more or less, to the northeast corner of the recorded plat of PIONEER SHORES, Chisago County, Minnesota; thence North 81°55'W, assumed bearing along said center line and the north line of said Pioneer Shores, a distance of 190.25 feet; thence North 8°05'E, a distance of 509.9 feet; thence North 0°01'06"E, to the North line of said Section 25; thence Easterly, along said north line, to the West line of the East 660 feet of the Northeast Quarter of said Section 25; thence Southerly, along said West line, to the point of beginning,

EXCEPT that part of the Northeast Quarter of Northeast Quarter (NE¼ of NE¼), Section Twenty-five (25), Township Thirty-six (36), Range Twenty-two (22), described as follows:

Commencing at the Northeast corner of said Section 25; thence Southerly, along the East line of the Northeast Quarter of said Section 25, a distance of 705.0 feet; thence Westerly, at right angles, a distance of 660 feet to the point of beginning on the West

line of the East 660 feet of the Northeast Quarter of said Section 25; thence continuing Westerly, along the Westerly projection of the last described course, a distance of 330 feet; thence Northerly, parallel with the East line of the Northeast Quarter of said Section 25, a distance of 52.0 feet; thence at right angles Easterly a distance of 330.0 feet to the West line of the East 660 feet of the Northeast Quarter of said Section 25; thence Southerly, along said West line a distance of 52.0 feet, more or less, to the point of beginning.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of Government Lots Two (2) and Three (3) and that part of the Northeast Quarter of the Northeast Quarter (NE1/4 NE1/4) all in Section 25, Township 36 North, Range 22 West shown as Parcel #52 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 13.99 acres, more or less, of which 0.11 acres are encumbered by an existing roadway and 0.29 acres of new Highway Right of Way.

PARCEL 57

PID: 03.00348.00

OWNER: Gregory G. and Justine L. Linder, husband and wife

MAILING ADDRESS: 43700 Elmcrest Ave, Harris, Minnesota

ENCUMBRANCES: Mortgage: National Association, 4801 Frederica Street, Owensboro, KY 42301 (Daviess County). Mortgage: U.S. Bank National Association, 425 Walnut Street, Cincinnati, OH 45202 (Hamilton County)

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

The East 330 feet of that part of Government Lot Three (3), which lies South of the center line of County State Aid Highway No. 10 and North of Pioneer all located in Government Lot Three (3), Section Twenty-Five (25), Township Thirty-Six (36) North, Range Twenty-Two (22) West, Subject to utilities in place and public roads, Chisago County, Minnesota.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of Government Lot Three (3) in Section 25, Township 35 North, Range 22 West shown as Parcel #57 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 5.22 acres, more or less, of which 0.12 acres are encumbered by an existing roadway and 0.63 acres of new Highway Right of Way.

PARCEL 60

PID: 14.00235.00

OWNER: Tianna M. Magistad fka Tianna M. Johnson and Robert M. Magistad, wife and husband

PHYSICAL ADDRESS: 4337 Stark Rd, Harris, Minnesota

ENCUMBRANCES: Mortgage: Quicken Loans, LLC, 1050 Woodward Ave., Detroit, MI 48226-1906 (Wayne County). Mortgage: Minnco Credit Union, 235 1st Avenue West, Cambridge, MN 55008 (Isanti County)

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the Southwest Quarter of Northwest Quarter (SWI/4 of NW1/4) of Section Thirty (30), Township Thirty-six (36), Range Twenty-one (21), Chisago County, Minnesota, described as follows:
Beginning at the Northwest comer thereof; thence Southerly, along the west line thereof, 423 feet; thence Easterly, parallel to the North line thereof, 465 feet; thence Northerly, parallel to the West line thereof, 423 feet, more or less, to the North line thereof; thence Westerly, along said North line 465 feet, more or less, to the point of beginning.

AND

That part of the Northwest Quarter of Northwest Quarter (NWI/4 of NWI/4) of Section Thirty (30), Township Thirty-six (36), Range Twenty-one (21), Chisago County, Minnesota, described as follows:
Commencing at the Southwest comer of the Northwest Quarter of the Northwest Quarter; running thence East on the South line of said 40-acre tract a distance of 20 rods; thence running Northerly 4 rods; thence Westerly parallel with the South line of said Northwest Quarter of Northwest Quarter, 20 rods; running thence South on the West line of said tract a distance of 4 rods to the point of beginning.

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the Southwest Quarter of the Northwest Quarter (SW1/4 NW1/4) in Section 30, Township 36 North, Range 21 West shown as Parcel #60 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 5.02 acres, more or less, of which 1.43 acres are encumbered by an existing roadway and 0.67 acres of new Highway Right of Way.

PARCEL 73

PID: 14.00234.00

OWNER: Margaret Nelson (deceased)

PRESUMED HEIRS (per Obituary)

MAILING ADDRESS: Robert E. Lee and Lori C. Lee, husband and wife
W4988 County Rd O, Medford, WI 54451

David Steven Lee (marital status unknown)
5204 Stark Road, Harris MN 55032

Margaret M. Batten (Deceased per Robert)
PO Box 341, Conger, MN 56020
(we cannot find a street address for her)

Barbara Ann Lee (Deceased per Robert)
5204 Stark Road, Harris, MN 55032

ATTORNEY: Grant W. Lindberg
Lindberg Law Office, P.A.
100 Buchanan St. N., Suite 2, Cambridge, MN 55008
(763) 689-6896; (763) 689-6819 Fax

SUBJECT ADDRESS: 5204 Stark Rd, Harris, Minnesota

ENCUMBRANCES: Road Easements, Chisago County.

DESCRIPTION OF AFFECTED PROPERTY:

LEGAL DESCRIPTION:

That part of the East Half of the Southeast Quarter of the Northeast Quarter of Section 30, Township 36, Range 21, Chisago County, Minnesota, lying northerly of Stark Road

South Half of the Northwest Quarter of the Northwest Quarter of Section 29, Township 36, Range 21, Chisago County, Minnesota

The Southwest Quarter of the Northwest Quarter of Sect10n 29, Township 36, Range 21, Chisago County, Minnesota

The Northwest Quarter of the Southwest Quarter of Section 29, Township 36, Range 21, Chisago County, Minnesota, Except that part thereof described as follows Beginning at the Southwest corner of said Northwest Quarter of the Southwest Quarter, thence East

along the south line of said Northwest Quarter of the Southwest Quarter 600 feet, thence North and parallel with the west line of said Northwest Quarter of the Southwest Quarter 550 feet, thence West and parallel with the South !me of said Northwest Quarter of the Southwest Quarter 600 feet to the west line of said Northwest Quarter of the Southwest Quarter, thence South along said west line 550 feet to the point of beginning.

The South Half of the Northeast Quarter of the Northwest Quarter of Sect10n 29, Township 36, Range 21, Chisago County, Minnesota; Except that part deeded to the State of Minnesota for highway purposes as shown by Doc No 117140

That part of the Northwest Quarter of the Southwest Quarter of Section 29, Township 36, Range 21, Chisago County, Minnesota, described as follows Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter, thence East along the south !me of said Northwest Quarter of the Southwest Quarter 600 feet, thence North and parallel with the west line of said Northwest Quarter of the Southwest Quarter 550 feet, thence West and parallel with the South line of said Northwest Quarter of the Southwest Quarter 600 feet to the west line of said Northwest Quarter of the Southwest Quarter, thence South along said west line 550 feet to the point of beginning, Except that part described as follows Beginning at the southwest corner of said Northwest Quarter of the Southwest Quarter, thence East along the south line of said Northwest Quarter of the Southwest Quarter 600 00 feet, thence North and parallel with the west line of said Northwest Quarter of the Southwest Quarter 550 00 feet, thence West parallel with the south line of said Northwest Quarter of the Southwest Quarter 300 00 feet, thence southwesterly deflecting 37 degrees 29 minutes 09 seconds to the left 62 00 feet, thence southeasterly deflecting 90 degrees 00 minutes 00 seconds to the left 62 00 feet, thence southwesterly deflecting 101 degrees 06 minutes 09 seconds to the right 321 96 feet to the west line of said Northwest Quarter of the Southwest Quarter, thence South along said west line 320 00 feet to the point of beginning Together with a driveway easement over the southerly 33 feet of the foregoing excepted parcel

DESCRIPTION OF INTERESTS TO BE ACQUIRED:

LEGAL DESCRIPTION:

Part of the East Half of the Southeast Quarter of the Northeast Quarter (E1/2 SE1/4 NE1/4) in Section 30, Township 36 North, Range 21 West shown as Parcel #73 on Plat designated as Chisago County Right of Way Plat No. 116 on file and record in the office of the County Recorder in and for Chisago County, Minnesota. Containing 17.46 acres, more or less, of which 0.91 acres are encumbered by an existing highway easement and 0.14 acres of new Permanent Highway Easement.

AND

A temporary construction easement as shown on said plat as to said Parcel #73 by the temporary easement symbol (T.E.) totaling 0.07 acres expiring on December 1, 2027.

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 7
Title of Item for Consideration: Equipment Expenditure Requests – 2025 CIP Requests	
Action Requested by: Joe Triplett, County Engineer	***Department:*** Public Works
Previous Action on this Matter: The County Board approved the 2025 CIP at the February 5th Chisago County Board of Commissioners meeting.	

Background: Prior to the Chisago County Board of Commissioners approving the 2025 CIP, Public Works sought the following equipment:

Patch Wagon – Stepp Manufacturing - $42,774.05

Plow Truck – Nuss Truck and Equipment/Towmaster - $183,817 + 161,350.53

Tire Machine – Mohawk Lifts – $37,204.32

Ditch Mower – MN Equipment - $198,527.92

Survey Equipment – Frontier Precision - $50,289.00

Attachment(s):

- Patch Wagon Equipment Expenditure and Quote
- Plow Truck Equipment Expenditure and Quote
- Tire Machine Equipment Expenditure and Quote
- Ditch Mower Equipment Expenditure and Quote
- Survey Equipment Expenditure and Quote

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the purchases of the 2025 CIP approved equipment for the Public Works Department; Patch Wagon, Plow Truck, Tire Machine, Ditch Mower, and Survey Equipment. The following motion is suggested:

"Move to approve the purchases of the 2025 CIP approved equipment for the Public Works Department; Patch Wagon, Plow Truck, Tire Machine, and Survey Equipment."

Implications of Action: If approved, the Public Works Department can purchase the CIP approved equipment.

Budget/Financial Implications: Patch Wagon – 2025 CIP = $43,000, Quote $42,774.05 (*savings of $225.95*), Plow Truck – 2025 CIP = $346,000, Quote $183,817 + 161,350.53 (*savings of $832.47*), Tire Machine – 2025 CIP = $45,000, Quote $37,204.32 (*savings of $7,795.68*), Ditch Mower – 2025 CIP = $195,000, Quote $198,527.92 (increase of $3,527.92, state contract price increased in November of 2024), Survey Equipment – 2025 CIP = $60,000, Quote $50,289.00 (*savings of $9,711)*

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets $3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits

revised 1/2025

Date 2/10/2025

Asset Description - PWKS-0170 Patch Wagon

Estimated Cost - $ 43,000.00

Was this item budgeted for this year's department budget? Yes X No

If yes, what budget? 2025 CIP PWKS-0170

If no, please explain

AND source of funds

Department and/or location of equipment - Highway - Center City

Is this a replacement? If yes, explain - 318 Patch Wagon

Reference asset tag number and/or description of item you are replacing

This request has been reviewed by the Department Head, and if applicable, County Administrator for consistency, uniformity, policy compliance and budget planning. Including information on total cost such as tax, interest and rental costs.

SIGNATURES REQUIRED

Requestor - DATE 2/10/25

Department Head - DATE 2/11/25

Required if purchase is $3,000 - $25,000

County Administrator - DATE

Required if purchase is > $25,000

Board Approved - YES NO

MTG DATE DATE TO BE APPROVED

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: Approved:

Vendor: Date:

Inventory Y or N:

AUDITOR'S OFFICE USE

Vendor Paid - Warrant Number -

G/L Account - Date Paid -

Amount -

STEPP MFG™

WWW.STEPPMFG.COM

QUOTE SPH25-15

jason@steppmfg.com / VP Sales
ally.bader@steppmfg.com / Inside Sales Coordinator

Stepp Manufacturing Co., Inc. 12325 River Road North Branch MN 55056 Ph: 651-674-4491 Fax: 651-674-4221

TO	Bruce Lind	COMPANY	Chisago Co Highway
PHONE/FAX		ADDRESS	
EMAIL		CITY/STATE/ZIP	Minnesota
CONTRACT:	MN CPV		

DATE	EARLIEST SHIP	FOB	SALES REPRESENTATIVE
1/16/2025	300-360 DAYS ARO	FACTORY	CARL ABBOTT

ITEM #	DESCRIPTION		QTY	UNIT TOTAL	LINE TOTAL
SPH-3.0	**Stepp Premix Heater-SPH 3.0 Cubic Yard (4 ton)**		1	**27,662.00**	**27662.00**
	Each Base Unit is Gravity Fed and Includes: a LP *or* Diesel Burner with Auto Temp Controls, one Lp Bottle Rack *or* 30 Gallon Diesel Fuel Tank, Electric Brakes, and a 2 Light System				
	Diesel Burner with Automatic Temperature Controls		1	**6,657.00**	6657.00
	Arrowboard		1	**1,931.00**	1931.00
	Platform w/ Railing and Steps (not available with tack tank)		1	**1,039.00**	1039.00
	Battery Charger		1	**670.00**	670.00
	Washdown System		1	**1,022.00**	1022.00
	Hose Reel for Washdown		1	**766.00**	766.00
	LED LIGHTS		1	**538.00**	538.00
	Hydraulic Brakes- Tandem Axle (SPH-2.0 & 3.0)		1	**1,209.00**	1209.00
	Shovel and Lute Cleaning Compartment		1	**1,237.00**	1237.00
Options to Consider:					
	Stainless Steel Tool Holder (2 recommended)	184.00			
	10# Fire Extinguisher	382.00			
	Camera System	2,019.00			
	Wacker WP 1550 AW Plate Compactor	4,224.00			
	Compactor Plate Carrier hold down	666.00			
	LP Hand Torch w/ 20# LP Bottle	1,203.00			
	Hose Reel for Hand Torch	1,207.00			
	Pricing Valid until January 31st, 2025				

NOTE:	***CANNOT PROCESS ORDER UNTIL SPECIFIED***	Subtotal	$ 42,731.00
PAINT:	**Safety Yellow**		$ -
LIGHT PLUG:	**7 Pin**		$ -
HITCH:	**3" PINTLE**		$ -
		% Tax	
		Freight	43.05
		Total Due	$ 42,774.05

All prices herein quoted are exclusive of sales, use, and other excise taxes. All such taxes, and any other taxes measured in whole or part, by gross receipts applicable to this transaction are to be borne by the purchaser. All export, import, and other duties, tariffs, and customs shall be paid for by the purchaser. If exemption is claimed by the purchaser from any of the foregoing, the purchaser shall furnish satisfactory proof of such exemption. ***Please note: This quote is valid for 20 days from the above date.**

Please remit back a signed copy to process the quote as an order to jason@steppmfg.com

Special Instructions:

Ordered By Signature

Approved By Signature

INTERNAL USE ONLY:

Stepp Order #		Down Payment		Amount:	
Date Ordered		Credit Card		Card Type	
Delivery Date		Card Number:			
P. O. #		On Terms	X		
Ship Via		Letter of Credit			

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets $3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits

revised 1/2025

Date 2/10/2025

Asset Description - PWKS-0175 Tandem Plow Truck

Estimated Cost - $ 346,000.00

Was this item budgeted for this year's department budget? Yes X No

If yes, what budget? 2025 CIP PWKS-0175

If no, please explain AND source of funds

Department and/or location of equipment - Highway - Harris

Is this a replacement? If yes, explain - 337 2008 Mack

Reference asset tag number and/or description of item you are replacing

This request has been reviewed by the Department Head, and if applicable, County Administrator for consistency, uniformity, policy compliance and budget planning. Including information on total cost such as tax, interest and rental costs.

SIGNATURES REQUIRED

Requestor - DATE 2/10/25

Department Head - DATE 2/11/25

Required if purchase is $3,000 - $25,000

County Administrator - DATE

Required if purchase is > $25,000

Board Approved - YES NO

MTG DATE DATE TO BE APPROVED

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: Approved:

Vendor: Date:

Inventory Y or N:

AUDITOR'S OFFICE USE

Vendor Paid - Warrant Number -

G/L Account - Date Paid -

Amount -

Print Date & Time 2/10/2025 13:45

TANDEM AXLE CAB/CHASSIS

Exhibit D: Price Schedule

VENDOR NAME Nuss Truck and Equipment

MAKE AND MODEL 2025 Volvo VHD 64F300 TA

This section for use when ordering		
WB	210"	
CA	126" (Towmaster to verify)	Grand Total $ 161,350.53
AF	63"	
Rear Ratio	4.30	
Cab Color	Chrome Yellow (742148)	
Wheel Color	Pol Aluminum/White Steel	
Notes	Chisago County	Updated 12.20.24(NUSS20240000405634D)

Spec #	Description	Qty	2025 Price	Subtotal
1.0	Price for Base Unit:	1	$ 125,579.00	$ 125,579.00
2.0	**FRAME OPTIONS**			
2.1	Front frame extension	1	$ 143.00	$ 143.00
2.2	Custom hole punching in frame		$ 110.00	$ -
2.3	Deduct for no front bumper	1	$ (60.00)	$ (60.00)
2.4	Frame fastener option (bolt or huck spun)	1	STD	
2.5	**Frame, R.B.M., S.M., PSI, CT**			$ -
2.6	11.81"x3.54"x.31"., R.B.M. 2,112,000, S.M. 17.6, PSI,120,000 CT		STD	
2.7	11.81"x3.54"x.38"., R.B.M. 2,460,000, S.M. 20.5, PSI,120,000 CT		$ 343.00	$ -
2.8	11.81"x3.54"x.44"., R.B.M. 2,820,000, S.M. 23.5, PSI,120,000 CT		$ 562.00	$ -
2.9	11.81"x4.13"x.44"., R.B.M. 3,156,000, S.M. 26.3, PSI,120,000 CT	1	$ 720.00	$ 720.00
3.0	**FRONT AXLE/SUSPENSION/BRAKE/OPTION**			
3.1	Set Forward Front Axle Option	1	STD	
3.2	14,600 front axle and matching suspension		STD	
3.3	16,500 front axle and matching suspension		$ 875.00	$ -
3.4	18,800 front axle & matching suspension		$ 978.00	$ -
3.5	20,800 front axle and matching suspension	1	$ 1,079.00	$ 1,079.00
3.6	22,800 front axle and matching suspension Volvo F22		$ 1,154.00	$ -
3.7	Heavy duty front axle shocks	1	$ 50.00	$ 50.00
3.8	Front Brake Dimension 16.5x6	1	$ 67.00	$ 67.00
3.9	Hubs Front axle iron unitized front axle hubs		$ 25.00	$ -
3.10	Right hand air bag suspension per Spec 3.7, Driver controlled		No Bid	
3.11	Left air bag suspension per Spec 3.7, Driver controlled		No Bid	
3.12	Front axle lubrication cap with slotted venthole		No Bid	
3.13	Front brake dust shields	1	STD	
3.14	Dual front auxiliary steering gear	1	$ 1,464.00	$ 1,464.00
3.15	Multi Leaf Front Susp (RH Stiffner)		$ 91.00	$ -
3.16	Right Hand Ram Assist		$ 1,230.00	$ -
4.0	**4.0 TANDEM REAR AXLE/SUSPENSION/BRAKE/OPTIONS**			

4.1	46,000# rear axle & matching suspension Meritor RT46-160 & Volvo 46k T-Ride	1	$ 1,932.00	$ 1,932.00
4.2	40,000# walking beam rear suspension and axle Make & Model - Meritor MT-40-14X4D with Hendrickson HMX EX 400		$ 791.00	$ -
4.3	46,000# walking beam rear suspension and axle Make & Model - Meritor MT-46-160 with Hendrickson HMX EX 460		$ 2,184.00	$ -
4.4	40,000# air suspension and axle Make & Model - Meritor MT-40-14X4D & HAS-400		$ 510.00	$ -
4.5	46,000# air suspension and axle Make & Model - Meritor RT-46-160 & HAS-460		$ 2,276.00	$ -
4.6	Dash mounted air dump system		$ 243.00	$ -
4.7	Driver activated differential lock on one rear axle (front axle ____ rear axle ____, check one)		$ 360.00	$ -
4.8	Driver activated differential lock on both front and rear axles	1	$ 703.00	$ 703.00
4.9	Driver activated differential lock on both front and rear axles, and lubrication pump and filter system		$ 974.00	$ -
4.10	Meritor RT-46-160P, both axles driver differential lock and pump, HMX460 46,000 # walking beam suspension		$ 2,688.00	$ -
4.11	½ round universal joints	1	STD	
4.12	Spicer 1810 HD drive line with half round universal joints		$ 230.00	$ -
4.13	Rear brake dust shield	1	$ 40.00	$ 40.00
4.14	40,000lb Volvo T Ride Suspension (2 leaf firm ride) 54" spacing		STD	
4.15	40,000lb Volvo T Ride Suspension (3 leaf firm ride) 54" spacing		$ 138.00	$ -
4.16	Meritor Brake Adjuster Front and Rear	1	$ 11.00	$ 11.00
4.17	Extended length brake stoke	1	$ 54.00	$ 54.00
4.18	Four Cam type haldex life seal plus	1	$ 107.00	$ 107.00
4.19	Synthetic Rear Axle Lubricant	1	$ 117.00	$ 117.00
4.20	Rear Shock Absorbers	1	$ 350.00	$ 350.00
4.21	Rear Axle Lube Pump	1	$ 320.00	$ 320.00
4.22	Meritor MT-40-14X4D Hypoid Rear Axle 40,000lb capacity		STD	

5.0 FIFTH WHEEL OPTIONS

5.1	Frame end tapered and open		$ 12.00	$ -
5.2	Frame end tapered and closed		$ 30.00	$ -
5.3	Fixed fifth wheel - Holland FW-35		$ 684.00	$ -
5.4	Mechanical slide fifth wheel - Holland FW35, Travel - 24" slide		$ 562.00	$ -
5.5	Air slide fifth wheel - Holland FW35, Travel - 24" slide		$ 986.00	$ -
5.6	Stainless 1/4 fenders, mounted front of tandems		$ 127.00	$ -
5.7	Plastic 1/4 fenders, mounted front of tandems		$ 110.00	$ -
5.8	Tractor package hookup		$ 297.00	$ -
5.9	Behind cab deck plate		$ 681.00	$ -
5.10	Holland fixed with non-tilt 5th wheel		$ 1,385.00	$ -
5.11	Holland manual slide 5th wheel		$ 537.00	$ -
5.12	Mud flaps with brackets		$ 115.00	$ -
5.13	Betts B60 stainless steel angled mud flap brackets		$ 161.00	$ -
5.14	Hose tender & towel bar assembly		$ 58.00	$ -
5.15	Coiled trailer air hose		$ 39.00	$ -
5.16	Coiled trailer electrical hose		$ 44.00	$ -
5.17	Air Weight AW5800 onboard scales		$ 1,118.00	$ -
5.18	Medium height 5th wheel ramp guide		$ 228.00	$ -
5.19	Trailer hook up light		$ 74.00	$ -

6.0 TIRES/RIMS OPTIONS:

6.1	Nylon wafers or wheel guards on all wheels (10 ea)	1	$ 44.00	$ 44.00
6.2	Heavier 7500 lb 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (10 ea)		STD	
6.3	22.5 12.5 Black Powder quoted wheels front and back		$ 482.00	$ -
6.4	Heavier 7500 lb 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (8 ea) in rear only		$ (16.00)	$ -
	Front Tire Package			
6.5	11R22.5H GOODYEAR G731 MSA (13220 LBS. GAWR) MULTI USAGE		$ 288.00	$ -
6.6	11R22.5H GOODYEAR G751 MSA (13220 LBS. GAWR) MULTI USAGE		$ 258.00	$ -
6.7	11R24.5H BRIDGESTONE M863 (14320 LBS. GAWR) ON/OFF ROAD USAGE		$ 2,240.00	$ -
6.8	11R24.5H BRIDGESTONE R250ED (14320 LBS. GAWR) REGIONAL / URBAN USAGE		$ (85.00)	$ -
6.9	11R24.5H BRIDGESTONE R268 (14320 LBS. GAWR) REGIONAL / URBAN USAGE		$ (75.00)	$ -
6.10	11R24.5H BRIDGESTONE R283A ECOPIA (14320 LBS. GAWR) LONG / REGIONAL HAUL		$ (85.00)	$ -
6.11	11R24.5H GOODYEAR G731 MSA (14320 LBS. GAWR) MULTI USAGE		$ 380.00	$ -
6.12	11R24.5H GOODYEAR G751 MSA (14320 LBS. GAWR) MULTI USAGE		$ 335.00	$ -
6.13	11R24.5H MICHELIN XZE2 (14320 LBS. GAWR) REGIONAL / URBAN USAGE		$ 1,648.00	$ -
6.14	11R24.5H MICHELIN X WORKS Z (14320 LBS. GAWR) ON/OFF ROAD USAGE		$ 100.00	$ -
6.15	12R22.5H GOODYEAR G751 MSA (14780 LBS. GAWR) MULTI USAGE		$ 468.00	$ -
6.16	12R24.5H MICHELIN X WORKS Z (15660 LBS. GAWR) ON/OFF ROAD USAGE		$ 210.00	$ -
6.17	275/80R22.5H MICHELIN X LINE ENERGY Z (14320 LBS. GAWR) LONG / REGIONAL HAUL		$ (40.00)	$ -
6.18	315/80R22.5L GOODYEAR G751 MSA (18180 LBS. GAWR) MULTI USAGE		$ 675.00	$ -
6.19	315/80R22.5L MICHELIN X LINE ENERGY Z (18180 LBS. GAWR) LONG HAUL		$ 95.00	$ -
6.20	315/80R22.5L MICHELIN X WORKS Z (18180 LBS. GAWR) ON/OFF ROAD USAGE		$ 235.00	$ -
6.21	315/80R22.5L MICHELIN XZUS2 (20000 LBS. GAWR) URBAN USAGE		$ 245.00	$ -
6.22	315/80R22.5L CONTINENTAL CITY SERVICE HA3 (20000 LBS. GAWR) URBAN USAGE		$ 450.00	$ -
6.23	385/65R22.5J BRIDGESTONE M854 (18740 LBS. GAWR) ON/OFF ROAD USAGE		$ 200.00	$ -
6.24	385/65R22.5J MICHELIN XZY3 (18740 LBS. GAWR) ON/OFF ROAD USAGE		$ 265.00	$ -
6.25	425/65R22.5J BRIDGESTONE M854 (18740 LBS. GAWR) ON/OFF ROAD USAGE	1	$ 335.00	$ 335.00
	Rear Tire Package			
6.26	11R22.5G BRIDGESTONE M770 (23360 LBS. GAWR) LONG / REGIONAL HAUL		$ 225.00	$ -
6.27	11R22.5G BRIDGESTONE M726 EL A (21660 LBS. GAWR) LONG / REGIONAL HAUL		$ 135.00	$ -
6.28	11R22.5G BRIDGESTONE M843 (23360 LBS. GAWR) ON/OFF ROAD USAGE		$ 690.00	$ -

6.29	11R22.5G BRIDGESTONE R268 (23360 LBS. GAWR) REGIONAL HAUL		STD	
6.30	11R22.5G CONTINENTAL HDL2 (22700 LBS. GAWR) LONG HAUL		$ 595.00	$ -
6.31	11R22.5G MICHELIN X LINE ENERGY D (23360 LBS. GAWR) LONG / REGIONAL HAUL		$ 1,085.00	$ -
6.32	11R22.5G MICHELIN XDN2 (23360 LBS. GAWR) LONG / REGIONAL HAUL		$ 930.00	$ -
6.33	11R22.5G MICHELIN X LINE ENERGY Z (23360 LBS. GAWR) LONG / REGIONAL HAUL		$ 835.00	$ -
6.34	11R22.5G MICHELIN XZE2 (23360 LBS. GAWR) REGIONAL / URBAN USAGE		$ 635.00	$ -
6.35	11R22.5G MICHELIN X MULTI ENERGY D (23360 LBS. GAWR) REGIONAL HAUL		$ 965.00	$ -
6.36	11R22.5H BRIDGESTONE M770 (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 465.00	$ -
6.37	11R22.5H BRIDGESTONE M775 (24020 LBS. GAWR) ON/OFF ROAD USAGE		$ 889.00	$ -
6.38	11R22.5H BRIDGESTONE M843 (24020 LBS. GAWR) ON/OFF ROAD USAGE		$ 915.00	$ -
6.39	11R22.5H BRIDGESTONE R268 (24020 LBS. GAWR) REGIONAL / URBAN USAGE		$ 465.00	$ -
6.40	11R22.5H BRIDGESTONE M799 (24020 LBS. GAWR) ON/OFF ROAD USAGE	1	$ 565.00	$ 565.00
6.41	11R22.5H GOODYEAR G731 MSA (24020 LBS. GAWR) MULTI USAGE		$ 2,470.00	$ -
6.42	11R22.5H GOODYEAR G751 MSA (24020 LBS. GAWR) MULTI USAGE		$ 2,355.00	$ -
6.43	11R22.5H MICHELIN XDN2 (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 1,015.00	$ -
6.44	11R22.5H MICHELIN XDS2 (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 1,485.00	$ -
6.45	11R22.5H MICHELIN X LINE ENERGY Z (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 955.00	$ -
6.46	11R22.5H MICHELIN X WORKS Z (24020 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,345.00	$ -
6.47	11R22.5H MICHELIN X WORKS XDY (24020 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,485.00	$ -
6.48	11R24.5G BRIDGESTONE M770 (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 500.00	$ -
6.49	11R24.5G BRIDGESTONE M726 EL A (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 250.00	$ -
6.50	11R24.5G BRIDGESTONE R268 (24020 LBS. GAWR) REGIONAL / URBAN USAGE		$ 400.00	$ -
6.51	11R24.5G MICHELIN XDN2 (24020 LBS. GAWR) LONG / REGIONAL HAUL		$ 1,185.00	$ -
6.52	11R24.5H BRIDGESTONE L320 (26440 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,315.00	$ -
6.53	11R24.5H BRIDGESTONE M775 (26440 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,525.00	$ -
6.54	11R24.5H BRIDGESTONE M843 (26440 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,185.00	$ -
6.55	11R24.5H BRIDGESTONE R268 (26440 LBS. GAWR) REGIONAL / URBAN USAGE		$ 685.00	$ -
6.56	11R24.5H BRIDGESTONE M799 (26440 LBS. GAWR) ON/OFF ROAD USAGE		$ 685.00	$ -
6.57	11R24.5H GOODYEAR G731 MSA (26440 LBS. GAWR) MULTI USAGE		$ 2,845.00	$ -

6.58	11R24.5H GOODYEAR G751 MSA (26440 LBS. GAWR) MULTI USAGE		$ 2,655.00	$ -
6.59	11R24.5H MICHELIN XDS2 (26440 LBS. GAWR) LONG / REGIONAL HAUL		$ 1,460.00	$ -
6.60	11R24.5H MICHELIN X WORKS Z (26440 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,680.00	$ -
6.61	11R24.5H MICHELIN X WORKS XDY (26440 LBS. GAWR) LIGHT CONSTRUCTION		$ 1,795.00	$ -
6.62	12R22.5H BRIDGESTONE M775 (27120 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,690.00	$ -
6.63	12R22.5H BRIDGESTONE M799 (27120 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,825.00	$ -
6.64	12R22.5H GOODYEAR G751 MSA (27120 LBS. GAWR) MULTI USAGE		$ 3,195.00	$ -
6.65	12R24.5H BRIDGESTONE M843 (28640 LBS. GAWR) ON/OFF ROAD USAGE		$ 1,465.00	$ -
6.66	275/80R22.5G MICHELIN XDA ENERGY (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 895.00	$ -
6.67	275/80R22.5G MICHELIN X LINE ENERGY D (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 855.00	$ -
6.68	275/80R22.5G MICHELIN XDA5+ (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 665.00	$ -
6.69	275/80R22.5G MICHELIN XDN2 (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 750.00	$ -
6.70	275/80R22.5G MICHELIN X LINE ENERGY Z (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 715.00	$ -
6.71	275/80R22.5G MICHELIN X MULTI ENERGY D (22700 LBS. GAWR) REGIONAL HAUL		$ 1,050.00	$ -
6.72	275/80R22.5G MICHELIN XZE2 (22700 LBS. GAWR) REGIONAL / URBAN USAGE		$ 545.00	$ -
6.73	275/80R22.5H MICHELIN X LINE ENERGY Z (26440 LBS. GAWR) LONG / REGIONAL HAUL		$ 875.00	$ -
6.74	275/80R24.5G MICHELIN XDA5+ (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 600.00	$ -
6.75	275/80R24.5G MICHELIN XDN2 (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 800.00	$ -
6.76	275/80R24.5G MICHELIN X LINE ENERGY Z (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 750.00	$ -
6.77	285/75R24.5G BRIDGESTONE M726 EL A (20820 LBS. GAWR) LONG / REGIONAL HAUL		$ 230.00	$ -
6.78	285/75R24.5G BRIDGESTONE M770 (22700 LBS. GAWR) LONG / REGIONAL HAUL		$ 285.00	$ -
6.79	295/75R22.5G BRIDGESTONE M726 EL A (20280 LBS. GAWR) LONG / REGIONAL HAUL		$ 75.00	$ -
6.80	295/75R22.5G BRIDGESTONE R268 (22700 LBS. GAWR) REGIONAL HAUL		$ 95.00	$ -
6.81	295/75R22.5G CONTINENTAL HDR2 (22700 LBS. GAWR) REGIONAL HAUL		$ 155.00	$ -
6.82	Steel spare rim, size		No Bid	
6.83	Steel spare rim, size		No Bid	

7.0 BRAKE SYSTEM OPTIONS:

7.1	Wabco System Saver 1200 Plus heated air dryer	1	STD	
7.2	Manual cable drain valves on air tanks		$ 27.00	$ -
7.3	Heated air tank		No Bid	
7.4	Auto drain valves on air tanks, heated		$ 48.00	$ -
7.5	MGM type TR-T rear brake chambers		$ 48.00	$ -

7.6	S.S. pins on slack adjuster yoke (2 ea. per yoke) For all air brake chambers		No Bid	
7.7	Inverted rear brake chamber mounting in lieu of regular mounting		No Bid	
7.8	Relocate air dryer		$ 272.00	$ -

8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:
(List Make & Model, H.P., torque of engine and exhaust and fuel tank options)

8.1	VOLVO D11 325HP 2100RPM 1250 LBFT		STD	
8.2	VOLVO D11 355HP 2100RPM 1250 LBFT		$ 1,230.00	$ -
8.3	VOLVO D11 365HP 2100RPM 1350 LBFT		$ 1,675.00	$ -
8.4	VOLVO D11 385HP 2100RPM 1450 LBFT		$ 2,413.00	$ -
8.5	VOLVO D11 425HP 2100RPM 1550 LBFT		$ 3,971.00	$ -
8.6	VOLVO D11 385HP 2100RPM 1450/1250 LBFT ECO-TORQUE PERF		$ 2,413.00	$ -
8.7	VOLVO D11 425HP 2100RPM 1550/1350 LBFT ECO-TORQUE PERF		$ 3,971.00	$ -
8.8	VOLVO D13 375HP 2100RPM 1450 LBFT		$ 2,229.00	$ -
8.9	VOLVO D13 405HP 2100RPM 1450 LBFT		$ 3,283.00	$ -
8.10	VOLVO D13 425HP 2100RPM 1550 LBFT	1	$ 4,432.00	$ 4,432.00
8.11	VOLVO D13 435HP 2100RPM 1650 LBFT		$ 4,994.00	$ -
8.12	VOLVO D13 455HP 2100RPM 1750 LBFT		$ 5,649.00	$ -
8.13	VOLVO D13 500HP 2100RPM 1850 LBFT		$ 7,129.00	$ -
8.14	VOLVO D13 405HP 2100RPM 1450/1650 LBFT DUAL-TORQUE		$ 3,588.00	$ -
8.15	VOLVO D13 425HP 2100RPM 1450/1750 LBFT DUAL-TORQUE		$ 4,736.00	$ -
8.16	VOLVO D13 455HP 2100RPM 1550/1850 LBFT DUAL-TORQUE		$ 6,000.00	$ -
8.17	VOLVO D13 405HP 2100RPM 1650/1450 LBFT ECO-TORQUE PERF.		$ 3,588.00	$ -
8.18	VOLVO D13 405HP 2100RPM 1650/1450 LBFT ECO-TORQUE ECON.		$ 3,588.00	$ -
8.19	VOLVO D13 425HP 2100RPM 1750/1450 LBFT ECO-TORQUE PERF.		$ 4,736.00	$ -
8.20	VOLVO D13 425HP 2100RPM 1750/1450 LBFT ECO-TORQUE ECON		$ 4,736.00	$ -
8.21	VOLVO D13 455HP 2100RPM 1850/1550 LBFT ECO-TORQUE PERFORMANCE		$ 6,000.00	$ -
8.22	VOLVO D13 455HP 2100RPM 1850/1550 LBFT ECO-TORQUE ECON		$ 6,000.00	$ -
8.23	VOLVO D13 500HP 2100RPM 1850/1550 LBFT ECO-TORQUE PERF.		$ 7,129.00	$ -
8.24	10' 0" ALUMINIZED STAINLESS VERTICAL STEEL SINGLE STACK	1	STD	
8.25	STRAIGHT END EXHAUST STACK		$ 45.00	$ -
8.26	TURNED OUT EXHAUST EXTENSION integrated DPF and SCR		$ 979.00	$ -
8.27	STRAIGHT STACK, SIDE OUTLET DIFFUSER BOX	1	STD	
8.28	STRAIGHT STACK, TOP OUTLET DIFFUSER BOX		$ 45.00	$ -
8.29	50 GALLON LEFT HAND FUEL TANK		$ 132.00	$ -
8.30	70 GALLON LEFT HAND FUEL TANK		$ 132.00	$ -
8.31	75 GALLON LEFT HAND FUEL TANK STANDARD		STD	
8.32	90 GALLON LEFT HAND FUEL TANK	1	$ 560.00	$ 560.00
8.33	100 GALLON LEFT HAND FUEL TANK		$ 137.00	$ -
8.34	125 GALLON LEFT HAND FUEL TANK		$ 301.00	$ -
8.35	22" DIA D SHAPED FUEL TANK **Required for CBOC** air tanks needs moved	1	$ 601.00	$ 601.00
8.36	26" DIA D SHAPED FUEL TANK		$ 186.00	$ -

9.0 ENGINE RELATED OPTIONS:

9.1	Oil fill and dipstick EZ access		$ 319.00	$ -
9.2	Delco 35 SI Brushless Alternator, 135 AMP		$ (44.00)	$ -
9.3	Delco 24 SI Alternator, 130 AMP	1	STD	

9.4	Delco 24 SI Alternator, 145 AMP		$ (50.00)	$ -
9.5	Leece-Neville Alternator, 145 AMP		$ (35.00)	$ -
9.6	3 Volvo 760 CCA Maintenance Free 12V Batteries 2280 CCA		$ 80.00	$ -
9.7	Dual element air cleaner		$ 66.00	$ -
9.8	Donaldson Single Stage Air cleaner per spec 12.1		$ 32.00	$ -
9.9	Davco 382 fuel/water separator	1	$ 196.00	$ 196.00
9.10	Non-heated fuel/water separator, ____RACOR 6903E_(Brand)		$ 42.00	$ -
9.11	Coolant spin on filter/conditioner	1	$ 67.00	$ 67.00
9.12	Front engine powered take off adapter and radiator cut out	1	$ 540.00	$ 540.00
9.13	Air applied fan drive, _____KYSOR_(Brand)		$ 329.00	$ -
9.14	Viscous fan drive	1	$ 29.00	$ 29.00
9.15	Curved exhaust pipe end		$ 24.00	$ -
9.16	Engine block heater	1	$ 60.00	$ 60.00
9.17	In line fuel heater		No Bid	
9.18	In tank fuel heater		$ 388.00	$ -
9.19	Fuel cooler		No Bid	
9.20	Radiator bug screen	1	STD	
9.21	Stainless Steel Oil Pan		$ 1,900.00	$ -
9.22	Engine brake system	1	$ 950.00	$ 950.00
9.23	Relocate air dryer		$ 243.00	$ -
9.24	Extended life anti-freeze	1	$ 126.00	$ 126.00
9.25	ENGINE MOUNTED HYDRAULIC PUMP PARKER F2-42/42		$ 2,724.00	$ -
9.26	ENGINE MOUNTED HYDRAULIC PUMP PARKER F1-81		$ 1,969.00	$ -
9.27	ENGINE MOUNTED HYDRAULIC PUMP PARKER F1-61		$ 1,881.00	$ -
9.28	REAR ENGINE MOUNTED PTO WITH SPLINED SHAFT GROOVE FEMALE DIN 5462		$ 349.00	$ -
9.29	VOLVO 12 V GEAR REDUCTION STARTER (MODEL 105P55)		$ 92.00	$ -
9.30	HOOD MOUNTED AIR INTAKE WITH INSIDE/OUTSIDE AIR IN CAB CONTROL SNOW DOOR	1	$ 173.00	$ 173.00
9.31	REAR ENGINE POWER TAKE OFF WITH FLANGE SAE 1410		$ 540.00	$ -
9.32	Starter motor options **DELCO REMY 12 39MTHD STARTER	1	$ 98.00	$ 98.00
9.33	1240 SQ IN RADIATOR 2 ROW CORE	1	$ 225.00	$ 225.00

10.0 TRANSMISSION OPTIONS:

(After the first Six listed options, list manual and automatic transmission options. List make and model, # of speeds, type of shifting and whether or not transmission includes PTO gear(s) or not). Example: Allison 3000 HS, 5 speed, push button, no PTO.

10.1	2 plate 14" ceramic clutch option for manual transmission		No Bid	
10.2	2 plate 15½" ceramic clutch option for manual transmission		No Bid	
10.3	External grease fitting for throw out bearing		$ 103.00	$ -
10.4	Adjustment free option for 2 plate clutches		STD	
10.5	Synthetic (TranSynd) lubrication for Automatic Transmission	1	$ 145.00	$ 145.00
10.6	Stainless Steel Transmission cooler lines	1	$ 1,950.00	$ 1,950.00
10.7	Synthetic lubrication for Manual Transmission		STD	
	***** VOLVO AUTOMATED MANUAL TRANSMISSIONS			
10.8	VOLVO I-SHIFT FOR SEVERE DUTY, AT2612F DIRECT DRIVE, 12 SPEED		$ 2,344.00	$ -
110.9	VOLVO I-SHIFT FOR SEVERE DUTY, ATO2612F, 12 SPEED		$ 2,344.00	$ -
10.10	VOLVO I-SHIFT WITH CRAWLER, ATO2612F, 13 SPEED		$ 4,566.00	$ -

10.11	VOLVO I-SHIFT WITH ULTRA-LOW CRAWLER, ATO2612F, 14 SPEED		$ 4,566.00	$ -
	********** **MANUAL TRANSMISSIONS**			
10.12	EATON FULLER ADVANTAGE FAO15810C, 10 SPEED		$ 989.00	$ -
10.13	EATON FULLER ADVANTAGE FAO16810C, 10 SPEED		$ 1,103.00	$ -
10.17	EATON FULLER FRO-15210C, 10 SPEED		$ (257.00)	$ -
10.18	EATON FULLER FRO-16210C, 10 SPEED		$ 561.00	$ -
10.19	EATON FULLER FRO-17210C, 10 SPEED		$ 899.00	$ -
10.21	EATON FULLER RTO-14908LL, 10 SPEED		$ 1,262.00	$ -
10.22	EATON FULLER RTO-16908LL, 10 SPEED		$ 1,358.00	$ -
10.23	EATON FULLER RTO-14909ALL, 11 SPEED		$ 1,826.00	$ -
10.24	EATON FULLER RTO-16909ALL, 11 SPEED		$ 1,928.00	$ -
10.25	EATON FULLER RTLO-16913A, 13 SPEED		$ 1,239.00	$ -
10.26	EATON FULLER RTLO-18913A, 13 SPEED		$ 1,755.00	$ -
10.27	EATON FULLER RTLO-16918B, 18 SPEED		$ 1,826.00	$ -
10.28	EATON FULLER RTLO-18918B, 18 SPEED		$ 1,826.00	$ -
	***** **FULLY AUTOMATIC TRANSMISSIONS**			
10.29	ALLISON 3000 RDS SERIES 5 SPEED WITH PTO PROVISION - SCAAN REQUIRED BEFORE ORDERING		$3,113.00	$ -
10.30	ALLISON 4000 RDS SERIES 6 SPEED WITH PTO PROVISION - SCAAN REQUIRED BEFORE ORDERING		$7,410.00	$ -
10.31	ALLISON 4500 RDS SERIES 5 SPEED WITH PTO PROVISION - SCAAN REQUIRED BEFORE ORDERING		$7,586.00	$ -
10.32	ALLISON 4500 RDS SERIES 6 SPEED WITH PTO PROVISION - SCAAN REQUIRED BEFORE ORDERING	1	$ 8,086.00	$ 8,086.00
10.34	UPGRADE DRIVELINE ONE SIZE		$ 107.00	$ -
10.35	UPGRADE DRIVELINE TWO SIZES		$ 127.00	$ -
10.36	REAR TRANSMISSION PTO, SAE 1310 FLANGE LOW SPEED		$ 2,513.00	$ -
10.37	REAR TRANSMISSION PTO, DIN-CONNECTION PUMP MEDIUM SPEED		$ 2,108.00	$ -
10.38	REAR TRANS PTO, HEAVY DUTY, SAE 1350 / 1410 FLANGE HIGH SPEED		$ 2,053.00	$ -
10.39	REAR DOUBLE TRANS PTO, HEAVY DUTY, (1) SAE 1350 / 1410 FLANGE HIGH SPEED + (1) DIN-CONNECTION PUMP HIGH SPEED		$ 2,399.00	$ -
10.40	REAR TRIPLE TRANS PTO, HEAVY DUTY, (1) SAE 1310 FLANGE LOW SPEED + (1) SAE 1350/1410 FLANGE HIGH SPEED + (1) DIN-CONN. PUMP HIGH SPEED		$ 3,184.00	$ -
10.41	REAR DOUBLE TRANS PTO, HEAVY DUTY, (2) DIN-CONN. PUMPS HIGH SPEED		$ 1,864.00	$ -
10.42	TRANSMISSION PTO PREP ELECTRIC / AIR SOLENOID		$ 25.00	$ -
10.43	GEAR SHIFT LEVER, PREMIUM, I-Shift		$ 25.00	$ -
10.44	GEAR SHIFT LEVER, DASH MOUNTED, PREMIUM, VOLVO I-SHIFT		$ 145.00	$ -
10.45	Local Change to Allison Programming - Performance Mode		$ 1,450.00	$ -

11.0 ELECTRICAL OPTIONS:

11.1	Resettable circuit breaker electrical protection		No Bid	
11.2	Automatic reset circuit breakers		No Bid	
11.3	Solid state circuit protection		No Bid	
11.4	Circuit box under hood or end of frame, each		No Bid	
11.5	Battery disconnect off negative side	1	$ 10.00	$ 10.00
11.6	Remote jump start terminals		$ 345.00	$ -
11.7	Back up alarm (Preco Factory Model)	1	$ 23.00	$ 23.00

11.8	OEM daytime running lights	1	STD	
11.10	Battery box aft of cab		$ 178.00	$ -
11.11	Grote 44710 flasher		No Bid	
11.12	Signal Stat 935 turn signal per Spec 12.6	1	STD	
11.13	Auxiliary customer access circuits	1	STD	
11.14	Switch for snowplow lights mounted on instrumental panel. Includes wiring terminated near headlights, for customer mounted auxiliary snowplow lights.	1	$ 78.00	$ 78.00
11.15	Power source terminal-2 stud type-mounted on firewall or inside cab with ground to frame rail and to starter, with 6 gauge wire.		$ 76.00	$ -
11.16	10-position switch panel mounted on instrument panel. Includes 10 lighted switches, ignition control; switches will control relays which will feed stud type juction block mounted inside cab.	1	$ 663.00	$ 663.00
11.17	Vehicle speed sensor with speed signal at fuse panel for sander ground speed control system.	1	$ 456.00	$ 456.00

12.0 CAB EXTERIOR OPTIONS:

12.2	Air horns, dual, round, with snow shields		$ 165.00	$ -
12.3	Dual rectangular air horns	1	$ 165.00	$ 165.00
12.4	Fender mirrors per Spec 12.4		$ 68.00	$ -
12.5	Heated mirrors per Spec 12.5	1	$ 99.00	$ 99.00
12.6	Remote control for R.H. mirror		No Bid	
12.7	Remote control for dual mirrors	1	$ 167.00	$ 167.00
12.8	Upcharge for cab extension or larger cab	1	No Bid	
12.9	Severe duty aluminum cab option		No Bid	
12.10	Dupont Highway orange paint or equal	1	$ 249.00	$ 249.00
12.11	Premium paint color option		$ 138.00	$ -
12.12	Imron paint option		STD	
12.13	Imron and clear coat paint option	1	$ 152.00	$ 152.00
12.14	Top of hood painted flat black		$ 467.00	$ -
12.15	Cab Air Ride Suspension	1	STD	
12.16	Tilting hood per Spec 12.8	1	$ 367.00	$ 367.00
12.17	Butterfly option on hood		$ 378.00	$ -
12.18	Transverse hood opening w/setback axle		No Bid	
12.19	Front fender mounted turn signals		No Bid	
12.20	Cab visor, external, painted to match cab color	1	$ 185.00	$ 185.00
12.21	Front fender extensions	1	$ 85.00	$ 85.00
12.22	Front fender mud flaps	1	$ 22.00	$ 22.00
12.23	Arctic winter wiper blades	1	$ 17.00	$ 17.00
12.24	Optional windshield washer tank		No Bid	
12.25	Per truck charge for all trucks, key identical		$ 25.00	$ -
12.26	RH observation prism window in door		No Bid	
12.27	Spotlight LH, RH, or roof mounted each		No Bid	
12.28	Front tow hooks		$ 231.00	$ -
12.29	Rear tow hooks		$ 85.00	$ -
12.30	BLACK AERODYNAMIC EXTERIOR MIRRORS		$ 146.00	$ -
12.31	Heated fender mirrors		$ 446.00	$ -
12.32	HEATED WINDSHIELD	1	$ 210.00	$ 210.00

13.0 CAB INTERIOR OPTIONS:

13.1	Medium grade interior trim package		$ 110.00	$ -

13.2	Premium grade interior trim package	1	$ 150.00	$ 150.00
13.3	Round universal gauge package	1	STD	
13.4	Power window, passenger side		$ 81.00	$ -
13.5	Power window/both passenger and driver window	1	$ 150.00	$ 150.00
13.6	O.E.M factory installed, AM/FM	1	STD	
13.7	O.E.M factory installed, air conditioning **STANDARD	1	STD	
13.8	Cab mounted non-resettable hour meter **STANDARD	1	STD	
13.9	Dash mounted air cleaner air restriction gauge		$ 78.00	$ -
13.10	Transmission temp gauges		$ 79.00	$ -
13.11	Windshield defroster fan w/switch dash mounted		STD	
13.12	Between seats mounted console		$ 16.00	$ -
13.13	Transmission oil sensor (check & fill)	1	STD	
13.14	CB hot jacks dash mounted		$ 26.00	$ -
13.15	Tilt & telescope steering wheel	1	$ 190.00	$ 190.00
13.16	Tilt steering wheel		STD	
13.17	SRS DRIVER SIDE AIR BAG IN STEERING WHEEL		$ 138.00	$ -
13.18	TRACTION CONTROL ADDED TO ABS	1	$ 138.00	$ 138.00
13.19	Self canceling turn signals	1	STD	

List seating options for driver and passenger seats. Use as many options as you need to offer seat variations customers have been buying.

************INTERIOR TRIM LEVELS**

13.22	X1 WREN VINYL TRIM PACKAGE		STD	
13.23	X2 Raven Cloth TRIM PACKAGE		$120.00	$ -
13.24	X3 WREN CLOTH WITH MIGRATION PATTERN	1	$120.00	$ 120.00
13.25	X4 RAVEN MORDURA CLOTH		$195.00	$ -
13.26	X5 WREN VINYL / WREN CLOTH		$ 195.00	$ -
13.27	X7 WREN LEATHER		$345.00	$ -
13.28	X6 WREN LEATHER / WREN CLOTH WITH ORANGE ACCENT		$195.00	$ -
	SEAT MANUFACTURER			$ -
13.29	NATIONAL SEAT	1	STD	
13.30	BOSTROM SEAT		$ 50.00	$ -
13.31	SEARS SEAT		$ 55.00	$ -
13.32	**DRIVER SEAT TYPE**			$ -
13.33	AIR SUSPENSION HIGH BACK		$ 35.00	$ -
13.34	COMFORT AIR SUSPENSION HIGH BACK		$ 69.00	$ -
13.35	COMFORT AIR SUSPENSION HIGH BACK, HEATED	1	$ 112.00	$ 112.00
13.36	COMFORT AIR SUSPENSION HIGH BACK WITH BACK CYCLER		$ 25.00	$ -
	PASSENGER SEAT TYPE			$ -
13.37	FIXED SEAT WITH INTEGRATED STORAGE BOX	1	STD	
13.38	STATIONARY BENCH SEAT WITH TOOL BOX		$ 375.00	$ -
13.39	AIR SUSPENSION HIGH BACK		$ 148.00	$ -
13.40	COMFORT AIR SUSPENSION HIGH BACK		$ 214.00	$ -
13.41	COMFORT AIR SUSPENSION HIGH BACK, HEATED		$ 228.00	$ -
13.42	COMFORT AIR SUSPENSION HIGH BACK WITH BACK CYCLER		$ 368.00	$ -
13.42	NO PASSENGER SEAT PROVIDED		$ (58.00)	$ -
	SEAT ARMREST			$ -
13.43	NO SEAT ARMREST PROVIDED		$ (5.00)	$ -
13.43	INBOARD DRIVER SEAT ARMREST		$ 19.00	$ -

13.43	INBOARD / OUTBOARD DRIVER SEAT ARMREST	1	$ 38.00	$ 38.00
13.43	INBOARD DRIVER AND PASS SEAT ARMREST		$ 38.00	$ -
13.43	INBOARD / OUTBOARD DRIVER AND PASSENGER SEAT ARMREST		$ 76.00	$ -
	SAFETY BELT LENGTH			$ -
13.44	STANDARD SAFETY BELT LENGTH	1	STD	
13.45	EXTENDED SAFETY BELT LENGTH		$ 50.00	$ -
	SAFETY BELT DRIVER SEAT			$ -
13.46	SAFETY BELT DRIVER SEAT, BLACK	1	STD	
13.47	SAFETY BELT DRIVER SEAT, ORANGE		$ 8.00	$ -
13.48	SAFETY BELT DRIVER SEAT, LIME GREEN		$ 10.00	$ -
	SAFETY BELT PASSENGER SEAT			$ -
13.49	SAFETY BELT PASSENGER SEAT, BLACK	1	STD	
13.50	SAFETY BELT PASSENGER SEAT, ORANGE		$ 8.00	
13.51	SAFETY BELT PASSENGER SEAT, LIME GREEN		$ 10.00	

14.0 MN/DOT OPTIONS:

14.1	Additional warranty coverage per spec 12.9			
14.2	Engine Plan 2 60 months 250,000 miles		$ 2,910.00	$ -
14.3	Engine Plan 2 72 months 250,000 miles		$ 4,690.00	$ -
14.4	Engine Plan 2 84 months 250,000 miles		$ 6,270.00	$ -
14.5	Engine Plan 2 60 months 250,000 miles - HP over 460 horses		$ 4,308.00	$ -
14.6	Engine Plan 2 72 months 250,000 miles - HP over 460 horses		$ 6,961.00	$ -
14.7	Engine Plan 2 84 months 250,000 miles - HP over 460 horses		$ 9,414.00	$ -
14.8	Engine after-treatment systems (EATS) 60 months 250,000 miles		$ 942.00	$ -
14.9	Engine after-treatment systems (EATS) 72 months 250,000 miles		$ 1,708.00	$ -
14.10	Engine after-treatment systems (EATS) 84 months 250,000 miles		$ 2,274.00	$ -
14.11	Engine after-treatment systems (EATS) 60 months 250,000 miles - HP over 460 horses		$ 1,566.00	$ -
14.12	Engine after-treatment systems (EATS) 72 months 250,000 miles - HP over 460 horses		$ 2,087.00	$ -
14.13	Engine after-treatment systems (EATS) 84 months 250,000 miles - HP over 460 horses		$ 2,408.00	$ -
14.14	iShift HD Transmission 48 months 500,000 miles		$ 2,166.00	$ -
14.15	iShift HD Transmission 60 months 500,000 miles		$ 3,216.00	$ -
14.15	Allison 60 month unlimited mileage Extended Warranty		$ 1,312.00	$ -
14.16	HVAC (Air Conditioning) 60 months		$ 840.00	$ -
14.17	Starter 60 months 300,000 miles		$ 282.00	$ -
14.18	Alternator 60 months 300,000 miles		$ 324.00	$ -
14.19	Starter & Alternator 60 months 300,000 miles		$ 438.00	$ -
14.20	Prebuild specification meeting (per person) to be held in St. Paul/Minneapolis area.		$ 1.00	$ -
14.21	Pilot inspection meeting (per person).		$ 2,250.00	$ -

TRAILER TOW OPTIONS:

15.1	Trailer tow package extended to rear of frame		$ 636.00	$ -
15.2	Trailer package extend to rear of frame per Spec 12.12	1	$ 947.00	$ 947.00

MANUALS / INTEREST FEE:

16.0	Percent interest per month (non-compounding) on unpaid cab & chassis balance. Applies only to CPV Members. (Payable after trade-in is delivered to vendor). Percentage/per month.			$ -

16.1 **SEE Exhibit C : Specifications re interest to State agencies.**

16.2	Premium Tech Tool		$ 4,000.00	$	-

Delivery Charges:

17.0	Price per loaded mile Starting Point				
17.1.	Roseville		$ 2.50	$	-

Maintenance/ Body Shop Labor rates

18.0	Rate for Initial Inspection/Diagnostic		$ 195.00	$	-
18.1	Rate for Mechanical Work		$ 195.00	$	-
18.2	Rate for Body Work		$ 195.00	$	-

Quantity Discounts:

19.0	Enter the number of units that must be purchased and the corresponding discount offered to the purchaser. More than one quantity discount may be entered.			$	-

Next Model Year Upcharges

20.0	Enter the following Production Model Year here >>>>>>>>>		2026		
20.1	Percentage Upcharge for the following Model Year Base Unit	1	3.00%	$	3,767.37
20.1	Percentage Upcharge for the following Model Year Options	1	3.00%	$	932.16

Total $ 161,350.53

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00

Serial No.

Order Comments: STATE OF MN CONTRACT
#222949 AMENDED
Build Instructions VALID THRU 02/29/2025
Other Instructions F.O.B. LITCHFIELD, MN -OR- CUSTOMERS W/FUEL CHARGES ONLY

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9900068	Body 14'6" EDGE-RC/CS-56-46-46 - - 56" 3/16" Hardox 450 Front w/CS hoist doghouse, 46" 3/16" Hardox 450 radius sides (no pockets), 46" 3/16" Hardox 450 Tailgate, 1/4" Hardox-450 Floor, 8" I-Beam Longs ills, Air-trip ready linkage, unpainted.	$17,507.00	$17,507.00
1	9901704	Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coat s applied. CAB MATCH (YELLOW) Understructure is seam sealed, and painted Gloss Black.	$4,522.00	$4,522.00
1	SPECIAL REQUEST	Special Request Charges for:UPGRADE SIDES AND TAILGATE TO 51" UP GRADE SIDES AND TAILGATE TO 51"	$1,985.00	$1,985.00
1	9901701	Installation of Dump Body to hoist	$2,262.00	$2,262.00
1	9900145	Body acc'y TMTE Air trip kit, w/solenoid valve,	$399.00	$399.00
1	9901702	Installation of air operated tailgate latch kit, with solenoid valve in hydraulic valve enclosure.	$425.00	$425.00
1	9900147	Body acc Box Vibrator - Cougar model DC3200	$796.00	$796.00
1	9901703	Installation of Box Vibrator, with solenoid located in hydraulic valve enclosure.	$496.00	$496.00
1	9900155	Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, Hot-Dipped Galvanized tubing	$2,918.00	$2,918.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012 USA		CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00

Serial No.			
tion support stand, (2) shovel holders, & reservior mounts, Installed.			
1 9900206 - Ladder Flip-A-Way Access ladder Pkg (Carbon Steel), Including Grab Handle above, and Interior Step, ea, Installed LOCATED LH FRONT		$558.00	$558.00
1 9900211 - Body acc'y Dual "split" sander manifolds in rear corner posts		$534.00	$534.00
1 9904963 - Light Warning TMTE1SSM-3 PKG: 1/2 A 1/2 B, (2) SS 23H 3-light LED Micro-Edge, 2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed. NOTE: Blue Lights positioned on RH Front & LH Rear, with flash pattern set to WIG-WAG.		$5,111.00	$5,111.00
1 9905778 - Light, Mirror Mounted ABL 3800 LED HEAD LAMP PLOW LIGHTS W/ICE MELTING TECHNOLOGY Installed		$1,506.00	$1,506.00
1 9900274 - Fender set Pro-Tech Stainless Steel, for Tandem Axle, full radius style, installed		$5,835.00	$5,835.00
1 9901224 - Spillshield 8" bolt-on, bolt-together, 1/4" painted Carbon Steel & fitted to body via sander brkts, shipped loose		$595.00	$595.00
1 9905827 - Tool Box MINIMIZER T18UBBMIN 18" x 18" x 24" Solid Molded Poly Underbody Box installed complete		$857.00	$857.00
1 9904691 - INSTALLATION of (Initial) Single camera system **NOTE: MOUNTED ON RH STROBE TUBE, FOR WING VIEWING USAGE, WIRED AS DEFAULT		$426.00	$426.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00

Serial No.

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9904692	Camera System option, NORTECH 9100-2HC 120 degree night vision CCD weather-proof HEATED camera, only GEN 5 6100	$182.00	$182.00
1	9904693	Camera System option, NORTECH 9100-4 Harness, 65' Waterproof GEN 5 6100	$118.00	$118.00
1	9905502	PreCise ARC Sensor Mount #1126929, only GEN 5 6100	$60.00	$60.00
1	9905835	PreCise ARC Sensor #1117640, only, for Wireless GEN 5 CONTROLLER Applications (LESS MTG BRKT), installed INSTALLED	$734.00	$734.00
1	9900948	Paint chassis hood flat black	$625.00	$625.00
1	9900297	Pre-Wet Towmaster/Varitech LDS-TMR-190-EGF Body Side Mt Sys for Elliptical body. (2) 95 gal tanks, mtg hardware, plumbi	$5,395.00	$5,395.00
1	9902483	Installation of TMR pre-wet system (New Towmaster Body)	$1,275.00	$1,275.00
1	9900317	Hoist Towmaster/MAILHOT CS130-5.5-3 DOUBLE ACTING	$5,034.00	$5,034.00
1	9901711	Installation of Telescopic DOUBLE acting hoist	$1,335.00	$1,335.00
1	9900311	Hoist TMTE 48" Stabilizer	$2,619.00	$2,619.00
1	9902503	Installation of TMTE Stabilizer & Safety Props	$675.00	$675.00
1	9902924	Scraper FALLS IB-10A 1" MB, w/single lift cylinder W/12" bolt-on extension (11' total), LESS CUTTING EDGES	$9,834.00	$9,834.00
1	9901705	Installation of underbody fixed angle scraper w/single lift cylinder	$3,546.00	$3,546.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00

Serial No.

1	9904232 - Scraper FORCE Electric pressure transmitter to read on LCD screen, installed	$429.00	$429.00
1	9900351 - Scraper FORCE reverse/Auto-Lift system, ADD-A-FOLD valve, installed	$966.00	$966.00
2	9903277 - VBL PolarFlex 4' Underchassis Complete System (includes bolts & nuts)	$1,154.00	$2,308.00
1	9903276 - VBL PolarFlex 3' Underchassis Complete System (includes bolts & nuts)	$865.00	$865.00
1	9904801 - VBL V45-PF-HFR Hard Faced Wrap-Around Curb Runner, RH PolarFlex, New Style FOR SCRAPER	$243.00	$243.00
1	9904802 - VBL V45-PF-HFL Hard Faced Wrap-Around Curb Runner, LH PolarFlex, New Style FOR SCRAPER	$243.00	$243.00
1	9902948 - Wing Falls RHSDL10A-HYDPB Primed LESS CUTTING EDGES	$14,542.00	$14,542.00
1	9900388 - Installation Falls SDL Series Wing - w/Bulkhead Couplers	$6,426.00	$6,426.00
1	9901431 - Wing Falls RL (REAR LIFT) up charge SDL WING	$626.00	$626.00
1	9904688 - Wing Falls POST-LESS Toe Lift in lieu of Std Front post/slide system		
1	9900476 - Wing Falls Safety Yellow - Paint Wing Moldboard	$447.00	$447.00
1	9900555 - Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	$4,319.00	$4,319.00
		--- Continued ---	

Price:

Total Discounts:

Net Cost:

Freight

Total:

Accepted by **Date**

TRKQT3MOD022324

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00
Serial No.					

1 9900546 - Plow Hitch Falls V-Plow Ears added	$217.00	$217.00
1 9900589 - Installation Falls Plow Hitch - 40 Series 3Line/STDBLKHD	$2,532.00	$2,532.00
1 9900625 - Plow Push Unit Falls 24/44 Series Std	$1,265.00	$1,265.00
1 9900639 - Plow Falls Rubber Belt Deflector Kit - Installed	$489.00	$489.00
1 9903058 - Plow Falls PR1243/SLT-TRP/NOSHU/PRI-E1/10GA LESS CUTTING EDGES	$9,825.00	$9,825.00
1 9900904 - Valve 2-port 1/2" Multi-Hose coupler system installed FOR PLOW DISCONNECT	$1,265.00	$1,265.00
1 9900678 - Plow Falls Safety Yellow Paint, Rev Plow, w/Installation	$594.00	$594.00
1 9900730 - Plow Falls SCR-ADJ/SHOE/REV-PLW/STD	$865.00	$865.00
1 9900757 - Hitch TMTE Heavy Duty plate assembly,	$723.00	$723.00
1 9901716 - Hitch Installation of Pup Hitch (weld in style) & Mn Dot Predrilled **NOTE: HITCH PLATE FACE TO BE LOCATED:SEE PREVIOUS EXAMPLE IN REFERENCE TO REAR TIRE FACE.	$1,132.00	$1,132.00
1 9900764 - Hitch PREMIER 2300 Air Cushion Pintle, installed **NOTE: 24 " Ground to saddle of hook.	$1,235.00	$1,235.00
1 9902493 - Hitch 7 contact Standard Round Pin Std socket installed	$164.00	$164.00
1 9900773 - Hitch Furnish and install gladhands on truck	$270.00	$270.00
	--- Continued ---	

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	Cust: 2908	Phone:	Bill To:	Phone:
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00

Serial No.

1	9900805 - Sander Falls 1ASD9SS-4P-1D-1S, 9" x 4" Auger, Stainless Steel Unit, LH (or RH) Discharge, Berm Chute, Single Poly Spinner Ass'y, Complete	$6,799.00	$6,799.00
1	9901718 - Sander Install & dual manifold RH & LH rear	$1,361.00	$1,361.00
1	9900823 - Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	$840.00	$840.00
1	9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions , INSTALLED BOX HOIST, PLOW LIFT, PLOW STEER, WING TOE, WING HEEL, WING PUSHBAR, SCRAPER LIFT, AUGER, SPINNER	$17,160.00	$17,160.00
1	9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	$15,168.00	$15,168.00
1	9900882 - Reservoir TMTE Cabshield mt (stainless steel) w/intank filter INCLUDED, installed	$4,641.00	$4,641.00
1	9900888 - Pump Force FASD45L LS (6 ci) installed	$6,015.00	$6,015.00
1	9900893 - Valve Force Cable pull-off (for use w/telescopic hoist) installed	$715.00	$715.00
1	9900871 - Switch TMTE BODY UP Installed (electric controls only)	$258.00	$258.00
1	9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	$317.00	$317.00
1	9905014 - Hydraulic Valve Hose Guard installed	$389.00	$389.00

--- Continued ---

Accepted by **Date**

Price:
Total Discounts:
Net Cost:
Freight
Total:

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 92692

** QUOTATION **

Ship To:	**Cust:** 2908	**Phone:**	**Bill To:**	**Phone:**
CHISAGO COUNTY PUBLIC WORKS			CHISAGO COUNTY PUBLIC WORKS	
31325 OASIS RD			313 N MAIN ST, RM 400	
CENTER CITY	MN 55012	USA	CENTER CITY	MN 55012

ATTN: BRUCE LIND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	12/20/24	12/20/24	0/00/00
Serial No.					

1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.

Price:	$183,817.00
Total Discounts:	
Net Cost:	$183,817.00
Freight	
Total:	$183,817.00

Accepted by **Date**

TRKQT3MOD022324

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets $3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits

revised 1/2025

Date 2/10/2025

Asset Description - PWKS-0434 Tire Machines

Estimated Cost - $ 45,000.00

Was this item budgeted for this year's department budget? Yes X No

If yes, what budget? 2025 CIP PWKS-0434

If no, please explain AND source of funds

Department and/or location of equipment - Fleet Shop - Center City

Is this a replacement? If yes, explain - Yes, replacing outdated machines.

Reference asset tag number and/or description of item you are replacing

This request has been reviewed by the Department Head, and if applicable, County Administrator for consistency, uniformity, policy compliance and budget planning. Including information on total cost such as tax, interest and rental costs.

SIGNATURES REQUIRED

Requestor - DATE 2/10/25

Department Head - DATE 2/11/25

Required if purchase is $3,000 - $25,000

County Administrator - DATE

Required if purchase is > $25,000

Board Approved - YES NO

MTG DATE DATE TO BE APPROVED

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

Serial Number Capital Asset Tag #

Year/Make/Model

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: Approved:

Vendor: Date:

Inventory Y or N:

AUDITOR'S OFFICE USE

Vendor Paid - Warrant Number -

G/L Account - Date Paid -

Amount -

MOHAWK LIFTS

Vendor: **MOHAWK LIFTS LLC**
PO Box 110, Amsterdam, NY 12010
HUNTER@MOHAWKLIFTS.COM
Karly 800-833-2006 x7777



HUNTER Engineering Company

For purchase of Hunter equipment using:
Minnesota State Contract #
Contract # 227911
Valid: 09/13/2023 - 03/31/2028

All quoted equipment has been Competitively Bid and Competitively Awarded on Minnesota State Contract # Contract # 227911, and is Guaranteed Best government pricing. Freight, Installation, Training & Training Certificates Included @ No Charge.

CUSTOMER
Tony Nielsen
Chisago County Public Works
313 N Main St Center City, MN 55012
tony.nielsen@chiscagocountymn.gov
(651) 213-8768

QUOTE NUMBER	QUOTE DATE
Chisago.HDE12.071224	7/12/2024
Freight Terms:	FOB Destination, Prepaid
Payment Terms:	Net 30
Lead Time:	up to 90 Business Days ARO
Good Through:	*August 1, 2024*

PART #	DESCRIPTION	QTY	LIST PRICE	CONTRACT PRICE	TOTAL
TCX59PRO	Tire Changer, Hybrid Leverless, Table-Top, FastBlast, Full BPS, PowerOut Bead Breaker, Automatic Swing Arm, 10-26" clamping, (220v, 5a, L6-20P plug).	1	$ 21,372.75	$ 16,664.92	$ 16,664.92
HDE12	Includes no-touch laser vision system, SmartWeight, wheel lift, Spindle-Lok, 3 centering pin kits, TDC Laser System. No diagnostic load roller. Mounting adaptors sold separately.	1	$ 19,498.84	$ 17,375.75	$ 17,375.75
20-2765-1	BullsEye collet kit and front mounted storage for Touch balancers - Includes BullsEye collets, offset spacer 20-2711-1, 6" cup 175-392-1, storage 56-70-2, and bracket 14-1470-005. Note: incl. w/RFE, compatible with SWT HDE & SWE, NOT compatible with SWP	1	$ 1,019.00	$ 908.05	$ 908.05
20-3358-1	Economy MD collet kit provides broad coverage for most medium duty applications. Does not handle the large 8 lug/8.7" bore found on some MD trucks. 20-2977-2 covers that application. Includes application chart for quick and easy adaptor look up.	1	$ 1,294.73	$ 1,153.76	$ 1,153.76
20-2977-2	Large Bore 8 Stud Kit- 8.7" bore for use with Medium Duty trucks with 19.5" rims.	1	$ 1,138.88	$ 888.02	$ 888.02
20-1207-1	Truck Cone Kit, Extra Large Truck Cone 192-92-2 and Plastic Spacer Ring 46-309-2	1	$ 274.23	$ 213.82	$ 213.82

Click here for Mohawk Lifts LLC Form W9: mohawklifts.com/w9

Subtotal	$ 37,204.32
Sales Tax (if applicable)	$ -
TOTAL	**$ 37,204.32**

NOTES:

This quotation is subject to the terms and conditions noted on the following page

MIN V8.23

TERMS AND CONDITIONS

1) This order is subject to the standard terms and conditions of the above named contract and the corresponding master agreement, which are hereby incorporated by reference and accessible at www.govlifts.com.
2) The quoted prices have been competitively bid and awarded and are guaranteed to be the lowest government prices.
3) Electrical and compressed air connections to equipment are not included on this quotation. Any required concrete or electrical work is to be supplied by an outside contractor or the buyer and is not included in this quote.
4) All software pre-installed on, or subsequently released by Hunter for, Hunter equipment is licensed pursuant to the Hunter Engineering Company End User License Agreement ("EULA") accompanying such software. By placing an order for, purchasing, or using Hunter equipment, you acknowledge and agree to be legally bound by the EULA, which is hereby incorporated by reference.
5) Each party will agree to defend, hold harmless, and indemnify the other from any cost, loss, or damages of any type, including attorney fees, to the extent that they arise from the breach of the Agreement and/or willful misconduct or negligence.
6) The buyer is responsible for inspecting all products at the time of delivery and before signing the delivery receipt, freight bill, or bill of lading. Should the buyer determine at the time of delivery that any items are damaged or missing the buyer must note the item, discrepancy, or condition on the delivery receipt, freight bill, or bill of lading. Mohawk is not responsible for missing or damaged products when the buyer has signed the delivery receipt, freight bill, or bill of lading in good condition.
7) A fork truck must be supplied at the offload site to unload the equipment from the freight carriers and, if applicable, for installation.
8) Price does not include sales tax (unless applicable), duties, brokerage, or any other fees.
9) Any and all permits, licenses, fees, etc. are the buyers responsibility

DUNS: 117797939 / CAGE CODE: 8VDK6 / UEI: F9QME4G11RT5 / FEIN: 85-3221959 / SMALL BUSINESS SAM REGISTERED

MIN Chisago.HDE12.071224 V8.23

To place your order using this quotation, please fill in the following required information:

☐ Same a Billing

BILLING INFORMATION		**SHIPPING INFORMATION**	
Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
Contact:	_____	Contact:	_____
Phone:	_____	Phone:	_____
Email:	_____	Email:	_____

Delivery Hours/Instructions: _____

Acknowledged and Accepted by:

_____	_____
Authorized Buyers Name (PRINT)	**Authorized Buyers Signature**
_____	_____
Title	Date
_____	_____
Phone	Email

Remit orders to:

MOHAWK LIFTS LLC

PO Box 110, Amsterdam, NY 12010

HUNTER@MOHAWKLIFTS.COM

CHISAGO COUNTY
Equipment Expenditure Request
for Fixed Asset Purchases

for assets $3,000 or more

APPROVAL IS REQUIRED PRIOR TO PURCHASE

orders are not to be split to avoid policy limits

revised 1/2025

Date 2/11/2025

Asset Description - PWKS-0429 Ditch Mower

Estimated Cost - $ 198,527.92

Was this item budgeted for this year's department budget? Yes X No

If yes, what budget? CIP PWKS-04029

If no, please explain AND source of funds: State contract price inclrease in November 2024, $3527.92 additional needed.

Department and/or location of equipment - Highway Maintenance

Is this a replacement? If yes, explain - Unit# 350

Reference asset tag number and/or description of item you are replacing

This request has been reviewed by the Department Head, and if applicable, County Administrator for consistency, uniformity, policy compliance and budget planning. Including information on total cost such as tax, interest and rental costs.

SIGNATURES REQUIRED

Requestor - Tony Liebaw DATE 2/11/25

Department Head - DATE 2/12/25

Required if purchase is $3,000 - $25,000

County Administrator - DATE

Required if purchase is > $25,000

Board Approved - YES NO

MTG DATE DATE TO BE APPROVED

Complete asset detail below once items are delivered - forward to Auditor's office WITH invoice that is to be paid

Serial Number _____ Capital Asset Tag # _____

Year/Make/Model _____

Serial Number _____ Capital Asset Tag # _____

Year/Make/Model _____

Serial Number _____ Capital Asset Tag # _____

Year/Make/Model _____

When making a software and/or computer affiliated purchase MICS approval and ordering is required

MICS OFFICE USE

Purchase Order: _____ Approved: _____

Vendor: _____ Date: _____

Inventory Y or N: _____

AUDITOR'S OFFICE USE

Vendor Paid - _____ Warrant Number - _____

G/L Account - _____ Date Paid - _____

Amount - _____

JOHN DEERE

Customer:

Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.

A Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.

☐ Vendor: Deere & Company
2000 John Deere Run
Cary, NC 27513

For any questions, please contact:

Shane Fisher

Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374

Tel: 763-428-4107
Mobile Phone: 763-204-1171
Fax: 763-428-2700
Email: shanefisher@mnequip.com

☐ Signature on all LOIs and POs with a signature line

☐ Contract name or number; or JD Quote ID

☐ Sold to street address

☐ Ship to street address (no PO box)

☐ Bill to contact name and phone number

☐ Bill to address

☐ Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate

☐ Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

JOHN DEERE

MINNESOTA EQUIPMENT

Quote Id: 31089230

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-428-4107
rogerssales@mnequip.com

Prepared For:

CHISAGO COUNTY HIGHWAY DEPARTMENT



Proposal For:

Delivering Dealer:
Shane Fisher

Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374

763-428-4107
rogerssales@mnequip.com

Quote Prepared By:
Shane Fisher
763-204-1171
shanefisher@mnequip.com

Date: 04 June 2024

Offer Expires: 28 February 2025

JOHN DEERE

MINNESOTA EQUIPMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-428-4107
rogerssales@mnequip.com

Quote Summary

Prepared For:
CHISAGO COUNTY HIGHWAY DEPARTMENT
313 N MAIN ST RM 400
CENTER CITY, MN 55012
Business: 763-257-5708

Delivering Dealer:
Minnesota Equipment, Inc.
Shane Fisher
13725 Main Street
Rogers, MN 55374
Phone: 763-428-4107
Mobile: 763-204-1171
shanefisher@mnequip.com

Quote ID: 31089230
Created On: 04 June 2024
Last Modified On: 11 February 2025
Expiration Date: 28 February 2025

Equipment Summary	Selling Price		Qty		Extended
JOHN DEERE 6M 130 Cab Tractor	$ 143,386.92	X	1	=	$ 143,386.92
Contract: Sourcewell Ag Tractors 082923-DAC (PG 1P CG 70) **Price Effective Date:** October 29, 2024					
DIAMOND 60" SIDE AND 60"REAR MOWER FOR 3 POINT OPERATION	$ 55,141.00	X	1	=	$ 55,141.00
Contract: Sourcewell Ag Tractors 082923-DAC (PG 1P CG 70) **Price Effective Date:**					
Equipment Total					**$ 198,527.92**

Quote Summary	
Equipment Total	$ 198,527.92
Trade In	
SubTotal	**$ 198,527.92**
Est. Service Agreement Tax	$ 0.00
Total	$ 198,527.92
Balance Due	**$ 198,527.92**

Salesperson : X _____ **Accepted By : X** _____

JOHN DEERE

MINNESOTA EQUIPMENT

Selling Equipment

Quote Id: 31089230 **Customer Name:** CHISAGO COUNTY HIGHWAY DEPARTMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-428-4107
rogerssales@mnequip.com

JOHN DEERE 6M 130 Cab Tractor

Hours:
Stock Number:
Contract: Sourcewell Ag Tractors 082923-DAC (PG 1P CG 70)
Selling Price * $ 143,386.92
Price Effective Date: October 29, 2024

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
6051L	6M 130 Cab Tractor	1	$ 172,884.00	24.00	$ 41,492.16	$ 131,391.84	$ 131,391.84
	Standard Options - Per Unit						
183N	JDLink™ Modem – not MachineSync capable	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
0202	United States	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
0409	English	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
0606	Less Loader Boom	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
0660	Less Loader Package	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
0700	Less Loader Equipment	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
874C	Alternator 14 V/250 A	1	$ 507.00	24.00	$ 121.68	$ 385.32	$ 385.32
1454	24F/24R AutoQuad™ Plus Transmission - 40 km/h (25 mph)	1	$ 4,425.00	24.00	$ 1,062.00	$ 3,363.00	$ 3,363.00
1757	ISOBUS Ready / GreenStar™ Ready	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
1950	Less Application	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2031	Standard Cab Package	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2142	Standard Seat	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2203	Less Cab Suspension	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2511	Mirrors - Manual Telescopic	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2665	Standard Radio	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
2710	Right Hand Console	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
3232	Hydraulic Pump - 80 l/min	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
3338	3 Mechanical SCVs (3 SCVs 450 Series)	1	$ 1,512.00	24.00	$ 362.88	$ 1,149.12	$ 1,149.12
3405	M-SCV 3F (Mechanical Valve, 3 Functions)	1	$ 4,751.00	24.00	$ 1,140.24	$ 3,610.76	$ 3,610.76

JOHN DEERE

MINNESOTA EQUIPMENT

Selling Equipment

Quote Id: 31089230 **Customer Name:** CHISAGO COUNTY HIGHWAY DEPARTMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-428-4107
rogerssales@mnequip.com

3820	Rear PTO - 540/1000 rpm	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
4120	Draft Links with Telescopic Ball End - Category 2	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
4210	Center Link with Ball End - Category 2	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
4410	Sway Control Blocks	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
5010	Flange-Type Rear Axle	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
5090	Adjustable Steel Wheels	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
5234	Rear Wheel Size 460/85R38 (18.4R - 38)	1	$ 1,583.00	24.00	$ 379.92	$ 1,203.08	$ 1,203.08
5999	Rear and Front Tire Brand - No preference	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
6045	4WD Front Axle - Unsuspended	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
6092	Adjustable Steel Wheels	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
6220	Front Wheel Size 380/85R24 (14.9R24)	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
7717	Shipping Preparation with conservation	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
8012	Turnable Front Fenders - Adjusted to Tire Size	1	$ 1,361.00	24.00	$ 326.64	$ 1,034.36	$ 1,034.36
8020	Rear Fender Extensions - Adjusted to Tire Size	1	$ 998.00	24.00	$ 239.52	$ 758.48	$ 758.48
8307	Fuel Tank Bottom Guard	1	$ 646.00	24.00	$ 155.04	$ 490.96	$ 490.96
	Standard Options Total		**$ 15,783.00**		**$ 3,787.92**	**$ 11,995.08**	**$ 11,995.08**
	Technology Options/Non-Contract/Open Market						
1900	Less Display	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
1880	Less Receiver	1	$ 0.00	24.00	$ 0.00	$ 0.00	$ 0.00
	Technology Options Total		**$ 0.00**		**$ 0.00**	**$ 0.00**	**$ 0.00**
	Value Added Services Total		**$ 0.00**			**$ 0.00**	**$ 0.00**
Total Selling Price			**$ 188,667.00**		**$ 45,280.08**	**$ 143,386.92**	**$ 143,386.92**

DIAMOND 60" SIDE AND 60"REAR MOWER FOR 3 POINT OPERATION

JOHN DEERE

MINNESOTA EQUIPMENT

Selling Equipment

Quote Id: 31089230 **Customer Name:** CHISAGO COUNTY HIGHWAY DEPARTMENT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-428-4107
rogerssales@mnequip.com

Equipment Notes:

Hours: 0

Stock Number:

Contract: Sourcewell Ag Tractors 082923-DAC (PG 1P CG 70)

Price Effective Date:

Selling Price *
$ 55,141.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1		1	$ 47,673.00	0.00	$ 0.00	$ 47,673.00	$ 47,673.00
			Other Charges				
	Freight	1	$ 1,200.00			$ 1,200.00	$ 1,200.00
	Customer Setup	1	$ 6,268.00			$ 6,268.00	$ 6,268.00
			$ 7,468.00			**$ 7,468.00**	**$ 7,468.00**
	Suggested Price						**$ 55,141.00**
Total Selling Price			**$ 55,141.00**		**$ 0.00**	**$ 55,141.00**	**$ 55,141.00**

TAB 8

CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, February 05, 2025

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, February 05, 2025 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Clerk of the Board Christina Vollrath, and Assistant County Attorney Jeff Fuge.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 1st to February 15th 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 Sheraton Vistana, 8800 Vistana Centre Dr., Orlando, FL 32825, a location open and accessible to the public.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 16th to February 28th 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 Silver Surf, 1301 Gulf Drive, Bradenton Beach, FL 34217, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

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

Commissioner Dunne offered a motion to approve the amended agenda. Motion seconded by Greene, 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 open the Health and Human Services Committee of the Whole at 6:32 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Chair Dahlberg gave the gavel to Vice-Chair Greene.

Health and Human Services Director Robert Benson provided the department updates and Health and Human Services Overview Presentation. ***No action was taken.***

On motion by Montzka, seconded by Dunne, the Board moved to add items 1-5 to the Consent Agenda. 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 close the HHS Committee Board of the Whole at 6:55 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

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

Board of Commissioners' Consent Agenda:

1.) HHS Committee Recommendation – Directors Update
2.) HHS Committee Recommendation – Payment of County's Warrants for HHS
3.) HHS Committee Recommendation – New Pathways 2025-2027 Contract
4.) HHS Committee Recommendation – Out of State Travel Request – NACVSO, Louisville, KY
5.) HHS Committee Recommendation – Opioid Settlement Q4 Staff Expenses
6.) Minutes from the January 15, 2025, Meeting
7.) Payment of County's Warrants and Miscellaneous Bills **Total**: $1,723,593.01
Per Minnesota Statutes 375.1, proceedings of the County Board including a list of itemized accounts, claims or demands must be published in the official newspaper. The itemized list of claims is available for public review on the County website at https://www.chisagocounty.us/1197/Claims-Paid. Claims less than $2,000 are listed as a total dollar amount and notes the number of claims included in the total.
8.) Recognition of Staff February Anniversaries
9.) Transfer Funds – Annual Carryover of Dedicated Funds
10.) Authorization of County Auditor-Treasurer to proceed with Year-End Transfer of Funds
11.) Budget Adjustment Request - HHS
12.) Permanent Transfer & Budget Adjustment – Stacy Squad Car Purchase

On motion by Dunne, seconded by Montzka, the Board moved to authorize the DES Director to issue the associated PO's and sign any needed documents to proceed with the 2025 CIP Projects, Meraki Wi-Fi Project, and Upgrade/Replacement of selected County Armer Radios as attached. 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 Chisago County Emergency Communications Manager to attend the 2024 IWCE conference in Las Vegas, NV from March 16 – March 21st, 2025. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Swenson, the Board moved to approve the creation of the Chisago County Finance Department and one-time payment of comp time to Kristin Waddell of $26,725.76, due to completion of the annual County Audit and the promotion to Department Head. 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 recognize the appointment of Robert H. Collins, Esq. as Chisago County Examiner of Titles and confirm compensation of $10,000 per year and a complimentary subscription to LandShark and to approve the appointment of David J. Meyers as Deputy Title Examiner. 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 authorize the attached budget adjustment request to fund the 2025 Capital Improvement Plan, tabling discussion on the Park Department mower replacement and park sign project, but funding the small equipment request from Enterprise Services. 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 resolution and agreement to transfer K9 "Stryker" to Chisago County Sgt. Chad Stenson.

RESOLUTION NO. 25/0205-01

RESOLUTION TO ACKNOWLEDGE THE RETIREMENT AND TRANSFER OF OWNERSHIP OF CHISAGO COUNTY SHERIFF'S OFFICE'S K-9 "STRYKER" TO SERGEANT CHAD STENSON

WHEREAS, it has been determined that K-9 "Stryker" of the Chisago County Sheriff's Office has reached retirement age and is no longer a valuable resource; and

WHEREAS, the Sheriff's Office has determined that "Stryker" has no economic value to the County and the Sheriff's Office recommends retiring "Stryker" in a humane fashion; and

WHEREAS, because of the training "Stryker" has received as a sheriff's canine and the unique relationship that "Stryker" has with his handler, Sergeant Chad Stenson, it is not suitable to transfer ownership of "Stryker" as a pet to any owners except his handler.

WHEREAS, Sergeant Chad Stenson has agreed to accept ownership, responsibility and liability of "Stryker" at no cost to the County.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Minnesota Statute§ 373.01, subd. 1(4), effective February 5, 2025, the Chisago County Board of Commission acknowledges the retirement of "Stryker" from K-9 service and hereby authorizes the transfer of ownership of "Stryker" to his handler Sergeant Chad Stenson, for a cost of One ($1.00) Dollar and other terms appropriate in the opinion of the County Attorney's Office to transfer the ownership, responsibility, and liability to the handler.

BE IT FURTHER RESOLVED that the Chisago County Board of Commission authorizes Brandon J. Thyen, Chisago County Sheriff, to execute the transfer of ownership agreement on behalf of Chisago County consistent with this resolution.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve and accept the Body Worn Camera Biennial Audit Results completed by Lynn Lembcke Consulting. 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 approve $10,000 to be allocated to the Employee Recognition Committee to support initiatives through 2026. 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 STI work order for data migration for the change of delivery systems to Community Corrections for Chisago County not to exceed $20,000 from Fund Balance. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

CITIZENS FORUM
TIME – 7:43 p.m.
END TIME – 7:43 p.m.
of SPEAKERS – 0

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

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

On motion by Swenson, seconded by Greene, the Board moved to close the County Board meeting at 7:51 p.m. related to considering strategy for labor negotiations, including negotiation strategies, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Announce Closed Meeting (M.S. § 13D.05)

Closed Session

*****Announce Closed Meeting******

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute. Minn. Stat. §13D.03 subd. 1. The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

Following said closed session, the County Board of Commissioners will reconvene in open session to announce any action taken in closed session and to consider and act on matters noticed on the agenda for consideration or action in open session.

Present: Assistant County Attorney Jeff Fuge, County Administrator Chase Burnham, Commissioner Greene, Commissioner Dunne, Commissioner Montzka, Commissioner Dahlberg, and Clerk of the Board Christina Vollrath. Commissioner Swenson participated virtually.

On motion by Dunne, seconded by Greene, the Board ended the closed meeting and reconvened the regular meeting at 8:55 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

The only action taken during the closed session was to end the closed session and reconvene the regular meeting.

On motion by Greene, seconded by Montzka, the Board adjourned the meeting at 8:56 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

Dan Dahlberg, Chair

Attest:_____

Christina Vollrath
Clerk of the Board

CHISAGO COUNTY
BOARD OF COMMISSIONERS
February 19, 2025

9

Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid $613,263.37

Recap by Fund	Fund	Amount	Name	
	1	333,389.69	General Revenue Fund	
	3	144,509.75	Road And Bridge Fund	
	12	101,837.42	Capital Equipment Fund	
	14	1,311.30	Solid Waste Fund	
	18	32,161.26	Lake Imprvmnt Distr Maint	
	76	53.95	Employee Recognition Agency Fu	
	All Funds	613,263.37	Total	Approved by, ...
				. . . . .

Please authorize payment for the following Human Services Warrants

Check Date	Amount		Board Date	Type of Check/Payments
2/21/2025	$ 57,427.93		2/19/2025	Commissioner Warrant
1/31/2025	$ 7,810.42			Auditor Warrant
2/6/2025	$ 1,193.49			Auditor Warrant
2/7/2025	$ 11,774.91			Auditor Warrant
	$ 78,206.75	Total		

Print List in Order By:	2	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name	Page Break By:	1	1 - Page Break by Fund 2 - Page Break by Dept

Explode Dist. Formulas?: N

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

	Vendor No.	Name / Account/Formula	Rpt Accr		Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
3	DEPT					Board Of Commissioners			
	40076	**DAHLBERG/DANIEL**							
		01-003-000-0000-6330			322.00	MILEAGE/COMMISSIONER		Mileage	N
						01/16/2025 02/05/2025			
	40076	**DAHLBERG/DANIEL**			**322.00**	**1** Transactions			
	70071	**GREENE/RICHARD**							
		01-003-000-0000-6330			234.50	MILEAGE/COMMISSIONER		Mileage	N
						01/07/2025 01/29/2025			
	70071	**GREENE/RICHARD**			**234.50**	**1** Transactions			
	13108	**MONTZKA/BEN**							
		01-003-000-0000-6330			14.70	MILEAGE/COMMISSIONER	01282025	Mileage	N
		01-003-000-0000-6330			14.70	MILEAGE/COMMISSIONER	02052025	Mileage	N
	13108	**MONTZKA/BEN**			**29.40**	**2** Transactions			
3	**DEPT Total:**				**585.90**	**Board Of Commissioners**	**3 Vendors**	**4 Transactions**	
11	DEPT					District Court			
	30118	**CORE PROFESSIONAL SERVICES PA**							
		01-011-000-0000-6284			1,050.00	SERVICE/13CR21445/CRT ADMIN	1994	Sex Offenders Evaluations	6
	30118	**CORE PROFESSIONAL SERVICES PA**			**1,050.00**	**1** Transactions			
	70181	**GUZMAN LALONDE PA**							
		01-011-012-0000-6278	AP	P	80.00	SERVICE-13PR0547/COURT ADMIN	236484	Legal Services	Y
		01-011-012-0000-6278	AP	P	60.00	SERVICE-13PR2437/COURT ADMIN	236485	Legal Services	Y
	70181	**GUZMAN LALONDE PA**			**140.00**	**2** Transactions			
	80133	**HENNEPIN COUNTY SHERIFF'S OFFICE**							
		01-011-000-0000-6280			80.00	SERVICE 13JV24267	89926	Other Professional Services	N
	80133	**HENNEPIN COUNTY SHERIFF'S OFFICE**			**80.00**	**1** Transactions			
	18117	**MNCCTA - MN CENTER FOR COLLABORAT**							
		01-011-021-0000-6280			2,587.50	SERVICE/13JV24246 13JV24245	01302025	Other Professional Services	6
	18117	**MNCCTA - MN CENTER FOR COLLABORAT**			**2,587.50**	**1** Transactions			
	8418	**Resource Training & Solutions**							
		01-011-020-0000-6280	AP	P	291.06	JUL24 SERVICE-BEHRENDT/CRT AD	40811	Other Professional Services	N
		01-011-020-0000-6280	AP	P	235.45	JUL24 SERVICE-WRIGHT/CRT ADMI	40811	Other Professional Services	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8418	**Resource Training & Solutions**			**526.51**	**2** Transactions			
19194	**TIMOTHY J PETERSON ATTORNEY AT LAW**							
	01-011-010-0000-6278	AP	P	170.00	SERVICE-13PR24153/CRT ADMIN 11/08/2024 12/10/2024	01312025	Legal Services	Y
19194	**TIMOTHY J PETERSON ATTORNEY AT LAW**			**170.00**	**1** Transactions			
11	**DEPT Total:**			**4,554.01**	**District Court**	**6 Vendors**	**8 Transactions**	
25	DEPT				Law Library			
13068	**MN CONTINUING LEGAL EDUCATION**							
	01-025-000-0000-6457	AP	P	59.50	SUPPLIES/LAW LIBRARY	1351098	Reference Books And Library Materials	N
	01-025-000-0000-6457			54.50	SUPPLIES/LAW LIBRARY	1354029	Reference Books And Library Materials	N
13068	**MN CONTINUING LEGAL EDUCATION**			**114.00**	**2** Transactions			
23025	**WEST GROUP PAYMENT CENTER**							
	01-025-000-0000-6457			1,812.04	JAN25 SERVICE/LAW LIBRARY	851352802	Reference Books And Library Materials	N
23025	**WEST GROUP PAYMENT CENTER**			**1,812.04**	**1** Transactions			
25	**DEPT Total:**			**1,926.04**	**Law Library**	**2 Vendors**	**3 Transactions**	
31	DEPT				County Administrator			
10292	**AMAZON CAPITAL SERVICES**							
	01-031-000-0000-6400			56.26	SUPPLIES/ADMIN	16FGDHWC9L1V	Office Supplies	N
	01-031-000-0000-6400			36.12	SUPPLIES/ADMIN	1PRWLHWCFCGP	Office Supplies	N
10292	**AMAZON CAPITAL SERVICES**			**92.38**	**2** Transactions			
302003	**BEND FINANCIAL INC**							
	01-031-000-0000-6211			820.00	JAN25 HSA FEES	11437	Services And Charges	N
302003	**BEND FINANCIAL INC**			**820.00**	**1** Transactions			
203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**							
	01-031-000-0000-6400			71.50	LOGO SUPPLIES/ADMIN	02/09/2025	Office Supplies	N
203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**			**71.50**	**1** Transactions			
308003	**HEALTH EQUITY**							
	01-031-000-0000-6211			2,421.35	FEB25 ADMIN FEES	W3WXGCT	Services And Charges	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
308003	**HEALTH EQUITY**		**2,421.35**	**1** Transactions			
3442	**ICCPA - INTER COUNTY COOP PUBLISHIN(**						
	01-031-000-0000-6400		115.00	SUPPLIES/ADMIN	106402	Office Supplies	N
3442	**ICCPA - INTER COUNTY COOP PUBLISHIN(**		**115.00**	**1** Transactions			
12198	**LITTLER MENDELSON PC**						
	01-031-000-0000-6245		490.50	REG FEE-H BEHR/HR	MC0004	Conferences, Training And Dues	N
12198	**LITTLER MENDELSON PC**		**490.50**	**1** Transactions			
13395	**MALCHOW/KATIE**						
	01-031-000-0000-6330		56.70	MILEAGE/ADMIN 01/29/2025 02/01/2025		Mileage	N
13395	**MALCHOW/KATIE**		**56.70**	**1** Transactions			
323003	**WAGEWORKS INC**						
	01-031-000-0000-6211		342.00	JAN25 ADMIN FEES 116463	0125TR116463	Services And Charges	N
323003	**WAGEWORKS INC**		**342.00**	**1** Transactions			
31	**DEPT Total:**		**4,409.43**	**County Administrator**	**8 Vendors**	**9 Transactions**	
61	DEPT			Data Processing			
10292	**AMAZON CAPITAL SERVICES**						
	01-061-000-0000-6303		469.00	2 IN 1 MINI LAPTOP TOUCH SCREE	16TC74PLCXTN	Machinery And Equipment	N
	01-061-000-0000-6303		59.99	SUPPLIES/MICS	1C4T4C4LJCC1	Machinery And Equipment	N
	01-061-000-0000-6287		36.08	SUPPLIES/MICS	1GN13GCD1CJX	Data Processing	N
	01-061-000-0000-6303		1,799.99	DELL/ALL IN ONE DESKTOP/MICS	1JG47W7Q4T6C	Machinery And Equipment	N
	01-061-000-0000-6303		55.21	SUPPLIES/MICS	1KRHR39M1DT3	Machinery And Equipment	N
	01-061-000-0000-6303		184.80	SUPPLIES/MICS	1M3FTJFPNQHR	Machinery And Equipment	N
	01-061-000-0000-6303		106.83	SUPPLIES/MICS	1NJPCNKM1DJV	Machinery And Equipment	N
	01-061-000-0000-6303		614.25	SUPPLIES/MICS	1PKVHWYNFYHQ	Machinery And Equipment	N
	01-061-000-0000-6303		435.18	SUPPLIES/MICS	1QD34DRM7PWD	Machinery And Equipment	N
	01-061-000-0000-6303		18.99	SUPPLIES/MICS	1QV7X9RHGYWW	Machinery And Equipment	N
	01-061-000-0000-6303		34.49	SUPPLIES/MICS	1RMHWFVN9YCD	Machinery And Equipment	N
	01-061-000-0000-6303		18.99	SUPPLIES/MICS	1VV3C4Q4119W	Machinery And Equipment	N
	01-061-000-0000-6303		39.96	SUPPLIES/MICS	1XX1GCKX4J6G	Machinery And Equipment	N
10292	**AMAZON CAPITAL SERVICES**		**3,873.76**	**13** Transactions			
10207	**ARMA INTERNATIONAL**						

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-061-000-0000-6245		50.00	2025 CHAPTER DUES-D LILIENTHAL	2550507276	Conferences, Dues And Training	N
	01-061-000-0000-6245		175.00	2025 INTL DUES-D LILIENTHAL	2550507276	Conferences, Dues And Training	N
10207	**ARMA INTERNATIONAL**		**225.00**	**2** Transactions			
20159	**BROOKS INTERNET SOFTWARE INC**						
	01-061-000-0000-6341		70.31	SFTWR UPGRD MAINT/MICS	48991	Rental And Service Agreements	N
20159	**BROOKS INTERNET SOFTWARE INC**		**70.31**	**1** Transactions			
30282	**CDW GOVERNMENT LLC**						
	01-061-000-0000-6303		2,739.52	THERMAL PRINTERS/MICS	AC43T4J	Machinery And Equipment	N
	01-061-000-0000-6287		167.86	SUPPLIES/MICS	AC5MR3C	Data Processing	N
	01-061-000-0000-6287		178.01	SUPPLIES/MICS	AC5MV9Q	Data Processing	N
	01-061-000-0000-6303		190.60	CARD READER/MICS	AC7DC6I	Machinery And Equipment	N
	01-061-000-0000-6303		833.58	SUPPLIES/MICS	AC7DR3Z	Machinery And Equipment	N
30282	**CDW GOVERNMENT LLC**		**4,109.57**	**5** Transactions			
12181	**CLIFTONLARSONALLEN LLP**						
	01-061-000-0000-6341		2,809.53	WEB/APP PENETRATION TESTING	L251037180	Rental And Service Agreements	Y
12181	**CLIFTONLARSONALLEN LLP**		**2,809.53**	**1** Transactions			
40139	**DARKTRACE HOLDINGS LIMITED**						
	01-061-000-0000-6341		5,352.50	FEB25 SERVICE/MICS	10025837	Rental And Service Agreements	N
40139	**DARKTRACE HOLDINGS LIMITED**		**5,352.50**	**1** Transactions			
10501	**DELL MARKETING LP**						
	01-061-000-0000-6303		1,518.72	DELL THUNDERBOLT DOCK/MICS	10798055930	Machinery And Equipment	Y
	01-061-000-0000-6303		607.48	DELL DOCK -WD19S/MICS	10798265889	Machinery And Equipment	Y
10501	**DELL MARKETING LP**		**2,126.20**	**2** Transactions			
50128	**ECSI SYSTEM INTEGRATORS**						
	01-061-000-0000-6287		435.00	SERVICE/MICS	25010147B	Data Processing	N
50128	**ECSI SYSTEM INTEGRATORS**		**435.00**	**1** Transactions			
1522	**ELECTRO WATCHMAN INC**						
	01-061-000-0000-6341		160.00	RENEW 20X HID MOBILE CRED 1YR	436117	Rental And Service Agreements	N
	01-061-000-0000-6341		3,840.00	INSTALL CCTV/MICS	436285	Rental And Service Agreements	N
	01-061-000-0000-6341		7,511.40	RENEW S2 SUSP SOFTWARE UPGRAD	436286	Rental And Service Agreements	N
	01-061-000-0000-6287		603.84	SUPPLIES/MICS	436303	Data Processing	N
	01-061-000-0000-6341		891.00	SERVICE/MICS	436319	Rental And Service Agreements	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
1522	**ELECTRO WATCHMAN INC**		**13,006.24**	**5** Transactions			
50104	**ESRI INC**						
	01-061-000-0000-6341		23,332.00	ARCGIC MAINT/MICS	94896385	Rental And Service Agreements	N
50104	**ESRI INC**		**23,332.00**	**1** Transactions			
60163	**FASTSPRING**						
	01-061-000-0000-6341		50.00	SQLPRETTY PRINTER ADD IN/MICS	2025020101	Rental And Service Agreements	N
60163	**FASTSPRING**		**50.00**	**1** Transactions			
60124	**FORTRA LLC**						
	01-061-000-0000-6341		1,886.97	2026 SEQUEL SERVICE/MICS	293054	Rental And Service Agreements	N
60124	**FORTRA LLC**		**1,886.97**	**1** Transactions			
70083	**GOPHER STATE ONE-CALL INC**						
	01-061-000-0000-6341		51.35	SERVICE/MICS	5010160	Rental And Service Agreements	N
70083	**GOPHER STATE ONE-CALL INC**		**51.35**	**1** Transactions			
54453	**HONEYWELL INC**						
	01-061-000-0000-6341		7,840.81	2025Q1 AUTOMATION SOFTWR MAIN	5269061370	Rental And Service Agreements	N
54453	**HONEYWELL INC**		**7,840.81**	**1** Transactions			
80119	**HYDROCAD SOFTWARE SOLUTIONS LLC**						
	01-061-000-0000-6341		264.00	HYDROCAD MAINTENANCE.MICS	46911	Rental And Service Agreements	Y
80119	**HYDROCAD SOFTWARE SOLUTIONS LLC**		**264.00**	**1** Transactions			
90081	**IDSCAN.NET INC**						
	01-061-000-0000-6341		1,650.00	VERISCAN ANNUAL AUTHENTICATION	542844	Rental And Service Agreements	N
90081	**IDSCAN.NET INC**		**1,650.00**	**1** Transactions			
11209	**KNOWBE4 INC**						
	01-061-000-0000-6341		7,267.50	2025 SUBSCRIPTION	367324	Rental And Service Agreements	N
11209	**KNOWBE4 INC**		**7,267.50**	**1** Transactions			
22052	**MENARDS - ST CROIX FALLS**						
	01-061-000-0000-6303		13.68	SUPPLIES/MICS	71311	Machinery And Equipment	N
	01-061-000-0000-6303		48.65	SUPPLIES/MICS	71315	Machinery And Equipment	N
	01-061-000-0000-6303		51.96	SUPPLIES/MICS	71648	Machinery And Equipment	N
	01-061-000-0000-6303		16.84	SUPPLIES/MICS	71833	Machinery And Equipment	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
22052	**MENARDS - ST CROIX FALLS**			**131.13**	**4** Transactions			
19428	**SINGLEWIRE SOFTWARE LLC**							
	01-061-000-0000-6303			2,750.00	CUSTOM PROF SERV FOR SUBSCRIPT	64735	Machinery And Equipment	N
19428	**SINGLEWIRE SOFTWARE LLC**			**2,750.00**	**1** Transactions			
20349	**TOSHIBA BUSINESS SOLUTIONS**							
	01-061-000-0000-6341			49.37	FEB25 COPIER RENT	5033136464	Rental And Service Agreements	N
	01-061-000-0000-6341			211.94	FEB25 COPIER RENT	5033136465	Rental And Service Agreements	N
	01-061-000-0000-6341			211.94	FEB25 COPIER RENT	5033136466	Rental And Service Agreements	N
	01-061-000-0000-6341			375.18	FEB25 COPIER RENT	5033136467	Rental And Service Agreements	N
	01-061-000-0000-6341			346.18	FEB25 COPIER RENT	5033136468	Rental And Service Agreements	N
	01-061-000-0000-6341			338.29	FEB25 COPIER RENT	5033136469	Rental And Service Agreements	N
	01-061-000-0000-6341			346.18	FEB25 COPIER RENT	5033136470	Rental And Service Agreements	N
	01-061-000-0000-6341			1,037.79	FEB25 COPIER RENT	5033136471	Rental And Service Agreements	N
	01-061-000-0000-6341			233.77	FEB25 COPIER RENT	5033136472	Rental And Service Agreements	N
20349	**TOSHIBA BUSINESS SOLUTIONS**			**3,150.64**	**9** Transactions			
20323	**TWIN CITY HARDWARE**							
	01-061-000-0000-6303			2,050.60	SUPPLIES/MICS	2312703	Machinery And Equipment	N
20323	**TWIN CITY HARDWARE**			**2,050.60**	**1** Transactions			
14151	**VERCARA LLC**							
	01-061-000-0000-6341			367.37	JAN25 SERVICE/MICS	64710	Rental And Service Agreements	N
14151	**VERCARA LLC**			**367.37**	**1** Transactions			
61	**DEPT Total:**			**82,800.48**	**Data Processing**	**22 Vendors**	**55 Transactions**	
65	DEPT				Central Services			
30069	**CHISAGO COUNTY PRESS**							
	01-065-000-0000-6244			21.60	01/02/2025 BOC ORGANIZL MTG	10152250	Official Publications	N
	01-065-000-0000-6244			101.60	2025 CO BUDGET STMT	10152250	Official Publications	N
	01-065-000-0000-6244			1,350.88	12/18/24 BOARD OF COMM	10152250	Official Publications	N
	01-065-000-0000-6244			657.04	01/07/25 BOARD OF COMM	10152250	Official Publications	N
	01-065-000-0000-6244			277.20	JAN25 EMPLYMNT ADVRTSG	16997750	Official Publications	N
30069	**CHISAGO COUNTY PRESS**			**2,408.32**	**5** Transactions			
19306	**STAR**							
	01-065-000-0000-6244			336.00	JAN25 EMPLYMNT ADVRTSG	21128	Official Publications	N

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	19306	**STAR**		**336.00**	**1** Transactions			
65	**DEPT Total:**			**2,744.32**	**Central Services**	**2 Vendors**	**6 Transactions**	
71	DEPT				Elections			
	80136	**HART INTERCIVIC**						
		01-071-000-0000-6211		26,233.00	ELECTIONS/ANNUAL MAINT	1906	Services And Charges	N
	80136	**HART INTERCIVIC**		**26,233.00**	**1** Transactions			
71	**DEPT Total:**			**26,233.00**	**Elections**	**1 Vendors**	**1 Transactions**	
91	DEPT				County Attorney			
	50150	**ENGLAND/RICHARD**						
		01-091-000-0000-6280		1,211.25	SERVICE-13JV24273/ATTORNEY	4603	Other Professional Services	Y
	50150	**ENGLAND/RICHARD**		**1,211.25**	**1** Transactions			
	3442	**ICCPA - INTER COUNTY COOP PUBLISHINC**						
		01-091-000-0000-6400		456.00	SUPPLIES/ATTORNEY	106402	Office Supplies	N
	3442	**ICCPA - INTER COUNTY COOP PUBLISHINC**		**456.00**	**1** Transactions			
	81286	**OFFICE DEPOT**						
		01-091-000-0000-6400		65.45	SUPPLIES/ATTORNEY	402733471001	Office Supplies	N
		01-091-000-0000-6400		40.85	SUPPLIES/ATTORNEY	405706654001	Office Supplies	N
		01-091-000-0000-6400		92.19	SUPPLIES/ATTORNEY	405729263001	Office Supplies	N
	81286	**OFFICE DEPOT**		**198.49**	**3** Transactions			
	23025	**WEST GROUP PAYMENT CENTER**						
		01-091-000-0000-6235		1,928.09	JAN25 SERVICE/ATTORNEY	851414744	Publications And Brochures	N
		01-091-000-0000-6235		145.28	FEB25 SERVICE/ATTORNEY	851489880	Publications And Brochures	N
	23025	**WEST GROUP PAYMENT CENTER**		**2,073.37**	**2** Transactions			
91	**DEPT Total:**			**3,939.11**	**County Attorney**	**4 Vendors**	**7 Transactions**	
93	DEPT				Co Attorney Forfeiture Funds			
	50128	**ECSI SYSTEM INTEGRATORS**						
		01-093-000-0000-6802		804.30	SERVICE-ATTY CONF ROOM	25011095A	Miscellaneous Expenses	N
	50128	**ECSI SYSTEM INTEGRATORS**		**804.30**	**1** Transactions			

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
93	**DEPT Total:**		**804.30**	**Co Attorney Forfeiture Funds**	**1 Vendors**	**1 Transactions**	
101	DEPT			Recorder			
10292	**AMAZON CAPITAL SERVICES**						
	01-101-000-0000-6400		59.50-	CREDIT/SUPPLIES/RECORDER	1GNP13M67F4X	Office Supplies	N
	01-101-000-0000-6400		60.84	SUPPLIES/RECORDER	1VV3C4Q4CY3R	Office Supplies	N
	01-101-000-0000-6400		119.00	SUPPLIES/RECORDER	1YGY9XPRGHPF	Office Supplies	N
10292	**AMAZON CAPITAL SERVICES**		**120.34**	**3** Transactions			
101	**DEPT Total:**		**120.34**	**Recorder**	**1 Vendors**	**3 Transactions**	
111	DEPT			Maintenance			
10314	**ADAMS PEST CONTROL-MAIN**						
	01-111-500-0000-6273		168.00	JAN25 SERVICE/GOV CENTER	4049424	Contracted Purchased Service	N
	01-111-530-0000-6273		336.00	JAN25 SERVICE/PSC	4049688	Contracted Purchased Service	N
	01-111-511-0000-6273		152.25	JAN25 SERVICE/HWY CC	4049705	Contracted Purchased Service	N
10314	**ADAMS PEST CONTROL-MAIN**		**656.25**	**3** Transactions			
10292	**AMAZON CAPITAL SERVICES**						
	01-111-500-0000-6411		133.20	SUPPLIES/MAINTENANCE	13TJPL999FYN	Operating Supplies	N
	01-111-532-0000-6560		88.99	GARAGE DOOR OPENER/HARRIS SHER	1V33J1LHCCG4	Repairs And Maintenance Supplies	N
10292	**AMAZON CAPITAL SERVICES**		**222.19**	**2** Transactions			
30073	**CHISAGO HARDWARE LLC**						
	01-111-511-0000-6560		12.99	SUPPLIES/MAINT GC	14159	Repairs And Maintenance Supplies	Y
30073	**CHISAGO HARDWARE LLC**		**12.99**	**1** Transactions			
30227	**CHISAGO LAKES SANITATION**						
	01-111-511-0000-6273		896.64	JAN25 SERVICE/HWY CC	51X00082	Contracted Purchased Service	N
	01-111-512-0000-6273		107.64	JAN25 SERVICE/HWY HARRIS	51X00083	Contracted Purchased Service	N
	01-111-532-0000-6273		107.64	JAN25 SERVICE/SHERIFF HARRIS	51X00084	Contracted Purchased Service	N
	01-111-500-0000-6273		539.07	JAN25 SERVICE/GOV CENTER	51X00086	Contracted Purchased Service	N
	01-111-530-0000-6273		345.79	JAN25 SERVICE/PSC	51X00089	Contracted Purchased Service	N
	01-111-505-0000-6273		234.53	JAN25 SERVICE/NBHHS	51X00222	Contracted Purchased Service	N
30227	**CHISAGO LAKES SANITATION**		**2,231.31**	**6** Transactions			
30177	**CINTAS CORPORATION**						
	01-111-512-0000-6273		47.09	RUG SERVICE/HWY HARRIS	4219260878	Contracted Purchased Service	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr		Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-111-500-0000-6273			95.23	RUG SERVICE/GOV CENTER	4220006198	Contracted Purchased Service	N
	01-111-511-0000-6273			96.13	RUG SERVICE/HWY CC	4220006239	Contracted Purchased Service	N
30177	**CINTAS CORPORATION**			**238.45**	**3** Transactions			
30133	**COMMERS THE WATER STORE**							
	01-111-530-0000-6273			446.00	SOLAR SALT/PSC	169316	Contracted Purchased Service	N
	01-111-530-0000-6273			214.00	SOLAR SALT/PSC	169331	Contracted Purchased Service	N
30133	**COMMERS THE WATER STORE**			**660.00**	**2** Transactions			
40188	**DALE'S HEATING & APPLIANCE LLC**							
	01-111-511-0000-6411			112.00	SOLAR SALT/HWY CC	3725535	Operating Supplies	N
40188	**DALE'S HEATING & APPLIANCE LLC**			**112.00**	**1** Transactions			
50128	**ECSI SYSTEM INTEGRATORS**							
	01-111-530-0000-6273			412.50	SERVICE/JAIL	25011078	Contracted Purchased Service	N
50128	**ECSI SYSTEM INTEGRATORS**			**412.50**	**1** Transactions			
70136	**GENERAL PARTS LLC**							
	01-111-530-0000-6301			1,083.84	SERVICE/MAINT JAIL	6575716	Repair And Maintenance	Y
	01-111-530-0000-6301			830.85	SERVICE/MAINT JAIL	6575719	Repair And Maintenance	Y
70136	**GENERAL PARTS LLC**			**1,914.69**	**2** Transactions			
80082	**HILLYARD INC-MINNEAPOLIS**							
	01-111-505-0000-6413			576.11	SUPPLIES/MAINT NBHHS	605731270	Custodial Supplies	N
	01-111-530-0000-6413			694.91	SUPPLIES/MAINT PSC	605732607	Custodial Supplies	N
80082	**HILLYARD INC-MINNEAPOLIS**			**1,271.02**	**2** Transactions			
54453	**HONEYWELL INC**							
	01-111-500-0000-6301			167.05	MECHANICAL MAINT/GOV CTR 04/01/2024 06/30/2024	5268544508	Repair And Maintenance	N
	01-111-500-0000-6301	AP	P	167.05	MECHANICAL MAINT/GOV CTR 07/01/2024 09/30/2024	5268544509	Repair And Maintenance	N
	01-111-500-0000-6301	AP	P	167.05	MECHANICAL MAINT/GOV CTR 10/01/2024 12/31/2024	5268544510	Repair And Maintenance	N
	01-111-530-0000-6273			47,241.51	ANNUAL FORGE JAIL	5268792162	Contracted Purchased Service	N
54453	**HONEYWELL INC**			**47,742.66**	**4** Transactions			
90061	**INNOVATIVE OFFICE SOLUTIONS LLC**							
	01-111-500-0000-6413			240.06	SUPPLIES/MAINT GC	4760627	Custodial Supplies	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
90061	**INNOVATIVE OFFICE SOLUTIONS LLC**		**240.06**	**1** Transactions			
10902	**JJ MACK'S LANDSCAPING & SERVICES LL**						
	01-111-500-0000-6273		3,490.00	SNOW REMOVAL/GOV CTR	235	Contracted Purchased Service	N
	01-111-530-0000-6273		4,950.00	SNOW REMOVAL/JAIL	236	Contracted Purchased Service	N
	01-111-505-0000-6273		750.00	SNOW REMOVAL/NBHHS	237	Contracted Purchased Service	N
	01-111-532-0000-6273		500.00	SNOW REMOVAL/SHERIFF HARRIS	239	Contracted Purchased Service	N
10902	**JJ MACK'S LANDSCAPING & SERVICES LL**		**9,690.00**	**4** Transactions			
12083	**LAKE COUNTRY DOOR INC**						
	01-111-532-0000-6307	AP P	375.00	SERVICE/SHERIFF HARRIS	56766	Grounds Maintenance	N
12083	**LAKE COUNTRY DOOR INC**		**375.00**	**1** Transactions			
12059	**LINDSTROM HARDWARE**						
	01-111-500-0000-6301		3.19	SUPPLIES/GOV CTR	17561	Repair And Maintenance	N
12059	**LINDSTROM HARDWARE**		**3.19**	**1** Transactions			
22051	**MENARDS - FOREST LAKE**						
	01-111-530-0000-6560		29.99	SUPPLIES/PSC	51570	Repairs And Maintenance Supplies	N
22051	**MENARDS - FOREST LAKE**		**29.99**	**1** Transactions			
6838	**RAMSEY COUNTY SHERIFF**						
	01-111-000-0000-6280		90.00	SERVICE-13JV256/CRT ADMIN	202501041	Other Professional Services	N
6838	**RAMSEY COUNTY SHERIFF**		**90.00**	**1** Transactions			
7832	**SHRED-N-GO INC**						
	01-111-500-0000-6273		483.93	SERVICE/MAINT GC	178192	Contracted Purchased Service	N
	01-111-505-0000-6273		168.93	SERVICE/MAINT NBHHS	178193	Contracted Purchased Service	N
	01-111-511-0000-6273		133.43	SERVICE-MAINT HWY CC	178275	Contracted Purchased Service	N
7832	**SHRED-N-GO INC**		**786.29**	**3** Transactions			
70911	**SOGARD ELECTRIC INC**						
	01-111-511-0000-6273		1,440.00	SERVICE/MAINT HWY CC	1394	Contracted Purchased Service	N
	01-111-511-0000-6273		1,015.00	SERVICE/MAINT HWY CC	1395	Contracted Purchased Service	N
70911	**SOGARD ELECTRIC INC**		**2,455.00**	**2** Transactions			
19352	**STATE SUPPLY COMPANY**						
	01-111-523-0000-6560		395.86	SUPPLIES-WYOMING LIBRARY	698646	Repairs And Maintenance Supplies	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
19352	**STATE SUPPLY COMPANY**		**395.86**	**1** Transactions			
111	**DEPT Total:**		**69,539.45**	**Maintenance**	**20 Vendors**	**42 Transactions**	
127	DEPT			Planning And Zoning			
30069	**CHISAGO COUNTY PRESS**						
	01-127-000-0000-6243		89.20	02/06/25 PLANN COMM MTG	12957950	Advertising	N
30069	**CHISAGO COUNTY PRESS**		**89.20**	**1** Transactions			
203003	**CHISAGO COUNTY RECORDER'S OFFICE**						
	01-127-000-0000-6271		46.00	REC FEE-SEPTIC VAR NUEMAN	29890	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-GOODPASTOR CUP SURR	679073	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RESOL PP-HIRSCH HMSTD	679374	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-VAN HEEL 1UP	679375	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES PP-GOOSE LAKE ACRE	679376	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES PP-FJELLANSBOLE AC	679377	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-JACOBSON LOGUE 1UP	679378	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-FP PONYTAIL ADD	679379	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-PONYTAIL ADD MYLAR	679547	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-VAR TAYLOR BUEHRUNG	679726	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-VAR VISUSEL	679727	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-SA NELSON PETERSON LOT	679732	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-ZO PETERSON TIE TOGETH	679733	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-SA OLSON DOYLE LOT REC	680062	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES FP MACK ESTATES	6801128	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES MACK ESTATES	680129	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-MYLAR MACK ESTATES	680130	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-FP KOST RANCH	680354	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-MYLAR KOST RANCH	680355	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-WOLFF FEDERATED CUP	680356	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-MILLER RIEHM 1 UP	680357	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-PEACEFUL SUNRISE	680358	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-FP PEACEFUL SUNRISE	680359	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-MYLAR PEACEFUL SUNRISE	680360	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-KENNEALLY VARIANCE	680408	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-OLSON BYERS LOT CONF	680413	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-SA LINDSTROM MORIN LOT	680532	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-JAHN CARLSON LOT RECON	680840	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES WINBERG PLAT	680845	Professional & Technical Services	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-127-000-0000-6271		56.00	REC FEE- WINBERG PLAT	680846	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-RES -FJELLANSBOLE PLAT	680847	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-FJELLANSBOLE PLAT	680848	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-CUP KERKON	680932	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-VAR PENSHORN	680965	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-ZONING ORD	681047	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-SUBD ORD	681049	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-SH MGMT ORD	681050	Professional & Technical Services	N
	01-127-000-0000-6271		56.00	REC FEE-FP SCHULTE SHARKS RES	681478	Professional & Technical Services	N
	01-127-000-0000-6271		46.00	REC FEE-FP SCHULTE SHARK MYLAR	681479	Professional & Technical Services	N
203003	**CHISAGO COUNTY RECORDER'S OFFICE**		**1,864.00**	**39** Transactions			
30377	**CHISAGO LAKES JOINT SEWAGE**						
	01-127-000-0000-6273		12.92	CW04 HOLDING TANKS INTEREST	14554	Contracted Purchased Service	N
	01-127-000-0000-6273		16.73	CW03 HOLDING TANKS INTEREST	14561	Contracted Purchased Service	N
30377	**CHISAGO LAKES JOINT SEWAGE**		**29.65**	**2** Transactions			
40177	**DAVIDSAVOR/TROY**						
	01-127-000-0000-6245		247.78	LODGING/ZONING 02/03/2025 02/04/2025		Conferences, Training And Dues	N
	01-127-000-0000-6245		47.65	OVRNGT MEALS/ZONING 02/03/2025 02/04/2025		Conferences, Training And Dues	N
40177	**DAVIDSAVOR/TROY**		**295.43**	**2** Transactions			
50010	**ECM PUBLISHERS INC**						
	01-127-000-0000-6243		92.63	FEB 6 PH OFFICAL ZONING MAP	1032806	Advertising	N
	01-127-000-0000-6243		136.50	FEB 6 PH PLANN COMMISSION	1032807	Advertising	N
50010	**ECM PUBLISHERS INC**		**229.13**	**2** Transactions			
13030	**MCCARTHY/JAMES P**						
	01-127-000-0000-6111		65.00	PER DIEM/PLANN COMM TOUR	02/05/2025	Per Diem In Lieu Of Salaries	Y
	01-127-000-0000-6330		13.58	MILEAGE/PLANN COMM TOUR	02/05/2025	Mileage	N
	01-127-000-0000-6111		65.00	PER DIEM/PLANN COMM MTG	02/06/2025	Per Diem In Lieu Of Salaries	Y
	01-127-000-0000-6330		14.56	MILEAGE/PLANN COMM MTG	02/06/2025	Mileage	N
13030	**MCCARTHY/JAMES P**		**158.14**	**4** Transactions			
19206	**SUTCLIFFE/JOHN**						
	01-127-000-0000-6111		65.00	PER DIEM/PLAN COMM WRKSESS	01162025	Per Diem In Lieu Of Salaries	Y
	01-127-000-0000-6330		49.14	MILEAGE/PLAN COMM WRKSESS	01162025	Mileage	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-127-000-0000-6111		65.00	PER DIEM/PLAN COMM MTG	02062025	Per Diem In Lieu Of Salaries	Y
	01-127-000-0000-6330		49.14	MILEAGE/PLAN COMM MTG	02062025	Mileage	N
19206	**SUTCLIFFE/JOHN**		**228.28**	**4** Transactions			
21105	**UPLIFT DESK**						
	01-127-000-0000-6899		2,988.00	STANDUP DESKS/ZONING	1996313	Budget Adjustment	N
21105	**UPLIFT DESK**		**2,988.00**	**1** Transactions			
24095	**YEAGER/CHARLES P**						
	01-127-000-0000-6111		65.00	PER DIEM/PLANN COMM MTG	02062025	Per Diem In Lieu Of Salaries	Y
	01-127-000-0000-6330		16.10	MILEAGE/PLAN COMM MTG	02062025	Mileage	N
24095	**YEAGER/CHARLES P**		**81.10**	**2** Transactions			
127	**DEPT Total:**		**5,962.93**	**Planning And Zoning**	**9 Vendors**	**57 Transactions**	
145	DEPT			Wellness, Safety and Ergonomics			
30073	**CHISAGO HARDWARE LLC**						
	01-145-800-0000-6401		261.98	WELLNESS HLTH FAIR/TBLE RENTAL	14159	Wellness - General Supplies	Y
30073	**CHISAGO HARDWARE LLC**		**261.98**	**1** Transactions			
9066	**Willaert/Madelyn**						
	01-145-800-0000-6401		329.53	WELLNESS SUPP HEALTH FAIR	01192025	Wellness - General Supplies	N
9066	**Willaert/Madelyn**		**329.53**	**1** Transactions			
145	**DEPT Total:**		**591.51**	**Wellness, Safety and Ergonomics**	**2 Vendors**	**2 Transactions**	
149	DEPT			Other General Government			
50152	**EICKMAN/MADELINE**						
	01-149-300-0000-6273		1,240.00	CONTRACT LAW CLERK 01/27/2025 02/08/2025		Contracted Purchased Service	Y
50152	**EICKMAN/MADELINE**		**1,240.00**	**1** Transactions			
13395	**MALCHOW/KATIE**						
	01-149-300-0000-6802		123.59	24 ARPA ADD STRATEGIC PLANNIN	01/28/2025	Miscellaneous Expenses	N
13395	**MALCHOW/KATIE**		**123.59**	**1** Transactions			
21006	**UNITED PARCEL SERVICE**						
	01-149-000-0000-6205		35.24	DELIVERY SERVICE	A448W3045	Postage	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
21006	**UNITED PARCEL SERVICE**		**35.24**	**1** Transactions			
149	**DEPT Total:**		**1,398.83**	**Other General Government**	**3 Vendors**	**3 Transactions**	
201	DEPT			Sheriff			
10292	**AMAZON CAPITAL SERVICES**						
	01-201-000-0000-6452		79.00	DRONE SUPPLIES/SHERIFF	1GN913M6DDV7	Law Enforcement Supplies	N
	01-201-000-0000-6400		126.05	SUPPLIES/SHERIFF	1GQWRVL619DW	Office Supplies	N
	01-201-000-0000-6452		151.97	DRONE SUPPLIES/SHERIFF	1PPRTVYH66Y3	Law Enforcement Supplies	N
	01-201-000-0000-6889		289.99	WALKING PAD TREADMILL/SHERIFF	1PPRTVYH66Y3	Wellness	N
10292	**AMAZON CAPITAL SERVICES**		**647.01**	**4** Transactions			
30292	**CHISAGO COUNTY CHIEFS OF POLICE ASS**						
	01-201-000-0000-6245		25.00	2025 DUES/EMERG MGMT	CCEM2025	Membership Dues And Fees	N
	01-201-000-0000-6245		50.00	2025 DUES/SHERIFF	CCSO2025	Membership Dues And Fees	N
30292	**CHISAGO COUNTY CHIEFS OF POLICE ASS**		**75.00**	**2** Transactions			
203008	**CHISAGO COUNTY PUBLIC WORK'S OFFIC**						
	01-201-000-0000-6561		14,197.21	JAN25 FUEL/SHERIFF	02032025	Gas And Oil	N
	01-201-000-0000-6562		7,682.99	JAN25 REPAIRS/SHERIFF	02032025	Repairs	N
203008	**CHISAGO COUNTY PUBLIC WORK'S OFFIC**		**21,880.20**	**2** Transactions			
30402	**COUNTY NEWS REVIEW**						
	01-201-000-0000-6242		104.60	1 SUBSCRIPTION/SHERIFF	NPR150830	Publicity Subscriptions And Dues	N
30402	**COUNTY NEWS REVIEW**		**104.60**	**1** Transactions			
12059	**LINDSTROM HARDWARE**						
	01-201-000-0000-6452		27.42	SUPPLIES/SHERIFF	17500	Law Enforcement Supplies	N
12059	**LINDSTROM HARDWARE**		**27.42**	**1** Transactions			
13210	**MHSRC RANGE**						
	01-201-000-0000-6299		525.00	REG FEE-S BERG/SHERIFF	33790011493	Schooling And Training	N
	01-201-000-0000-6299		525.00	REG FEE-S OCONNOR/SHERIFF	33790011505	Schooling And Training	N
13210	**MHSRC RANGE**		**1,050.00**	**2** Transactions			
5357	**MN BUREAU OF CRIMINAL APPREHENSIOI**						
	01-201-000-0000-6299		75.00	REG FEE-C STENSON/SHERIFF	39417	Schooling And Training	N
5357	**MN BUREAU OF CRIMINAL APPREHENSIOI**		**75.00**	**1** Transactions			

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
14032	**NABPCO OF LINDSTROM**						
	01-201-000-0000-6562		9.98	SUPPLIES/SHERIFF	820756	Repairs	N
	01-201-000-0000-6562		18.29	SUPPLIES/SHERIFF	821399	Repairs	N
	01-201-000-0000-6562		17.20	SUPPLIES/SHERIFF	821439	Repairs	N
14032	**NABPCO OF LINDSTROM**		**45.47**	**3** Transactions			
14108	**NATIONAL TACTICAL OFFICERS ASSOCIA**						
	01-201-000-0000-6299		724.00	REG FEE-A MAHOWALD/SHERIFF	11102	Schooling And Training	N
	01-201-000-0000-6299		724.00	REG FEE-J OLDS/SHERIFF	11125	Schooling And Training	N
14108	**NATIONAL TACTICAL OFFICERS ASSOCIA**		**1,448.00**	**2** Transactions			
15001	**O'REILLY AUTO PARTS**						
	01-201-000-0000-6562		7.99	SUPPLIES/SHERIFF	5717409006	Repairs	N
	01-201-000-0000-6562		66.84	SUPPLIES/SHERIFF	57174101129	Repairs	N
15001	**O'REILLY AUTO PARTS**		**74.83**	**2** Transactions			
15113	**OMG NATIONAL**						
	01-201-000-0000-6855		2,490.00	SUPPLIES/SHERIFF	N1093578	Crime Prevention	N
15113	**OMG NATIONAL**		**2,490.00**	**1** Transactions			
16291	**PRI MANAGEMENT GROUP**						
	01-201-000-0000-6299		279.00	REG FEE-J ANDERSON/SHERIFF	30403	Schooling And Training	N
	01-201-000-0000-6299		179.00	REG FEE-J ANDERSON/SHERIFF	30403	Schooling And Training	N
16291	**PRI MANAGEMENT GROUP**		**458.00**	**2** Transactions			
19031	**STREICHER'S**						
	01-201-000-0000-6452		360.00	SUPPLIES-BRANDON T/SHERIFF	1730375	Law Enforcement Supplies	N
19031	**STREICHER'S**		**360.00**	**1** Transactions			
20348	**TITUS/RUTH**						
	01-201-000-0000-6111		65.00	PER DIEM/CHAPLAIN CALLOUT	01132025	Per Diems	Y
	01-201-000-0000-6111		65.00	PER DIEM/CHAPLAIN CALLOUT	01142025	Per Diems	Y
	01-201-000-0000-6111		65.00	PER DIEM/CHAPLAIN CALLOUT	01312025	Per Diems	Y
	01-201-000-0000-6330		113.40	MILEAGE/CHAPLAIN	JAN2025	Mileage	N
20348	**TITUS/RUTH**		**308.40**	**4** Transactions			
22106	**VERTEX UNMANNED SOLUTIONS LLC**						
	01-201-000-0000-6273		2,480.00	DRONE AIR MGMT/SHERIFF	3969	Contracted Purchased Service	Y

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
22106	**VERTEX UNMANNED SOLUTIONS LLC**		**2,480.00**	**1** Transactions			
23025	**WEST GROUP PAYMENT CENTER**						
	01-201-000-0000-6273		440.97	JAN25 SERVICE/SHERIFF	851424335	Contracted Purchased Service	N
23025	**WEST GROUP PAYMENT CENTER**		**440.97**	**1** Transactions			
26005	**ZIP REPORTS**						
	01-201-000-0000-6273		10.00	SERVICE/SHERIFF	2501010005	Contracted Purchased Service	N
26005	**ZIP REPORTS**		**10.00**	**1** Transactions			
201	**DEPT Total:**		**31,974.90**	**Sheriff**	**17 Vendors**	**31 Transactions**	
220	DEPT			PUBLIC SAFETY GRANTS			
30073	**CHISAGO HARDWARE LLC**						
	01-220-101-0000-6802		12.96	SUPPLIES/SHERIFF WTRPTRL	14157	Miscellaneous Expenses	Y
30073	**CHISAGO HARDWARE LLC**		**12.96**	**1** Transactions			
14169	**NB NAPA**						
	01-220-103-0000-6802		114.39	SUPPLIES/ATV SHERIFF	108423	Miscellaneous Expenses	N
14169	**NB NAPA**		**114.39**	**1** Transactions			
220	**DEPT Total:**		**127.35**	**PUBLIC SAFETY GRANTS**	**2 Vendors**	**2 Transactions**	
240	DEPT			Coroner			
10199	**ANOKA COUNTY MEDICAL EXAMINER**						
	01-240-000-0000-6211		38,224.75	2025Q1 CORONER	M2501082504	Services And Charges	N
10199	**ANOKA COUNTY MEDICAL EXAMINER**		**38,224.75**	**1** Transactions			
240	**DEPT Total:**		**38,224.75**	**Coroner**	**1 Vendors**	**1 Transactions**	
251	DEPT			County Jail			
10288	**ACCURATE CONTROLS INC**						
	01-251-000-0000-6562	AP P	164.00	SERVICE/JAIL	22970	Repairs	N
10288	**ACCURATE CONTROLS INC**		**164.00**	**1** Transactions			
10257	**ADVANCED CORRECTIONAL HEALTHCARI**						
	01-251-000-0000-6431		856.38	NURSE HRS OVER CONTRACT 13.5	INV001782	Medical Services Prisoners	N
	01-251-000-0000-6431		25,794.67	MAR25 ONSITE MEDICAL	RINV004298	Medical Services Prisoners	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10257	**ADVANCED CORRECTIONAL HEALTHCARI**		**26,651.05**	**2** Transactions			
10332	**AFTERMATH SERVICES LLC**						
	01-251-000-0000-6273		300.00	SERVICE/JAIL	JC20255040	Contracted Purchased Service	Y
10332	**AFTERMATH SERVICES LLC**		**300.00**	**1** Transactions			
10344	**AIRGAS USA LLC**						
	01-251-000-0000-6431		48.31	SUPPLIES/JAIL	5513714405	Medical Services Prisoners	Y
10344	**AIRGAS USA LLC**		**48.31**	**1** Transactions			
10292	**AMAZON CAPITAL SERVICES**						
	01-251-000-0000-6431		148.32	SUPPLIES/JAIL	1M149W46DCG7	Medical Services Prisoners	N
	01-251-000-0000-6400		64.70	SUPPLIES/JAIL	1QDQ41XJFGVR	Office Supplies	N
10292	**AMAZON CAPITAL SERVICES**		**213.02**	**2** Transactions			
7555	**BRINK'S MARKET**						
	01-251-000-0000-6413		12.86	SUPPLIES/JAIL	3000301243	Custodial Supplies	N
7555	**BRINK'S MARKET**		**12.86**	**1** Transactions			
203008	**CHISAGO COUNTY PUBLIC WORK'S OFFIC**						
	01-251-000-0000-6562		1,887.34	JAN25 REPAIRS/JAIL	02032025	Repairs	N
203008	**CHISAGO COUNTY PUBLIC WORK'S OFFIC**		**1,887.34**	**1** Transactions			
30090	**CITY OF CENTER CITY**						
	01-251-000-0000-6562		1,625.00	HYDRO EXCAVATION SERV/JAIL	02042025	Repairs	N
30090	**CITY OF CENTER CITY**		**1,625.00**	**1** Transactions			
30359	**CROTEGA LLC**						
	01-251-000-0000-6299		780.00	HANDHELD REPULS TRNG/SHERIFF	1668	Schooling And Training	Y
30359	**CROTEGA LLC**		**780.00**	**1** Transactions			
81666	**MINNESOTA SHERIFF'S ASSOCIATION**						
	01-251-000-0000-6299		90.00	REG FEE-N STEIN/JAIL	2336	Schooling And Training	N
81666	**MINNESOTA SHERIFF'S ASSOCIATION**		**90.00**	**1** Transactions			
16014	**QUILL LLC**						
	01-251-000-0000-6413		444.02	SUPPLIES/JAIL	42519094	Custodial Supplies	N
16014	**QUILL LLC**		**444.02**	**1** Transactions			

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	23041	**WASHINGTON COUNTY SHERIFF**						
		01-251-000-0000-6354		1,365.00	JAN25 INMATE BOARDING	228367	Board Out Of County	N
	23041	**WASHINGTON COUNTY SHERIFF**		**1,365.00**	**1** Transactions			
251	**DEPT Total:**			**33,580.60**	**County Jail**	**12 Vendors**	**14 Transactions**	
255	DEPT				Probation And Parole			
	13085	**MINNESOTA MONITORING INC**						
		01-255-000-0000-6273		2,050.50	JAN25 SERVICE/PROBATION	16823	Contracted Purchased Service	N
	13085	**MINNESOTA MONITORING INC**		**2,050.50**	**1** Transactions			
255	**DEPT Total:**			**2,050.50**	**Probation And Parole**	**1 Vendors**	**1 Transactions**	
281	DEPT				Emergency Management			
	10292	**AMAZON CAPITAL SERVICES**						
		01-281-000-0000-6802		81.98	SUPPLIES/EMER MGMT	1GNNHQK39MK3	Miscellaneous Expenses	N
		01-281-000-0000-6802		107.95	SUPPLIES/EMER MGMT	1M1JM134H11R	Miscellaneous Expenses	N
	10292	**AMAZON CAPITAL SERVICES**		**189.93**	**2** Transactions			
281	**DEPT Total:**			**189.93**	**Emergency Management**	**1 Vendors**	**2 Transactions**	
505	DEPT				Historical Society			
	30031	**CHISAGO COUNTY HISTORICAL SOCIETY**						
		01-505-000-0000-6211		20,000.00	1ST HALF 2025 ALLOCATION	02072025	Services And Charges	N
	30031	**CHISAGO COUNTY HISTORICAL SOCIETY**		**20,000.00**	**1** Transactions			
505	**DEPT Total:**			**20,000.00**	**Historical Society**	**1 Vendors**	**1 Transactions**	
523	DEPT				Parks			
	10292	**AMAZON CAPITAL SERVICES**						
		01-523-000-0000-6400		66.18	SUPPLIES/PARKS	1C3JNCP319PP	Office Supplies	N
	10292	**AMAZON CAPITAL SERVICES**		**66.18**	**1** Transactions			
	70005	**GATEWAY SIGN CO**						
		01-523-000-0000-6307		40.00	SUPPLIES/PARKS	289939	Grounds Maintenance	N
	70005	**GATEWAY SIGN CO**		**40.00**	**1** Transactions			
	11082	**KIRBY BUILT PRODUCTS INC**						

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-523-000-0000-6560			195.70	SUPPLIES/PARKS		Repairs And Maintenance Supplies	N
11082	**KIRBY BUILT PRODUCTS INC**			**195.70**	**1** Transactions			
12059	**LINDSTROM HARDWARE**							
	01-523-000-0000-6560			14.36	SUPPLIES/PARKS	17585	Repairs And Maintenance Supplies	N
12059	**LINDSTROM HARDWARE**			**14.36**	**1** Transactions			
12186	**LRS PORTABLES OF MINNESOTA**							
	01-523-000-0000-6341	AP	P	79.00	SEP-OCT24 SERVICE-WY WALK PATH 09/20/2024 10/17/2024	MP261094	Rental And Service Agreements	Y
	01-523-000-0000-6341	AP	P	79.00	SEP-OCT24 SERVICE-NB WALK PATH 09/20/2024 10/17/2024	MP261095	Rental And Service Agreements	Y
	01-523-000-0000-6341	AP	P	158.00	SEP-OCT24 SERVICE-FL BEACH 09/20/2024 10/17/2024	MP261096	Rental And Service Agreements	Y
	01-523-000-0000-6341	AP	P	79.00	SEP-OCT24 SERVICE-KICHISAGA PK 09/20/2024 10/17/2024	MP261097	Rental And Service Agreements	Y
	01-523-000-0000-6341	AP	P	79.00	SEP-OCT24 SERVICE-SIT TRLHEAD 09/20/2024 10/17/2024	MP261098	Rental And Service Agreements	Y
	01-523-000-0000-6341	AP	P	79.00	SEP-OCT24 SERVICE-NB WALK PATH	MP261099	Rental And Service Agreements	Y
	01-523-000-0000-6341			79.00	JAN25 SERVICE-FL BEACH	MP268121	Rental And Service Agreements	Y
	01-523-000-0000-6341			79.00	JAN25 SERVICE-KICHISAGA PK	MP268122	Rental And Service Agreements	Y
12186	**LRS PORTABLES OF MINNESOTA**			**711.00**	**8** Transactions			
13044	**MAIN STREET HARDWARE**							
	01-523-000-0000-6560			218.88	SUPPLIES/PARKS	158343	Repairs And Maintenance Supplies	N
13044	**MAIN STREET HARDWARE**			**218.88**	**1** Transactions			
12892	**MENARDS OF CAMBRIDGE**							
	01-523-000-0000-6560	AP	P	129.00	SUPPLIES/PARKS	25767	Repairs And Maintenance Supplies	N
	01-523-000-0000-6560	AP	P	207.74-	CREDIT/SUPPLIES/PARKS	26081	Repairs And Maintenance Supplies	N
	01-523-000-0000-6560			74.96	SUPPLIES/PARKS	28112	Repairs And Maintenance Supplies	N
	01-523-000-0000-6560			31.46	SUPPLIES/PARKS	28300	Repairs And Maintenance Supplies	N
12892	**MENARDS OF CAMBRIDGE**			**27.68**	**4** Transactions			
13066	**MN DEPT OF NATURAL RESOURCES**							
	01-523-000-0000-6560			48.21	SUPPLIES/PARKS	8110304	Repairs And Maintenance Supplies	N
13066	**MN DEPT OF NATURAL RESOURCES**			**48.21**	**1** Transactions			
13301	**MN RECREATION & PARK ASSOCIATION**							

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	01-523-000-0000-6242		310.00	2025 DUES-J TART/PARKS		Publicity Subscriptions And Dues	N
13301	**MN RECREATION & PARK ASSOCIATION**		**310.00**	1 Transactions			
523	**DEPT Total:**		**1,632.01**	**Parks**	**9 Vendors**	**19 Transactions**	
1	**Fund Total:**		**333,389.69**	**General Revenue Fund**		**272 Transactions**	

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates		Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
105	DEPT			Surveyor				
30177	**CINTAS CORPORATION**							
	03-105-000-0000-6501		9.19	surveyor pants		4219221123	Engineering And Surveying Supplies	N
	03-105-000-0000-6501		9.19	surveyor pants		4220006416	Engineering And Surveying Supplies	N
30177	**CINTAS CORPORATION**		**18.38**		**2** Transactions			
105	**DEPT Total:**		**18.38**	**Surveyor**		**1 Vendors**	**2 Transactions**	
310	DEPT			Highway Administration				
10292	**AMAZON CAPITAL SERVICES**							
	03-310-000-0000-6802		85.16	water filters for drinking fou		11KGRQPL9QWK	Miscellaneous Expenses	N
	03-310-000-0000-6340		19.99	purell sanitizer		1G7GJQGN99VN	Other	N
	03-310-000-0000-6340		38.27	disinfecting wipes		1MTDLHF69TLV	Other	N
10292	**AMAZON CAPITAL SERVICES**		**143.42**		**3** Transactions			
203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**							
	03-310-000-0000-6205		179.31	postage Jan 2025		01.01-31.2025	Postage	N
203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**		**179.31**		**1** Transactions			
310	**DEPT Total:**		**322.73**	**Highway Administration**		**2 Vendors**	**4 Transactions**	
320	DEPT			Highway Engineering				
10247	**ALLEN PRECISION EQUIPMENT INC**							
	03-320-000-0000-6501		249.95	8' carbon prism pole		IN202500286S	Engineering And Surveying Supplies	N
10247	**ALLEN PRECISION EQUIPMENT INC**		**249.95**		**1** Transactions			
30177	**CINTAS CORPORATION**							
	03-320-000-0000-6501		22.66	engineer pants		4219221123	Engineering And Surveying Supplies	N
	03-320-000-0000-6501		22.66	engineer pants		4220006416	Engineering And Surveying Supplies	N
30177	**CINTAS CORPORATION**		**45.32**		**2** Transactions			
13066	**MN DEPT OF NATURAL RESOURCES**							
	03-320-000-0000-6272		400.00	public water general permit fe		20233086	Contract Purchased Services-Governme	N
13066	**MN DEPT OF NATURAL RESOURCES**		**400.00**		**1** Transactions			
19101	**SRF CONSULTING GROUP INC**							
	03-320-000-0000-6273		18,786.05	CSAH 10 drainage		174920011	Contracted Purchased Service	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
19101	**SRF CONSULTING GROUP INC**		**18,786.05**	**1** Transactions			
20761	**TRIPLETT/JOE**						
	03-320-000-0000-6330		199.50	MCEA confer. Cragun's brainerd	01.21-24.2025	Mileage	N
20761	**TRIPLETT/JOE**		**199.50**	**1** Transactions			
20314	**TWO PINES RESOURCE GROUP LLC**						
	03-320-000-0000-6273		5,404.00	literature search	41483	Contracted Purchased Service	N
20314	**TWO PINES RESOURCE GROUP LLC**		**5,404.00**	**1** Transactions			
320	**DEPT Total:**		**25,084.82**	**Highway Engineering**	**6 Vendors**	**7 Transactions**	
330	DEPT			Highway Maintenance			
10292	**AMAZON CAPITAL SERVICES**						
	03-330-000-0000-6560		85.16	water filters for drinking fou	11KGRQPL9QWK	Repairs And Maintenance Supplies	N
	03-330-000-0000-6560		100.96	windshield glass treatment	1G7GJQGN99VN	Repairs And Maintenance Supplies	N
10292	**AMAZON CAPITAL SERVICES**		**186.12**	**2** Transactions			
20209	**BELL BANK EQUIPMENT FINANCE**						
	03-330-000-0000-6343		19,000.00	U-405 Lease Purchases Final In	140500	Machinery And Equipment Rental	N
20209	**BELL BANK EQUIPMENT FINANCE**		**19,000.00**	**1** Transactions			
30177	**CINTAS CORPORATION**						
	03-330-000-0000-6560		91.91	maintenance pants	4219221123	Repairs And Maintenance Supplies	N
	03-330-000-0000-6560		100.00	maintenance pants	4219260964	Repairs And Maintenance Supplies	N
	03-330-000-0000-6560		90.85	maintenance pants	4219978469	Repairs And Maintenance Supplies	N
	03-330-000-0000-6560		91.91	maintenance pants	4220006416	Repairs And Maintenance Supplies	N
30177	**CINTAS CORPORATION**		**374.67**	**4** Transactions			
30245	**COMPASS MINERALS AMERICA INC**						
	03-330-000-0000-6506		4,889.98	58.36T winter salt	1451061	Road Salt	N
	03-330-000-0000-6506		38,797.28	463.03T winter salt	1452069	Road Salt	N
	03-330-000-0000-6506		2,385.50	28.47T winter salt	1453069	Road Salt	N
	03-330-000-0000-6506		18,874.54	225.26T winter salt	1454205	Road Salt	N
30245	**COMPASS MINERALS AMERICA INC**		**64,947.30**	**4** Transactions			
60106	**FROST INC**						
	03-330-000-0000-6506		591.56	bulk brine liquid	LRoF	Road Salt	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
60106	**FROST INC**			**591.56**	**1** Transactions			
12892	**MENARDS OF CAMBRIDGE**							
	03-330-000-0000-6560			34.99	carb filter	28602	Repairs And Maintenance Supplies	N
12892	**MENARDS OF CAMBRIDGE**			**34.99**	**1** Transactions			
16139	**PREFER READY MIX INC**							
	03-330-000-0000-6506	AP	P	300.00	Concrete Barriers- Brine Syste	5895	Road Salt	N
16139	**PREFER READY MIX INC**			**300.00**	**1** Transactions			
19249	**SAFE FAST INC**							
	03-330-000-0000-6560			1,762.05	first aid kits and supplies	INV303483	Repairs And Maintenance Supplies	N
19249	**SAFE FAST INC**			**1,762.05**	**1** Transactions			
20403	**TC WINTER SERVICES**							
	03-330-000-0000-6506			4,464.00	brine additive	1883	Road Salt	N
20403	**TC WINTER SERVICES**			**4,464.00**	**1** Transactions			
21033	**UNIQUE PAVING MATERIALS**							
	03-330-000-0000-6514			1,643.40	cold patch	84596	Pavement Repair Services	N
21033	**UNIQUE PAVING MATERIALS**			**1,643.40**	**1** Transactions			
330	**DEPT Total:**			**93,304.09**	**Highway Maintenance**	**10 Vendors**	**17 Transactions**	
340	DEPT				Equipment Maintenance/Shop			
10038	**ANDERSON & KOCH FORD INC**							
	03-340-000-0000-6562			454.52	sheriffs/ wheel asy	204125	Repairs	N
	03-340-000-0000-6562			89.16	sheriffs/ motor asy	205453	Repairs	N
10038	**ANDERSON & KOCH FORD INC**			**543.68**	**2** Transactions			
20374	**BEAUDRY OIL & SERVICE INC**							
	03-340-000-0000-6561			6,241.43	Harris unleaded	1121820	Gas And Oil	N
20374	**BEAUDRY OIL & SERVICE INC**			**6,241.43**	**1** Transactions			
30177	**CINTAS CORPORATION**							
	03-340-000-0000-6341			90.29	Center City pants	4219221123	Rental And Service Agreements	N
	03-340-000-0000-6341			33.85	Harris pants	4219260964	Rental And Service Agreements	N
	03-340-000-0000-6341			43.00	Harris pants	4219978469	Rental And Service Agreements	N
	03-340-000-0000-6341			90.29	Center City pants	4220006416	Rental And Service Agreements	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
30177	**CINTAS CORPORATION**		**257.43**	**4** Transactions			
50143	**EMERGENCY AUTOMOTIVE TECHNOLOGIE**						
	03-340-000-0000-6562		640.80	seat covers	JP12162440	Repairs	N
	03-340-000-0000-6562		254.27	sheriffs/lighthead mount-sound	MP01312553	Repairs	N
	03-340-000-0000-6562		10.72	sheriffs/rocker switch	MP02032550	Repairs	N
50143	**EMERGENCY AUTOMOTIVE TECHNOLOGIE**		**905.79**	**3** Transactions			
70113	**GOODYEAR TIRE & RUBBER COMPANY/TH**						
	03-340-000-0000-6562		1,305.28	sheriffs/4-GY 255/65R18 tires	1241113522	Repairs	N
	03-340-000-0000-6507		3,594.93	24- GY 255/60R18 tires	1241113569	Shop Supplies	N
70113	**GOODYEAR TIRE & RUBBER COMPANY/TH**		**4,900.21**	**2** Transactions			
23116	**GRAINGER INC**						
	03-340-000-0000-6507		28.80	20-2032/coin batteries	9385792024	Shop Supplies	N
23116	**GRAINGER INC**		**28.80**	**1** Transactions			
70075	**GREG'S GLASS**						
	03-340-000-0000-6562		840.00	sheriffs/ window	20129388	Repairs	N
70075	**GREG'S GLASS**		**840.00**	**1** Transactions			
17580	**INTERSTATE ALL BATTERY CENTERS**						
	03-340-000-0000-6507		69.09	AAA/AA batteries	110060133	Shop Supplies	N
	03-340-000-0000-6562		419.85	31-MHD battery	110060133	Repairs	N
	03-340-000-0000-6562		305.90	sheriffs/48/H6 MTP-94R/H7 batt	110060133	Repairs	N
17580	**INTERSTATE ALL BATTERY CENTERS**		**794.84**	**3** Transactions			
22051	**MENARDS - FOREST LAKE**						
	03-340-000-0000-6802		215.46	surge protector/flexzilla cord	51743	Miscellaneous Expenses	N
22051	**MENARDS - FOREST LAKE**		**215.46**	**1** Transactions			
14032	**NABPCO OF LINDSTROM**						
	03-340-000-0000-6562		23.94	sheriffs/exactfit blade	821983	Repairs	N
	03-340-000-0000-6562		17.99	sheriffs/windshield repair kit	822040	Repairs	N
	03-340-000-0000-6562		17.99	windshield repair kit	822041	Repairs	N
	03-340-000-0000-6562		56.64	sheriffs/spark plug	822243	Repairs	N
	03-340-000-0000-6562		41.18	22" exactfit	822617	Repairs	N
	03-340-000-0000-6562		236.20	starter and core charge	822663	Repairs	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
14032	**NABPCO OF LINDSTROM**			**393.94**	**6** Transactions			
20950	**NUSS TRUCK & EQUIPMENT**							
	03-340-000-0000-6562	AP	P	30.00	Short pd back in 3/7/24 Ch 241	PSO081029	Repairs	N
	03-340-000-0000-6562			738.80	stainless pipe/hose clamp	PSO176196	Repairs	N
	03-340-000-0000-6562			987.15	replaced fuel filter	SWO0427503	Repairs	N
20950	**NUSS TRUCK & EQUIPMENT**			**1,755.95**	**3** Transactions			
15080	**OXYGEN SERVICE COMPANY**							
	03-340-000-0000-6507			148.15	cylinder rental	3607659	Shop Supplies	N
15080	**OXYGEN SERVICE COMPANY**			**148.15**	**1** Transactions			
19442	**STACY HARDWARE INC**							
	03-340-000-0000-6562			23.49	throttle cable	27594	Repairs	N
	03-340-000-0000-6562			33.99	throttle cable	27852	Repairs	N
	03-340-000-0000-6562			23.49-	returned/ throttle cable	27883	Repairs	N
19442	**STACY HARDWARE INC**			**33.99**	**3** Transactions			
19197	**STEPP MFG COMPANY INC**							
	03-340-000-0000-6562			8,402.13	installed heat chamber/air jac	65765	Repairs	N
	03-340-000-0000-6562			36.00	gas spring	65804	Repairs	N
19197	**STEPP MFG COMPANY INC**			**8,438.13**	**2** Transactions			
20322	**TRI-STATE BOBCAT INC**							
	03-340-000-0000-6562			66.59	extension hose	F04640	Repairs	N
20322	**TRI-STATE BOBCAT INC**			**66.59**	**1** Transactions			
340	**DEPT Total:**			**25,564.39**	**Equipment Maintenance/Shop**	**15 Vendors**	**34 Transactions**	
345	DEPT				Traffic Operations			
30177	**CINTAS CORPORATION**							
	03-345-000-0000-6507			24.30	sign shop pants	4219221123	Shop Supplies	N
	03-345-000-0000-6507			24.30	sign shop pants	4220006416	Shop Supplies	N
30177	**CINTAS CORPORATION**			**48.60**	**2** Transactions			
70083	**GOPHER STATE ONE-CALL INC**							
	03-345-000-0000-6802			83.75	operator tickets- Jan 2025	5010161	Miscellaneous Expenses	N
70083	**GOPHER STATE ONE-CALL INC**			**83.75**	**1** Transactions			

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
14032	**NABPCO OF LINDSTROM**						
	03-345-000-0000-6507		82.99	tester w/o printer	821797	Shop Supplies	N
14032	**NABPCO OF LINDSTROM**		**82.99**	**1** Transactions			
345	**DEPT Total:**		**215.34**	**Traffic Operations**	**3 Vendors**	**4 Transactions**	
3	**Fund Total:**		**144,509.75**	**Road And Bridge Fund**		**68 Transactions**	

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
61	DEPT				Data Processing			
	30282	**CDW GOVERNMENT LLC**						
		12-061-000-0000-6601		6,420.00	2025 CIP ENTS-0426 SMALL EQUIP	AC7FI7U	Furniture And Equipment	N
	30282	**CDW GOVERNMENT LLC**		**6,420.00**	**1** Transactions			
	12181	**CLIFTONLARSONALLEN LLP**						
		12-061-000-0000-6802		1,790.78	2024 CIP ENTS-0390 CYBER SECU	L251037180	Miscellaneous Expenses	Y
	12181	**CLIFTONLARSONALLEN LLP**		**1,790.78**	**1** Transactions			
	30273	**CONNECTED SOLUTIONS GROUP LLC**						
		12-061-000-0000-6601		18,403.52	2025 CIP ENTS-0424 CRADLEPOINT	261778	Furniture And Equipment	Y
	30273	**CONNECTED SOLUTIONS GROUP LLC**		**18,403.52**	**1** Transactions			
61	**DEPT Total:**			**26,614.30**	**Data Processing**	**3 Vendors**	**3 Transactions**	
71	DEPT				Elections			
	80136	**HART INTERCIVIC**						
		12-071-000-0000-6601		887.00	2025 CIP AUD-139 STORAGE MEDIA	1937	Furniture And Equipment	N
	80136	**HART INTERCIVIC**		**887.00**	**1** Transactions			
71	**DEPT Total:**			**887.00**	**Elections**	**1 Vendors**	**1 Transactions**	
111	DEPT				Maintenance			
	70050	**GREGORY CONTRACTING INC**						
		12-111-500-0000-6601		10,786.50	2024 CIP HHS-0195 INTERVIEW RM	81	Furniture And Equipment	N
	70050	**GREGORY CONTRACTING INC**		**10,786.50**	**1** Transactions			
	20285	**THOMCO CARPET INC**						
		12-111-500-0000-6601		20,730.30	CIP UNALL ADD-CARPET FINAL PMT		Furniture And Equipment	N
	20285	**THOMCO CARPET INC**		**20,730.30**	**1** Transactions			
111	**DEPT Total:**			**31,516.80**	**Maintenance**	**2 Vendors**	**2 Transactions**	
201	DEPT				Sheriff			
	10034	**ALL SAFE INC**						
		12-201-000-0000-6601		640.70	25 CIP CCSO-0141 NEW SQDS/EXTI	222414	Furniture And Equipment	N
		12-201-000-0725-6601		106.78	2025 CIP STACY SQUADS/EXTINGUI	222414	Furniture And Equipment - Stacy Squad	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10034	**ALL SAFE INC**		**747.48**	**2** Transactions			
30273	**CONNECTED SOLUTIONS GROUP LLC**						
	12-201-000-0725-6601		3,084.81	2025 CIP STACY SQUAD CRDL PT	261779	Furniture And Equipment - Stacy Squad	Y
30273	**CONNECTED SOLUTIONS GROUP LLC**		**3,084.81**	**1** Transactions			
50143	**EMERGENCY AUTOMOTIVE TECHNOLOGIE**						
	12-201-000-0000-6601		5,044.62-	CREDIT-OVRPMT OF INVOICES	02072025	Furniture And Equipment	N
	12-201-000-0000-6601		589.78	2025 CIP CCSO-0141 UPFIT U825	JP01162546B	Furniture And Equipment	N
	12-201-000-0000-6601		589.78	2025 CIP CCSO-0141 UPFIT U925	JP01162547B	Furniture And Equipment	N
	12-201-000-0000-6601		589.78	2025 CIP CCSO-0141 UPFIT U1025	JP01162548B	Furniture And Equipment	N
	12-201-000-0000-6601		4,312.79	2025 CIP CCSO-0141 UPFIT U125	OAK24162E	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U125	OAK24162F	Furniture And Equipment	N
	12-201-000-0000-6601		165.88	2025 CIP CCSO-0141 UPFIT U125	OAK24162G	Furniture And Equipment	N
	12-201-000-0000-6601		4,641.39	2025 CIP CCSO-0141 UPFIT U225	OAK24163E	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U225	OAK24163F	Furniture And Equipment	N
	12-201-000-0000-6601		165.88	2025 CIP CCSO-0141 UPFIT U225	OAK24163G	Furniture And Equipment	N
	12-201-000-0000-6601		3,778.05	2025 CIP CCSO-0141 UPFIT U325	OAK24164D	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U325	OAK24164E	Furniture And Equipment	N
	12-201-000-0000-6601		39.19	2025 CIP CCSO-0141 UPFIT U325	OAK24164F	Furniture And Equipment	N
	12-201-000-0000-6601		165.88	2025 CIP CCSO-0141 UPFIT U325	OAK24164G	Furniture And Equipment	N
	12-201-000-0000-6601		3,778.05	2025 CIP CCSO-0141 UPFIT U425	OAK24165D	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U425	OAK24165E	Furniture And Equipment	N
	12-201-000-0000-6601		39.19	2025 CIP CCSO-0141 UPFIT U425	OAK24165F	Furniture And Equipment	N
	12-201-000-0000-6601		165.88	2025 CIP CCSO-0141 UPFIT U425	OAK24165G	Furniture And Equipment	N
	12-201-000-0000-6601		3,778.05	2025 CIP CCSO-0141 UPFIT U525	OAK24166D	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U525	OAK24166E	Furniture And Equipment	N
	12-201-000-0000-6601		39.19	2025 CIP CCSO-0141 UPFIT U525	OAK24166F	Furniture And Equipment	N
	12-201-000-0000-6601		165.88	2025 CIP CCSO-0141 UPFIT U525	OAK24166G	Furniture And Equipment	N
	12-201-000-0000-6601		7,324.69	2025 CIP CCSO-0141 UPFIT U625	OAK24167C	Furniture And Equipment	N
	12-201-000-0000-6601		24.00	2025 CIP CCSO-0141 UPFIT U625	OAK24167E	Furniture And Equipment	N
	12-201-000-0000-6601		39.19	2025 CIP CCSO-0141 UPFIT U625	OAK24167F	Furniture And Equipment	N
	12-201-000-0725-6601		7,158.81	2025 CIP STACY UPFIT U725	OAK24168D	Furniture And Equipment - Stacy Squad	N
	12-201-000-0725-6601		24.00	2025 CIP STACY UPFIT U725	OAK24168E	Furniture And Equipment - Stacy Squad	N
	12-201-000-0725-6601		39.19	2025 CIP STACY UPFIT U725	OAK24168F	Furniture And Equipment - Stacy Squad	N
	12-201-000-0725-6601		165.88	2025 CIP STACY UPFIT U725	OAK24168G	Furniture And Equipment - Stacy Squad	N
50143	**EMERGENCY AUTOMOTIVE TECHNOLOGIE**		**32,855.78**	**29** Transactions			
77811	**GRAFIX SHOPPE**						

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	12-201-000-0000-6601			2,931.00	2025 CIP CCSO-0141 NEW SQD LTR	161937	Furniture And Equipment	N
	12-201-000-0725-6601			555.00	2025 CIP STACY U725 LTRING	161937	Furniture And Equipment - Stacy Squad	N
77811	**GRAFIX SHOPPE**			**3,486.00**	**2** Transactions			
201	**DEPT Total:**			**40,174.07**	**Sheriff**	**4 Vendors**	**34 Transactions**	
523	DEPT				Parks			
23034	**WSB AND ASSOCIATES INC**							
	12-523-000-0000-6601	AP	P	1,008.00	2024 CIP/ENVS-0129 SIT LND ACQ	R2302200013	Furniture And Equipment	N
	12-523-000-0000-6601	AP	P	355.50	2024 CIP/ENVS-0129 SIT LND ACQ	R2302200014	Furniture And Equipment	N
	12-523-000-0000-6601	AP	P	1,281.75	2024 CIP/ENVS-0129 SIT LND ACQ	R2302200015	Furniture And Equipment	N
23034	**WSB AND ASSOCIATES INC**			**2,645.25**	**3** Transactions			
523	**DEPT Total:**			**2,645.25**	**Parks**	**1 Vendors**	**3 Transactions**	
12	**Fund Total:**			**101,837.42**	**Capital Equipment Fund**		**43 Transactions**	

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
392	DEPT				Hhw Operations			
	30336	**CITY OF NORTH BRANCH**						
		14-392-000-0000-6257		64.51	SEWR&WTR/HHW FACILITY	7334	Sewer	N
	30336	**CITY OF NORTH BRANCH**		**64.51**	**1** Transactions			
	10902	**JJ MACK'S LANDSCAPING & SERVICES LL**						
		14-392-000-0000-6562		700.00	SNOW REMOVAL/HHW	238	Repairs	N
	10902	**JJ MACK'S LANDSCAPING & SERVICES LL**		**700.00**	**1** Transactions			
	22014	**VEOLIA ES TECH SOLUTIONS LLC**						
		14-392-000-0000-6277		546.79	PAINT DISPOSAL/HHW FACILITY	511693	Disposal Costs	N
	22014	**VEOLIA ES TECH SOLUTIONS LLC**		**546.79**	**1** Transactions			
392	**DEPT Total:**			**1,311.30**	**Hhw Operations**	**3 Vendors**	**3 Transactions**	
14	**Fund Total:**			**1,311.30**	**Solid Waste Fund**		**3 Transactions**	

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
618	DEPT				Lake Improvement District Maintenance			
30069	**CHISAGO COUNTY PRESS**							
	18-618-000-0000-6235			332.64	ANNUAL MEETING/LID	12925650	Publications, Brochures, Subs.	N
30069	**CHISAGO COUNTY PRESS**			**332.64**	**1** Transactions			
50019	**EMMONS & OLIVIER RESOURCES INC**							
	18-618-000-0000-6886	AP	P	275.00	DEC24 SERVICE/LK IMPRV DIST	969005711	Contract Administration	N
	18-618-000-0000-6813	AP	P	104.00	DEC24 SERVICE/LK IMPRV DIST	969005812	Water Levels	N
50019	**EMMONS & OLIVIER RESOURCES INC**			**379.00**	**2** Transactions			
12001	**LAKE STATE REALTY SERVICE**							
	18-618-000-0000-6834			10,000.00	THREE APPRAISAL REPORTS/LID	25005	Navigation Channels	N
12001	**LAKE STATE REALTY SERVICE**			**10,000.00**	**1** Transactions			
12162	**LAMOTTE/TRAVIS**							
	18-618-000-0000-6111			65.00	PER DIEM/LID BOARD	02032025	Per Diem In Lieu Of Salaries	Y
12162	**LAMOTTE/TRAVIS**			**65.00**	**1** Transactions			
13353	**MCBRIDE/TODD**							
	18-618-000-0000-6111			65.00	PER DIEM/LID BOARD	02032025	Per Diem In Lieu Of Salaries	Y
13353	**MCBRIDE/TODD**			**65.00**	**1** Transactions			
13281	**MERGENS/MIKE**							
	18-618-000-0000-6111			65.00	PER DIEM/LID BOARD	02032025	Per Diem In Lieu Of Salaries	Y
13281	**MERGENS/MIKE**			**65.00**	**1** Transactions			
23034	**WSB AND ASSOCIATES INC**							
	18-618-000-0000-6840	AP	P	310.50	SEPT24 SERVICE/LK IMPRV DIST	R269180001	Invasive Species	N
	18-618-000-0000-6840	AP	P	18,850.12	OCT24 SERVICE/LK IMPRV DIST	R269180002	Invasive Species	N
	18-618-000-0000-6840	AP	P	2,094.00	DEC24 SERVICE/LK IMPRV DIST	R269180004	Invasive Species	N
23034	**WSB AND ASSOCIATES INC**			**21,254.62**	**3** Transactions			
618	**DEPT Total:**			**32,161.26**	**Lake Improvement District Maintenance**	**7 Vendors**	**10 Transactions**	
18	**Fund Total:**			**32,161.26**	**Lake Imprvmnt Distr Maint**		**10 Transactions**	

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
880	DEPT			Unallocated			
	7555 **BRINK'S MARKET**						
	76-880-000-8000-6802		53.95	SUPPLIES-B STANEK RETIREMEN	3000141213	Misc Exp - Retirements	N
	7555 BRINK'S MARKET		**53.95**	**1** Transactions			
880	**DEPT Total:**		**53.95**	**Unallocated**	**1 Vendors**	**1 Transactions**	
76	**Fund Total:**		**53.95**	**Employee Recognition Agency Fu**		**1 Transactions**	
	Final Total:		**613,263.37**	**187 Vendors**	**397 Transactions**		

Copyright 2010-2024 Integrated Financial Systems

Recap by Fund	Fund	Amount	Name
	1	333,389.69	General Revenue Fund
	3	144,509.75	Road And Bridge Fund
	12	101,837.42	Capital Equipment Fund
	14	1,311.30	Solid Waste Fund
	18	32,161.26	Lake Imprvmnt Distr Maint
	76	53.95	Employee Recognition Agency Fu
	All Funds	613,263.37	Total

Approved by, ...

. . . . . .

. . . . . .

Copyright 2010-2024 Integrated Financial Systems

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	

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	10292	**AMAZON CAPITAL SERVICES**						
1		05-420-600-0000-6401		47.60	SUPPLIES 02/06/2025 02/06/2025	17J4-RC9K-CM9N	General Supplies	N
1		05-430-700-0000-6401		97.99	SUPPLIES 02/06/2025 02/06/2025	17J4-RC9K-CM9N	General Supplies	N
1		05-451-430-0000-6401		134.39	SUPPLIES 02/06/2025 02/06/2025	17J4-RC9K-CM9N	General Supplies	N
3		05-430-700-0000-6401		80.41	SUPPLIES 02/09/2025 02/09/2025	1CPM-Q3JY-R4V4	General Supplies	N
5		05-451-480-0000-6401		56.42	SUPPLIES 02/10/2025 02/10/2025	1FRY-4GGR-649G	General Supplies	N
2		05-420-600-0000-6401		15.29	SUPPLIES 02/10/2025 02/10/2025	1H3J-TG3Y-31J1	General Supplies	N
2		05-430-700-0000-6401		31.50	SUPPLIES 02/10/2025 02/10/2025	1H3J-TG3Y-31J1	General Supplies	N
2		05-451-430-0000-6401		43.20	SUPPLIES 02/10/2025 02/10/2025	1H3J-TG3Y-31J1	General Supplies	N
4		05-430-700-0000-6401		65.99	SUPPLIES 02/10/2025 02/10/2025	1T6P-J679-WJWP	General Supplies	N
	10292	**AMAZON CAPITAL SERVICES**		**572.79**	**9** Transactions			
	298	**AMFCCL**						
6		05-430-700-0129-6240		180.00	AMFCCL CONFERENCE 04/23/2024 04/24/2025	BEUKE.MICHELLE	Cd & Lic Training	N
7		05-430-700-0129-6240		180.00	AMFCCL CONFERENCE 04/23/2024 04/24/2025	MILLER.LANAY	Cd & Lic Training	N
	298	**AMFCCL**		**360.00**	**2** Transactions			
	2615	**ASL INTERPRETER SERVICES INC**						
8		05-420-650-0000-6004		290.00	[redacted] 01/22/2025 01/22/2025	25.01702	Ma Access Services	N
	2615	**ASL INTERPRETER SERVICES INC**		**290.00**	**1** Transactions			
	1194	**BACH/SARAH**						
9		05-430-700-0128-6335		95.90	TRAVEL EXPENSE-MILEAGE 01/17/2025 01/31/2025		Child Prot Staff Travel	N
10		05-430-700-0128-6335		65.12	TRAVEL EXPENSE- PARKING 01/31/2025 02/01/2025		Child Prot Staff Travel	N
11		05-430-700-0128-6335		99.12	TRAVEL EXPENSE-MEALS		Child Prot Staff Travel	N

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
						01/31/2025 02/01/2025			
12		05-430-700-0128-6335			86.99	TRAVEL EXPENSE-RENTAL CAR&FUEL		Child Prot Staff Travel	N
						01/31/2025 02/01/2025			
	1194	**BACH/SARAH**			**347.13**	**4** Transactions			
	9267	**Beltt/Dee**							
13		05-430-700-0128-6335			58.67	TRAVEL EXPENSE-MEALS		Child Prot Staff Travel	N
						01/28/2025 01/29/2025			
	9267	**Beltt/Dee**			**58.67**	**1** Transactions			
	1198	**BOOKER/KIMBERLY**							
14		05-430-700-0128-6335	AP	4	76.33	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
						12/11/2024 12/19/2024			
15		05-430-700-0128-6335			136.50	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
						01/02/2025 01/28/2025			
	1198	**BOOKER/KIMBERLY**			**212.83**	**2** Transactions			
	3082	**CANVAS HEALTH**							
16		05-460-310-0000-6851			2,326.23	OPIOID ACTION COUNCIL GRANT		Opioid Grants	Y
						02/10/2025 02/10/2025			
	3082	**CANVAS HEALTH**			**2,326.23**	**1** Transactions			
	203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**							
21		05-121-000-0000-6202			7.86	JANUARY VETERANS POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			
22		05-420-600-0000-6202			190.00	JANUARY NORTH BRANCH POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			
19		05-420-600-0000-6202			853.65	JANUARY IM POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			
20		05-420-640-0000-6202			16.20	JANUARY IV-D POSTAGE DUE	JANUARY 2025	Iv-D Postage	N
						01/01/2025 01/31/2025			
17		05-420-640-0000-6202			643.18	JANUARY IV-D POSTAGE	JANUARY 2025	Iv-D Postage	N
						01/01/2025 01/31/2025			
18		05-430-700-0000-6202			1,029.50	JANUARY HS POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			
23		05-430-700-0000-6202			380.00	JANUARY NORTH BRANCH POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			
24		05-451-430-0000-6202			430.00	JANUARY NORTH BRANCH POSTAGE	JANUARY 2025	Postage	N
						01/01/2025 01/31/2025			

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	203001	**CHISAGO COUNTY AUDITOR-TREAS OFFIC**		**3,550.39**	**8** Transactions			
	203003	**CHISAGO COUNTY RECORDER'S OFFICE**						
28		05-420-600-0000-6242		78.00	BIRTH CERTIFICATES 01/28/2025 01/28/2025	2025-12	Birth Certificates	N
25		05-420-600-0000-6242		130.00	BIRTH CERTIFICATES 01/16/2024 01/16/2024	2025-9	Birth Certificates	N
26		05-420-600-0000-6242		26.00	BIRTH CERTIFICATES 02/03/2025 02/03/2025	2025.17	Birth Certificates	N
27		05-420-600-0000-6241		13.00	DEATH CERTIFICATES 02/03/2025 02/03/2025	202517	General Administration	N
	203003	**CHISAGO COUNTY RECORDER'S OFFICE**		**247.00**	**4** Transactions			
	203004	**CHISAGO COUNTY SHERIFF'S OFFICE**						
30		05-420-640-0000-6385		70.00	[redacted] 01/22/2025 01/22/2025	25-161	Cc Sheriff Sop & Bailiff	N
29		05-420-600-0000-6273		5,416.66	WELFARE FRAUD INVESTIGATIONS 01/01/2025 01/31/2025	JANUARY 2025	Cont Serv - Sheriff - Fraud	N
	203004	**CHISAGO COUNTY SHERIFF'S OFFICE**		**5,486.66**	**2** Transactions			
	30177	**CINTAS CORPORATION**						
32		05-420-600-0000-6241		6.46	WEEKLY RUG SERVICE 01/28/2025 01/28/2025	4219260814	General Administration	N
32		05-430-700-0000-6241		12.93	WEEKLY RUG SERVICE 01/28/2025 01/28/2025	4219260814	General Administration	N
32		05-451-430-0000-6800		14.63	WEEKLY RUG SERVICE 01/28/2025 01/28/2025	4219260814	Other Expense	N
31		05-420-600-0000-6241		6.46	WEEKLY RUG SERVICE 02/04/2025 02/04/2025	4219978422	General Administration	N
31		05-430-700-0000-6241		12.93	WEEKLY RUG SERVICE 02/04/2025 02/04/2025	4219978422	General Administration	N
31		05-451-430-0000-6800		14.63	WEEKLY RUG SERVICE 02/04/2025 02/04/2025	4219978422	Other Expense	N
	30177	**CINTAS CORPORATION**		**68.04**	**6** Transactions			
	9471	**Deitschman/Victoria**						
34		05-451-473-0000-6843		51.80	TRAVEL EXPENSE-MILEAGE 01/02/2025 01/30/2025		Response Sustainability Grant Expense	N
33		05-451-480-0000-6335		33.60	TRAVEL EXPENSE-MILEAGE 01/02/2025 01/30/2025		Worker Travel	N

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	9471	**Deitschman/Victoria**			**85.40**	**2** Transactions			
	5160	**DHS MAPS**							
40		05-420-650-0000-5368	DTG	6	3,669.06-	MA RECOVERIES & NON FED SHARE 12/01/2024 12/31/2024	A300MM2K13I	Recovery Incentive	N
39		05-420-650-0000-5830	DTG	6	11,060.67	MA RECOVERIES & NON FED SHARE 12/01/2024 12/31/2024	A300MM2K13I	Ma Recoveries	N
43		05-430-750-3660-6051	DTG	6	383.07	MA RECOVERIES & NON FED SHARE 12/01/2024 12/31/2024	A300MM2K13I	Pos/DT&H	N
42		05-430-750-3660-6094	DTG	6	5,743.56	MA RECOVERIES & NON FED SHARE 12/01/2024 12/31/2024	A300MM2K13I	Dd Waiver/ICF - DT&H	N
41		05-430-760-3930-6051	DTG	6	549.71	MA RECOVERIES & NON FED SHARE 12/01/2024 12/31/2024	A300MM2K13I	General Case Mgmt	N
	5160	**DHS MAPS**			**14,067.95**	**5** Transactions			
	1464	**DHS MAXIS CASHIER**							
35		05-420-610-0000-6001	DTG	6	30.00	AFDC 12/01/2024 12/31/2024	A300MX13262I	Payments To Recipients	N
36		05-420-610-0000-6001	DTG	6	33.75	MFIP 12/01/2024 12/31/2024	A300MX13262I	Payments To Recipients	N
37		05-420-620-0000-6001	DTG	6	5.00	GA 12/01/2024 12/31/2024	A300MX13262I	Payments To Recipients	N
38		05-430-741-3430-6051	DTG	6	1,356.17	GRH-IMD 12/01/2024 12/31/2024	A300MX13262I	Housing Subsidy	N
	1464	**DHS MAXIS CASHIER**			**1,424.92**	**4** Transactions			
	6547	**FOX VALLEY METROLOGY**							
44		05-451-440-0000-6435			239.25	DATA LOGGER CALIBRATION 01/17/2025 01/17/2025	80001441	Public Health Supplies	N
	6547	**FOX VALLEY METROLOGY**			**239.25**	**1** Transactions			
	9466	**Frischmon/Amanda**							
45		05-451-470-0000-6335			26.60	TRAVEL EXPENSE-MILEAGE 01/15/2025 01/30/2025		Worker Travel	N
46		05-451-470-0000-6844			25.90	TRAVEL EXPENSE-MILEAGE 01/15/2025 01/30/2025		MECSH Grant Exp	N
	9466	**Frischmon/Amanda**			**52.50**	**2** Transactions			
	30285	**HEMOCUE AMERICA**							
47		05-451-472-0000-6435			312.00	HB 301 CUVETTES	3441557	Public Health Supplies	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
				01/28/2025 01/28/2025			
30285	**HEMOCUE AMERICA**		**312.00**	**1** Transactions			
90061	**INNOVATIVE OFFICE SOLUTIONS LLC**						
48	05-420-600-0000-6401		30.66	SUPPLIES	4758590	General Supplies	N
				02/04/2025 02/04/2025			
48	05-430-700-0000-6401		63.13	SUPPLIES	4758590	General Supplies	N
				02/04/2025 02/04/2025			
48	05-451-430-0000-6401		86.57	SUPPLIES	4758590	General Supplies	N
				02/04/2025 02/04/2025			
49	05-420-600-0000-6401		2.02	SUPPLIES	4763604	General Supplies	N
				02/11/2025 02/11/2025			
49	05-430-700-0000-6401		4.18	SUPPLIES	4763604	General Supplies	N
				02/11/2025 02/11/2025			
49	05-451-430-0000-6401		5.73	SUPPLIES	4763604	General Supplies	N
				02/11/2025 02/11/2025			
90061	**INNOVATIVE OFFICE SOLUTIONS LLC**		**192.29**	**6** Transactions			
9028	**Johanson/Brittany**						
50	05-430-700-0134-6335		29.40	TRAVEL EXPENSE-MILEAGE		DD Worker Travel	N
				01/07/2025 01/24/2025			
51	05-430-700-0137-6335		68.60	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
				01/07/2025 01/24/2025			
9028	**Johanson/Brittany**		**98.00**	**2** Transactions			
9461	**Kopp/Carrie**						
52	05-451-470-0000-6335		40.25	TRAVEL EXPENSE-MILEAGE		Worker Travel	N
				01/03/2025 01/29/2025			
9461	**Kopp/Carrie**		**40.25**	**1** Transactions			
7327	**LEWIS/NICOLE**						
54	05-430-700-0134-6335		20.79	TRAVEL EXPENSE-MILEAGE		DD Worker Travel	N
				01/02/2025 01/27/2025			
55	05-430-700-0137-6335		48.51	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
				01/02/2025 01/27/2025			
7327	**LEWIS/NICOLE**		**69.30**	**2** Transactions			
10007	**LEXISNEXIS RISK SOLUTIONS**						
56	05-420-600-0000-6241		67.24	MONTHLY LEXIS/NEXIS - ACCURINT	1223200	General Administration	N
				01/01/2025 01/31/2025			

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
56		05-430-700-0000-6241			100.86	MONTHLY LEXIS/NEXIS - ACCURINT 01/01/2025 01/31/2025	1223200	General Administration	N
	10007	**LEXISNEXIS RISK SOLUTIONS**			**168.10**	**2** Transactions			
	5203	**LUNDGREN/LISA**							
57		05-430-700-0128-6335	AP	4	78.05	TRAVEL EXPENSE-MILEAGE 12/05/2024 12/26/2024		Child Prot Staff Travel	N
	5203	**LUNDGREN/LISA**			**78.05**	**1** Transactions			
	5317	**MAFAS**							
58		05-420-600-0121-6240			45.00	MAFAS MEMBERSHIP DUES 01/29/2025 01/29/2025	PALMER.RYAN	Financial Training	N
	5317	**MAFAS**			**45.00**	**1** Transactions			
	5070	**METRO LEGAL SERVICES INC**							
61		05-420-640-0000-6269			60.00	[redacted] 01/28/2025 01/28/2025	3550587	Proff Process Servers	Y
59		05-420-640-0000-6269			60.00	[redacted] 01/25/2025 01/25/2025	3550588	Proff Process Servers	Y
60		05-420-640-0000-6269			82.00	[redacted] 02/03/2025 02/03/2025	3551638	Proff Process Servers	Y
	5070	**METRO LEGAL SERVICES INC**			**202.00**	**3** Transactions			
	[redacted]								
53		05-451-470-0000-6844			485.00	IMH CONSULTANT 01/29/2025 01/29/2025	13	MECSH Grant Exp	Y
	[redacted]				**485.00**	**1** Transactions			
	9213	**Mobraten/Samantha**							
62		05-430-700-0137-6335	AP	4	104.90	TRAVEL EXPENSE-MILEAGE 12/04/2024 12/26/2024		Adult Services Travel	N
63		05-430-700-0137-6335			85.40	TRAVEL EXPENSE-MILEAGE 01/02/2025 01/31/2025		Adult Services Travel	N
	9213	**Mobraten/Samantha**			**190.30**	**2** Transactions			
	9391	**Next Chapter Technology Inc**							
64		05-420-640-0000-6402	AP	4	18,560.00	SOFTWARE LICENSING SUBSCRIPTIO 12/27/2024 12/27/2024	220-INV0540	Computer Software	N
	9391	**Next Chapter Technology Inc**			**18,560.00**	**1** Transactions			

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	9393	**PETERSON/AMY**							
65		05-430-700-0137-6335			163.80	TRAVEL EXPENSE-MILEAGE 01/07/2025 02/04/2025		Adult Services Travel	N
	9393	**PETERSON/AMY**			**163.80**	**1** Transactions			
	9473	**Peterson/Julia**							
66		05-430-700-0128-6335	AP	4	11.90	TRAVEL EXPENSE-MILEAGE 12/30/2024 12/30/2024		Child Prot Staff Travel	N
67		05-430-700-0128-6335			161.35	TRAVEL EXPENSE-MILEAGE 01/03/2025 01/24/2025		Child Prot Staff Travel	N
	9473	**Peterson/Julia**			**173.25**	**2** Transactions			
	9144	**Peterson/Samantha**							
69		05-430-700-0128-6335			36.40	TRAVEL EXPENSE-MILEAGE 02/10/2025 02/10/2025		Child Prot Staff Travel	N
68		05-430-700-0128-6335			47.60	TRAVEL EXPENSE-MILEAGE 02/05/2025 02/05/2025		Child Prot Staff Travel	N
	9144	**Peterson/Samantha**			**84.00**	**2** Transactions			
	16085	**POST-HASTE BUSINESS SOLUTIONS**							
70		05-451-480-0000-6824			350.00	SIGNS & BANNERS 02/04/2025 02/04/2025	62036	Ship Grant Expense	N
	16085	**POST-HASTE BUSINESS SOLUTIONS**			**350.00**	**1** Transactions			
	6838	**RAMSEY COUNTY SHERIFF**							
72		05-420-640-0000-6267	DTG	6	90.00	[redacted] 12/13/2024 12/13/2024	202414391	Other Co Sheriff Sop	N
73		05-420-640-0000-6267			90.00	[redacted] 01/21/2025 01/21/2025	202500985	Other Co Sheriff Sop	N
71		05-420-640-0000-6267			90.00	[redacted] 01/21/2025 01/21/2025	202500987	Other Co Sheriff Sop	N
	6838	**RAMSEY COUNTY SHERIFF**			**270.00**	**3** Transactions			
	5138	**REEVERTS/LANAY A**							
74		05-430-700-0129-6240			110.00	TRAVEL EXPENSE-LODGING 01/29/2025 01/29/2025		Cd & Lic Training	N
	5138	**REEVERTS/LANAY A**			**110.00**	**1** Transactions			
	7176	**RUSH PRINTING INC**							
75		05-420-600-0000-6401			1,223.22	CENTER CITY SUPPLIES	22322	General Supplies	N

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
						01/29/2025 01/29/2025			
75		05-430-700-0000-6401			1,834.84	CENTER CITY SUPPLIES	22322	General Supplies	N
						01/29/2025 01/29/2025			
	7176	**RUSH PRINTING INC**			**3,058.06**	**2** Transactions			
	7930	**STRAND/TERESA**							
76		05-430-700-0127-6335	AP	4	96.25	TRAVEL EXPENSE-MILEAGE		Mh Travel	N
						12/10/2024 12/17/2024			
77		05-430-700-0127-6335			267.05	TRAVEL EXPENSE-MILEAGE		Mh Travel	N
						01/06/2025 01/30/2025			
	7930	**STRAND/TERESA**			**363.30**	**2** Transactions			
	7505	**STRUCK/TRENT**							
78		05-430-700-0137-6335	AP	4	116.78	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
						10/10/2024 12/04/2024			
	7505	**STRUCK/TRENT**			**116.78**	**1** Transactions			
	7558	**SWENSON/MICHELLE**							
79		05-430-700-0134-6335			23.00	TRAVEL EXPENSE-MILEAGE		DD Worker Travel	N
						01/09/2025 01/29/2025			
80		05-430-700-0137-6335			53.65	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
						01/09/2025 01/29/2025			
	7558	**SWENSON/MICHELLE**			**76.65**	**2** Transactions			
	6434	**THORSEN/JOLENE**							
81		05-430-700-0134-6335			37.38	TRAVEL EXPENSE-MILEAGE		DD Worker Travel	N
						01/03/2025 01/28/2025			
82		05-430-700-0137-6335			87.22	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
						01/03/2025 01/28/2025			
	6434	**THORSEN/JOLENE**			**124.60**	**2** Transactions			
	8412	**THRON/KATE**							
83		05-430-700-0127-6335			32.90	TRAVEL EXPENSE-MILEAGE		Mh Travel	N
						01/10/2025 01/30/2025			
	8412	**THRON/KATE**			**32.90**	**1** Transactions			
	9519	**Washburn-McReavy Funeral Chapels**							
84		05-420-622-0000-6006			1,500.00	[redacted]		Burials General Relief	N
						02/10/2025 02/10/2025			

Copyright 2010-2024 Integrated Financial Systems

	Vendor No.	Name / Account/Formula	Accr	Rpt	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	9519	**Washburn-McReavy Funeral Chapels**			**1,500.00**	**1** Transactions			
	8765	**WASHINGTON COUNTY SHERIFFS OFFICE**							
85		05-420-640-0000-6267			80.00	[redacted] 01/23/2025 01/23/2025	13-FA-13-31	Other Co Sheriff Sop	N
	8765	**WASHINGTON COUNTY SHERIFFS OFFICE**			**80.00**	**1** Transactions			
	8820	**WEIDENDORF/PEGI**							
86		05-420-600-0132-6335			61.84	TRAVEL EXPENSE-MILEAGE 01/03/2025 01/31/2025		Accounting Travel	N
86		05-430-700-0132-6335			99.75	TRAVEL EXPENSE-MILEAGE 01/03/2025 01/31/2025		Accounting Travel	N
86		05-451-430-0000-6335			37.91	TRAVEL EXPENSE-MILEAGE 01/03/2025 01/31/2025		Worker Travel	N
	8820	**WEIDENDORF/PEGI**			**199.50**	**3** Transactions			
	8918	**WILKINSON/LEIGH**							
87		05-430-700-0134-6335			51.87	TRAVEL EXPENSE-MILEAGE 01/06/2025 01/29/2025		DD Worker Travel	N
88		05-430-700-0137-6335			121.03	TRAVEL EXPENSE-MILEAGE 01/06/2025 01/29/2025		Adult Services Travel	N
	8918	**WILKINSON/LEIGH**			**172.90**	**2** Transactions			
	9885	**ZIEGLER/SAMANTHA**							
93		05-430-700-0127-6335	AP	4	29.05	TRAVEL EXPENSE-MILEAGE 12/17/2024 12/23/2024		Mh Travel	N
94		05-430-700-0127-6335			66.50	TRAVEL EXPENSE-MILEAGE 01/02/2025 01/29/2025		Mh Travel	N
	9885	**ZIEGLER/SAMANTHA**			**95.55**	**2** Transactions			
	9763	**ZIERDEN/JESSICA**							
92		05-430-700-0000-6241			47.25	REIMBURSE CLIENT MEAL/HAIR CUT 01/11/2025 01/16/2025		General Administration	N
89		05-430-700-0128-6335	AP	4	134.75	TRAVEL EXPENSE-MILEAGE 12/06/2024 12/26/2024		Child Prot Staff Travel	N
90		05-430-700-0128-6335			411.95	TRAVEL EXPENSE-MILEAGE 01/11/2025 01/17/2025		Child Prot Staff Travel	N
91		05-430-700-0128-6335			32.64	TRAVEL EXPENSE-MEALS 01/11/2025 01/16/2025		Child Prot Staff Travel	N

Copyright 2010-2024 Integrated Financial Systems

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9763	**ZIERDEN/JESSICA**		**626.59**	**4** Transactions			
5 Fund Total:			**57,427.93**	**Health And Human Services**	**46 Vendors**	**110 Transactions**	
Final Total:			**57,427.93**	**46 Vendors**	**110 Transactions**		

Copyright 2010-2024 Integrated Financial Systems

Recap by Fund	Fund	Amount	Name
	5	57,427.93	Health And Human Services
	All Funds	57,427.93	Total

Approved by, ...

. . . . . .

. . . . . .

Copyright 2010-2024 Integrated Financial Systems

Environmental Services Department
Directors Update

Meeting Date: February 19, 2025	***Item Number:*** **10**
Title of Item for Consideration: February 12, 2025, Directors Update	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services

Previous Action: Enclosed within your packets are several Department of Environmental Services presentation/action item(s). Prior action history associated with these Action items are further detailed in their corresponding RBA reports. Please contact the Department if you have any questions or concerns or wish to view detailed Action Item public hearing or file documents in advance of your meeting.

General Department Updates & Information:

- Revenue associated with land use and construction permit activity thru January 31st is $65,836 representing 5.9% of projected 2025 budget revenue. The general permit activity tabulations report/table for January is attached for review.

- After spending the better part of the last 7 weeks in office demolition, re-location, and reconstruction mode the home office staff of eleven (11) are very pleased to be back in the ESD main floor office space. We are extremely appreciative of the new carpet and all the work completed in collaboration with building maintenance staff.

- Tyler Enterprise Permitting (online permitting) is fast approaching a "Go Live" goal of March 3rd. The office is scheduled to initiate a 4-day on-site training program on February 24th and for purposes of dedicated training needs routine office functions will be closed to the public for that period. We will however be working to accommodate emergency contractor inspection services with extended training day hours as the need arises.

- Recent Swedish Immigrant Regional Trail land acquisition corridor properties connecting Shafer to Center City are now fully recorded and depicted on the County GIS basemap for those wishing to view the future trail route alignment.

- GCM Construction of Blaine conducted the first pre-construction meeting kicking off the 2025 Household Hazardous Waste Renovation Project today, February 12th. Initial proposed scheduled start date of April 28th is being moved up to April 1st

pending Permit authorizations. Construction team will do its best to limit construction activities from disrupting normal public service hours at the HHW facility, but some delays or service changes may be unavoidable during renovations.

- CLLID Administrator Elfelt is actively with a subcommittee of LID Board membership in review and discussion of North Center/North Lindstrom Lake channel easement, appraisal, and landowner activities. Staff anticipate March 3rd LID Board meeting will include consideration of various actionable items related to the North Lindstrom/North Center Channel Project.

- Staff recently met with the City of North Branch and representatives from DE Shaw Renewable Investments, LLC (DESRI), owners of the 100MW North Star Solar project in Sunrise Twp. and the City. DESRI is working towards the Public Utility Commission permitting of a battery power storage facility adjacent to the North Star Solar sub-station on land within the city limits of North Branch. The facility permitting is early in development and will include public engagement steps administered by the Dept. of Commerce/PUC. Staff understands the project may involve a construction site area of approximately 20 acres with direct driveway access to CSAH 14 near 360th Street.

Attachment(s):

- General Permit Activity Table – January 2025
- *Draft* Board of Adjustment and Appeals Public Hearing(s) Notice – February 27, 2025
- *Draft* Planning Commission Public Hearing(s) Notice – March 6, 2025

Action Requested/Recommended: It is respectfully requested that the Board affirmatively consider and receive the Environmental Services Department Directors Update. The recommended motion is:

"Move to receive the February 12, 2025, Environmental Services Department Directors Update as presented."

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

East Central Post Review
Chisago County Press

Please publish the following as a legal notice in your next edition:

The Chisago County Board of Adjustment and Appeals will meet on Thursday, February 27, 2025 at 7:00 p.m. in the County Board Room at the Chisago County Government Center, 313 N. Main Street, Center City, MN. The Board's tour of the agenda item(s) has been scheduled for Wednesday, February 26, 2025 at 8:15 a.m., departing from Chisago County Public Works at 31325 Oasis Road, Center City, MN. The meeting and tour are open to the public.

The following item(s) will be included on the February 27, 2025 Board of Adjustment and Appeals agenda:

Public Hearings – New Applications:

a) **Byron & Judy Dahlheimer** – Property owners Byron & Judy Dahlheimer are requesting a Variance allowing for reduced setbacks from the Ordinary High Water Level of North Center Lake, the northerly side yard, and the Township Right-of-Way boundary for the purpose of redeveloping the property with a new dwelling. The .21± acre subject site is zoned Rural Residential (RR) District / Shoreland Management District and located at 32730 N. Center Court in Chisago Lake Township, S22, T34, R20 (PID 02.01079.00).

b) **Adam Arneson** – Property owner Adam Arneson is requesting a Variance allowing for reduced setbacks from the Ordinary High Water Level of South Lindstrom Lake and the southerly side yard for the purpose of redeveloping the site with a new dwelling, and reduced property boundary setbacks for the installation of a new septic system. The .31± acre subject site is zoned Rural Residential (RR) District / Shoreland Management District and located at 11820 Mentzer Trail in Chisago Lake Township, S5, T33, R20 (PID 02.01612.00).

This is the complete Public Hearing portion of the agenda. The full agenda, including Old Business, New Business, and Miscellaneous items, will be posted on the County's website – www.chisagocountymn.gov/agendacenter – on or before Thursday, February 20, 2025.

cc: Chisago County Board of Adjustment and Appeals

Confirmation & Billing:
Please e-mail back confirmation of your receipt of this legal notice to sarah.scheunemann@chisagocountymn.gov.

Please send invoice and affidavit of publication to:
Chisago County Department of Environmental Services, Attn: Sarah Scheunemann
313 N. Main Street, Suite 240, Center City, MN 55012

Billing Description: BOAA 02/27/25

Chisago County Press
East Central Post Review

Please publish the following as a legal notice in your next edition:

The Chisago County Planning Commission will meet on Thursday, March 6, 2025, at 7:00 p.m. in the County Board Room at the Chisago County Government Center, 313 N. Main Street, Center City, MN. The Commission's tour of the agenda item(s) has been scheduled for Wednesday, March 5, 2025, at 9:00 a.m., departing from Chisago County Public Works at 31325 Oasis Road, Center City, MN. The Chisago County Board of Commissioners will receive the Planning Commission's recommendations and review applications on Wednesday, March 19, 2025, at 6:30 p.m. The meetings and tour are open to the public.

The following items will be included on the March 6, 2025, Planning Commission agenda:

Public Hearings:

a. **Larry Hansen** – Property owner Larry Hansen is requesting an Interim Use Permit allowing for an accessory structure with sanitary facilities without the presence of a principal use structure, such as a dwelling, on a 12.57± acre property in the Agricultural (AG) District. The subject site is generally located at the southeast corner of the intersection of Rush Lake Trail / CSAH 1 and 527th Street in Nessel Township, S11, T37, R22 (PID 06.00235.11).

b. **Nancy L. Jamieson Revocable Trust** – Property owner Nancy L. Jamieson Revocable Trust is requesting approval of the Preliminary Plat of Anam Cara Acres involving the creation of three buildable lots from a 10.42± acre tract of land. The subject site is zoned Agricultural (AG) District / Shoreland Management District and located at 3780 Stark Road / CSAH 10 in Fish Lake Township, S25, T36, R22 (PID 03.00339.00).

This notice includes the complete Public Hearing portion of the agenda. The full agenda, including Old Business, New Business, and Miscellaneous items, will be posted on the County's website - www.chisagocountymn.gov/agendacenter – on or before Friday, February 28, 2025.

cc: Chisago County Planning Commission

Confirmation & Billing:
Please e-mail back confirmation of your receipt of this legal notice to sarah.scheunemann@chisagocountymn.gov.

Please send invoice and affidavit of publication to:
Chisago County Department of Environmental Services, Attn: Sarah Scheunemann
313 N. Main Street, Suite 240, Center City, MN 55012

Billing Description: PC 03/06/25

CHISAGO COUNTY
PLANNING COMMISSION
OFFICIAL PROCEEDINGS
February 6, 2025

The Chisago County Planning Commission met in regular session at 7:00 p.m. on Thursday, February 6, 2025, at the Chisago County Government Center.

Staff Present: Beth Gervais, Land Services Coordinator; Kurt Schneider, Environmental Services Director; and Sarah Scheunemann, Office Support Specialist – Land Services.

Director Schneider called the meeting to order and led the assembly in the Pledge of Allegiance. A roll call of Commission members was taken. Commission members present: Jim McCarthy, Eric Leivian, Chip Yeager, John Sutcliffe, Chris DuBose, and Jolene Wille. Absent: Dave Whitney (excused). A quorum was established. Also present: Ex Officio County Commissioners Rick Greene and Dan Dahlberg.

Election of Officers – Director Schneider called for nominations for 2025 Chair. DuBose nominated Wille for Chair; second by Sutcliffe. Upon multiple calls, no other nominations were made. All present voted and the nomination was affirmed 6-0.

Chair Wille called for nominations for 2025 Vice Chair. Sutcliffe nominated DuBose for Vice Chair; second by Leivian. Upon multiple calls, no other nominations were made. All present voted and the nomination was affirmed 6-0.

Approval of Agenda – Gervais informed the Planning Commission that they had two additional items before them. The first item was the January 16, 2025 Work Session Meeting Minutes and staff proposed this to be added to the agenda as item no. 5b. The second item was a draft Rural Retail Tourism Matrix prepared by staff based on the Planning Commission's January 16, 2025 special work session discussion, and staff proposed this to be added to the agenda as item no. 12 (Miscellaneous). McCarthy asked that the Commission wait to discuss the Rural Retail Tourism Matrix so that Whitney could be part of the discussion. ***Motion*** by DuBose to approve the agenda as presented and amended to include the January 16, 2025 special work session minutes as agenda item no. 5b; second by Yeager. The **motion passed** 6-0.

Approval of Minutes – ***Motion*** by Sutcliffe to approve the December 5, 2024 regular meeting minutes and the January 16, 2025 special work session minutes as presented; second by DuBose. The **motion passed** 6-0.

Receive all Materials and Submittals into Record – ***Motion*** by Yeager to accept all materials and submittals into the record; second by Leivian. The **motion passed** 6-0. Materials distributed to the Planning Commission in advance of the meeting for their review included the full meeting packet with staff reports, as well as the January 16, 2025 special work session minutes. Copies of all meeting materials were made available for the public.

Public Hearings – New Applications
Joshua Fields – Director Schneider provided background on Joshua Fields' request for an after-the-fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the property. The proposed business, known as Fields Contracting, would offer excavation services. The 25.93± acre subject site (combination of two parcels) was zoned Agricultural (AG) District and located at 45134 John Avenue in Sunrise Township, S14 and 23, T36, R21 (PIDs 09.00545.00 and 09.00567.00).

Schneider shared that the subject site consisted of two tax parcels located immediately west of John Avenue and immediately east of Government Road / CR 57 in Sunrise Township, and further shared that John Avenue

DRAFT

Chisago County Board of Commissioners
February 19, 2025
167

was a gravel-surfaced Township Road with minimal traffic, whereas Government Road was a hard-surfaced and well-traveled County Road. Schneider reviewed the topography of the subject site and shared that the site had been developed with a dwelling and at least two detached accessory structures. Properties in the general area were also zoned AG District and neighboring properties ranged significantly in size from five acres to 80 acres with most properties developed for residential purposes. Schneider referenced an aerial image that indicated the 10 closest neighboring dwellings, with the closest neighboring dwelling being approximately 380' east of Fields' pole building.

Schneider reviewed details of the application materials sharing the proposed hours of operation, number of employees, materials and equipment stored on-site, buildings and structures used for business purposes as well as their setbacks, screening, and access to the property. Schneider referenced an aerial image of the subject site and indicated that there would be a new driveway access from Government Road / CR 57 which would be used for all business related activity.

The Technical Review Committee met with property/business owner Joshua Fields on January 8, 2025. Land Services Coordinator Gervais shared that she had received confirmation from the Chisago County Highway Department that the new or improved Government Road / CR 57 access permit had been granted. Fields shared that he had planted seedlings adjacent to Government Road / CR 57 in 2024; however, the exact number and location was not provided. The Sunrise Town Board considered the request at its January 16, 2025 meeting and recommended approval with no conditions. Staff noted that the attached Township Form included comments and details from the January 16th meeting and, overall, it did not appear that the Town Board had any concerns with the request. The State mandated 60-day review period was scheduled to expire on February 9, 2025 and, because this timeframe would not accommodate all necessary meetings, the review period was extended by an additional 60-days as allowed per Minnesota Statute 15.99. The extended review period was scheduled to expire on April 10, 2025.

Director Schneider concluded by offering a recommendation of approval with draft Findings of Fact and conditions, and reviewed options available to the Planning Commission.

Chair Wille invited the property owner to address the Commission. Fields was present and asked the Planning Commission if it would be agreeable to an 8' tall berm for screening purposes rather than the previously proposed 10' tall berm. Fields explained that a 10' tall berm would require an approximate 42' wide base and it would be too close to the pole building. DuBose inquired if there was a specific area where the 8' tall berm would be more beneficial. Fields replied that it would be more beneficial along the curve of Government Road / CR 57 in front of both buildings used for business purposes. DuBose, referencing the February 5, 2025 site visit, asked about the burning of stumps and if staff-recommended condition no. 7 was meant to address burning of stumps. Fields informed the Commission that he planned to burn the rest of the stumps on site but would not burn business-related materials moving forward. Schneider provided insight on condition no. 7 stating that it did address stump burning and that the Solid Waste Ordinance did allow for various ways of disposal or use of wood debris in a responsible manner. McCarthy informed Fields that County Roads have setbacks and, if he built the berm within the required setback, he may need to remove it in the future if the County needed to work within that area. DuBose noted that, because the berm would be close to the road, it would likely need to be built to a certain horizontal to vertical ratio for safety reasons. McCarthy suggested that the proper ratio would likely be 3:1.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, ***motion*** by Sutcliffe to close the public hearing; second by DuBose. The **motion passed** 6-0.

Yeager inquired about the materials proposed for the new Government Road / CR 57 driveway. Fields responded that it would be constructed with recycled material to start. DuBose shared that he believed a 10' tall berm was larger than needed and would, instead, be in favor of allowing an 8' berm as requested by Fields.

Chisago County Board of Commissioners
February 19, 2025
168

Sutcliffe and McCarthy concurred with DuBose on allowing the 8′ tall berm. McCarthy voiced concern with staff-recommended condition no. 8, noting that the on-site maintenance of heavy equipment would generate hazardous waste. In response, Schneider suggested added verbiage for condition no. 8 which would help ensure compliance. Schneider also informed the Planning Commission that staff-recommended condition no. 5 addressed the requirements of the berm, and this would be the appropriate condition to amend if the Commission was inclined to do so. DuBose inquired about the anticipated completion date of the berm. Chair Wille noted that the recommended condition of approval required completion within six months of IUP approval.

Motion by DuBose to adopt Resolution No. PC2025-0201, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 45134 John Avenue in Sunrise Township, with Findings of Fact as presented and with conditions as presented and amended to allow an 8′ tall berm rather than a 10′ tall berm (condition no. 5c) and with added verbiage to condition no. 8 to address proper handling of hazardous waste on-site; second by Yeager. The **motion passed** 6-0.

Recommended conditions:

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in excavation as described in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. No other commercial activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from general office work, all Contracting Business activity taking place on-site shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 6:00 am to 8:00 pm. Equipment may begin warming up on-site no earlier than 6:00 am and shall not run on-site later than 8:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.
3. All Contracting Business traffic shall utilize the Government Road / CR 57 access and shall be prohibited from utilizing the John Avenue access.
4. The Contracting Business location shall not be open to the public or public traffic.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
    a. Noise generated from the approved use shall be subject to the Chisago County Zoning Ordinance noise standards.
    b. The permit holder shall maintain existing tree cover and remove and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries as needed with similar type/species and count of replacement trees.
    c. The permit holder shall construct ~~a 10′~~ an 8′ tall mowable berm around business activity as described and illustrated in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. The berm shall be fully installed and seeded within six (6) months of the date of Interim Use Permit approval. The permit holder shall ensure that the berm is entirely located on the subject properties and not encroaching on neighboring property, and all Contracting Business activity shall be contained within the bermed area. As depicted, the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).
6. In addition to the property owner(s) and residents of the subject site, there shall be no more than five (5) employees and related employee vehicles on site at any given time.
7. Any wood, tree, or stump debris generated by the business shall be disposed of off-site within fifteen (15) days until and/or unless on-site processing or disposal activities in accordance with the County Solid Waste Ordinance are secured.

DRAFT

8. No hazardous waste shall be generated or stored on the subject site, without following all Hazardous Waste reporting and licensing requirements of the MPCA which includes the procurement of a State-issued Hazardous Waste ID number.
9. All fuel storage and handling of heavy equipment fluids shall be in accordance with MPCA regulations.
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees, expanded hours of operation, expansion of the defined 3.75 acres of outdoor equipment parking & storage area, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Joshua Fields.
13. 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.

Craig & Patti Peltier – Coordinator Gervais provided background on the Peltier's request for approval of the Preliminary Plat of Peltier Estates involving the creation of one lot from a 45.8± acre tract of land. The subject site was zoned Agricultural (AG) District and was generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, S14, T34, R20 (PID 02.00557.00).

Gervais reviewed details of the subject site, sharing that it was generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township with frontage on both roadways and was currently undeveloped. Topography of the site consisted of slightly rolling elevations, and a small stand of trees and a wetland area near the northwest corner of the site. The site appeared to be used almost entirely as cropland. Surrounding properties were also located within the AG District and they ranged in size from 1.5 acres to 76 acres, with most surrounding properties having been developed for residential use and / or agricultural purposes.

Gervais reviewed details of the proposed plat, sharing that the proposed lot was shown to be located in the north portion of the subject site utilizing all of the Furuby Road / CSAH 20 frontage and roughly half (45%) of the Park Trail / CSAH 12 frontage. The balance of the subject site, being 20 acres in size and at least 500' in all dimensions, was exempt from the platting process. Gervais noted that, due to the date of application submission, the request for Preliminary Plat was processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 24.98-acre lot would not be exempt from the platting process given that the lot did not include a full 20 acres which was at least 500' in all dimensions. Gervais noted that the proposed lot complied with all dimensional requirements of the AG District.

The Plat Review Committee met with applicant/surveyor Shawn Kupcho on January 8, 2025. Wetland Specialist Fertig commented that the wetland delineation had been verified and found to be accurate; however, due to seasonal constraints, the soils report had not yet been verified. The Committee did not identify any immediate concerns. The Chisago Lake Town Board reviewed the proposed Preliminary Plat at its January 21, 2025 meeting and recommended approval with no conditions or comments. The Ordinance prescribed 120-day review period was scheduled to expire on April 17, 2025.

Chisago County Board of Commissioners
February 19, 2025
170

Gervais concluded by offering a recommendation of approval with conditions, and reviewed options available to the Planning Commission.

Chair Wille invited the applicant to address the Commission. Applicant Shelby Peltier was present and shared that the platting process was the final step necessary prior to the sale of the proposed lots for residential development. The Commission had no questions for the applicant.

Chair Wille opened the public hearing and sought comment.

Louise Davidson of 33215 Oasis Road, Chisago Lake Township, sought clarification on the number of proposed number of buildable lots.

In response to Davidson's inquiry, Chair Wille requested that Gervais respond. Gervais stated that, after the platting process was complete, there would be two buildable lots. The northern lot was required to be platted because it didn't meet the dimensional requirements to be exempt from the platting process, and the southern parcel, even though it was exempt from the platting process, could be developed so long as it was deemed buildable.

With no additional members of the audience wishing to speak, ***motion*** by Sutcliffe to close the public hearing; second by Leivian The **motion passed** 6-0.

Motion by Sutcliffe to adopt Resolution No. PC2025-0202, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of the Preliminary Plat of Peltier Estates, with conditions as presented; second by Leivian. The **motion passed** 6-0.

Recommended conditions:

1. The Preliminary Plat of Peltier Estates is approved per plat drawing dated signed December 17, 2024 and amended on January 14, 2025. 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 not be submitted until the Chisago County Department of Environmental Services has verified the soils report submitted as part of the December 17, 2024 request for Preliminary Plat and the Department has found that said soils report satisfactorily complies with all applicable regulations.
4. 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.

Steven Olson & Ann Byers and Gary & LaDonna Olson – Coordinator Gervais provided background on the Olson Byer request for approval of the Preliminary Plat of Amador Meadows involving the creation of two lots from a 26.8± acre tract of land. The subject site was zoned Agricultural (AG) District and generally located approximately one-tenth of a mile north of 392nd Street on the east side of Oriole Avenue / CR 70 in Amador Township, S14, T35, R20 (PID 01.00266.50).

Gervais reviewed details of the subject site, sharing that it was generally located approximately one-tenth of a mile north of 392nd Street and approximately one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township, and was currently undeveloped. Topography of the site consisted of elevations ranging from 892' near the extreme northwest corner to 928' at the southern property boundary with a swath of wetland in the central portion of the north half. Roughly two-thirds of the site appeared to be cropland, with the remaining third being wooded. Surrounding properties were also located within the AG

Chisago County Board of Commissioners
February 19, 2025
171

District and they ranged in size from five acres to 55 acres, with most surrounding properties having been developed for residential use and / or agricultural purposes.

Gervais reviewed details of the proposed plat, sharing that the property owners wished to create two lots with one lot being 5.8 acres in size and the other being 20.1 acres in size. Staff noted that, due to the date of application submission, the request for Preliminary Plat was processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 20.1 acre lot would not be exempted from the platting process based on the proposed lot dimensions. The two proposed lots demonstrated compliance with the County's Home Site Area Standard by providing a 21,500-sf area intended for a building site and yard area, and each of the proposed lots provided sufficiently sized areas for primary and alternate septic sites. Gervais noted that both proposed lots complied with all dimensional requirements of the AG District.

The Plat Review Committee met with applicant Robert Boyce on January 8, 2025. Wetland Specialist Fertig commented that the wetland delineation and soils report had been verified and found to be accurate. The Committee did not identify any immediate concerns. The Amador Town Board reviewed the proposed Preliminary Plat at its January 21, 2025 meeting and recommended approval with no conditions or comments. The Ordinance prescribed 120-day review period was scheduled to expire on April 22, 2025.

Gervais concluded by offering a recommendation of approval with conditions, and reviewed options available to the Planning Commission.

Chair Wille invited the applicant and property owner to address the Commission. Property owner Steven Olson and applicant Robert Boyce were present. Boyce shared with the Planning Commission that the subject site was part of a family farm and the proposed plat, with two proposed lots, was intended to be as low impact as possible. The Commission had no questions for the property owner or applicant.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, ***motion*** by Yeager to close the public hearing; second by Leivian. The **motion passed** 6-0.

Motion by Sutcliffe to adopt Resolution No. PC2025-0203, a resolution of the Planning Commission of Chisago County, Minnesota, recommending approval of the Preliminary Plat of Amador Meadows, with conditions as presented; second by DuBose. The **motion passed** 6-0.

Recommended conditions:

1. The Preliminary Plat of Amador Meadows is approved per plat drawing dated signed October 30, 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.

Adoption of Official Zoning Map with Amendments – Coordinator Gervais explained that Chisago County was seeking comment on the proposed adoption of the Chisago County Official Zoning Map with amendments consistent with the Chisago County Zoning Ordinance which was adopted by the County Board on December 18, 2024 and which went into effect on January 1, 2025. Gervais further explained that the proposed amendments included consolidation of the Rural Residential I (RRI) and Rural Residential II (RRII) Districts into a single Rural Residential (RR) District and to change all references of the Urban Residential (UR) District to the

Chisago County Board of Commissioners
February 19, 2025
172

Urban Fringe Residential (UFR) District. No other amendments were proposed at the time.

Chair Wille opened the public hearing and sought comment. With no members of the audience wishing to speak, ***motion*** by Sutcliffe to close the public hearing; second by Leivian. The **motion passed** 6-0.

McCarthy inquired about plans for Planning Commission discussion about other possible map amendments. Chair Wille responded that the Commission could add future discussions to the Zoning Ordinance matrix, which had been developed and presented at the January 16, 2025 special work session.

Motion by DuBose to adopt the Chisago County Official Zoning Map with amendments as presented; second by Yeager. The **motion passed** 6-0.

Public Hearings – Continued Hearings – None

Old Business – None

New Business

Annual Review of Planning Commission and Board of Adjustment and Appeals Policy on Commission / Board Structure, Meeting Order and General Procedure – Coordinator Gervais explained that the Planning Commission would be completing its annual review of the Policy and that any suggested changes, along with suggested changes from the Board of Adjustment and Appeals, would be presented to the County Board for consideration. Gervais anticipated that suggested changes would be presented to the County Board in March 2025, following the Board of Adjustment and Appeals' February 27, 2025 meeting.

Yeager raised questions about Section 5, "Quorum," and inquired about how quorum was defined—whether it was based on total seats, including vacancies, or the number of filled seats. Additionally, Yeager proposed revising the wording from "a quorum is identified as a majority of members present and remotely attending" to "a quorum is identified as a majority being either present or remotely attending." Following a brief discussion, the Planning Commission reached consensus on recommended wording of "the minimum required for the Planning Commission quorum would consist of four (4) of seven (7) members present, and the Board of Adjustment and Appeals quorum would consist of three (3) of five (5) members present."

Yeager suggested a correction to Section 11, "Rules of Procedure for Meetings," (I), proposing that the term "vice voce" should be amended to read "viva voce." There were no objections from the Planning Commission.

The final topic that Yeager presented was under Section 12, "Meeting Decorum," (A). Yeager suggested removing the clause which stated that hats or caps worn at the hearing must be removed by anyone addressing the Commission or Board, as this policy was not enforced. McCarthy suggested that removing a hat was a sign of respect, especially in the presence of the United States flag, and he believed the policy should remain and be enforced moving forward. After a brief discussion, the Planning Commission agreed not to suggest any changes to Section 12 (A).

McCarthy introduced discussion on Section 7, "Voting and Recommendations," Section (B), "Conflict of Interest", 1., and requested clarification from Assistant County Attorney Fuge on the meaning of the term "personal" in this context, as McCarthy had suggested the possibility of removing the word "personal." Following a brief discussion, the Planning Commission reached consensus that the word "personal" should remain, as it was important for situations where an applicant was a neighbor or related to a member of the Commission.

Chair Wille introduced discussion on Section 12, "Meeting Decorum," (D), and inquired about the meaning of "electronic communication devices." After a brief discussion, the Planning Commission reached consensus on

Chisago County Board of Commissioners
February 19, 2025
173

recommending that Section 12 (D) be amended to read, "All electronic communication devices shall be turned off or silenced during meetings."

Communications and Reports

County Board Liaison Reports – County Commissioner Greene reported that he met with the Chisago County Association of Township Officials and presented the idea of having IUP and CUP requests reviewed by the respective Township / Road Authority prior to submission of the applications to the Department of Environmental Services, and they were in favor of that suggested process. DuBose inquired if this was a process that was already in effect. Director Schneider responded that this was not a current requirement, but it was suggested as part of the Planning Commission's January 16, 2025 special work session discussions pertaining to Rural Retail Tourism.

County Commissioner Dahlberg reported that the County Board took actions necessary to split off and create a Finance Department, separate from the Auditor-Treasurer's Office. Dahlberg explained that one of the purposes of the new department was to ensure that financials were completed in a timely manner during the election seasons.

Miscellaneous – Director Schneider briefly reviewed a draft Rural Retail Tourism matrix staff had prepared based on the Planning Commission's January 16, 2025 special work session discussion. Schneider emphasized that the matrix was in draft form and that it was intended to assist the Commission with future discussions on the topic.

McCarthy shared that he may not be present for the February 20, 205 special work session.

Adjourn Meeting – ***Motion*** by Yeager to adjourn the meeting; second by Leivian. The **motion passed** 6-0. The meeting was adjourned at 8:06 p.m.

_____ ATTEST: _____

Jolene Wille
Chair

Beth Gervais
Land Services Coordinator

DRAFT

Chisago County Board of Commissioners
February 19, 2025
174

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **11**
Title of Item for Consideration: Ordinance Adoption – Chisago County Official Zoning Map with Amendments	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services

Previous Action on this Matter: On January 7, 2025, the Board of Commissioners directed the Planning Commission to conduct a public hearing in consideration of the Official Zoning Map and ensuring its consistency with the reenacted Chisago County Zoning Ordinance.

Background: The Board of Commissioners repealed Ordinance No. 08-3, Chisago County Zoning Ordinance, on December 18, 2024, and reenacted the Chisago County Zoning Ordinance as Ordinance No. 2024/1218-1 on the same date. Ordinance No. 2024/1218-1 went into effect on January 1, 2025, following summary publication on December 26, 2024, and recording as Document #A-681047.

The reenacted Chisago County Zoning Ordinance consolidated the former Rural Residential I (RRI) District and Rural Residential II (RRII) District into a single Rural Residential (RR) District and renamed the Urban Residential (UR) District as the Urban Fringe Residential (UFR) District all of which requires adjustment to the Official Zoning Map to ensure its consistency with the reenacted Chisago County Zoning Ordinance.

On February 6, 2025, the Planning Commission conducted a public hearing regarding the proposed adoption of the Official Zoning Map with Amendments as described above. At conclusion of the hearing, the Planning Commission voted unanimously to recommend approval of the draft Official Zoning Map with Amendments as presented. A drafted Ordinance enacting the Chisago County Official Zoning Map as Attachment A is attached for County Board consideration.

Attachment(s):

- Draft Ordinance No. 2025/0219-1
- Attachment A Chisago County Official Zoning Map

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners enact Ordinance No. 2025/0219-1 as presented. The suggested motion is as follows:

"Move to enact Ordinance No. 2025/0219-1 repealing all previous versions of the Chisago County Official Zoning Map and replacing the Chisago County Official Zoning Map as incorporated therein and attached thereto as Attachment A, and directing summary publication as presented."

Implications of Action: The current Chisago County Zoning Map will be repealed and replaced with a new Official Chisago County Zoning Map consistent with the modified consolidated Zoning Districts in the new Chisago County Zoning Ordinance No. 2024/1218-1.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

Commissioner _____ offered Ordinance No. 2025/0219-1 and moved its enactment:

CHISAGO COUNTY
STATE OF MINNESOTA
ORDINANCE NO. 2025/0219-1

AN ORDINANCE TO ADOPT THE CHISAGO COUNTY OFFICIAL ZONING MAP WITH AMENDMENTS

THE CHISAGO COUNTY BOARD OF COMMISSIONERS HEREBY ORDAINS, as follows:

Section 1. That the Board of Commissioners repealed Ordinance No. 08-3, Chisago County Zoning Ordinance, on December 18, 2024 and reenacted the Chisago County Zoning Ordinance as Ordinance No. 2024/1218-1 on the same date.

Section 2. That Ordinance No. 2024/1218-1 went into effect on January 1, 2025 following summary publication on December 26, 2024 and recording as Document #A-681047.

Section 3. That the reenacted Chisago County Zoning Ordinance consolidated the former Rural Residential I (RRI) District and Rural Residential II (RRII) District into a single Rural Residential (RR) District and renamed the Urban Residential (UR) District as the Urban Fringe Residential (UFR) District, and that the Board of Commissioners, at its January 7, 2025 meeting, directed the Planning Commission to conduct a public hearing in consideration of the Official Zoning Map and ensuring its consistency with the reenacted Chisago County Zoning Ordinance.

Section 4. That notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding the proposed adoption of the Official Zoning Map with Amendments as specifically described in Section 3 above, at which it heard from the Land Services Coordinator and invited members of the public to comment. The Planning Commission unanimously recommended approval of the draft Official Zoning Map with Amendments as presented.

Section 5. That the Board of Commissioners considered the proposed adoption of the Official Zoning Map with Amendments and the Planning Commission's recommendation at its February 19, 2025 meeting.

Section 6. That all previously adopted versions of the Chisago County Official Zoning Map are hereby repealed and that the Chisago County Official Zoning Map, as incorporated herein and attached hereto as Attachment A, is adopted in their place.

Section 7. That the Board of Commissioners finds that publication of the adopted Chisago County Official Zoning Map with Amendments would be cost prohibitive, and that publication

of the title and a summary of the Ordinance will clearly inform the public of the intent and effect of the Ordinance. The Board of Commissioners hereby ordains that only the title of the Ordinance and a summary be published as follows:

CHISAGO COUNTY
STATE OF MINNESOTA
ORDINANCE NO. 2025/0219-1

AN ORDINANCE TO ADOPT THE CHISAGO COUNTY OFFICIAL ZONING MAP WITH AMENDMENTS

It is the intent and effect of this Ordinance to repeal all previously adopted versions of the Chisago County Official Zoning Map and adopt a new Chisago County Official Zoning Map with Amendments in their place.

The purposes of the Amendments to the Official Zoning Map are to bring the Map into compliance with the Chisago County Zoning Ordinance, adopted as Ordinance No. 2024/1218-1 and recorded as Document #A-681047, by consolidating the former Rural Residential I (RRI) District and Rural Residential II (RRII) District into a single Rural Residential (RR) District and renaming the Urban Residential (UR) District as the Urban Fringe Residential (UFR) District.

The adopted Chisago County Official Zoning Map is available for inspection by any person during regular business hours at the Chisago County Auditor-Treasurer's Office, 313 North Main Street, Suite 271/274, Center City, Minnesota, and the Chisago County Department of Environmental Services, 313 North Main Street, Suite 240, Center City, Minnesota. Additionally, the adopted Chisago County Official Zoning Map may also be viewed at https://www.chisagocountymn.gov/403/Zoning-Subdivision.

Section 8. That this Ordinance shall become effective after its passage and publication of the above summary.

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

IN FAVOR THEREOF:
OPPOSED:
ABSENT:

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

Enacted: February 19, 2025

_____ ATTEST: _____

Dan Dahlberg
Chair, Board of Commissioners

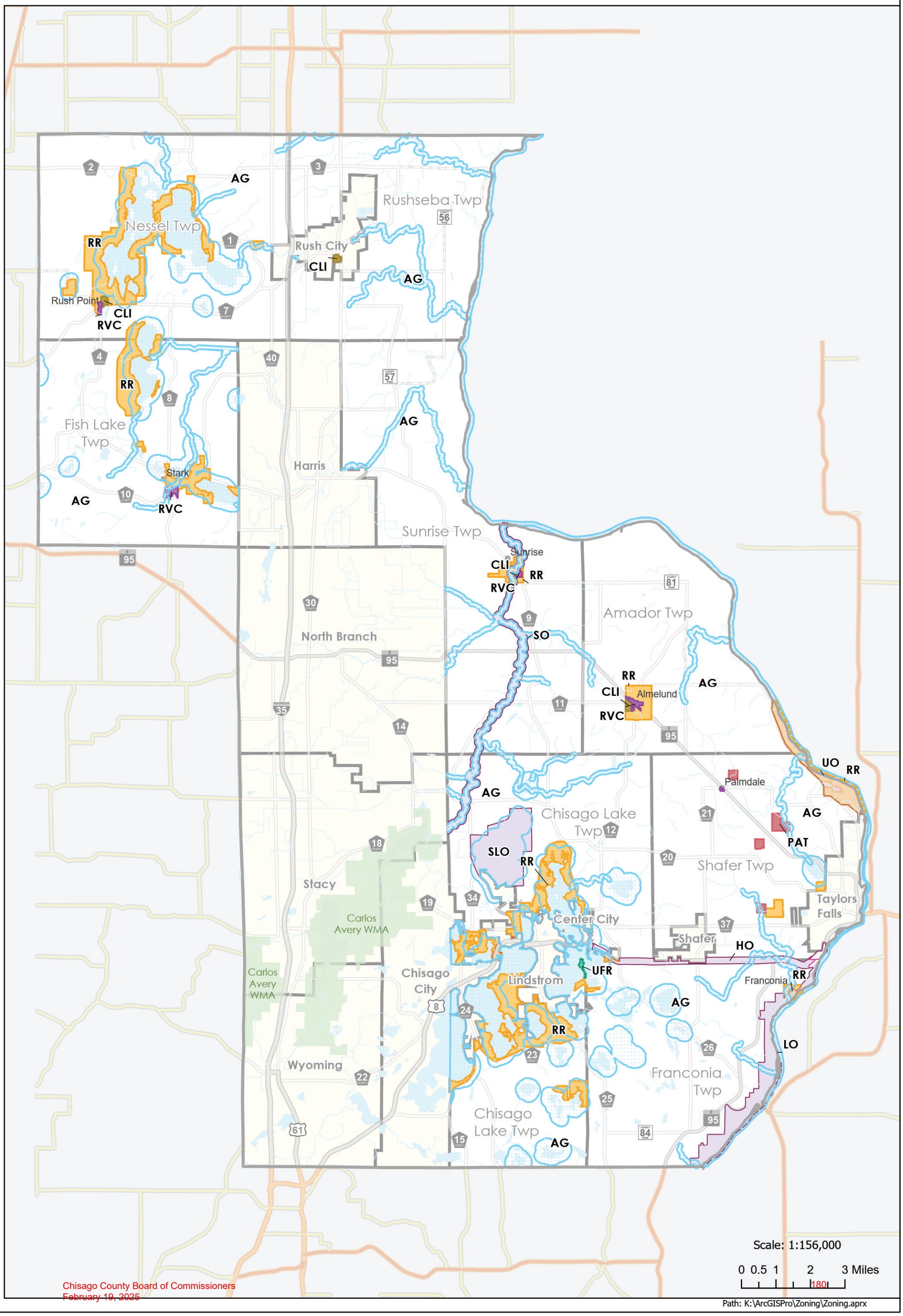
Chase Burnham
County Administrator

This Ordinance was drafted and prepared by:
Chisago County Department of Environmental Services
313 N. Main Street, Suite 240
Center City, MN 55012

Chisago County Official Zoning Map

Date Adopted: xx/xx/2025

N
W E
S



Chisago County Board of Commissioners
February 19, 2025

Path: K:\ArcGISPro\Zoning\Zoning.aprx

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **12**
Title of Item for Consideration: Joshua Fields Interim Use Permit – Contracting Business	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services on behalf of the Chisago County Planning Commission
Previous Action on this Matter: None.	

Background: Property owner Joshua Fields is requesting an Interim Use Permit (IUP) to allow a Contracting Business (excavation business) that he owns and operates at the subject property. The 25.93± acre subject property is located at 45134 John Avenue in Sunrise Township (PID #09.00545.00 and 09.00567.00).

At their meeting of February 6, 2025, the Planning Commission conducted the requisite public hearing on the proposed Interim Use Permit and recommended unanimous (6-0) approval with conditions, per Resolution No. PC2025-0201. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the original 60-day agency action deadline has been extended 120-days. The agency action deadline on this matter is April 10, 2025. Among the options for the County Board at tonight's meeting are the following:

- Approve the IUP, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward by County ESD staff in Resolution form;
- Consider and Approve the IUP, generally as recommended by the Planning Commission and County ESD staff, but with modified Conditions determined and approved by the County Board at tonight's meeting (to be codified as part of the formal IUP approval);
- The County Board may continue consideration of the request within an extended 120 day period. Notice should be provided of the of the intent to take additional time to consider the application, the reasons for the extension, and anticipated length of the extension (Minn. Stat. 15.99, Subd. 3(c)).

- The County Board may Deny the IUP for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the 60-day agency action deadline (or 120-day period if so extended).

Attachment(s):

- Draft Resolution of Approval
- Planning Commission Presentation
- Planning Commission Staff Report & Hearing Packet
- Planning Commission Minutes (draft)

Action Requested/Recommended: It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the Joshua Fields Interim Use Permit:

"Move to Approve Resolution No. 25/0219-____ , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Joshua Fields Contracting Business Interim Use Permit (IUP) at 45134 John Avenue in Sunrise Township (PID #09.00545.00 and 09.00567.00)."

Implications of Action: Recommended Board action grants approval of the Interim Use Permit and allows, subject to conditions.

Budget/Financial Implications: None.

Legal/Policy Implications: The recommended Board consideration and action(s) are in conformity with generally accepted practices, procedures and interpretations of applicable state statutes and County ordinances and policies. Conditions placed on the IUP must be satisfied and cannot be modified, removed, expanded, or revoked without due process.

Administrator's Recommendation

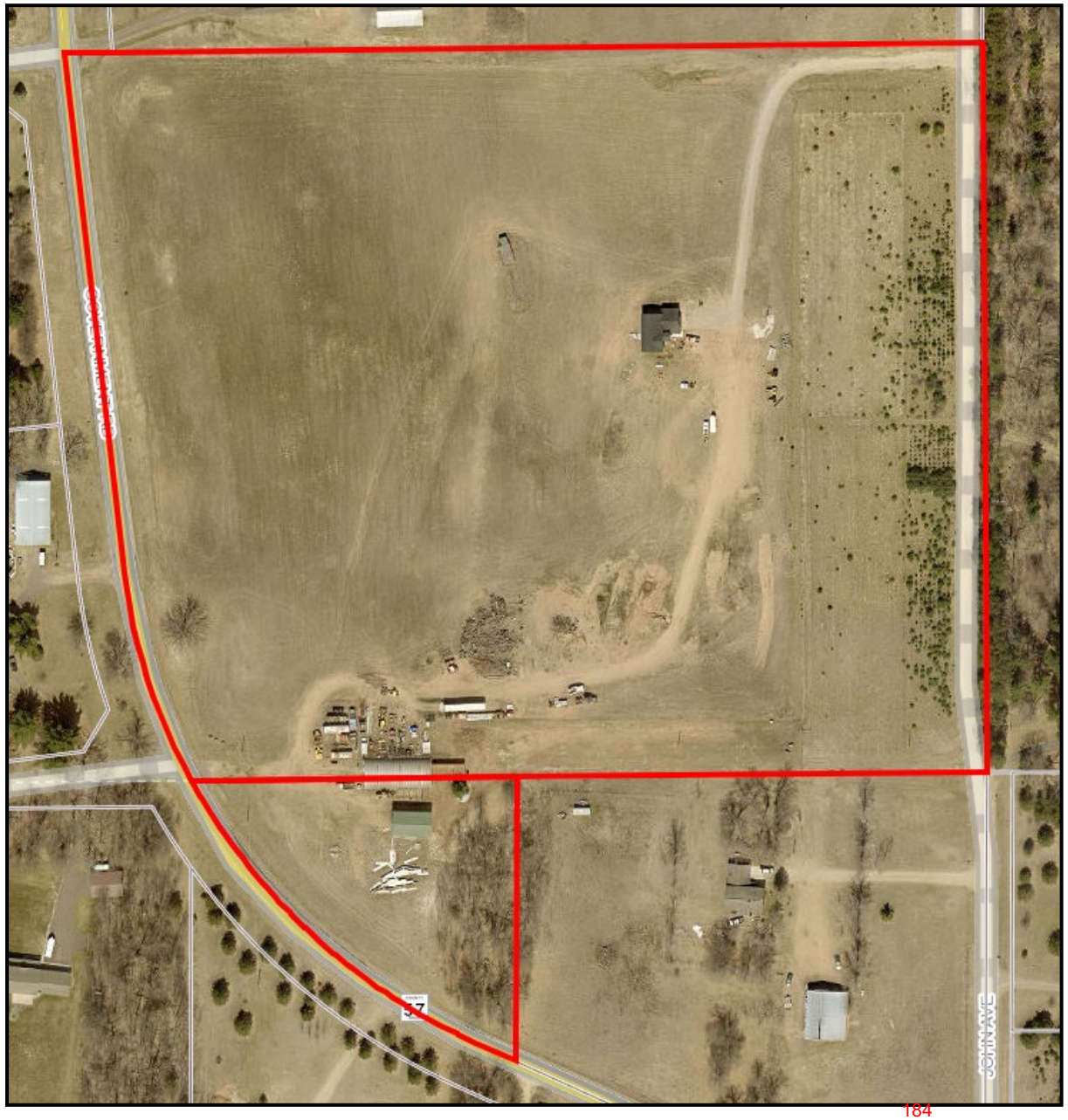
Approve _____ CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

Interim Use Permit for a Contracting Business Owned and Operated by Persons Residing at the Property

Joshua Fields
45134 John Avenue
Sunrise Township
PIDs 09.00545.00 and 09.00567.00

Background

Property owner Joshua Fields is seeking an after-the-fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on 25.93± acres in the Agricultural (AG) District. The business is known as Fields Contracting.



Site Analysis

- The subject site consists of two tax parcels located immediately west of John Avenue and immediately east of Government Road / CR 57 in Sunrise Township.
- John Avenue is a gravel-surfaced Township Road with minimal traffic, whereas Government Road is a hard-surfaced and well-traveled County Road.
- Topography of the subject site includes fairly level elevations ranging from 865’ to 874’. The total property has limited areas of tree cover adjacent to each of the east property boundaries.
- The site has been developed with a dwelling and at least two detached accessory structures, including an approximate 40’ x 86’ quonset hut and a pole building of unknown dimensions. The dwelling is situated on the north parcel; the quonset hut is situated on the shared property boundary of the two subject parcels; and, the pole barn is situated on the south parcel.
- The subject site is located in the AG District and is entirely surrounded by the AG District. Properties in the general area range significantly in size from five acres to 80 acres, with most properties currently developed for residential purposes. The subject site is partially surrounded by established subdivisions, including Peaceful Valley Farm to the south, Peaceful Valley Farm Plat 2 to the southeast, and Peaceful Valley Farm Plat 3 to the west and north. A majority of the combined subdivided Peaceful Valley Farm lots are 10 acres in size with several of the more adjacent properties being approximately five acres.

Site Analysis, cont.

The blue dots on the adjacent image represent what appears to be the 10 closest neighboring dwellings, with the closest neighboring dwelling being approximately 380’ east of the pole building.



Proposal Analysis

Hours of Operation:

- The business operates from approximately 6:00 am until 8:00 pm, Monday through Saturday. During this timeframe, some vehicles and equipment may be leaving and/or arriving at the subject site, supplies and equipment may be loaded and/or unloaded, and there may be repairs made on-site.

Employees:

- The business is owned and operated by property owner / applicant Joshua Fields who resides on the subject site.
- There are currently no employees other than Fields; however, Fields may hire one or two employees within the next year and may have as many as five employees in the future. These employees would be picking up and, presumably, dropping off equipment at the subject site.

Materials and Equipment Stored On-Site:

- Most business vehicles and equipment will be stored inside or behind the pole building or quonset hut, but a few trucks may be parked next to the quonset hut. The site plan identifies two distinct parking / outdoor storage areas contained within a proposed berm. For purposes of further defining the parking / outdoor storage areas, staff estimates the northerly parking / outdoor storage area to be approximately 65' x 160' (10,400 sf) and the southerly area to be approximately 8,300 sf that, when combined, are approximately 18,700 sf or .43 acres. Staff estimates that the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).

Proposal Analysis, Cont.

Buildings / Structures and Setbacks:

- The existing pole building and quonset hut will be utilized for business purposes. Based on records from the Chisago County Assessor's Office, the quonset hut is approximately 40' x 86' (3,440 sf) in size. The dimensions of the pole building are unknown.
- The site plan shows approximate distances between the structures and Government Road / CR 57 and what appears to be the closest neighboring dwelling. Staff notes that the reported distances do not appear to reflect the shortest distances; therefore, staff offers the following setback information based on the County's GIS Viewer:
  - The pole building is situated approximately 160'-165' from the centerline of Government Road / CR 57. One of the two identified parking areas would be situated between this structure and the roadway.
  - The pole building is situated approximately 110' from the closest east property boundary, and approximately 380' from the dwelling directly east. This dwelling appears to be the closest neighboring dwelling.
  - The quonset hut is situated approximately 175'-180' from the centerline of Government Road / CR 57.

Proposal Analysis, Cont.

Screening:

- The application materials suggest that Fields will build a 10’ tall mowable berm in the vicinity of the pole building and quonset hut. The proposed berm is shown on the site plan to nearly encompass all business activity (i.e., detached accessory structures and parking areas). The site plan shows that the only breaks in the berm are the new driveway and a thickly wooded area adjacent to the southern east property boundary.
- The written narrative explains that the berm will screen all equipment from the road and reduce the amount of noise being transferred to neighboring properties.

Access:

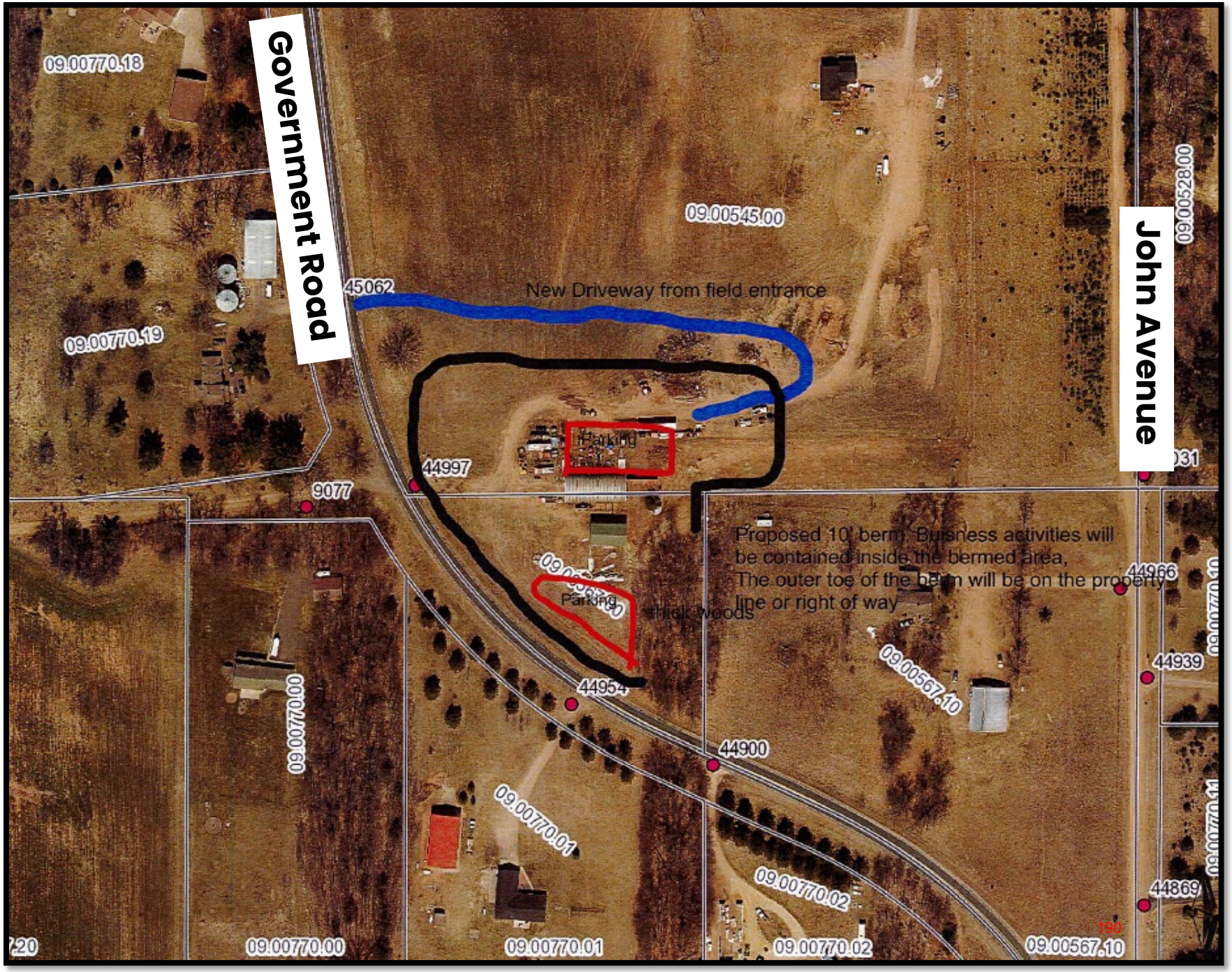
- Up until very recently, the Fields residence and business activity were accessed from John Avenue; however, in conjunction with the request for IUP, Fields obtained an access permit for Government Road / CR 57. The new / improved access and business-related driveway are shown on the site plan.

Proposal Analysis, Cont. – Site Plan

Parking

Berm

New driveway / Government Road access



Review Process

Technical Review Committee
January 8, 2025

- Land Services Coordinator Gervais shared that she received confirmation from the Chisago County Highway Department that the new or improved Government Road / CR 57 access permit had been granted.
- Fields shared that he had planted seedlings adjacent to Government Road / CR 57 in 2024; however, the exact number and location was not provided.

Sunrise Town Board
January 16, 2025

Town Board recommended approval with no conditions. Staff notes that the attached Township Form includes comments and details from the January 16th meeting, which may be of interest to the Planning Commission. Overall, it does not appear that the Town Board expressed any concerns with the request.

State Mandated Review Period

The initial 60-day review period is scheduled to expire on February 9, 2025 and, because this timeframe will not accommodate all necessary meetings, the review period was extended by an additional 60 days as allowed per Minnesota Statute 15.99. The extended review period will expire on April 10, 2025.

Staff Recommendation

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. Barring any new or unknown evidence of compliance discovered after the completion of the staff report or during the course of the public hearing, **staff recommends approval** of the request with draft Findings of Fact and the following conditions:

Condition Nos. 1-4 of 13:

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in excavation as described in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. No other commercial activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from general office work, all Contracting Business activity taking place on-site shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 6:00 am to 8:00 pm. Equipment may begin warming up on-site no earlier than 6:00 am and shall not run on-site later than 8:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.
3. All Contracting Business traffic shall utilize the Government Road / CR 57 access and shall be prohibited from utilizing the John Avenue access.
4. The Contracting Business location shall not be open to the public or public traffic.

Staff Recommendation, Cont.

Condition Nos. 5-6 of 13:

5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
   a. Noise generated from the approved use shall be subject to the Chisago County Zoning Ordinance noise standards.
   b. The permit holder shall maintain existing tree cover and remove and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries as needed with similar type/species and count of replacement trees.
   c. The permit holder shall construct a 10' tall mowable berm around business activity as described and illustrated in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. The berm shall be fully installed and seeded within six (6) months of the date of Interim Use Permit approval. The permit holder shall ensure that the berm is entirely located on the subject properties and not encroaching on neighboring property, and all Contracting Business activity shall be contained within the bermed area. As depicted, the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).
6. In addition to the property owner(s) and residents of the subject site, there shall be no more than five (5) employees and related employee vehicles on site at any given time.

Staff Recommendation, Cont.

Condition Nos. 7-13 of 13:

7. Any wood, tree, or stump debris generated by the business shall be disposed of off-site within fifteen (15) days until and/or unless on-site processing or disposal activities in accordance with the County Solid Waste Ordinance are secured.
8. No hazardous waste shall be generated or stored on the subject site.
9. All fuel storage and handling of heavy equipment fluids shall be in accordance with MPCA regulations.
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees, expanded hours of operation, expansion of the defined 3.75 acres of outdoor equipment parking & storage area, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Joshua Fields.
13. 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.

Options

1. Recommend that the County Board **approve** the Interim Use Permit with Findings of Fact and conditions as presented or amended.
2. Should the Planning Commission determine that the proposed Interim Use Permit does not comply with and/or is not consistent with the intent of County's Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Interim Use Permit based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the proposed Interim Use Permit. Given that the review period has already been extended to April 10, 2025, the public hearing could be continued to the Planning Commission's March 6, 2025 meeting.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The review period has already been extended to April 10, 2025, allowing for further review and consideration at the Planning Commission's March 6, 2025 meeting.

Action Requested

Motion to adopt Resolution No. PC2025-0201, a resolution recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 45134 John Avenue in Sunrise Township, with Findings of Fact and conditions as presented or amended.

Staff Report

TO: Planning Commission
FROM: Kurt Schneider, Director of Environmental Services
SUBJECT: After-the-Fact Interim Use Permit for Contracting Business Owned and Operated by Persons Residing at the Property
45134 John Avenue, Sunrise Township
DATE: February 6, 2025

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider an Interim Use Permit (IUP) allowing a Contracting Business Owned and Operated by Persons Residing at the Property on 25.93± acres in the Agricultural (AG) District.

Due to the date of application submission, the request for IUP is being processed pursuant to the 2008 Chisago County Zoning Ordinance rather than the recently adopted Zoning Ordinance which went into effect on January 1, 2025.

SITE & APPLICATION INFORMATION

Property Owner(s):	Joshua Fields
Applicant(s):	Joshua Fields
General Location:	45134 John Avenue Sunrise Township Sections 14 and 23, Township 36, Range 21
PIDs:	09.00545.00 and 09.00567.00
Property Area:	25.93± acres combined
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District
East:	Agricultural (AG) District
West:	Agricultural (AG) District
Date Application Received:	December 2, 2024
Date Application Complete:	December 11, 2024
60-Day Review Period:	February 9, 2025
Extended Review Period:	April 10, 2025



BACKGROUND

Property owner Joshua Fields is seeking an after-the-fact IUP allowing a Contracting Business Owned and Operated by Persons Residing at the Property (Contracting Business) on 25.93± acres in the Agricultural (AG) District. The business is known as Fields Contracting.

SITE ANALYSIS

The 25.93± acre subject site consists of two tax parcels located immediately west of John Avenue and immediately east of Government Road / CR 57 in Sunrise Township. John Avenue is a gravel-surfaced Township Road with minimal traffic, whereas Government Road is a hard-surfaced and well-traveled County Road. Topography of the subject site includes fairly level elevations ranging from 865' to 874'. The total property has limited areas of tree cover adjacent to each of the east property boundaries. There are no identified wetlands per the National Wetland Inventory.

The site has been developed with a dwelling and at least two detached accessory structures, including an approximate 40' x 86' (3,440 sf) quonset hut and a pole building of unknown dimensions. The dwelling is situated on the north parcel; the quonset hut is situated on the shared property boundary of the two subject parcels; and, the pole barn is situated on the south parcel. The blue dots on the image below represent what appears to be the 10 closest neighboring dwellings, with the closest neighboring dwelling being approximately 380' east of the pole building.



The subject site is located in the AG District and is entirely surrounded by the AG District. Properties in the general area range significantly in size from five acres to 80 acres, with most properties currently developed for residential purposes. The subject site is partially surrounded by established subdivisions, including Peaceful Valley Farm to the south, Peaceful Valley Farm Plat 2 to the southeast, and Peaceful Valley Farm Plat 3 to the west and north. A majority of the combined subdivided Peaceful Valley Farm lots are 10 acres in size with several of the more adjacent properties being approximately five acres.

PROPOSAL ANALYSIS

The attached written narrative explains that property / business owner Joshua Fields operates an excavation company. The application materials offer the following details about the business:

Hours of Operation:

- The business operates from approximately 6:00 am until 8:00 pm, Monday through Saturday. During this timeframe, some vehicles and equipment may be leaving and/or arriving at the subject site, supplies and equipment may be loaded and/or unloaded, and there may be repairs made on-site.

Employees:

- The business is owned and operated by property owner / applicant Joshua Fields who resides on the subject site.
- There are currently no employees other than Fields; however, Fields may hire one or two employees within the next year and may have as many as five employees in the future. These employees would be picking up and, presumably, dropping off equipment at the subject site.

Materials and Equipment Stored On-Site:

- Most of the business vehicles and equipment will be stored inside or behind the pole building or quonset hut, but a few trucks may be parked next to the quonset hut. The site plan identifies two distinct parking / outdoor storage areas contained within a proposed berm. For purposes of further defining the parking / outdoor storage areas, staff estimates the northerly parking / outdoor storage area to be approximately 65' x 160' (10,400 sf) and the southerly area to be approximately 8,300 sf (irregular dimensions) that, when combined, are approximately 18,700 sf or .43 acres. And, as depicted on the site plan, staff estimates that the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).

Buildings / Structures and Setbacks:

- The site plans show and the written narrative mentions that an existing pole building and quonset hut will be utilized for business purposes. Based on records from the Chisago County Assessor's Office, the quonset hut is approximately 40' x 86' (3,440 sf) in size. The dimensions of the pole building are unknown.
- The site plan shows approximate distances between the structures and Government Road / CR 57 and what appears to be the closest neighboring dwelling. Staff notes that the reported distances do not appear to reflect the shortest distances; therefore, staff offers the following setback information based on the County's GIS Viewer:
    - The pole building is situated approximately 160'-165' from the centerline of Government Road / CR 57. One of the two identified parking areas would be situated between this structure and the roadway.

- The pole building is situated approximately 110' from the closest east property boundary, and approximately 380' from the dwelling directly east. This dwelling appears to be the closest neighboring dwelling.
- The quonset hut is situated approximately 175'-180' from the centerline of Government Road / CR 57.

Screening:

- The application materials suggest that Fields will build a 10' tall mowable berm in the vicinity of the pole building and quonset hut. The proposed berm is shown as a thick black line on the attached site plan, and it's shown to nearly encompass all business activity (i.e., detached accessory structures and parking areas). The site plan shows that the only breaks in the berm are the new driveway and a thickly wooded area adjacent to the southern east property boundary.
- The written narrative explains that the berm will screen all equipment from the road and reduce the amount of noise being transferred to neighboring properties.

Access:

- Up until very recently, the Fields residence and business activity were accessed from John Avenue; however, in conjunction with the request for IUP, Fields obtained an access permit for Government Road / CR 57. The new / improved access and business-related driveway are shown as a thick blue line on the attached site plan.

REVIEW PROCESS

The Technical Review Committee met with property / business owner Joshua Fields on January 8, 2025. Land Services Coordinator Gervais shared that she received confirmation from the Chisago County Highway Department that the new or improved Government Road / CR 57 access permit had been granted. Fields shared that he had planted seedlings adjacent to Government Road / CR 57 in 2024; however, the exact number and location was not provided.

The Sunrise Town Board considered the request at its January 16, 2025 meeting and recommended approval with no conditions. Staff notes that the attached Township Form includes comments and details from the January 16th meeting, which may be of interest to the Planning Commission. Overall, it does not appear that the Town Board expressed any concerns with the request.

The application was submitted on December 2, 2024 and deemed complete on December 11, 2024. The initial State mandated 60-day review period is scheduled to expire on February 9, 2025 and, because this timeframe will not accommodate all necessary meetings, staff extended the review period by an additional 60 days as allowed per Minnesota Statute 15.99. The extended review period will expire on April 10, 2025.

WRITTEN TESTIMONY

No written testimony was received upon completion of the staff report.

FINDINGS OF FACT

Zoning Ordinance Section 8.04-1 (Interim Use Permits) C. states that the Planning Commission shall consider possible effects of the proposed interim use based upon, but not limited to, the general factors listed below. Staff has provided proposed findings, shown in *italics* below, for the Commission's consideration.

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

Finding #1 *The Chisago County Comprehensive Plan identifies as a policy the allowance "for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas …" (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.*

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 proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on the hard-surfaced and well-maintained Government Road / CR 57. Further, with the implementation of a condition prohibiting the use of John Avenue for business purposes, there will be no increased demand on the gravel-surfaced Township Road. Therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.*

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 business activity is generally located near the southern boundary of the 25.93± acre subject site. To screen the proposed business activity from surrounding properties and adjacent development, the applicant has proposed the use of an existing stand of trees in conjunction with the construction of a 10' tall mowable berm. With distance from adjacent properties / development, implementation of and adherence to conditions related to maintenance of existing trees and construction of the proposed*

berm, the County finds that these measures will aid in screening the proposed use from adjacent and 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 Contracting Business will utilize existing detached accessory structures for business activity, including the storage and maintenance of equipment, as well as utilize land immediately adjacent to these structures for outdoor storage of trucks. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in mitigating potential negative impacts associated with the appearance of and noise generated by the proposed use.*

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 Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use complies 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 *The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Additionally, the Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District. Through close evaluation of the request and the establishment of conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.*

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

Finding #7 *Being that the proposed use does not currently include any employees outside of the property owner(s) and up to five employees in future years and being that the proposed use will not generate any customer traffic, the County does not believe that there will be an appreciable increase in daily traffic to and from the subject site. Further, the County believes that there will be minimal impact to John Avenue, John Avenue properties, and the surrounding area with the implementation of a condition requiring that all business related traffic utilize the Government Road / CR 57 access. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further,*

neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.

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, there may be concerns related to general unsightliness of equipment storage and noise generated by equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, and the implementation of conditions which address these mitigation efforts, as well as a condition requiring a berm around business activity. 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.*

STAFF RECOMMENDATION

Staff believes that the proposed IUP complies with and is consistent with the intent of the Chisago County Zoning Ordinance and Comprehensive Plan. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, **staff recommends approval** of the request with draft Findings of Fact (above) and recommended conditions (see below) and has prepared a resolution for the Commission's consideration.

Recommended Condition(s):

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in excavation as described in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. No other commercial activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from general office work, all Contracting Business activity taking place on-site shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 6:00 am to 8:00 pm. Equipment may begin warming up on-site no earlier than 6:00 am and shall not run on-site later than 8:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.
3. All Contracting Business traffic shall utilize the Government Road / CR 57 access and shall be prohibited from utilizing the John Avenue access.
4. The Contracting Business location shall not be open to the public or public traffic.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:

a. Noise generated from the approved use shall be subject to the Chisago County Zoning Ordinance noise standards.

b. The permit holder shall maintain existing tree cover and remove and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries as needed with similar type/species and count of replacement trees.

c. The permit holder shall construct a 10' tall mowable berm around business activity as described and illustrated in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. The berm shall be fully installed and seeded within six (6) months of the date of Interim Use Permit approval. The permit holder shall ensure that the berm is entirely located on the subject properties and not encroaching on neighboring property, and all Contracting Business activity shall be contained within the bermed area. As depicted, the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).

6. In addition to the property owner(s) and residents of the subject site, there shall be no more than five (5) employees and related employee vehicles on site at any given time.
7. Any wood, tree, or stump debris generated by the business shall be disposed of off-site within fifteen (15) days until and/or unless on-site processing or disposal activities in accordance with the County Solid Waste Ordinance are secured.
8. No hazardous waste shall be generated or stored on the subject site.
9. All fuel storage and handling of heavy equipment fluids shall be in accordance with MPCA regulations.
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees, expanded hours of operation, expansion of the defined 3.75 acres of outdoor equipment parking & storage area, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Joshua Fields.
13. 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.

OPTIONS

1. Recommend that the County Board **approve** the Interim Use Permit with Findings of Fact and conditions as presented or amended.
2. Should the Planning Commission determine that the proposed Interim Use Permit does not comply with and/or is not consistent with the intent of County's Zoning Ordinance upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Interim Use Permit based on factors deemed appropriate. *(Note: The Commission will need to include specific finding(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the proposed Interim Use Permit. Given that the review period has already been extended to April 10, 2025, the public hearing could be continued to the Planning Commission's March 6, 2025 meeting.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The review period has already been extended to April 10, 2025, allowing for further review and consideration at the Planning Commission's March 6, 2025 meeting.

ACTION REQUESTED

Motion to adopt Resolution No. PC2025-0201, a resolution recommending approval of an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 45134 John Avenue in Sunrise Township, with Findings of Fact and conditions as presented or amended.

ATTACHMENTS

1. Application materials
    a. Application
    b. Written narrative
    c. Site plans
2. Aerial photo (1) – subject site
3. Aerial photo (2) – vicinity map
4. Draft Resolution No. PC2025-0201

Chisago County Department of Environmental Services
Planning & Zoning Application

Permit # 24-2475

Township Sunrise **S/T/R** 14/26/21 and 23/36/21 **PID#** 09.00545.00, 09.00567.00

Project Address 45134 John Ave, Harris mn 55032

Property Owner(s) Josh Fields

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Applicant(s) _____

Mailing Address (If Different from Project Address) _____

Phone# _____ **Email** _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☐ Preliminary Plat
☐ Administrative Appeal	☒ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Request to run a small excavation buisnnes out of this property

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

☐ **Full Legal Description** ☐ **Detailed** Site Plan ☐ Detailed Written Narrative ☐ Plat Drawings

[signature] 11/29/24

Applicant Signature **Date of Application**

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Fees		Dates	
Base Fee	$ 1,300 -	Application Received	12-2-24
Recording Fee	$ 46 -	Application Complete	12-11-24
Plat Fee – No Road(s) / With Road(s)	$	60 / 120 Day Review Period	2-9-25
Septic Compliance Fee	$	Extended Review Period	4-10-25
Wetland Fee	$		
TOTAL FEE	$ 1,346 -		

Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township sunrise **S/T/R** 14/036/021, 23/36/21 **PID#** 09.00545.00, 09.00567.00

Project Address 45134 John Ave, Harris, MN 55032

Property Owner(s) Josh Fields

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Applicant(s) Josh Fields

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** _____

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☐ Preliminary Plat
☐ Administrative Appeal	☒ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) Applying to continue running small excavation buisness from the property

10/30/24

Applic
repres

Josh Fields – After-the-Fact IUP: Mr. Fields stated Chisago County is requesting screening. Mr. Fields is looking at starting to build the berm which will be 10 to 12 feet in height about February / March 2025 and should be finished with the berm by May / June. Water table is 60 feet. Berm material is going to come from the on-site property which will create swale. Tyler Richter also wanted to commend Mr. Fields for starting a business. Mr. Fields has 2 excavators, 1 full wood trailer, 1 tag trailer (trailers come home every night). Government Road is on west side and John Ave. is on east side. Business traffic will be using Government Road. Mr. Fields is creating a new entrance on Government Road which is already approved at Chisago County.

****

Date c

Towns

☒ Recommendation of Approval

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

Signatures of Township Officials or Authorized Personnel

Chad Peterson Tyler Richter Adam Anderson 01/16/2025

Marty Odland

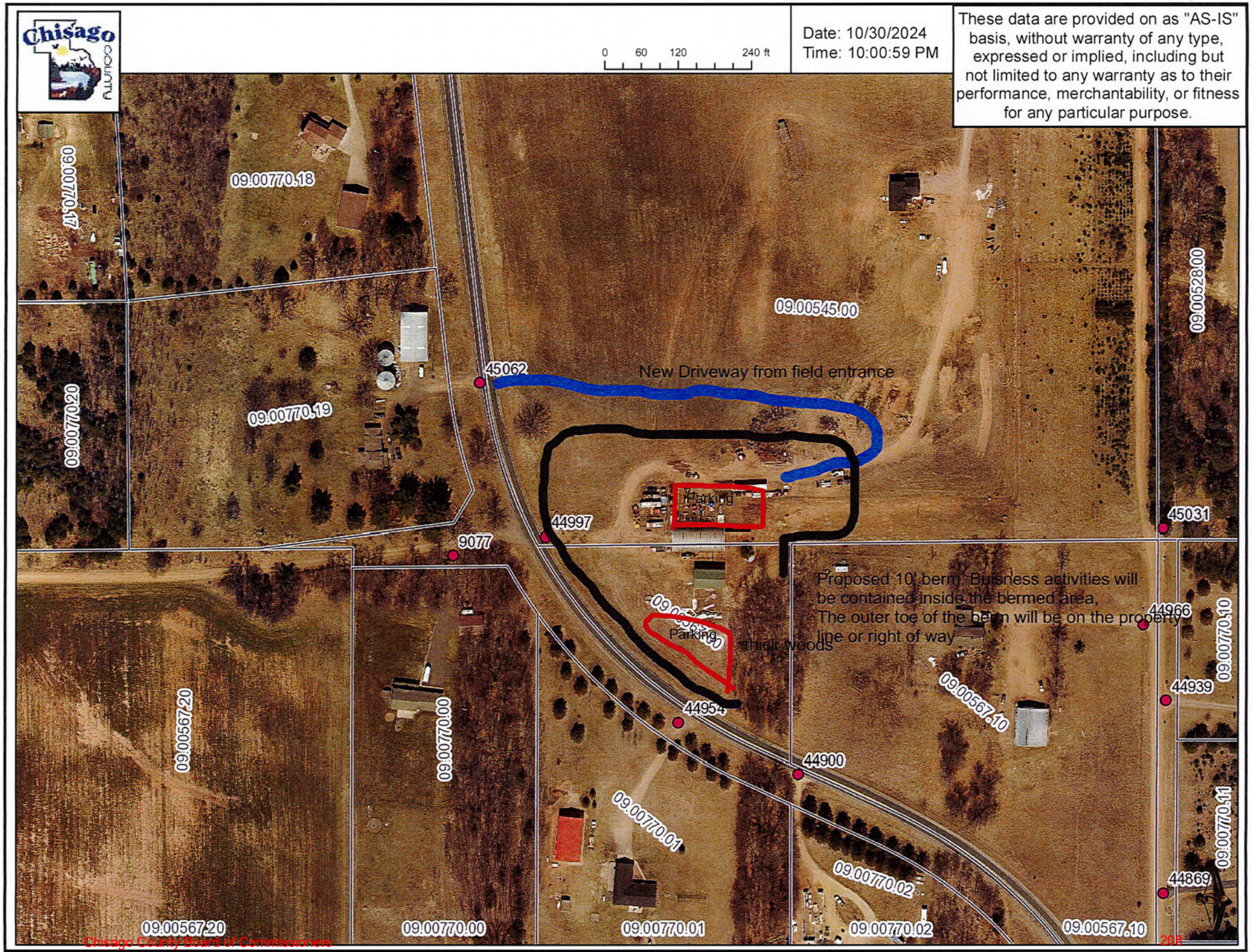
G:\Counter Forms\Zoning - Planning Zoning Application Form_v032023.docx

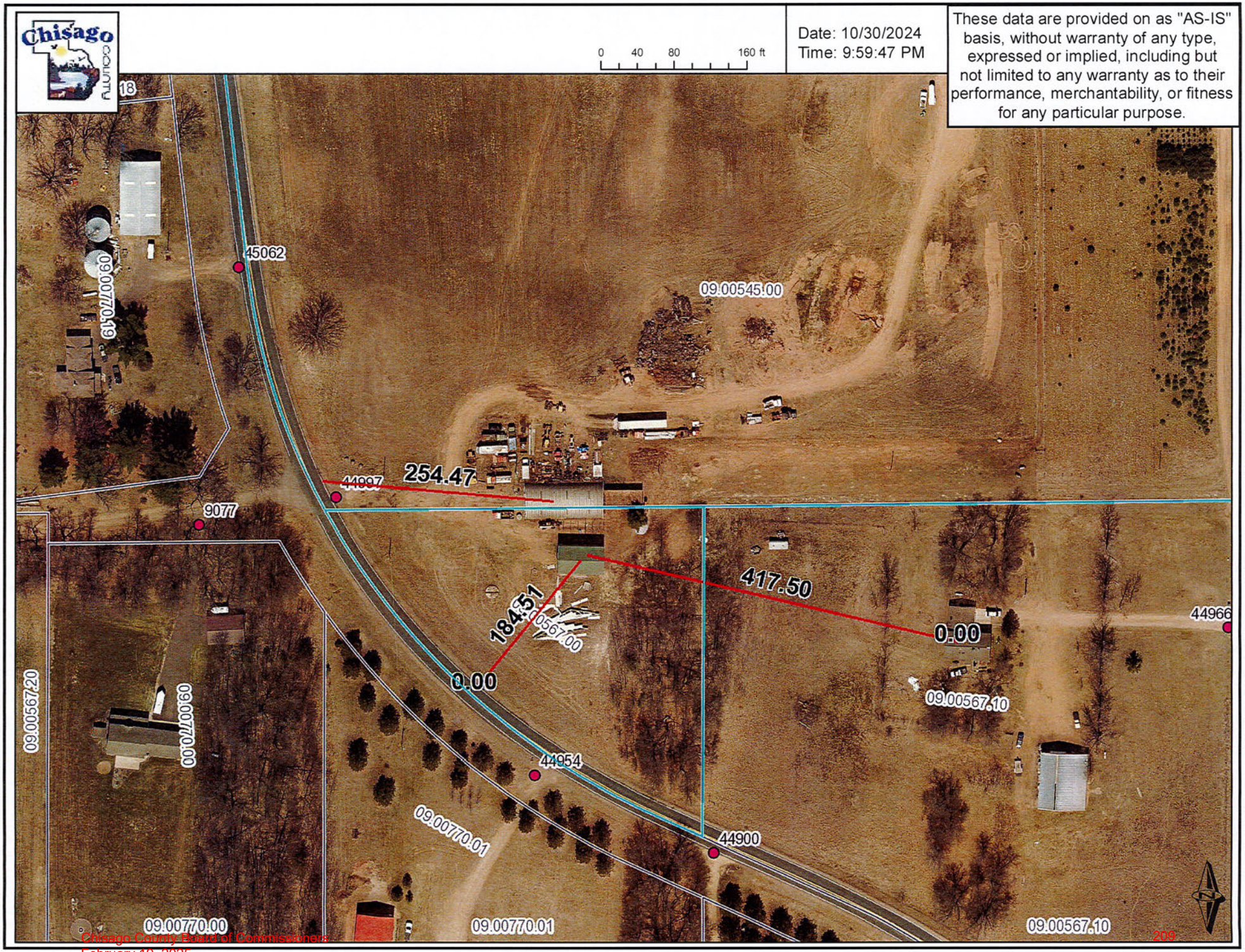
Nature Of Business, Small excavation company. Hours are about 6 am to 8 pm monday through saturday, there will be some equipment and trucks coming and going. most operations are loading/unloading supplies and equipment or repairs

Currently there is only myself, Looking to hire on another person or 2 in the next year, With the maximum being 5 in near future. These people would generally be coming to the yard and grabbing a truck in the morning.

Most of trucks and equipment is stored either inside or behind the polebarn and quanset hut. A few of the trucks running everyday may be parked next to the quonset hut

I'm proposing building a 10 foot tall mowable berm around the polebarn and quanset areas with room to park all the equipment and trucks, this will screen all the equpiment from the road and also help to reduce noises transfered to the nieghbors.


Chisago County
0 60 120 240 ft
Date: 10/30/2024
Time: 10:00:59 PM
These data are provided on as "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.
09.00770.17
09.00770.18
09.00770.20
09.00770.19
09.00545.00
09.00528.00
45062
New Driveway from field entrance
Parking
44997
9077
45031
Proposed 10' berm. Business activities will be contained inside the bermed area, The outer toe of the berm will be on the property line or right of way
Parking
thick woods
44966
09.00770.10
09.00567.10
44939
09.00567.20
09.00770.00
44954
44900
09.00770.01
09.00770.02
09.00770.11
44869
09.00567.20
09.00770.00
09.00770.01
09.00770.02
09.00567.10


Chisago County
0 40 80 160 ft
Date: 10/30/2024
Time: 9:59:47 PM
These data are provided on as "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.
18
45062
09.00720.19
09.00545.00
44997
254.47
9077
417.50
184.51
09.00567.00
0.00
0.00
44966
09.00567.10
09.00567.20
09.00770.00
44954
09.00770.01
44900
09.00770.00
09.00770.01
09.00567.10

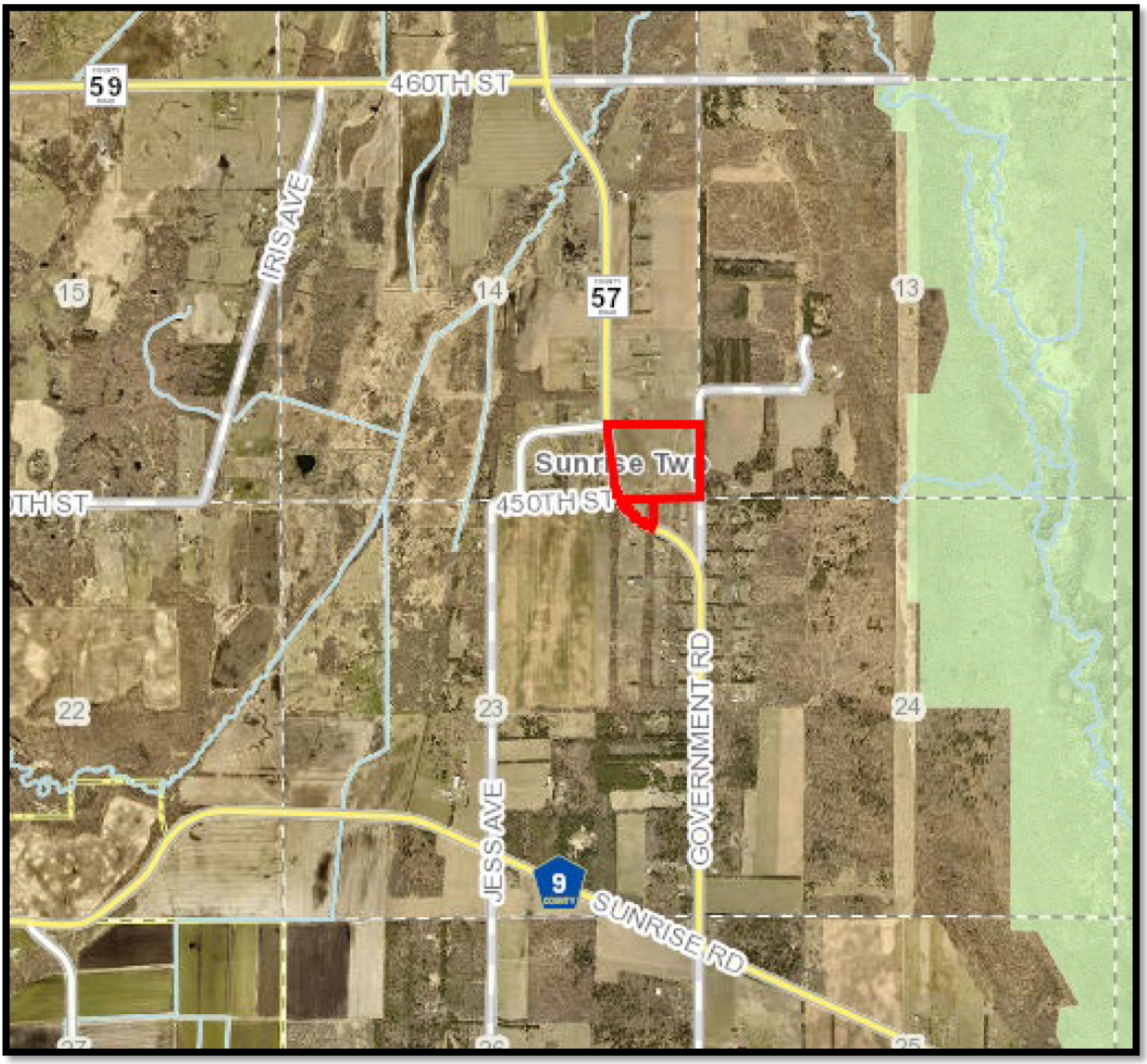
Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Joshua Fields – Property owner Joshua Fields is requesting an After-the-Fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business, known as Fields Contracting, will offer excavation services. The 25.93± acre subject site (combination of two parcels) is zoned Agricultural (AG) District and located at 45134 John Avenue in Sunrise Township, S14+23, T36, R21 (PIDs 09.00545.00 and 09.00567.00).



Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Joshua Fields – Property owner Joshua Fields is requesting an After-the-Fact Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property. The proposed business, known as Fields Contracting, will offer excavation services. The 25.93± acre subject site (combination of two parcels) is zoned Agricultural (AG) District and located at 45134 John Avenue in Sunrise Township, S14+23, T36, R21 (PIDs 09.00545.00 and 09.00567.00).



RESOLUTION NO. PC2025-0201

A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF AN INTERIM USE PERMIT ALLOWING A CONTRACTING BUSINESS OWNED AND OPERATED BY PERSONS RESIDING AT THE PROPERTY ON PROPERTY LOCATED AT 45134 JOHN AVENUE IN SUNRISE TOWNSHIP

WHEREAS, property owner Joshua Fields submitted an application dated received December 2, 2024 and considered complete on December 11, 2024 for an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 45134 John Avenue in Sunrise Township; and

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

WHEREAS, the combined subject site is 25.93± acres in size and legally described as:

PIDs 09.00545.00 and 09.00567.00

PARCEL 1:
That part of the South 930.52 feet of the Southeast Quarter of the Southeast Quarter of Section 14, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Easterly of the centerline of .Chisago County Road No. 57 (also known as Government Road, and formerly known as Peaceful Valley Road).

PARCEL 2:
All that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Northeasterly of the centerline of Chisago County Road No. 57.

EXCEPT that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota; described as follows:

Commencing at the Northeast corner of said Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West;
Running thence West along the North section line of said Northeast Quarter of the Northeast Quarter, a distance of 600 feet;
thence due South to center of Chisago County Road No. 57;
thence Southeasterly following said center line of Chisago County Road No. 57 to the East line of said Section 23;
thence North on the East line of said section to the point of beginning.

AND ALSO EXCEPT that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Southeasterly of the Easterly right-of-way line of John Avenue and lying Northeasterly of the Easterly right-of-way line of Peaceful Valley Road (also known as Chisago County Road No. 57).
ABSTRACT

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Director of Environmental Services, the property owner, and invited members of the public to comment; and

WHEREAS, the Planning Commission considered several factors for granting Interim Use Permits and made the following findings per Zoning Ordinance Section 8.04-1, C.:

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

Finding #1 *The Chisago County Comprehensive Plan identifies as a policy the allowance "for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas …" (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.*

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 proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on the hard-surfaced and well-maintained Government Road / CR 57. Further, with the implementation of a condition prohibiting the use of John Avenue for business purposes, there will be no increased demand on the gravel-surfaced Township Road. Therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.*

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 business activity is generally located near the southern boundary of the 25.93± acre subject site. To screen the proposed business activity from surrounding properties and adjacent development, the applicant has proposed the use of an existing stand of trees in conjunction with the construction of a 10' tall mowable berm. With distance from adjacent properties / development, implementation of and adherence to conditions related to maintenance of existing trees and construction of the proposed berm, the County finds that these measures will aid in screening the proposed use from adjacent and 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 Contracting Business will utilize existing detached accessory structures for business activity, including the storage and maintenance of equipment, as well as utilize land immediately adjacent to these structures for outdoor storage of trucks. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid*

in mitigating potential negative impacts associated with the appearance of and noise generated by the proposed use.

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 Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use complies 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 *The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Additionally, the Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District. Through close evaluation of the request and the establishment of conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.*

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

Finding #7 *Being that the proposed use does not currently include any employees outside of the property owner(s) and up to five employees in future years and being that the proposed use will not generate any customer traffic, the County does not believe that there will be an appreciable increase in daily traffic to and from the subject site. Further, the County believes that there will be minimal impact to John Avenue, John Avenue properties, and the surrounding area with the implementation of a condition requiring that all business related traffic utilize the Government Road / CR 57 access. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.*

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, there may be concerns related to general unsightliness of equipment storage and noise generated by equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, and the*

implementation of conditions which address these mitigation efforts, as well as a condition requiring a berm around business activity. 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 Planning Commission of Chisago County, Minnesota hereby recommends approval of the request for Interim Use Permit, subject to the following conditions:

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in excavation as described in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. No other commercial activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from general office work, all Contracting Business activity taking place on-site shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 6:00 am to 8:00 pm. Equipment may begin warming up on-site no earlier than 6:00 am and shall not run on-site later than 8:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.
3. All Contracting Business traffic shall utilize the Government Road / CR 57 access and shall be prohibited from utilizing the John Avenue access.
4. The Contracting Business location shall not be open to the public or public traffic.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
   a. Noise generated from the approved use shall be subject to the Chisago County Zoning Ordinance noise standards.
   b. The permit holder shall maintain existing tree cover and remove and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries as needed with similar type/species and count of replacement trees.
   c. The permit holder shall construct a 10' tall mowable berm around business activity as described and illustrated in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. The berm shall be fully installed and seeded within six (6) months of the date of Interim Use Permit approval. The permit holder shall ensure that the berm is entirely located on the subject properties and not encroaching on neighboring property, and all Contracting Business activity shall be contained within the bermed area. As depicted, the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).
6. In addition to the property owner(s) and residents of the subject site, there shall be no more than five (5) employees and related employee vehicles on site at any given time.

7. Any wood, tree, or stump debris generated by the business shall be disposed of off-site within fifteen (15) days until and/or unless on-site processing or disposal activities in accordance with the County Solid Waste Ordinance are secured.
8. No hazardous waste shall be generated or stored on the subject site.
9. All fuel storage and handling of heavy equipment fluids shall be in accordance with MPCA regulations.
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees, expanded hours of operation, expansion of the defined 3.75 acres of outdoor equipment parking & storage area, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Joshua Fields.
13. 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.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 6th day of February, 2025.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Kurt Schneider

Chair Director of Environmental Services

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 25/0219-_____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING AN INTERIM USE PERMIT ALLOWING A CONTRACTING BUSINESS OWNED AND OPERATED BY PERSONS RESIDING AT THE PROPERTY ON PROPERTY LOCATED AT 45134 JOHN AVENUE IN SUNRISE TOWNSHIP

WHEREAS, property owner Joshua Fields submitted an application dated received December 2, 2024 and considered complete on December 11, 2024 for an Interim Use Permit allowing a Contracting Business Owned and Operated by Persons Residing at the Property on property located at 45134 John Avenue in Sunrise Township; and

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

WHEREAS, the combined subject site is 25.93± acres in size and legally described as:

PIDs 09.00545.00 and 09.00567.00

PARCEL 1:
That part of the South 930.52 feet of the Southeast Quarter of the Southeast Quarter of Section 14, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Easterly of the centerline of .Chisago County Road No. 57 (also known as Government Road, and formerly known as Peaceful Valley Road).

PARCEL 2:
All that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Northeasterly of the centerline of Chisago County Road No. 57.

EXCEPT that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota; described as follows:

Commencing at the Northeast corner of said Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West;
Running thence West along the North section line of said Northeast Quarter of the Northeast Quarter, a distance of 600 feet;
thence due South to center of Chisago County Road No. 57;
thence Southeasterly following said center line of Chisago County Road No. 57 to the East line of said Section 23;
thence North on the East line of said section to the point of beginning.

AND ALSO EXCEPT that part of the Northeast Quarter of the Northeast Quarter of Section 23, Township 36 North, Range 21 West, Chisago County, Minnesota, lying Southeasterly of the Easterly right-of-way line of John Avenue and lying Northeasterly of the Easterly right-of-way line of Peaceful Valley Road (also known as Chisago County Road No. 57).
ABSTRACT

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Director of Environmental Services, property owner Fields, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit with Findings of Fact and conditions per Resolution No. PC2025-0201; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its February 19, 2025 meeting and made the following findings per Zoning Ordinance Section 8.04-1, C.:

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

Finding #1 *The Chisago County Comprehensive Plan identifies as a policy the allowance "for home occupations, rural retail tourism and limited rural businesses on homesteads in agricultural areas …" (see page 9-9), and, generally speaking, offers broad support and encouragement for identified commercial activities within the Agricultural District so long as they comply with established performance standards. Therefore, the County finds that the proposed use is consistent with the goals and policies established by the Comprehensive Plan.*

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 proposed Contracting Business will have no associated use of parks, schools, or other public facilities or utilities, and will likely not create any appreciable demand on the hard-surfaced and well-maintained Government Road / CR 57. Further, with the implementation of a condition prohibiting the use of John Avenue for business purposes, there will be no increased demand on the gravel-surfaced Township Road. Therefore, the County finds that the proposed use will not create any increase or demand on these facilities or utilities. Further, neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.*

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 business activity is generally located near the southern boundary of the 25.93± acre subject site. To screen the proposed business activity from surrounding properties and adjacent development, the applicant has proposed the use of an existing stand of trees in conjunction with the construction of a 10' tall mowable berm. With distance from adjacent properties / development, implementation of and adherence to conditions related to maintenance of existing trees and construction of the proposed berm, the County finds that these measures will aid in screening the proposed use from adjacent and 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 Contracting Business will utilize existing detached accessory structures for business activity, including the storage and maintenance of equipment, as well as utilize land immediately adjacent to these structures for outdoor storage of trucks. The County finds that distance, existing vegetation, and the implementation of a condition requiring additional screening will aid in mitigating potential negative impacts associated with the appearance of and noise generated by the proposed use.*

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 Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District; therefore, the County finds that the proposed use complies 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 *The stated purpose of the Zoning Ordinance is to provide for and protect the public health, safety, and general welfare through nine specific objectives. Additionally, the Zoning Ordinance specifically allows Contracting Business Owned and Operated by Persons Residing at the Property as an Interim Use in the Agricultural District. Through close evaluation of the request and the establishment of conditions of approval, the County finds that the proposed use is consistent with the purposes of the Zoning Ordinance and, more specifically, with the purposes of the Agricultural District.*

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

Finding #7 *Being that the proposed use does not currently include any employees outside of the property owner(s) and up to five employees in future years and being that the proposed use will not generate any customer traffic, the County does not believe that there will be an appreciable increase in daily traffic to and from the subject site. Further, the County believes that there will be minimal impact to John Avenue, John Avenue properties, and the surrounding area with the implementation of a condition requiring that all business related traffic utilize the Government Road / CR 57 access. Therefore, the County finds that the proposed use will not cause traffic hazards or congestion. Further, neither the Chisago County Highway Department nor the Sunrise Town Board, serving as Road Authorities for Government Road / CR 57 and John Avenue respectively, identified any concerns with the proposed use following their individual reviews of the request.*

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, there may be concerns related to general unsightliness of equipment storage and noise generated by equipment. The County finds that unsightliness and noise can be mitigated with distance, existing vegetation and continued maintenance of said vegetation, and the implementation of conditions which address these mitigation efforts, as well as a condition requiring a berm around business activity. 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, subject to the following conditions:

1. This Interim Use Permit grants approval for the operation of a Contracting Business specializing in excavation as described in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. No other commercial activity, apart from the activities described in the application materials, shall be permitted as part of this approval.
2. Aside from general office work, all Contracting Business activity taking place on-site shall be allowed to operate Monday through Saturday (no Sundays) with hours of operation being 6:00 am to 8:00 pm. Equipment may begin warming up on-site no earlier than 6:00 am and shall not run on-site later than 8:00 pm. This condition is not intended to establish hours of operation for Contracting Business activity taking place off-site.
3. All Contracting Business traffic shall utilize the Government Road / CR 57 access and shall be prohibited from utilizing the John Avenue access.
4. The Contracting Business location shall not be open to the public or public traffic.
5. To mitigate potential adverse impacts related to noise and appearance, the Contracting Business shall be subject to the following:
   a. Noise generated from the approved use shall be subject to the Chisago County Zoning Ordinance noise standards.
   b. The permit holder shall maintain existing tree cover and remove and replace dying, dead, or downed trees located between the area of business operations and the surrounding property boundaries as needed with similar type/species and count of replacement trees.
   c. The permit holder shall construct an 8’ tall mowable berm around business activity as described and illustrated in the application materials dated received December 2, 2024 and kept on file with the Chisago County Department of Environmental Services. The berm shall be fully installed and seeded within six (6) months of the date of

Interim Use Permit approval. The permit holder shall ensure that the berm is entirely located on the subject properties and not encroaching on neighboring property, and all Contracting Business activity shall be contained within the bermed area. As depicted, the general construction of the berm combined with an existing stand of trees encompasses and is expected to screen an area of approximately 3.75 acres in size (including the stand of trees adjacent to the southerly east property boundary).

6. In addition to the property owner(s) and residents of the subject site, there shall be no more than five (5) employees and related employee vehicles on site at any given time.
7. Any wood, tree, or stump debris generated by the business shall be disposed of off-site within fifteen (15) days until and/or unless on-site processing or disposal activities in accordance with the County Solid Waste Ordinance are secured.
8. No hazardous waste shall be generated or stored on the subject site, without following all Hazardous Waste reporting and licensing requirements of the MPCA which includes the procurement of a State-issued Hazardous Waste ID number.
9. All fuel storage and handling of heavy equipment fluids shall be in accordance with MPCA regulations.
10. Any signage shall be installed in accordance with the Chisago County Zoning Ordinance.
11. Any expansion or intensification of the approved use – including, but not limited to, the construction of new structures used for the Contracting Business, the addition of employees, expanded hours of operation, expansion of the defined 3.75 acres of outdoor equipment parking & storage area, or other expansion or intensification as determined by the Chisago County Department of Environmental Services – shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
12. This Interim Use Permit shall expire at such time that the property is no longer owned and occupied by Joshua Fields.
13. 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.

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: February 19, 2025

_____ ATTEST: _____

Dan Dahlberg
Chair, Board of Commissioners

Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **13**
Title of Item for Consideration: Preliminary Plat – Amador Meadows	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services on behalf of the Chisago County Planning Commission
Previous Action on this Matter: None.	

Background: Property owners Steven Olson and Ann Byers and Gary Olson and LaDonna Olson and applicant Robert Boyce are requesting Preliminary Plat approval of Schulte Farm. The subject 26.8± acre property is proposed to be divided as 2 lots. The property is generally located one-tenth of a mile north of 392nd Street and one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township, (PID # 01.00266.00).

At their meeting of February 6, 2025, the Planning Commission conducted the requisite public hearing on the proposed Amador Meadows Preliminary Plat and recommended unanimous (6-0) approval with conditions, per Resolution No. PC2025-0203. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the 120-day agency action deadline is, April 22, 2025. Among the options for the County Board at tonight's meeting are the following:

- Approve the Preliminary Plat, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward in Resolution form by County ESD staff;
- Consider and Approve the Preliminary Plat, generally as recommended by the Planning Commission and County ESD staff, but with modified Conditions determined and approved by the County Board at tonight's meeting (to be codified as part of the formal approval);
- The County Board may Deny the Preliminary Plat for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the initial 120-day period.

Attachment(s):

- Draft Resolution of Approval
- Planning Commission Presentation
- Planning Commission Staff Report & Hearing Packet
- Planning Commission Minutes (draft)

Action Requested/Recommended: It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the Amador Meadows Preliminary Plat:

"Move to Approve Resolution No. 25/0219-____ , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Amador Meadows generally located one-tenth of a mile north of 392nd Street and one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township, (PID # 01.00266.00)."

Implications of Action: Recommended Board action grants approval of the Hirsch Homestead Preliminary Plat as presented. Once prepared and reviewed, final plat approval will be requested of the Board.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____

Motion By:	Seconded by:
To:	

Action on Motion:	Aye _____	Nay ____	Abstain ____

Preliminary Plat of Amador Meadows

Steven Olson & Ann Byers and Gary & LaDonna Olson
Robert Boyce
xxxxx Oriole Avenue / CR 70
Amador Township
PID 01.00266.50

Background & Site Analysis

Property owners Steven Olson & Ann Byers and Gary & LaDonna Olson are seeking approval of the Preliminary Plat of Amador Meadows, involving the creation of two lots from the 26.8± acre subject site.



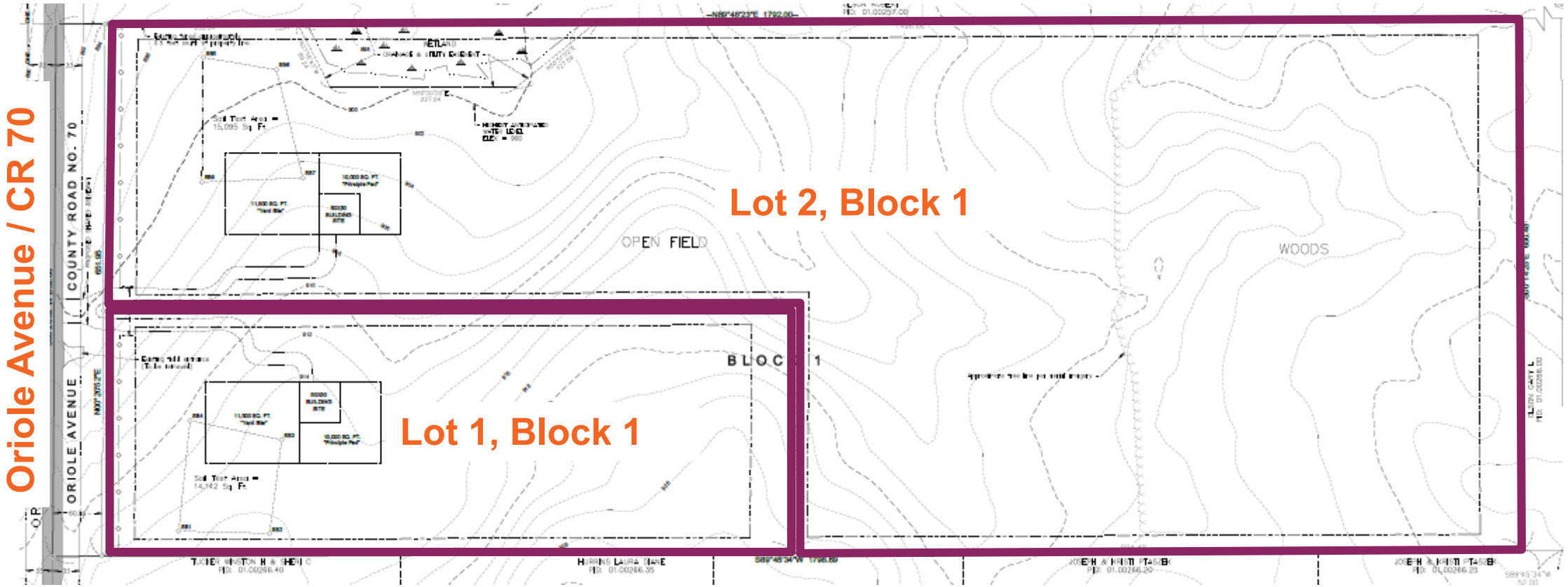
- The subject site is generally located approximately one-tenth of a mile north of 392nd Street and approximately one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township.
- The site is currently undeveloped.
- Topography of the subject site includes elevations ranging from 892’ near the extreme northwest corner to 928’ at the southern property boundary with a swath of wetland in the central portion of the north half. Roughly two-thirds of the site appears to be cropland, with the remaining third being wooded.
- The subject site and all surrounding properties are located within the Agricultural (AG) District. Surrounding properties range in size from five acres to 55 acres with most surrounding properties having been developed for residential use and/or being used for agricultural purposes.

Proposal Analysis

- The property owners wish to create two lots, with one lot being 5.8 acres in size and the other being 20.1 acres in size. Staff notes that, due to date of application submission, the request for Preliminary Plat is being processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 20.1-acre lot would not be exempted from the platting process based on the proposed lot dimensions.
- Each of the two proposed lots demonstrates compliance with the County's Home Site Area Standard by providing a 21,500 sf area intended for a building site and yard area. Additionally, each of the proposed lots provides sufficiently sized areas for primary and alternate septic sites.
- The stated purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. The table below identifies minimum requirements for the AG District with corresponding information for the two proposed lots. As proposed, both lots comply with the County's dimensional requirements.

AG District Minimum Requirements	**Lot Size 5 acres**	**Lot Width* 300 feet**	**Lot Depth** 300 feet**	**Home Site Area 21,500 square feet**
Lot 1, Block 1	5.8 acres (NOT including dedicated R-O-W)	300'±	844'±	21,500 sf
Lot 2, Block 1	20.1 acres (NOT including dedicated R-O-W)	352'±	1,732'±	21,500 sf

Proposal Analysis, cont.



Review Process

Technical / Plat Review Committee

January 8, 2025

- Wetland Specialist Fertig commented that the wetland delineation and soils report had been verified and found to be accurate.
- The Committee did not identify any immediate concerns.

Amador Town Board Meeting

January 21, 2025

The Town Board recommended approval with no conditions or comments.

Ordinance Prescribed Review Period

The review period is scheduled to expire on April 22, 2025.

Staff Recommendation

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of the staff report or during the course of the public hearing, **staff recommends approval** of the Preliminary Plat of Amador Meadows with the following conditions:

1. The Preliminary Plat of Amador Meadows is approved per plat drawing dated signed October 30, 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.

Options

1. Recommend that the County Board **approve** the Preliminary Plat of Amador Meadows with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Amador Meadows based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the Preliminary Plat of Amador Meadows.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on April 22, 2025 allowing the Planning Commission to further consider the request at its March 6, 2025 meeting.

Action Requested

Motion to adopt Resolution No. PC2025-0203, a resolution recommending approval of the Preliminary Plat of Amador Meadows, with conditions as presented or amended.

Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Preliminary Plat of Amador Meadows
xxxxx Oriole Avenue / CR 70, Amador Township
DATE: February 6, 2025

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider the Preliminary Plat of Amador Meadows, involving the creation of two lots from a 26.8± acre tract of land.

SITE & APPLICATION INFORMATION

Property Owner(s):	Steven Olson & Ann Byers and Gary & LaDonna Olson
Applicant(s):	Steven Olson, Gary Olson, and Robert Boyce
Location:	xxxxx Oriole Avenue / CR 70 Amador Township Section 14, Township 35, Range 20
PID:	01.00266.50
Property Area:	26.8± Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District
East:	Agricultural (AG) District
West:	Agricultural (AG) District
Date Application Received:	December 23, 2024
Date Application Complete:	December 23, 2024
120-Day Review Period:	April 22, 2025

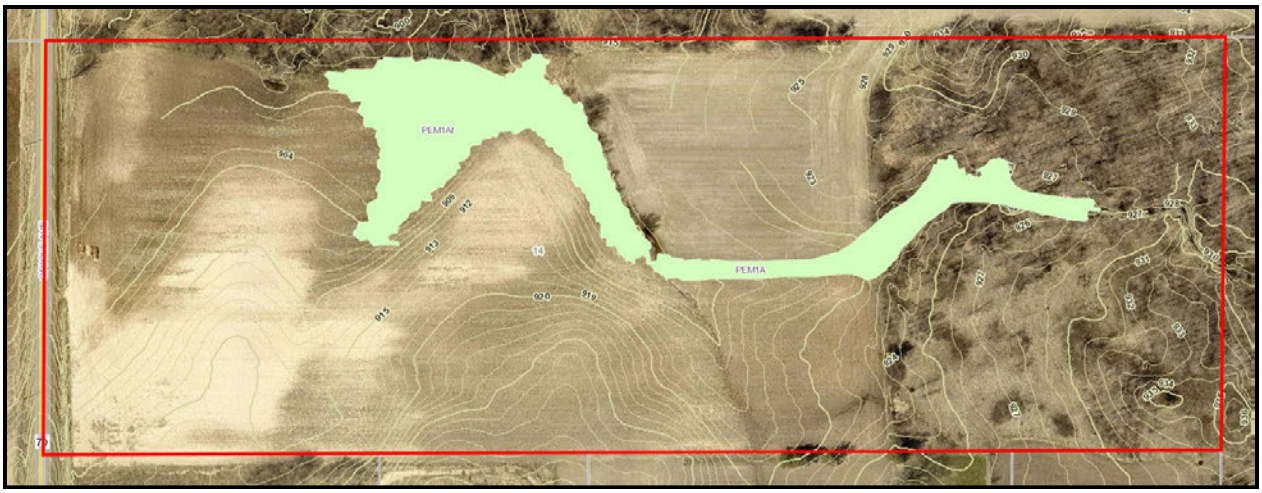
BACKGROUND

Property owners Steven Olson & Ann Byers and Gary & LaDonna Olson are seeking approval of the Preliminary Plat of Amador Meadows, involving the creation of two lots from the 26.8± acre subject site.



The subject site is generally located approximately one-tenth of a mile north of 392nd Street and approximately one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township. The site is currently undeveloped.

Topography of the subject site includes elevations ranging from 892' near the extreme northwest corner to 928' at the southern property boundary with a swath of wetland in the central portion of the north half. Roughly two-thirds of the site appears to be cropland, with the remaining third being wooded. The image below illustrates elevations and wetland areas per the National Wetland Inventory.



The subject site and all surrounding properties are located within the Agricultural (AG) District. Surrounding properties range in size from five acres to 55 acres with most surrounding properties having been developed for residential use and/or being used for agricultural purposes.

The attached Preliminary Plat drawing shows that the property owners wish to create two lots from the 26.8± acre subject site, with one lot being 5.8 acres in size and the other being 20.1 acres in size. Staff notes that, due to date of application submission, the request for Preliminary Plat is being processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 20.1-acre lot would not be exempted from the platting process based on the proposed lot dimensions. Each of the two proposed lots demonstrates compliance with the County's Home Site Area Standard by providing a 21,500 sf area intended for a building site and yard area. Additionally, each of the proposed lots provides sufficiently sized areas for primary and alternate septic sites.

The stated purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Below is a table which identifies

minimum requirements for the AG District with corresponding information for the two proposed lots. As proposed, both lots comply with the County's dimensional requirements.

AG District Minimum Requirements	**Lot Size 5 acres**	**Lot Width* 300 feet**	**Lot Depth** 300 feet**	**Home Site Area 21,500 square feet**
Lot 1, Block 1	5.8 acres (NOT including dedicated R-O-W)	300'±	844'±	21,500 sf
Lot 2, Block 1	20.1 acres (NOT including dedicated R-O-W)	352'±	1,732'±	21,500 sf

** Lot width, by definition, is measured at the building setback line. Subdivision Ordinance Section 4.03 Lot Requirements states that "Each lot shall front upon a public street for the minimum lot width required, except as otherwise provided in this Ordinance."*

*** Lot depth, by definition, is the average distance measured from the front lot line to the rear lot line. Subdivision Ordinance Section 4.03 Lot Requirements states that "the depth of a lot shall not be greater than five times the width."*

REVIEW PROCESS

The Technical / Plat Review Committee met with applicant Robert Boyce on January 8, 2025. Wetland Specialist Fertig commented that the wetland delineation and soils report had been verified and found to be accurate. The Committee did not identify any immediate concerns.

The Amador Town Board reviewed the proposed Preliminary Plat at its January 21, 2025 meeting and recommended approval with no conditions or comments.

Preliminary Plats, per the Chisago County Subdivision Ordinance, are subject to a 120-day review period rather than the more typical 60-day review period applied to land use requests. The 120-day review period for this application expires on April 22, 2025.

WRITTEN TESTIMONY

No written testimony was submitted to the County as of the completion of this report.

STAFF RECOMMENDATION

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, **staff recommends approval** of the Preliminary Plat of Amador Meadows with conditions and has prepared a resolution for the Commission's consideration.

Recommended Conditions:

1. The Preliminary Plat of Amador Meadows is approved per plat drawing dated signed October 30, 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.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of Amador Meadows with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Amador Meadows based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the Preliminary Plat of Amador Meadows.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on April 22, 2025 allowing the Planning Commission to further consider the request at its March 6, 2025 meeting.

ACTION REQUESTED

Motion to adopt Resolution No. PC2025-0203, a resolution recommending approval of the Preliminary Plat of Amador Meadows, with conditions as presented or amended.

ATTACHMENTS

1. Application materials
    a. Application
    b. Preliminary Plat drawing
2. Aerial location map (1) – subject site
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2025-0203

Chisago County Department of Environmental Services
Planning & Zoning Application

Chisago

Permit # 24-2554

Township AMADOR **S/T/R** 14-35-20 **PID#** 01.00266.50

Project Address N/A

Property Owner(s) STEVEN OLSON, ANN BYERS GARY OLSON, LADONNA OLSON

Mailing Address (If Different from Project Address) 4001 COLFAX AVE SO MPLS, MN 55409

Phone# [redacted] **Email** [redacted]

Applicant(s) STEVEN OLSON, GARY OLSON *ROBERT BOYCE

Mailing Address (If Different from Project Address) 9140 BALTIMORE ST. NE, STE #110, BLAINE, MN 55449

Phone# [redacted] **Email** [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☑ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) PROPOSED 2 LOT SUBDIVISION

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

☐ Full Legal Description ☐ Detailed Site Plan ☐ Detailed Written Narrative ☐ Plat Drawings

12/23/24

Fees		Dates	
Base Fee	$ 500 —	Application Received	12-23-24
Recording Fee	$ 46 —	Application Complete	12-23-24
Plat Fee – No Road(s) / With Road(s)	$ 150 —	60 / 120 Day Review Period	4-22-24
Septic Compliance Fee	$	Extended Review Period	
Wetland Fee	$ PAID		
TOTAL FEE	$ 696 —		

Chisago

Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township AMADOR **S/T/R** 14-35-20 **PID#** 01.00266.50

Project Address N/A

Property Owner(s) STEVEN OLSON, ANN BYERS GARY OLSON, LADONNA OLSON

Mailing Address (If Different from Project Address) 4001 COLFAX AVE SO MPLS, MN 55409

Phone# [redacted] **Email** [redacted]

Applicant(s) STEVEN OLSON, GARY OLSON *ROBERT BOYCE

Mailing Address (If Different from Project Address) 9140 BALTIMORE ST. NE, STE#110, BLAINE MN 55449

Phone# [redacted] **Email** [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☑ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) PROPOSED 2 LOT SUBDIVISION

12/23/24

****

Date of County Public Hearing _____ **Date of Township Presentation** _____

Township Action Taken (Township Use Only)

☒ Recommendation of Approval ☐ Recommendation of Denial

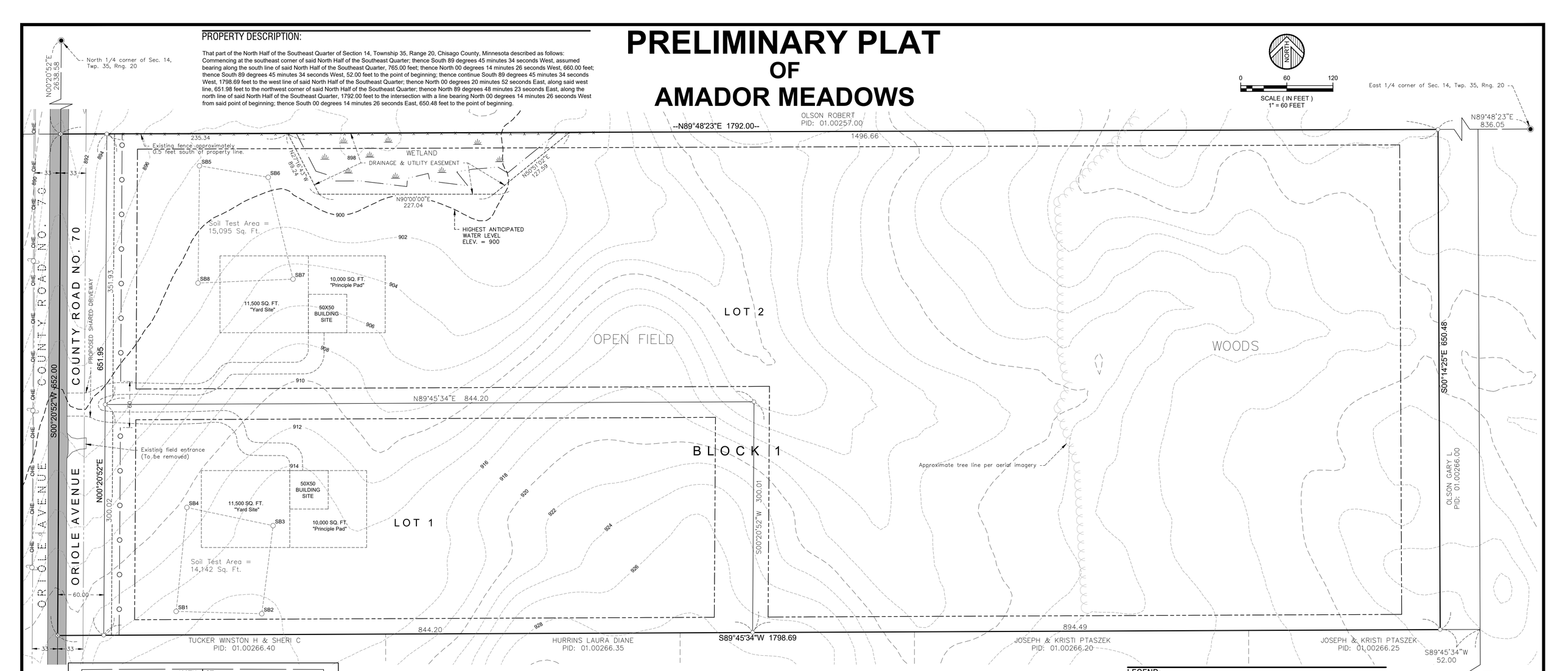
Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

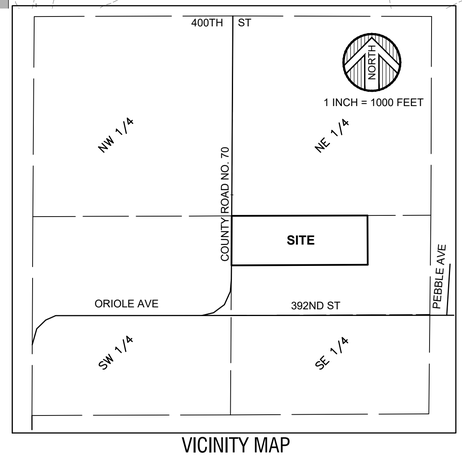
Signatures of Township Officials or Authorized Personnel

PRELIMINARY PLAT
OF
AMADOR MEADOWS

PROPERTY DESCRIPTION:

That part of the North Half of the Southeast Quarter of Section 14, Township 35, Range 20, Chisago County, Minnesota described as follows: Commencing at the southeast corner of said North Half of the Southeast Quarter; thence South 89 degrees 45 minutes 34 seconds West, assumed bearing along the south line of said North Half of the Southeast Quarter, 765.00 feet; thence North 00 degrees 14 minutes 26 seconds West, 660.00 feet; thence South 89 degrees 45 minutes 34 seconds West, 52.00 feet to the point of beginning; thence continue South 89 degrees 45 minutes 34 seconds West, 1798.69 feet to the west line of said North Half of the Southeast Quarter; thence North 00 degrees 20 minutes 52 seconds East, along said west line, 651.98 feet to the northwest corner of said North Half of the Southeast Quarter; thence North 89 degrees 48 minutes 23 seconds East, along the north line of said North Half of the Southeast Quarter, 1792.00 feet to the intersection with a line bearing North 00 degrees 14 minutes 26 seconds West from said point of beginning; thence South 00 degrees 14 minutes 26 seconds East, 650.48 feet to the point of beginning.





VICINITY MAP

SECTION 14, TOWNSHIP 35N, RANGE 20W, AMADOR TOWNSHIP, CHISAGO COUNTY, MINNESOTA

SURVEY NOTES:

1. Orientation of this bearing system is based on the Chisago County Coordinate System NAD83 (1996 adj.)
2. Vacant land - There is no address assigned to the subject property at the time of this survey. PID: 01.00266.50
3. Total Acreage of Property: 1,169,172 Sq. Ft. or 26.8 Acres
4. Proposed Lot Areas:
   - Lot 1, Block 1: 253,256 Sq. Ft. or 5.8 Acres
   - Lot 2, Block 1: 876,979 Sq. Ft. or 20.1 Acres
   - Dedicated Right-of-way: 39,118 Sq. Ft. or 0.9 Acres
5. The Property is zoned A(Agricultural) per Amador Township Zoning Map.
   Building Setbacks (per Chisago County Dimensional Standards)
   - Front Yard / Township Road Right of Way: = 40 feet
   - Side Yard: = 20 feet
   - Rear Yard: = 50 feet

   Zoning District Regulations:
   - Minimum Lot Area = 5 Acres
   - Minimum Lot Width = 300 feet
   - Minimum Lot Depth = 300 feet
6. Contours shown are LiDAR derived on the NAVD88 datum provided by MnDNR. The electronic LiDAR data was ordered and received on 10/17/2024.
7. Vertical control: MNDOT Benchmark "Rise" Elev. = 909.424(NAVD88)
8. The subject property lies within Zone X, areas of minimal flooding per FEMA Flood Insurance Rate Map No. 27025C0200D, effective date April 17, 2012.
9. Highest anticipated water level elevation = 900 (NAVD88)
10. Nearest 100 year flood elevation is 870.00Per Zone A, Sunrise river, 2-1/2 miles West of the subject property.
11. Building pads shown are for graphical purposes only.

NOTE:

Minimum Buildable Area : 21,500 Sq. Ft.

10,000 Sq. Ft. principle pad that:

Minimum 2 feet above the nearest 100 year flood **Elev. = 870.00 Sunrise River (NAVD88)**

Minimum 2 feet above the Highest Anticipated Water Level **Elev. = 900 (NAVD88)**

11,500 Sq. Ft. yard site that:

Is above the nearest or any relevant 100-year flood contour

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH, UNLESS OTHERWISE INDICATED AND ADJOINING STREET LINES, AS SHOWN ON THIS PLAT.

OWNER/DEVELOPER:
STEVEN OLSON
13735 FAIR OAK CT
APPLE VALLEY, MN. 55124

SOIL TESTER:
JOSH PUTT
28651 QUAIL ROAD
SHAFER, MN. 55074
(651)900-1567
DATE: 10/20/2024

SURVEYOR/ENGINEER:
WIDSETH
5368 266TH STREET WYOMING, MINNESOTA 55092
(651) 464-3130

WETLAND DELINEATOR:
JACOBSON ENVIRONMENTAL, PLLC.
5821 HUMBOLDT AVE. N.
BROOKLYN CENTER, MN 55430
612-802-6619
DATE: 10/02/2024

LEGEND:

- DENOTES A SET 1/2" IRON PIPE CAP NO. 42648
- ELEC POLE
- SB — DENOTES SOIL BORING
- DENOTES SET MAG NAIL WITH WASHER MARKED 42648
- DENOTES DEDICATED RIGHT OF ACCESS TO CHISAGO COUNTY
- EXISTING RIGHT-OF-WAY LINE
- FENCE BARB WIRE
- WETLAND EDGE
- OHE — OVERHEAD ELECTRIC
- BUILDING SETBACK LINE

© 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

DATE:	October 2024
SCALE:	AS SHOWN
DRAWN BY:	JAS
CHECKED BY:	KLJ
FILE NUMBER:	2024-11844

DATE	AMENDMENTS	BY

PREPARED FOR: **STEVEN OLSON**

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

Kelly L. Jordan DATE: 10/30/2024 LIC. NO. 42648

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Steven Olson & Ann Byers and Gary & LaDonna Olson – Property owners Steven Olson & Ann Byers and Gary & LaDonna Olson are requesting approval of the Preliminary Plat of Amador Meadows involving the creation of two lots from a 26.8± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located approximately one-tenth of a mile north of 392nd Street on the east of Oriole Avenue / CR 70 in Amador Township, S14, T35, R20 (PID 01.00266.50).



Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Steven Olson & Ann Byers and Gary & LaDonna Olson – Property owners Steven Olson & Ann Byers and Gary & LaDonna Olson are requesting approval of the Preliminary Plat of Amador Meadows involving the creation of two lots from a 26.8± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located approximately one-tenth of a mile north of 392nd Street on the east of Oriole Avenue / CR 70 in Amador Township, S14, T35, R20 (PID 01.00266.50).



RESOLUTION NO. PC2025-0203
A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF AMADOR MEADOWS

WHEREAS, property owners Steven Olson & Ann Byers and Gary Olson & LaDonna Olson and applicant Robert Boyce submitted an application dated received and deemed complete on December 23, 2024 for the Preliminary Plat of Amador Meadows; and

WHEREAS, the property owners wish to create two lots from the 26.8± acre subject site; and

WHEREAS, the subject site is generally located approximately one-tenth of a mile north of 392nd Street and approximately one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 01.00266.50
That part of the North Half of the Southeast Quarter of Section 14, Township 35, Range 20, Chisago County, Minnesota described as follows:
Commencing at the southeast corner of said North Half of the Southeast Quarter; thence South 89 degrees 45 minutes 34 seconds West, assumed bearing along the south line of said North Half of the Southeast Quarter, 765.00 feet; thence North 00 degrees 14 minutes 26 seconds West, 660.00 feet; thence South 89 degrees 45 minutes 34 seconds West, 52.00 feet to the point of beginning; thence continue South 89 degrees 45 minutes 34 seconds West, 1798.69 feet to the west line of said North Half of the Southeast Quarter; thence North 00 degrees 20 minutes 52 seconds East, along said west line, 651.98 feet to the northwest corner of said North Half of the Southeast Quarter; thence North 89 degrees 48 minutes 23 seconds East, along the north line of said North Half of the Southeast Quarter, 1792.00 feet to the intersection with a line bearing North 00 degrees 14 minutes 26 seconds West from said point of beginning; thence South 00 degrees 14 minutes 26 seconds East, 650.48 feet to the point of beginning.

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner(s) and/or applicant, and invited members of the public to comment; and

WHEREAS, the Planning Commission found that the Preliminary Plat of Amador Meadows was consistent with the intent of the County's Zoning and Subdivision Ordinances.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, that the request for Preliminary Plat is hereby recommended for approval, subject to the following conditions:

1. The Preliminary Plat of Amador Meadows is approved per plat drawing dated signed October 30, 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.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 6th day of February, 2025.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Beth Gervais

Chair Land Services Coordinator

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 25/0219-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE PRELIMINARY PLAT OF AMADOR MEADOWS

WHEREAS, property owners Steven Olson & Ann Byers and Gary Olson & LaDonna Olson and applicant Robert Boyce submitted an application dated received and deemed complete on December 23, 2024 for the Preliminary Plat of Amador Meadows; and

WHEREAS, the property owners wish to create two lots from the 26.8± acre subject site; and

WHEREAS, the subject site is generally located approximately one-tenth of a mile north of 392nd Street and approximately one-half of a mile south of 400th Street on the east side of Oriole Avenue / CR 70 in Amador Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 01.00266.50
That part of the North Half of the Southeast Quarter of Section 14, Township 35, Range 20, Chisago County, Minnesota described as follows:
Commencing at the southeast corner of said North Half of the Southeast Quarter; thence South 89 degrees 45 minutes 34 seconds West, assumed bearing along the south line of said North Half of the Southeast Quarter, 765.00 feet; thence North 00 degrees 14 minutes 26 seconds West, 660.00 feet; thence South 89 degrees 45 minutes 34 seconds West, 52.00 feet to the point of beginning; thence continue South 89 degrees 45 minutes 34 seconds West, 1798.69 feet to the west line of said North Half of the Southeast Quarter; thence North 00 degrees 20 minutes 52 seconds East, along said west line, 651.98 feet to the northwest corner of said North Half of the Southeast Quarter; thence North 89 degrees 48 minutes 23 seconds East, along the north line of said North Half of the Southeast Quarter, 1792.00 feet to the intersection with a line bearing North 00 degrees 14 minutes 26 seconds West from said point of beginning; thence South 00 degrees 14 minutes 26 seconds East, 650.48 feet to the point of beginning.

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, property owner Steven Olson, and applicant Robert Boyce, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Amador Meadows with conditions per Resolution No. PC2025-0203; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Amador Meadows and the Planning Commission's recommendation at its February 19, 2025 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 Amador Meadows, subject to the following conditions:

1. The Preliminary Plat of Amador Meadows is approved per plat drawing dated signed October 30, 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.

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: February 19, 2025

_____ ATTEST: _____

Dan Dahlberg
Chair, Board of Commissioners

Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **14**
Title of Item for Consideration: Preliminary Plat – Peltier Estates	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services on behalf of the Chisago County Planning Commission
Previous Action on this Matter: None.	

Background: Property owners Craig and Patti Peltier and applicant Shelby Peltier and Shawn Kupcho are requesting Preliminary Plat approval of Peltier Estates. The subject 45.8± acre property is proposed to be divided out resulting in 2 lots. The property is generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, (PID # 02.00557.00).

At their meeting of February 6, 2025, the Planning Commission conducted the requisite public hearing on the proposed Peltier Estates Preliminary Plat and recommended unanimous (6-0) approval with conditions, per Resolution No. PC2025-0202. A resolution of the Board of Commissioners consistent with that of the Commission's recommendation is presented for Board consideration.

Pursuant to Minnesota Statute, the 120-day agency action deadline is, April 17, 2025. Among the options for the County Board at tonight's meeting are the following:

- Approve the Preliminary Plat, as recommended and with the Findings and Conditions prepared by the Planning Commission and carried forward in Resolution form by County ESD staff;
- Consider and Approve the Preliminary Plat, generally as recommended by the Planning Commission and County ESD staff, but with modified Conditions determined and approved by the County Board at tonight's meeting (to be codified as part of the formal approval);
- The County Board may Deny the Preliminary Plat for legally justifiable reasons, but must state such reasons as part of the official record of decision (either as part of a motion to deny or as part of a failure of a motion to approve). Moreover, such action must be taken prior to the end of the initial 120-day period.

Attachment(s):

- Draft Resolution of Approval
- Planning Commission Presentation
- Planning Commission Staff Report & Hearing Packet
- Planning Commission Minutes (draft)

***Action Requested/Recommended*:** It is respectfully requested that the Board affirmatively consider the recommendation of the Planning Commission to approve the Peltier Estates Preliminary Plat:

"Move to Approve Resolution No. 25/0219-____ , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Peltier Estates generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, (PID # 02.00557.00)."

***Implications of Action*:** Recommended Board action grants approval of the Peltier Estates Preliminary Plat as presented. Once prepared and reviewed, final plat approval will be requested of the Board.

***Budget/Financial Implications*:** None.

***Legal/Policy Implications*:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____

Motion By:	Seconded by:
To:	

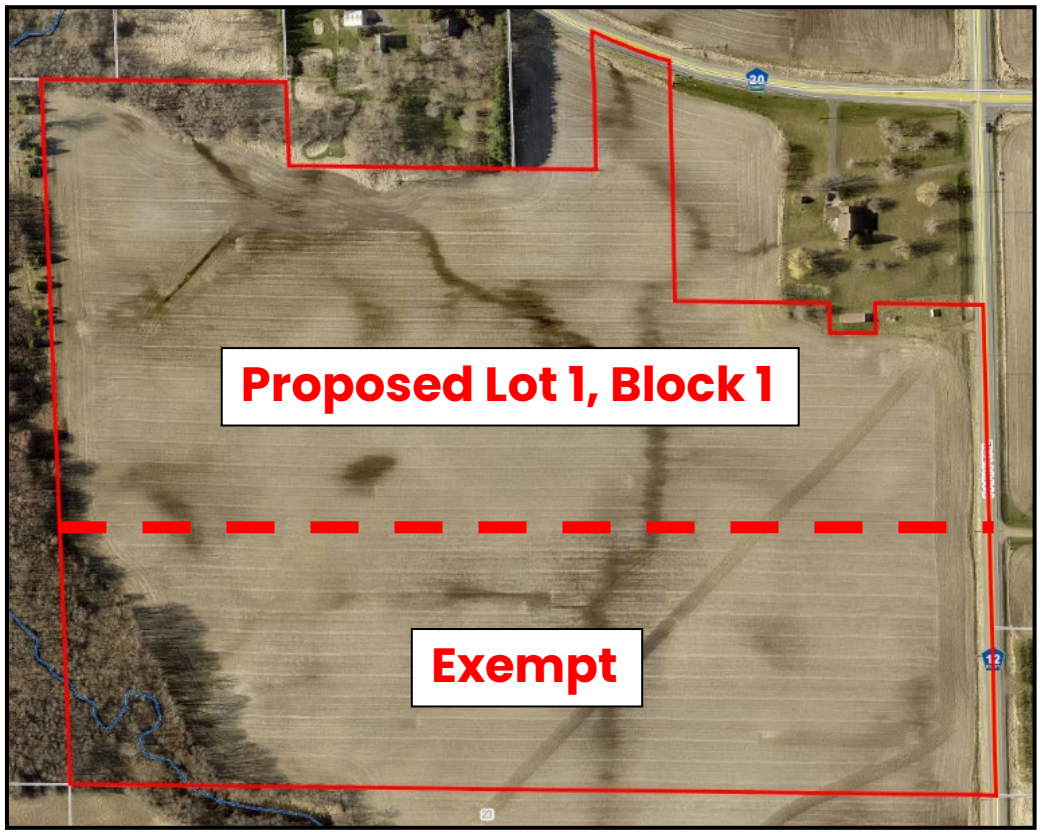
Action on Motion:	Aye _____	Nay ____	Abstain ____

Preliminary Plat of Peltier Estates

Craig & Patti Peltier
Shelby Peltier and Shawn Kupcho
33xxx Park Trail / CSAH 12
Chisago Lake Township
PID 02.00557.00

Background & Site Analysis

Property owners Craig & Patti Peltier are seeking approval of the Preliminary Plat of Peltier Estates, involving the creation of one 24.98-acre lot from the 45.8± acre subject site. The balance of the land, being 20 acres in size, meets all dimensional requirements to be exempt from the platting process.



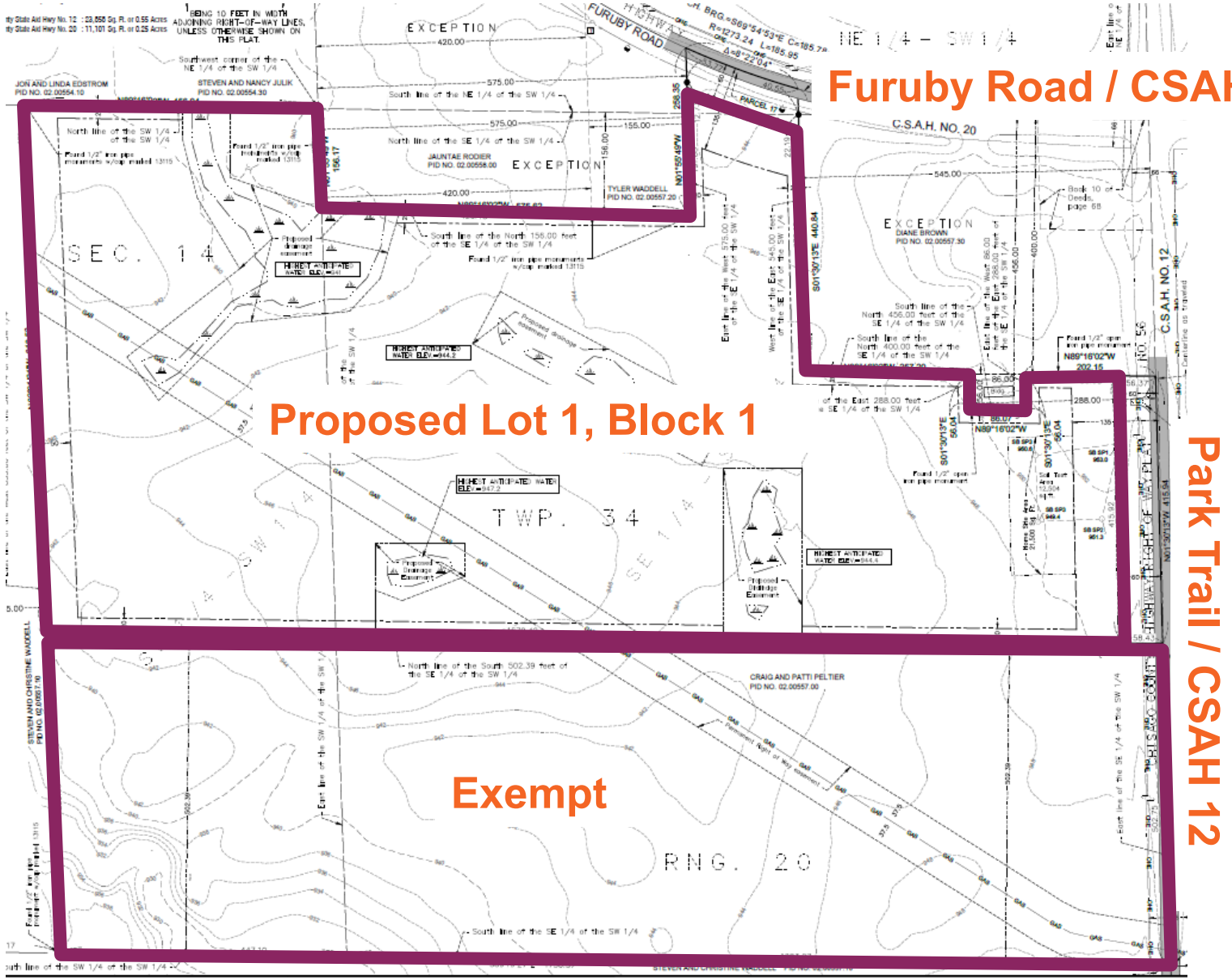
- The subject site is generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, with frontage on both roadways.
- The site is currently undeveloped.
- Topography of the proposed lot includes slightly rolling elevations ranging from 939' to 952'. Aside from a small stand of trees and wetland area near the northwest corner of the subject site, the land appears to be used almost entirely as cropland.
- The subject site and all surrounding properties are located within the Agricultural (AG) District. Surrounding properties range widely in size from 1.5 acres to 76 acres with most surrounding properties having been developed for residential use and/or being used for agricultural purposes.

Proposal Analysis

- The proposed lot is shown to be located in the north portion of the subject site, utilizing all of the Furuby Road / CSAH 20 frontage and roughly half (45%) of the Park Trail / CSAH 12 frontage.
- The balance of the subject site, being 20 acres in size and at least 500’ in all dimensions, is exempt from the platting process.
- Staff notes that, due to date of application submission, the request for Preliminary Plat is being processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 24.98-acre lot would not be exempted from the platting process given that the lot does not include a full 20 acres which is at least 500’ in all dimensions.
- The stated purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. The table below identifies minimum requirements for the AG District with corresponding information for the proposed lot. As proposed, the lot complies with the County’s dimensional requirements.

AG District Minimum Requirements	**Lot Size 5 acres**	**Lot Width* 300 feet**	**Lot Depth** 300 feet**	**Home Site Area 21,500 square feet**
Lot 1, Block 1	24.98 acres	Approx. 416’ (as measured at the Park Trail / CSAH 12 building setback line)	1679.4’	21,500 sf

Proposal Analysis, cont.



Review Process

Technical / Plat Review Committee

January 8, 2025

- Wetland Specialist Fertig commented that the wetland delineation had been verified and found to be accurate; however, due to seasonal constraints, the soils report had not yet been verified.
- The Committee did not identify any immediate concerns.

Chisago Lake Town Board Meeting

January 21, 2025

The Town Board recommended approval with no conditions or comments.

Ordinance Prescribed Review Period

The review period is scheduled to expire on April 17, 2025.

Staff Recommendation

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of the staff report or during the course of the public hearing, **staff recommends approval** of the Preliminary Plat of Peltier Estates with the following conditions:

1. The Preliminary Plat of Peltier Estates is approved per plat drawing dated signed December 17, 2024 and amended on January 14, 2025. 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 not be submitted until the Chisago County Department of Environmental Services has verified the soils report submitted as part of the December 17, 2024 request for Preliminary Plat and the Department has found that said soils report satisfactorily complies with all applicable regulations.
4. 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.

Options

1. Recommend that the County Board **approve** the Preliminary Plat of Peltier Estates with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Peltier Estates based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the Preliminary Plat of Peltier Estates.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on April 17, 2025 allowing the Planning Commission to further consider the request at its March 6, 2025 meeting.

Action Requested

Motion to adopt Resolution No. PC2025-0202, a resolution recommending approval of the Preliminary Plat of Peltier Estates, with conditions as presented or amended.

Staff Report

TO: Planning Commission
FROM: Beth Gervais, Land Services Coordinator
SUBJECT: Preliminary Plat of Peltier Estates
33xxx Park Trail / CSAH 12, Chisago Lake Township
DATE: February 6, 2025

ACTION TO CONSIDER

The Planning Commission will conduct a public hearing to consider the Preliminary Plat of Peltier Estates, involving the creation of one lot from a 45.8± acre tract of land.

SITE & APPLICATION INFORMATION

Property Owner(s):	Craig & Patti Peltier
Applicant(s):	Craig Peltier, Shelby Peltier, and Shawn Kupcho
Location:	33xxx Park Trail / CSAH 12 Chisago Lake Township Section 14, Township 34, Range 20
PID:	02.00557.00
Property Area:	45.8± Acres
Current Zoning:	Agricultural (AG) District
Adjacent Zoning:	
North:	Agricultural (AG) District
South:	Agricultural (AG) District
East:	Agricultural (AG) District
West:	Agricultural (AG) District
Date Application Received:	December 17, 2024
Date Application Complete:	December 18, 2024
120-Day Review Period:	April 17, 2025



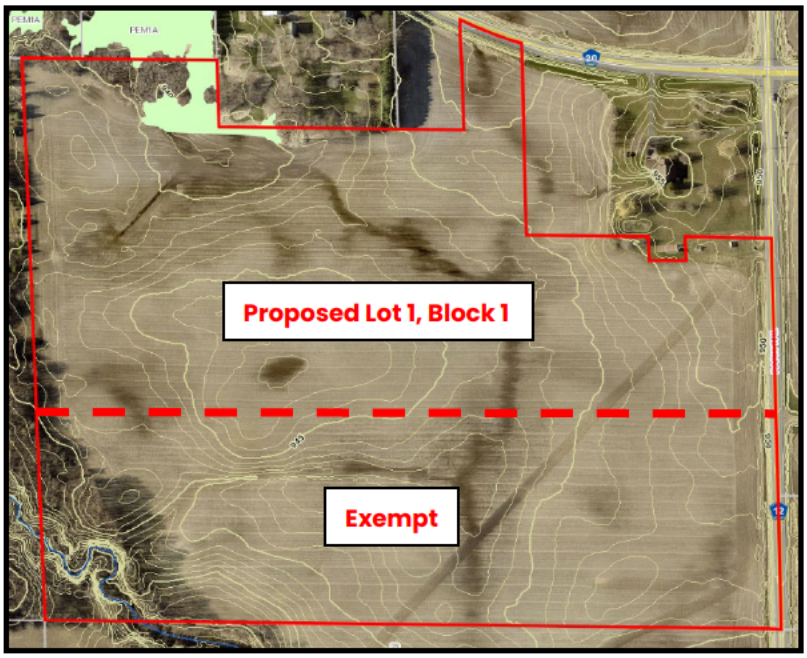
BACKGROUND

Property owners Craig & Patti Peltier are seeking approval of the Preliminary Plat of Peltier Estates, involving the creation of one 24.98-acre lot from the 45.8± acre subject site. The balance of the land, being 20 acres in size, meets all dimensional requirements to be exempt from the platting process.

SITE & PROPOSAL ANALYSIS

The subject site is generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, with frontage on both roadways. The proposed lot is shown to be located in the north portion of the subject site, utilizing all of the Furuby Road / CSAH 20 frontage and roughly half (45%) of the Park Trail / CSAH 12 frontage. The balance of the subject site, being 20 acres in size and at least 500' in all dimensions, is exempt from the platting process. Staff notes that, due to date of application submission, the request for Preliminary Plat is being processed pursuant to the 1999 Subdivision Ordinance; however, whether processed pursuant to the 1999 Ordinance or pursuant to the recently adopted Ordinance, the proposed 24.98-acre lot would not be exempted from the platting process given that the lot does not include a full 20 acres which is at least 500' in all dimensions.

Topography of the proposed lot includes slightly rolling elevations ranging from 939' to 952'. Aside from a small stand of trees and wetland area near the northwest corner of the subject site, the land appears to be used almost entirely as cropland. The adjacent image illustrates elevations and wetland areas per the National Wetland Inventory.



The subject site and all surrounding properties are located within the Agricultural (AG) District. Surrounding properties range widely in size from 1.5 acres to 76 acres with most surrounding properties having been developed for residential use and/or being used for agricultural purposes.

The stated purpose of the AG District is to provide areas to be utilized for agriculture and agriculture related uses and low density residential areas. Below is a table which identifies minimum requirements for the AG District with corresponding information for the proposed lot. As proposed, the lot complies with the County's dimensional requirements.

AG District Minimum Requirements	**Lot Size 5 acres**	**Lot Width* 300 feet**	**Lot Depth** 300 feet**	**Home Site Area 21,500 square feet**
Lot 1, Block 1	24.98 acres	Approx. 416' (as measured at the Park Trail / CSAH 12 building setback line)	1679.4'	21,500 sf

** Lot width, by definition, is measured at the building setback line. Subdivision Ordinance Section 4.03 Lot Requirements states that "Each lot shall front upon a public street for the minimum lot width required, except as otherwise provided in this Ordinance."*
*** Lot depth, by definition, is the average distance measured from the front lot line to the rear lot line. Subdivision Ordinance Section 4.03 Lot Requirements states that "the depth of a lot shall not be greater than five times the width."*

REVIEW PROCESS

The Technical / Plat Review Committee met with Applicant / Surveyor Shawn Kupcho on January 8, 2025. Wetland Specialist Fertig commented that the wetland delineation had been verified and found to be accurate; however, due to seasonal constraints, the soils report had not yet been verified. The Committee did not identify any immediate concerns.

The Chisago Lake Town Board reviewed the proposed Preliminary Plat at its January 21, 2025 meeting and recommended approval with no conditions or comments.

Preliminary Plats, per the Chisago County Subdivision Ordinance, are subject to a 120-day review period rather than the more typical 60-day review period applied to land use requests. The 120-day review period for this application expires on April 17, 2025.

WRITTEN TESTIMONY

No written testimony was submitted to the County as of the completion of this report.

STAFF RECOMMENDATION

Staff believes that the proposed Preliminary Plat complies with and is consistent with the intent of the County's Zoning and Subdivision Ordinances. Barring any new or unknown evidence of compliance discovered after the completion of this report or during the course of the public hearing, **staff recommends approval** of the Preliminary Plat of Peltier Estates with conditions and has prepared a resolution for the Commission's consideration.

Recommended Conditions:

1. The Preliminary Plat of Peltier Estates is approved per plat drawing dated signed December 17, 2024 and amended on January 14, 2025. 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 not be submitted until the Chisago County Department of Environmental Services has verified the soils report submitted as part of the December 17, 2024 request for Preliminary Plat and the Department has found that said soils report satisfactorily complies with all applicable regulations.

4. 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.

OPTIONS

1. Recommend that the County Board **approve** the Preliminary Plat of Peltier Estates with conditions presented or amended.
2. Should the Planning Commission determine that the proposed Preliminary Plat does not comply with and/or is not consistent with the intent of County's Zoning and Subdivision Ordinances upon completion of the public hearing and/or upon discovery of any new or unknown evidence, recommend that the County Board **deny** the Preliminary Plat of Peltier Estates based on factors deemed appropriate. *(Note: The Commission will need to include specific factor(s) for denial in its motion.)*
3. **Continue the public hearing** to a specific date in order to receive additional public testimony prior to making a recommendation on the Preliminary Plat of Peltier Estates.
4. **Table** the request to allow for submission of additional supporting documentation and/or further review and consideration. The ordinance prescribed 120-day review period expires on April 17, 2025 allowing the Planning Commission to further consider the request at its March 6, 2025 meeting.

ACTION REQUESTED

Motion to adopt Resolution No. PC2025-0202, a resolution recommending approval of the Preliminary Plat of Peltier Estates, with conditions as presented or amended.

ATTACHMENTS

1. Application materials
    a. Application
    b. Preliminary Plat drawing
2. Aerial location map (1) – subject site
3. Aerial location map (2) – vicinity map
4. Draft Resolution No. PC2025-0202

Chisago County Department of Environmental Services
Planning & Zoning Application

Permit # 24-2542

Township N. CHISAGO LAKE **S/T/R** 14/34/20 **PID#** 02.00557.00

Project Address _____

Property Owner(s) CRAIG + PATTI PELTIER.

Mailing Address (If Different from Project Address) 86 206TH STREET NEW RICHMOND WI 54017

Phone# [redacted] **Email** [redacted]

Applicant(s) CRAIG PELTIER SHELBY PELTIER

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☒ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) DIVIDE 45 ACRES INTO 2 LOTS

Required Attachments (Additional Attachments May Be Required Based On The Specific Request)

☐ Full Legal Description ☐ Detailed Site Plan ☐ Detailed Written Narrative ☐ Plat Drawings

Craig Peltier — **Applicant Signature**

DEC 17-2024 — **Date of Application**

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

Fees		Dates	
Base Fee	$ 500 —	Application Received	12-17-24
Recording Fee	$ 46 —	Application Complete	12-18-24
Plat Fee – No Road(s) / With Road(s)	$ 150	60 / 120 Day Review Period	4-17-25
Septic Compliance Fee	$	Extended Review Period	
Wetland Fee	$ NA		
TOTAL FEE	$ 696 —		

Chisago County Department of Environmental Services
Planning & Zoning Application

Township Presentation Form

Township N. CHISAGO LAKE **S/T/R** 14/34/20 **PID#** 02.00557.00

Project Address XXX PARK TRAIL CENTER CITY.

Property Owner(s) CRAIG + PATTI PELTIER

Mailing Address (If Different from Project Address) 86 206TH. STREET NEW RICHMOND WI 54017

Phone# [redacted] **Email** [redacted]

Applicant(s) CRAIG PELTIER

Mailing Address (If Different from Project Address) _____

Phone# [redacted] **Email** [redacted]

Type of Request (Check All That Apply)

Board of Adjustment & Appeals	Planning Commission	
☐ Variance	☐ Conditional Use Permit (CUP)	☒ Preliminary Plat
☐ Administrative Appeal	☐ Interim Use Permit (IUP)	☐ Rezoning
	☐ Amendment to CUP or IUP	☐ Ordinance Amendment

Description of Request (Attach Separate Sheet if Necessary) DIVIDE 45 ACRE± 2 LOTS

Craig Peltier — **Applicant Signature**

12-17-2024 — **Date of Application**

I hereby certify that the above information is true and correct to the best of my knowledge, and that any knowingly false representations may invalidate any approvals. With my signature, I also grant permission to Chisago County Officials to enter upon the subject property for the purpose of such inspections as may be necessary.

****

Date of County Public Hearing FEB 6, 2025 **Date of Township Presentation** JAN 21, 2025

Township Action Taken (Township Use Only)

☒ Recommendation of Approval ☐ Recommendation of Denial

Recommended Conditions of Approval OR Legal Findings for Recommendation of Denial

_____

Signatures of Township Officials or Authorized Personnel

_____ _____ _____

_____ _____ _____

PRELIMINARY PLAT
OF
PELTIER ESTATES

ACREAGE:

Total acreage of PID No. 02.00557.00 = 1,994,240 Sq. Ft. or 45.78 Acres

Lot 1, Block 1 : 1,088,081 Sq. Ft. or 24.98 Acres
Remnant PID No. 02.00557.00 : 871,200 Sq. Ft. or 20.00 Acres

Dedicated Right of Way of County State Aid Hwy No. 12 : 23,858 Sq. Ft. or 0.55 Acres
Dedicated Right of Way of County State Aid Hwy No. 20 : 11,101 Sq. Ft. or 0.25 Acres

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

10 10

BEING 10 FEET IN WIDTH ADJOINING RIGHT-OF-WAY LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

Intersection of the West line of the NE 1/4 of the SW 1/4 and the centerline Furuby Rd (F.K.A. Taylors Falls and Sunrise Rd)

CHISAGO COUNTY HIGHWAY
FURUBY ROAD
CH. BRG.=S69°54'53"E C=185.78
R=1273.24 L=185.95
Δ=8°22'04"
Centerline Furuby Rd (F.K.A. Taylors Falls and Sunrise Rd)
RIGHT OF WAY PLAT NO. 13
C.S.A.H. NO. 20
C.S.A.H. NO. 12
Existing field approach
Centerline as traveled

NORTH
0 80 160
SCALE (IN FEET)

West line of the NE 1/4 of the SW 1/4
East line of the NE 1/4 of the SW 1/4
Southwest corner of the NE 1/4 of the SW 1/4
South line of the NE 1/4 of the SW 1/4
North line of the SW 1/4 of the SW 1/4
North line of the SE 1/4 of the SW 1/4
Found 1/2" iron pipe monuments w/cap marked 13115
Found 1/2" iron pipe monuments w/cap marked 13115
Found 1/2" iron pipe monuments w/cap marked 13115
Found 1/2" open iron pipe monument
Found 1/2" open iron pipe monument
Found 1/2" iron pipe monument w/cap marked 13115
Book 10 of Deeds, page 68

JON AND LINDA EDSTROM
PID NO. 02.00554.10

STEVEN AND NANCY JULIK
PID NO. 02.00554.30

JAUNTAE RODIER
PID NO. 02.00558.00

TYLER WADDELL
PID NO. 02.00557.20

DIANE BROWN
PID NO. 02.00557.30

STEVEN AND CHRISTINE WADDELL
PID NO. 02.00557.10

CRAIG AND PATTI PELTIER
PID NO. 02.00557.00

PARCEL 17

EXCEPTION

N89°16'02"W 456.94
N01°55'49"W 156.17
N89°16'02"W 575.62
S01°30'13"E 440.84
N89°16'02"W 257.20
N89°16'02"W 202.15
S01°30'13"E 56.04
N89°16'02"W 86.07
N01°30'13"W 415.94
N02°21'21"W 818.53
S89°19'27"E 1737.85
S89°19'27"E 1730.37
S89°19'27"E 1283.27

575.00
420.00
155.00
258.35
191.85
156.00
420.45
545.00
400.00
378.10
456.00
288.00
135
86.00
52.15
93.63
56.37
415.92
835.00
1679.42
447.10
836.17
503.09
502.39
502.75
58.43
53.77
40.56
22.19
12.73

Proposed drainage easement
HIGHEST ANTICIPATED WATER ELEV.=941
HIGHEST ANTICIPATED WATER ELEV.=944.2
HIGHEST ANTICIPATED WATER ELEV.=947.2
HIGHEST ANTICIPATED WATER ELEV.=944.4
Proposed Drainage Easement
Proposed Drainage Easement
Permanent Right of Way easement

Bldg.
SB SP3 950.6
SB SP1 953.0
Soil Test Area 12,504 sq.ft.
Home Site Area 21,500 Sq. Ft.
SB SP3 949.4
SB SP2 951.3

SEC. 14
TWP. 34 N.
RNG. 20
LOT 1
BLOCK 1

Southwest corner of the SW 1/4 of the SW 1/4 of Sec. 14, Twp. 34, Rng. 20
South line of the SW 1/4 of the SW 1/4
East line of the SW 1/4 of the SW 1/4
East line of the West 835.00 feet of the SW 1/4 of the SW 1/4
East line of the SE 1/4 of the SW 1/4
East line of the West 575.00 feet of the SE 1/4 of the SW 1/4
West line of the East 545.00 feet of the SE 1/4 of the SW 1/4
East line of the West 86.00 feet of the East 288.00 feet of the SE 1/4 of the SW 1/4
South line of the North 156.00 feet of the SE 1/4 of the SW 1/4
South line of the North 456.00 feet of the SE 1/4 of the SW 1/4
South line of the North 400.00 feet of the SE 1/4 of the SW 1/4
West line of the East 288.00 feet of the SE 1/4 of the SW 1/4
North line of the South 502.39 feet of the SE 1/4 of the SW 1/4
South line of the SE 1/4 of the SW 1/4
East line of the SW 1/4 of the SW 1/4
East line of the SE 1/4 of the SW 1/4

EXISTING DESCRIPTION: (per Warranty Deed Doc. No. 287781)

NOTE: Applicable portions of the property descriptions contained in Warranty Deed Doc. No,. 287781 are shown in bold below.

The North Half of the Northwest Quarter (N 1/2 of NW 1/4), of Section Twenty-three (23), Township Thirty-four (34), Range Twenty (20); subject to public roads; and

The South Half of the Southwest Quarter (S 1/2 of SW 1/4), of Section Fourteen (14), Township Thirty-four (34), Range Twenty (20); also the following described tract:

Commencing at the southwest corner of the NE 1/4 of SW 1/4 of Section 14, Township 34, Range 20, running thence North on 1/16 section line to the center of the Taylors Falls and Sunrise Road (now Furuby Road), thence following the center of said road in a southeasterly direction to where the same crosses the 1/16 section line which divides the NE 1/4 of SW 1/4 from the SE 1/4 of SW 1/4, thence West on the last described 1/16 section line to place of beginning, hereby intending to convey all that part of the NE 1/4 of the SW 1/4 of said Section 14, which lies southwest of the road leading from Taylors Falls to Sunrise City, and containing 3 acres, more or less. Excepting, however, that part of the above described premises heretofore conveyed to the Lindstrom Creamery Company, Chisago County, Minnesota, as described in Book 10 of Deeds on page 68 in the office of the County Recorder of Chisago County, Minnesota; and

Except: The South 775 feet of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section Twenty-three (23), the West 835 feet of that part of said North Half of Northwest Quarter (N 1/2 of NW 1/4), lying North of the South 775 feet thereof and **the West 835 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Fourteen (14), all in Township Thirty-four (34) North, Range Twenty (20) West, Chisago County, Minnesota; and**

Except: The West 420 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 14, lying southerly of County State Aid Highway No. 20 (also known as Furuby Road); and, the West 420 feet of the North 156 feet of the Southeast Quarter of the Southwest Quarter of Section 14; both parcels are in Township 34 North, Range 20 West, Chisago County, Minnesota, together containing 5.0 acres, more or less; and

Except: The East 155 feet of the West 575 feet of the North 156 feet of the Southeast Quarter of Section 14, Township 34 North, Range 20 West, Chisago County, Minnesota, and that part of the East 155 feet of the West 575 feet of the Northeast Quarter of the Southwest Quarter of said Section 14, which lies southerly of the center line of County State Aid Highway No. 20 (also known as Furuby Road); and

Except: The North 200 feet of the South 975 feet of all that part of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section 23, Township 34 North, Range 20 West, Chisago County, Minnesota, lying East of the West 835 feet thereof; and

ALSO EXCEPT (per Warranty Deed Doc. No. A360621)

That part of the East 545 feet of the Northeast Quarter of the Southwest Quarter of Section 14, lying Southerly of the center line of Furuby Road (also known as County State Aid Highway No. 20) and the North 400 feet of the East 545 feet of the Southeast Quarter of the Southwest Quarter of said Section 14. Together with the South 56 feet of the North 456 feet of the West 86 feet of the East 288 feet of said Southeast Quarter of the Southwest Quarter all in Township 34, Range 20 West, Chisago County, Minnesota.

ALSO EXCEPT

The South 502.39 feet of the Southeast Quarter of the Southwest Quarter of Section 14, Township 34, Range 20, Chisago County, Minnesota and the South 502.39 feet of the Southwest Quarter of the Southwest Quarter of said Section 14, lying East of the West 835.00 feet thereof.

SURVEY NOTES:

1. Orientation of this bearing system is based on the Chisago County Coordinate System NAD 83 (1996 adj.)
2. The property is vacant.
   PID No. is 02.00557.00
3. Total Acreage of the property : 1,994,240 Sq. Ft. or 45.78 Acres
4. Bench Mark: MnDOT "Chico 21 MN025" Elev.=938.06 NAVD88
5. Contours shown are LiDAR contours from MN DNR on NAVD88 datum.
6. The subject property is zoned A (Agricultural) per Chisago Lake Township zoning map.
   Building setbacks are:
   Front yard: 135 feet from centerline
   Rear yard: 50 feet
   Side yard : 20 feet
   Building setbacks may be subject to interpretation.
7. Buildable Area - An area of land excluding slopes greater than eighteen percent (18%), surface waters, wetlands, or flood plains.
   Home Site Area – A minimum contiguous area of land required on each newly created lot intended to provide a suitable building pad, home location, garage, and yard area; and which may or may not also include an additional or separately identified area of undisturbed soils measuring 12 inches to redoximorphic features deemed suitable for a Type 1 Septic System.
   The following shall be required of all lots and parcels at time of subdivision and/or time of principle structure (home) construction permitting:
   1. A land area measuring a minimum of 21,500 square feet which may be identified in its natural state or modified with clean fill and identified with soil boring and survey elevation study as determined by the County to support the following:
      a. Contiguous 10,000 square foot principal building pad site that:
         i. Is a minimum of 2 feet above the 100-year flood contour; and
         ii. Is two (2) feet above the highest anticipated water level; and
         iii. Meets the Building Requirements in Section 4.07.
      b. 11,500 square foot yard site that:
         i. Is above the 100-year flood contour; and
         ii. A minimum 5,000 square feet of which is contiguous with the principal building pad site.
8. The platted property lies within Zone X, areas determined to be outside the 0.2% annual chance flood plain per FEMA Flood Insurance Rate Map No. 27025C0135D, effective April 17, 201, north of County State Aid Highway No. 10 and Zone AE south of County State Aid Highway No. 10.
9. Historical imagery indicates the wetlands have been cultivated in the past.
10. This preliminary plat was prepared without the benefit of a title commitment or title report. There may be additional easements that affect the property.

LEGEND

- FOUND CHISAGO COUNTY SECTION CORNER MONUMENT
- FOUND 1/2" IRON PIPE MONUMENT W/CAP MARKED 13590 UNLESS NOTED OTHERWISE
- GUY POLE
- TELEPHONE PEDESTAL
- SB SOIL BORING
- ELECTRIC POLE
- OHE OVERHEAD ELECTRIC
- BUILDING SETBACK LINE
- DELINEATED WETLAND PERFORMED BY EARTH SCIENCE ASSOCIATES
- DENOTES RIGHT OF ACCESS DEDICATED TO CHISAGO COUNTY
- BITUMINOUS SURFACE
- GRAVEL SURFACE

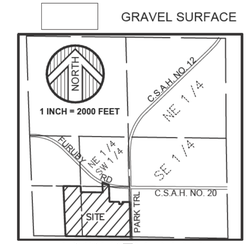
SOIL BORING
RAMBERG SOIL CONSULTING
55535 FAIRFIELD AVE
PINE CITY, MN 55063
(320) 438-9318

OWNER & DEVELOPER
CRAIG PELTIER
86 206TH STREET
NEW RICHMOND, WI 54017
(651) 491-3380
CRAIGTPELTIER@HOTMAIL.COM

LAND SURVEYOR
WIDSETH
SHAWN KUPCHO
5368 266TH ST
WYOMING,MN 55092
PHONE (651) 353-2343

WETLAND SPECIALIST
EARTH SCIENCES ASSOCIATES, INC
37445 GRAND AVE
NORTH BRANCH, MN 55056
(612) 718-0413

South Quarter corner of Sec. 14, Twp. 34, Rng. 20



VICINITY MAP
SEC. 14, T34, R.20
CHISAGO LAKE TOWNSHIP
CHISAGO COUNTY, MINNESOTA

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

PREPARED FOR: CRAIG PELTIER

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Shawn M. Kupcho L.S. LIC. NO. 49021 DATE: 12/17/24

BY	DATE	AMENDMENTS
SMK	1/14/25	REMOVED SOUTHERN 20 ACRE PARCEL FROM PLAT

DATE: December 17, 2024
SCALE: AS SHOWN
DRAWN BY: JMM
CHECKED BY: SMK
FILE NUMBER: 2024-11608

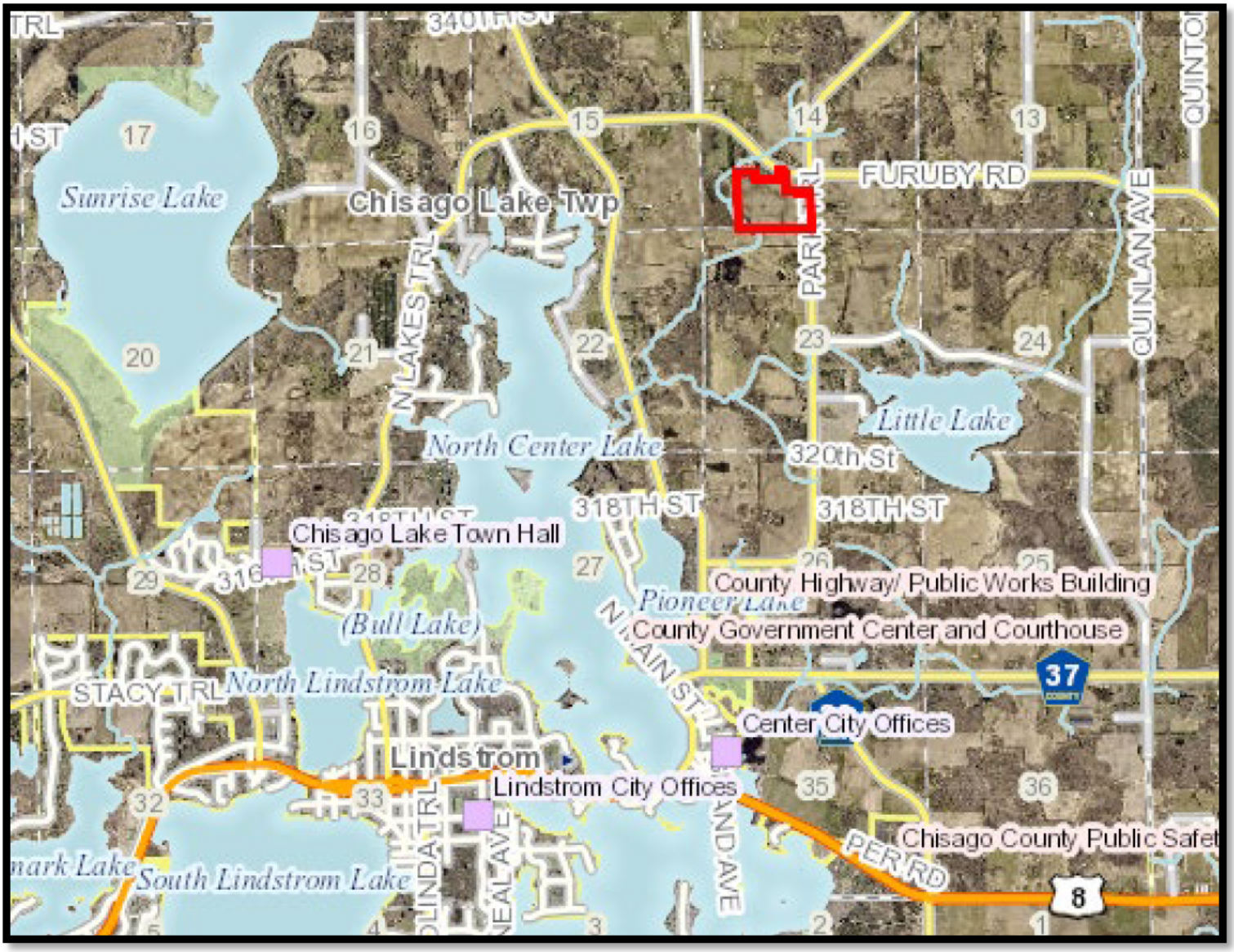
Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Craig & Patti Peltier – Property owners Craig & Patti Peltier are requesting approval of the Preliminary Plat of Peltier Estates involving the creation of one lot from a 45.8± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, S14, T34, R20 (PID 02.00557.00).



Chisago COUNTY USA | ENVIRONMENTAL SERVICES

Craig & Patti Peltier – Property owners Craig & Patti Peltier are requesting approval of the Preliminary Plat of Peltier Estates involving the creation of one lot from a 45.8± acre tract of land. The subject site is zoned Agricultural (AG) District and generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township, S14, T34, R20 (PID 02.00557.00).



RESOLUTION NO. PC2025-0202
A RESOLUTION OF THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, RECOMMENDING APPROVAL OF THE PRELIMINARY PLAT OF PELTIER ESTATES

WHEREAS, property owners Craig Peltier & Patti Peltier and applicants Shelby Peltier and Shawn Kupcho submitted an application dated received December 17, 2024 and deemed complete on December 18, 2024 for the Preliminary Plat of Peltier Estates; and

WHEREAS, the property owners wish to create one 24.98-acre lot from the 45.8± acre subject site; and

WHEREAS, the subject site is generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 02.00557.00
NOTE: Applicable portions of the property descriptions contained in Warranty Deed Doc. No. 287781 are shown in bold below.

The North Half of the Northwest Quarter (N 1/2 of NW 1/4), of Section Twenty-three (23), Township Thirty-four (34), Range Twenty (20); subject to public roads; and
The South Half of the Southwest Quarter (S 1/2 of SW 1/4), of Section Fourteen (14), Township Thirty-four (34), Range Twenty (20); also the following described tract: Commencing at the southwest corner of the NE 1/4 of SW 1/4 of Section 14, Township 34, Range 20, running thence North on 1/16 section line to the center of the Taylors Falls and Sunrise Road (now Furuby Road), thence following the center of said road in a southeasterly direction to where the same crosses the 1/16 section line which divides the NE 1/4 of SW 1/4 from the SE 1/4 of SW 1/4, thence West on the last described 1/16 section line to place of beginning, hereby intending to convey all that part of the NE 1/4 of the SW 1/4 of said Section 14, which lies southwest of the road leading from Taylors Falls to Sunrise City, and containing 3 acres, more or less. Excepting, however, that part of the above described premises heretoforth conveyed to the Lindstrom Creamery Company, Chisago County, Minnesota, as described in Book 10 of Deeds on page 68 in the office of the County Recorder of Chisago County, Minnesota; and
Except: The South 775 feet of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section Twenty-three (23), the West 835 feet of that part of said North Half of Northwest Quarter (N 1/2 of NW 1/4), lying North of the South 775 feet thereof and **the West 835 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Fourteen (14), all in Township Thirty-four (34) North, Range Twenty (20) West, Chisago County, Minnesota; and**
Except: The West 420 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 14, lying southerly of

County State Aid Highway No. 20 (also known as Furuby Road); and, the West 420 feet of the North 156 feet of the Southeast Quarter of the Southwest Quarter of Section 14; both parcels are in Township 34 North, Range 20 West, Chisago County, Minnesota, together containing 5.0 acres, more or less; and
Except: The East 155 feet of the West 575 feet of the North 156 feet of the Southeast Quarter of Section 14, Township 34 North, Range 20 West, Chisago County, Minnesota, and that part of the East 155 feet of the West 575 feet of the Northeast Quarter of the Southwest Quarter of said Section 14, which lies southerly of the center line of County State Aid Highway No. 20 (also known as Furuby Road); and
Except: The North 200 feet of the South 975 feet of all that part of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section 23, Township 34 North, Range 20 West, Chisago County, Minnesota, lying East of the West 835 feet thereof; and
ALSO EXCEPT (per Warranty Deed Doc. No. A360621)
That part of the East 545 feet of the Northeast Quarter of the Southwest Quarter of Section 14, lying Southerly of the center line of Furuby Road (also known as County State Aid Highway No. 20) and the North 400 feet of the East 545 feet of the Southeast Quarter of the Southwest Quarter of said Section 14. Together with the South 56 feet of the North 456 feet of the West 86 feet of the East 288 feet of said Southeast Quarter of the Southwest Quarter all in Township 34, Range 20 West, Chisago County, Minnesota.
ALSO EXCEPT
The South 502.39 feet of the Southeast Quarter of the Southwest Quarter of Section 14, Township 34, Range 20, Chisago County, Minnesota and the South 502.39 feet of the Southwest Quarter of the Southwest Quarter of said Section 14, lying East of the West 835.00 feet thereof.

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner(s) and/or applicant(s), and invited members of the public to comment; and

WHEREAS, the Planning Commission found that the Preliminary Plat of Peltier Estates was consistent with the intent of the County's Zoning and Subdivision Ordinances.

NOW THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF CHISAGO COUNTY, MINNESOTA, that the request for Preliminary Plat is hereby recommended for approval, subject to the following conditions:

1. The Preliminary Plat of Peltier Estates is approved per plat drawing dated signed December 17, 2024 and amended on January 14, 2025. 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 not be submitted until the Chisago County Department of Environmental Services has verified the soils report submitted as part of the December 17, 2024 request for Preliminary Plat and the Department has found that said soils report satisfactorily complies with all applicable regulations.
4. 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.

Adopted by the Planning Commission of Chisago County, Minnesota,
this 6th day of February, 2025.

Chris DuBose	_____	Dave Whitney	_____
Eric Leivian	_____	Jolene Wille	_____
Jim McCarthy	_____	Chip Yeager	_____
John Sutcliffe	_____		

_____ ATTEST: _____

Beth Gervais

Chair Land Services Coordinator

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 25/0219-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING THE PRELIMINARY PLAT OF PELTIER ESTATES

WHEREAS, property owners Craig Peltier & Patti Peltier and applicants Shelby Peltier and Shawn Kupcho submitted an application dated received December 17, 2024 and deemed complete on December 18, 2024 for the Preliminary Plat of Peltier Estates; and

WHEREAS, the property owners wish to create one 24.98-acre lot from the 45.8± acre subject site; and

WHEREAS, the subject site is generally located south of Furuby Road / CSAH 20 and west of Park Trail / CSAH 12 in Chisago Lake Township and is zoned Agricultural (AG) District; and

WHEREAS, the subject site is legally described as:

PID 02.00557.00
NOTE: Applicable portions of the property descriptions contained in Warranty Deed Doc. No. 287781 are shown in bold below.

The North Half of the Northwest Quarter (N 1/2 of NW 1/4), of Section Twenty-three (23), Township Thirty-four (34), Range Twenty (20); subject to public roads; and
The South Half of the Southwest Quarter (S 1/2 of SW 1/4), of Section Fourteen (14), Township Thirty-four (34), Range Twenty (20); also the following described tract: Commencing at the southwest corner of the NE 1/4 of SW 1/4 of Section 14, Township 34, Range 20, running thence North on 1/16 section line to the center of the Taylors Falls and Sunrise Road (now Furuby Road), thence following the center of said road in a southeasterly direction to where the same crosses the 1/16 section line which divides the NE 1/4 of SW 1/4 from the SE 1/4 of SW 1/4, thence West on the last described 1/16 section line to place of beginning, hereby intending to convey all that part of the NE 1/4 of the SW 1/4 of said Section 14, which lies southwest of the road leading from Taylors Falls to Sunrise City, and containing 3 acres, more or less. Excepting, however, that part of the above described premises heretoforth conveyed to the Lindstrom Creamery Company, Chisago County, Minnesota, as described in Book 10 of Deeds on page 68 in the office of the County Recorder of Chisago County, Minnesota; and
Except: The South 775 feet of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section Twenty-three (23), the West 835 feet of that part of said North Half of Northwest Quarter (N 1/2 of NW 1/4), lying North of the South 775 feet thereof and **the West 835 feet of the Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4) of Section Fourteen (14),**

all in Township Thirty-four (34) North, Range Twenty (20) West, Chisago County, Minnesota; and
Except: The West 420 feet of that part of the Northeast Quarter of the Southwest Quarter of Section 14, lying southerly of
County State Aid Highway No. 20 (also known as Furuby Road); and, the West 420 feet of the North 156 feet of the Southeast Quarter of the Southwest Quarter of Section 14; both parcels are in Township 34 North, Range 20 West, Chisago County, Minnesota, together containing 5.0 acres, more or less; and
Except: The East 155 feet of the West 575 feet of the North 156 feet of the Southeast Quarter of Section 14, Township 34 North, Range 20 West, Chisago County, Minnesota, and that part of the East 155 feet of the West 575 feet of the Northeast Quarter of the Southwest Quarter of said Section 14, which lies southerly of the center line of County State Aid Highway No. 20 (also known as Furuby Road); and
Except: The North 200 feet of the South 975 feet of all that part of the North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section 23, Township 34 North, Range 20 West, Chisago County, Minnesota, lying East of the West 835 feet thereof; and
ALSO EXCEPT (per Warranty Deed Doc. No. A360621)
That part of the East 545 feet of the Northeast Quarter of the Southwest Quarter of Section 14, lying Southerly of the center line of Furuby Road (also known as County State Aid Highway No. 20) and the North 400 feet of the East 545 feet of the Southeast Quarter of the Southwest Quarter of said Section 14. Together with the South 56 feet of the North 456 feet of the West 86 feet of the East 288 feet of said Southeast Quarter of the Southwest Quarter all in Township 34, Range 20 West, Chisago County, Minnesota.
ALSO EXCEPT
The South 502.39 feet of the Southeast Quarter of the Southwest Quarter of Section 14, Township 34, Range 20, Chisago County, Minnesota and the South 502.39 feet of the Southwest Quarter of the Southwest Quarter of said Section 14, lying East of the West 835.00 feet thereof.

WHEREAS, notice was provided and on February 6, 2025 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator and applicant Shelby Peltier, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Preliminary Plat of Peltier Estates with conditions per Resolution No. PC2025-0202; and

WHEREAS, the Board of Commissioners considered the request for Preliminary Plat of Peltier Estates and the Planning Commission's recommendation at its February 19, 2025 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 Peltier Estates, subject to the following conditions:

1. The Preliminary Plat of Peltier Estates is approved per plat drawing dated signed December 17, 2024 and amended on January 14, 2025. 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 not be submitted until the Chisago County Department of Environmental Services has verified the soils report submitted as part of the December 17, 2024 request for Preliminary Plat and the Department has found that said soils report satisfactorily complies with all applicable regulations.
4. 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.

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: February 19, 2025

_____ ATTEST: _____

Dan Dahlberg
Chair, Board of Commissioners

Chase Burnham
County Administrator

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 15
Title of Item for Consideration: Letter of Support - Department of Revenue County Aquatic Invasive Species (AIS) Prevention Aid Program Cuts for FY 2025-2027	
Action Requested by: Kurt Schneider, Director	***Department:*** Environmental Services

Previous Action on this Matter: In 2014, the Minnesota State Legislature passed MN Statute 477A.19 AIS Prevention Aid, which provides annual funding to Minnesota Counties to conduct AIS prevention efforts. Chisago County Board of Commissioners approved Resolution No. 14/0820-1 Resolution to Approve, Accept, and Implement Aquatic Invasive Species Prevention Aid Program.

Since 2015, Chisago County has received an average annual allocation of $136,424 in State AIS designated funding to implement the AIS Prevention Aid Program on a countywide basis. This includes watercraft inspections and decontamination, enforcement, communication and education, regional coordination and early detection activities, along with formal agreements with Wild Rivers Conservancy, Emmons & Olivier Resources Inc. and Comfort Lake Forest Lake Watershed District to assist in AIS education and early detection activities.

Background: Governor Walz budget proposes cutting the Minnesota Department of Revenue County Aquatic Invasive Species Prevention Aid program for FY 2025-27 by half. The total funding issued each year to counties for AIS prevention programming is $10 million. Chisago County receives the yearly AIS Prevention Aid funding to hire up to 14 seasonal watercraft inspectors and full-time staff, reimburse County Sheriff Officers for enforcement and inspections, complete aquatic plant point-intercept surveys, and collaborate with several partners to complete our education and early detection programs.

Since 2015, county staff have reached thousands of residents through the county AIS program. Total metrics from 2015 to 2024 are included below:

AIS Prevention Aid Results	**TOTALS 2015 - 2024**
Watercraft Inspections	153,322
Watercraft Decontaminations	787
AIS Educational Events	127
Residents Directly Reached	9,806
Number of Volunteers	593
Lakes Surveyed for AIS	144
Early Detection Access Searches	384

Zebra Mussel Plates Deployed	407
Aquatic Plant Surveys	14

At their meeting on February 10, 2025, the Chisago County Water Plan Policy Team approved a motion to support a letter (attached) to Governor Walz to asking to restore the proposed cuts for FY 2025-2027 and fully fund the MN state AIS Prevention Aid program. Several lake associations in the county will be signing a similar letter of support. Local governments and organizations across the state are completing letters and contacting Governor Walz to restore the cuts and to fully fund the AIS Prevention Aid funding.

It is respectfully requested that the Chisago County Board of Commissioners approve a letter of support to restore the proposed reduction in the Department of Revenue County Aquatic Invasive Species Prevention Aid program for FY 2025-27.

***Attachment(s)*:**

- Chisago County Board of Commissioners AIS Prevention Aid, Letter of Support
- Chisago County Water Plan Policy Team AIS Prevention Aid, Letter of Support

***Action Requested/Recommended*:** It is respectfully requested that the Chisago County Board of Commissioners approve a letter of support to restore the proposed reduction in the Department of Revenue County Aquatic Invasive Species (AIS) Prevention Aid program for FY 2025-27. The following motion is suggested:

"Move to approve a letter of support to restore the proposed reduction in the Minnesota Department of Revenue County Aquatic Invasive Species (AIS) Prevention Aid program for FY 2025-27."

***Implications of Action*:** Approval will show the Chisago County Board of Commissioners support of the Chisago County Aquatic Invasive Species (AIS) Prevention Aid program and collaborative work in preventing the spread of AIS to county lakes and rivers.

***Budget/Financial Implications*:** Chisago County receives an average annual allocation of $136,424 in State AIS designated funding since 2015. Reduction in the state AIS designated funding will severely reduce or eliminate the county's watercraft inspections, decontaminations, education, early detection, and enforcement programs along with the partnerships and relationships with volunteers who assist in implementing the county's AIS programming.

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

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

February 11, 2025

Governor Tim Walz
130 State Capitol
75 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155

Dear Governor Walz,

The Chisago County Board of Commissioners write to fully restore the proposed cuts to the Department of Revenue County Aquatic Invasive Species Prevention Aid program for FY 2025-27. We ask you to maintain the full funding of the Prevention Aid program to support Chisago County's extensive and collaborative work in preventing the spread of aquatic invasive species (AIS) to our county lakes and rivers.

Without AIS Prevention Aid funding, Chisago County AIS staff would not be able to implement the county's comprehensive AIS program. Since 2015, Chisago County has utilized the Prevention Aid funding to employ Watercraft Inspectors and AIS Specialist staff focusing on inspections, decontaminations, education, early detection programs, and enforcement. In ten years, county staff have reached thousands of residents through our program. Here are a few of the metrics:

AIS Prevention Aid Results	**TOTALS 2015 - 2024**
Watercraft Inspections	153,322
Watercraft Decontaminations	787
AIS Educational Events	127
Residents Directly Reached	9,806
Number of Volunteers	593
Lakes Surveyed for AIS	144
Early Detection Access Searches	384
Zebra Mussel Plates Deployed	407
Aquatic Plant Surveys	14

Chisago County's AIS program is built on partnerships! The Prevention Aid funding has allowed staff to develop partnerships with other organizations to increase our education and early detection work and make our funding go farther. Staff works with the Chisago County Sheriff's Office to enforce state AIS laws, with EOR to conduct aquatic plant surveys, with the Comfort Lake – Forest Lake Watershed District on watercraft inspections, and with local lake associations and

Wild Rivers Conservancy to assist in coordinating AIS monitoring and events, such as hosting regional AIS workshops. Ten years later these partnerships still exist because of the AIS Prevention Aid!

The Prevention Aid funding has also allowed county AIS staff to assemble dedicated volunteers to help with AIS early detection efforts. Each year, more than 70 volunteers work over 350 hours helping search for AIS in their lakes and rivers. Since 2015, almost 600 residents have volunteered their time and energy for AIS monitoring. Chisago County residents care about AIS prevention and they want to protect their lakes and rivers from the ecological and economic damage caused by AIS.

We respectfully ask that you reconsider reducing the full funding of the Prevention Aid program. Cuts to the program will severely reduce or eliminate the partnerships with organizations and volunteers that we have worked hard to foster. These cuts will also reduce our early detection and inspection efforts, at a time when we need those programs the most to prevent zebra mussels and other AIS from coming into Chisago County lakes and rivers.

Thank you for your leadership and dedication to preserving Minnesota's outdoor heritage through the prevention of aquatic invasive species. IF you have any questions or need additional information, please contact Chase Burnham, County Administrator, chase.burnham@chisagocouintymn.gov.

Sincerely,

_____

Chair, Dan Dahlberg
Chisago County Board of Commissioners

February 6, 2025

Governor Tim Walz
130 State Capitol
75 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155

Dear Governor Walz

I am writing on behalf of the Chisago County Water Plan Policy Team regarding the proposed cuts to the Department of Revenue County Aquatic Invasive Species Prevention Aid program for FY 2025-27. We ask you to maintain the full funding of the Prevention Aid program to support Chisago County's extensive and collaborative work in preventing the spread of aquatic invasive species (AIS) to our county lakes and rivers.

Without AIS Prevention Aid funding, Chisago County would not be able to fully implement the county's comprehensive AIS program. Since 2015, Chisago County has utilized all the Prevention Aid funding to employ Watercraft Inspectors and AIS Specialist staff focusing on inspections, decontaminations, education, early detection programs, and enforcement. In ten years, Chisago County has reached thousands of residents through our program. Here are a few of the metrics:

AIS Prevention Aid Results	**TOTALS 2015 - 2024**
Watercraft Inspections	153,322
Watercraft Decontaminations	787
AIS Educational Events	127
Residents Directly Reached	9,806
Number of Volunteers	593
Lakes Surveyed for AIS	144
Early Detection Access Searches	384
Zebra Mussel Plates Deployed	407
Aquatic Plant Surveys	14

Chisago County's AIS program is built on partnerships! The Prevention Aid funding has allowed us to develop partnerships with other organizations to increase our education and early detection work and make our funding go farther. We collaborate with the Chisago County Sheriff's Office to enforce state AIS laws, with EOR to conduct aquatic plant surveys, with the Comfort Lake – Forest Lake Watershed District on watercraft inspections, and with local lake associations and Wild Rivers Conservancy to assist in coordinating AIS monitoring and events, such as hosting regional AIS workshops. Ten years later these partnerships still exist because of the AIS Prevention Aid!

The Prevention Aid funding has also allowed county AIS staff to assemble dedicated volunteers to help with AIS early detection efforts. Each year, more than 70 volunteers work over 350 hours helping search for AIS in their lakes and rivers. Since 2015, almost 600 residents have volunteered their time and energy for AIS monitoring. Chisago County residents care about AIS prevention and they want to protect their lakes and rivers from the ecological and economic damage caused by AIS.

We respectfully ask that you reconsider reducing the full funding of the Prevention Aid program. Cuts to the program will severely reduce or eliminate the partnerships with organizations and volunteers that we have worked hard to foster. These cuts will also reduce our early detection and inspection efforts, at a time when we need those programs the most to prevent zebra mussels and other AIS from coming into Chisago County lakes and rivers.

Thank you for your leadership and dedication to preserving Minnesota's outdoor heritage through the prevention of aquatic invasive species. Please feel free to contact me with any questions regarding the Chisago County Water Plan Policy Team and their support of AIS activities.

Sincerely,

Susanna Wilson Witkowski | Water Resource Manager
Susanna.Wilson@chisagocountymn.gov Phone: 651-213-8380

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **16**
Title of Item for Consideration: Report and Recommendations from the February 12, 2025, Meeting of the Budget and Finance Committee	
Action Requested by: Budget & Finance	***Department:*** County Board of Commissioners

Previous Action on this Matter: From time to time, the County Board discusses issues of importance/interest to the Board and/or its committees or individual members.

Background: Time has been set aside at tonight's meeting to review items discussed by the Budget & Finance Committee at its February 12th Budget and Finance Meeting. Of note are the following, items, along with any recommended Board actions if the Board of Commissioners chooses to approve the Budget and Finance Committee's recommendations:

Current Year-to-Date Financial Update:

The Committee reviewed the current up to date financials; operating budget activity, cash flow considerations, monthly-to-annual payroll, and the local option sales and wheelage tax numbers. Finance Director Kristin Waddell also requested that the B/F Committee recommend paying for CIP approved items on the Auditor Warrants for efficiency purposes. ***The Committee recommended accepting the reports. On motion by Montzka, seconded by Dunne, the Committee recommended paying for approved CIP items as Auditor Warrants and forwarding the request to the County Board.***

Monthly Current County Staffing Update:

Administrator Burnham presented the monthly county staffing update. ***The Committee recommended accepting the reports.***

FAC-MAINT Clothing:

Administration Burnham presented the amount needed for the Facilities and Maintenance Department to be outfitted in clothing appropriate for work. The

amount is $6,165 (for 9 employees). ***On motion by Dunne, seconded by Montzka, the Committee recommended approval of the clothing and paying for the clothes using remaining Admin ARPA funds and forwarding to the County Board.***

CivicPlus – Agenda and Meeting Management:

Administration Burnham presented the proposed CivicPlus Agenda and Meeting management software to the Budget and Finance Committee. The initial cost is $11,400. ***On motion by Dunne, seconded by Montzka, the Committee recommended approval of software and paying for the software using remaining Admin ARPA funds and forwarding to the County Board.***

CJIS Security Upgrades:

Enterprise Services Director Jon Eckel presented the results and required equipment and changes from the BCA audit. The needed security improvements cost $69,050.00. ***On motion by Dunne, seconded by Greene, the Committee recommended approval of the changes and paying for the improvements using Fund balance and forwarding to the County Board.***

Attachment:

- February 19th Budget and Finance Packet
- Resolution for paying the Approved CIP Requests as Auditor Warrants
- Fund Balance Transfers

Action Requested/Recommended: It is respectfully requested that the Chisago County Board accept the February 12th Budget and Finance Report and approve the recommendations from the Budget and Finance Committee with the following motions below. Recommended Board Action, if any, may be undertaken via the above individual motions or via the following encompassing motion:

"Move to accept the February 12th Budget and Finance Report."

And

"Move to approve paying for approved CIP items as Auditors Warrants."

And

"Move to approve for Facilities and Maintenance clothing, $6,165, using remaining Administration Fee ARPA funds."

And

"Move to approve the purchase of the CivicPlus Agenda and Meeting Management Software, $11,400, using remaining Administration ARPA funds."

And

"Move to approve using fund balance, $69,050.00, to pay for the CJIS Security Compliance project."

Implications of Action: County Board consideration and approval at tonight's meeting will allow the County to continue with its various financial planning and budgeting activities.

Budget/Financial Implications: Tonight's recommended actions may approve certain specific expenditures. Tonight's actions may also have implications for future county budgets.

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

Administrator's Recommendation

Approve CEB	Deny _____	Other _____

Motion By:	Seconded by:
To:	

Action on Motion:	Aye _____	Nay _____	Abstain _____

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

BUDGET & FINANCE COMMITTEE / WORKSHOP AGENDA

Wednesday, December 12th, 2025

County Board Room, Room 172 at 3:00 p.m.

PROPOSED AGENDA

I. Current Year-to-Date Financial Update
- a. Operating Budget vs Actual
- b. Salaries and Wages Budget vs Actual
- c. Fund Balance Charts
- d. Wheelage Tax and Local Option Sales Tax Charts
- e. CIP Budget to Actual
- f. ARPA Budget to Actual
- g. Discussion Topics

II. Monthly Current County Staffing Update

III. FAC-MAINT Clothing

IV. CivicPlus – Agenda and Meeting Management

Upcoming Schedule

- **Chisago County Board of Commissioners Meeting,** Wednesday, February 19, 2025
- **AMC Legislative Conference**, February 26 - 27, 2025, InterContinental Hotel, St. Paul

******* NOTICE*******

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 1st to February 15th 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 Sheraton Vistana, 8800 Vistana Centre Dr., Orlando, FL 32825, a location open and accessible to the public.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 16th to February 28th 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 Silver Surf, 1301 Gulf Drive, Bradenton Beach, FL 34217, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 12/31/2024
100% OF YEAR COMPLETE

I.

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
GENERAL FUND						
Board of Commissioners	$ 208,024	$ 280,024	$ 278,510	134%	99%	
District Court	212,500	212,500	219,102	103%	103%	
Law Library	*30,000*	*162,368*	*26,704*	*89%*	*16%*	*Restricted*
County Administrator	83,200	83,200	122,672	147%	147%	HUB Fees, 2024 AMC Dues Arbitration Fees Leadership Training
Auditor-Treasurer	28,065	28,065	13,729	49%	49%	TNT forms paid January 2025 ($5,300)
Audit	110,000	110,000	87,795	80%	80%	
Assessor	79,850	79,850	79,515	100%	100%	
Enterprise Services	4,182,484	4,182,484	4,040,847	97%	97%	
Central Services	110,750	110,750	69,159	62%	62%	Publications down
Elections	116,500	277,904	143,269	123%	52%	
County Attorney	92,550	92,550	92,160	100%	100%	
County Attorney Forfeiture	-	*34,998*	*4,766*	*0%*	*14%*	*Restricted*
Recorder	17,950	17,950	14,877	83%	83%	
Recorder Compliance/Technology	*1,500*	*2,207,802*	*744,726*	*N/A*	*34%*	*Restricted*
Maintenance	1,008,089	1,008,089	1,067,317	106%	106%	Repairs - CL Library, NB Library, PSC
Planning & Zoning	291,500	291,500	165,351	57%	57%	
Wellness, Safety and Ergonomics	-	40,768	14,728	0%	36%	
General Government	1,287,695	1,492,798	1,356,659	105%	91%	2024 Gen Liab & Worker's Comp Ins **Retiree Payouts:**
ARPA	-	4,709,226	4,721,389	0%	100%	
Contingency	100,000	225,630	17,000	17%	8%	
Sheriff	930,521	930,521	771,658	83%	83%	
Sheriff Forfeitures	-	*29,484*	*19,064*	*0%*	*65%*	*Restricted*
Boat & Water	-	-	-	*0%*	*0%*	*Restricted*
Sheriff's Reserve	-	*9,824*	*8,893*	*0%*	*91%*	*Restricted*
Snowmobile Safety	-	-	-	*0%*	*0%*	*Restricted*
Sheriff's Contingency	-	*6,253*	*6,283*	*0%*	*100%*	*Restricted*
Gun Permits	-	*137,549*	*49,597*	*0%*	*36%*	*Restricted*
Project Lifesaver	-	*5,986*	-	*0%*	*0%*	*Restricted*
Public Safety Grants	*161,500*	*1,256,181*	*185,244*	*115%*	*15%*	*Restricted*
Coroner	153,159	153,159	152,369	99%	99%	
County Jail	742,650	742,650	656,737	88%	88%	
Jail Canteen	-	*181,516*	*105,063*	*0%*	*58%*	*Restricted*
Probation & Parole	131,006	131,006	136,893	104%	104%	Interpreter Line Vehicle Leases
Emergency Management	33,374	33,374	34,605	104%	104%	2024 CODERED
E-911	*162,000*	*630,248*	*184,200*	*114%*	*29%*	*Restricted*
Controlled Substances - Share of Fines	-	*298*	-	*0%*	*0%*	*Restricted*
Historical Society	40,000	40,000	40,000	100%	100%	2024 Allocation
Regional Library	778,495	778,495	778,495	100%	100%	2024 Allocation
Parks	137,000	147,100	139,223	102%	95%	
County Agricultural Society	16,000	16,000	8,000	50%	50%	2nd half paid January 2025
County Extension Services	141,200	141,200	149,135	106%	106%	
Soil & Water	200,000	200,000	200,000	100%	100%	2024 Allocation
Water Quality Grant	*80,900*	*361,139*	*63,761*	*79%*	*18%*	*Restricted*
Sewer Grants	-	*45,494*	*32,420*	*0%*	*71%*	*Restricted*
Wetland Grant	*5,000*	*5,000*	*5,672*	*113%*	*113%*	*Restricted - has offsetting revenue*
Watercraft Inspection	*86,100*	*211,661*	*42,620*	*50%*	*20%*	*Restricted*
Economic Development	47,000	47,000	37,429	80%	80%	
TOTAL GENERAL FUND	**$ 11,806,562**	**$ 21,889,594**	**$ 17,087,636**	**145%**	**78%**	

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 12/31/2024

100% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
ROAD AND BRIDGE FUND						
Surveyor	$ 5,050	$ 5,050	$ 3,932	78%	78%	
Highway Administration	33,600	33,600	34,464	103%	103%	
Highway Engineering	2,956,450	2,884,450	2,487,535	84%	86%	
Highway Construction	12,940,000	14,240,000	14,158,104	109%	99%	
Highway Maintenance	3,033,550	3,033,550	2,046,987	67%	67%	
Equipment Maintenance/Shop	932,200	932,200	939,440	101%	101%	
Traffic Operations	437,500	437,500	391,012	89%	89%	
TOTAL ROAD AND BRIDGE FUND	**$ 20,338,350**	**$ 21,566,350**	**$ 20,061,474**	**99%**	**93%**	
HEALTH AND HUMAN SERVICES						
Veterans Service	$ 37,150	$ 37,150	$ 28,725	77%	77%	
Income Maintenance	792,045	1,145,889	849,568	107%	74%	
Social Services	3,794,095	4,032,942	3,439,092	91%	85%	
Public Health Nursing	332,030	332,030	297,715	90%	90%	
Opioid Settlement	-	*618,129*	*24,214*	*0%*	*4%*	*Restricted*
TOTAL HEALTH AND HUMAN SERVICES	**$ 4,955,320**	**$ 6,166,140**	**$ 4,639,314**	**94%**	**75%**	
BUILDING FUND						
General Government	$ 83,602	$ 153,671	$ 83,602	100%	54%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	0%	
TOTAL BUILDING FUND	**$ 83,602**	**$ 170,671**	**$ 83,602**	**100%**	**49%**	
CAPITAL EQUIPMENT FUND						
Administration	$ 9,055	$ 131,685	$ 119,647	1321%	91%	
Armer Radio - Replacement	-	328,580	-	0%	0%	
Auditor-Treasurer & Elections	65,500	160,911	1,750	3%	1%	
Enterprise Servcies	587,800	1,012,608	823,665	140%	81%	
HHS	-	69,504	40,457	0%	58%	
Facilities/Maintenance	806,086	804,576	170,906	21%	21%	
Other General Government *(Unallocated)*	-	11,063	-	0%	0%	
Sheriff	548,617	771,391	649,906	118%	84%	
Emergency Management	9,295	9,295	9,253	100%	100%	
Highway	905,500	1,593,598	1,053,039	116%	66%	
Environmental Services/Parks	361,500	361,500	206,742	57%	57%	
TOTAL CAPITAL EQUIP FUND	**$ 3,293,353**	**$ 5,254,711**	**$ 3,075,365**	**93%**	**59%**	
SOLID WASTE FUND						
Score Grant Fund	$ 271,900	$ 271,900	$ 282,882	104%	104%	
HHW Operations	443,430	907,467	289,264	65%	65%	
TOTAL SOLID WASTE FUND	**$ 715,330**	**$ 1,179,367**	**$ 572,146**	**80%**	**49%**	
PARK ACQUISITION & IMPROVEMENT FUND						
Park Acq & Imp Fund	$ -	$ 483,526	$ 483,526	0%	100%	
PARK ACQ & IMP FUND	**$ -**	**$ 483,526**	**$ 483,526**	**0%**	**100%**	
LAKE IMPROVEMENT DISTRICT MAINTENANCE						
LID Maintenance	$ 196,000	$ 199,500	$ 129,831	66%	66%	
TOTAL LAKE IMPV DIST MAINT	**$ 196,000**	**$ 199,500**	**$ 129,831**	**66%**	**65%**	

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 12/31/2024

100% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
DEBT SERVICE FUND						
Road Debt	$ 2,108,019	$ 2,108,019	$ 1,873,674	89%	89%	Principal + Interest
HHS Debt	260,781	260,781	244,006	94%	94%	Principal + Interest
Library Debt	474,075	474,075	436,695	92%	92%	Principal + Interest
Jail Debt	1,057,731	1,057,731	992,955	94%	94%	Principal + Interest
Business Park Bonds	244,440	244,440	226,640	93%	93%	Principal + Interest
Capital Projects	628,684	628,684	629,689	100%	100%	Principal + Interest
TOTAL DEBT SERVICE FUND	**$ 4,773,730**	**$ 4,773,730**	**$ 4,403,659**	**92%**	**92%**	
TOTAL ALL FUNDS	**$ 46,162,247**	**$ 61,683,589**	**$ 50,536,553**	**109%**	**82%**	

SALARIES AND WAGES

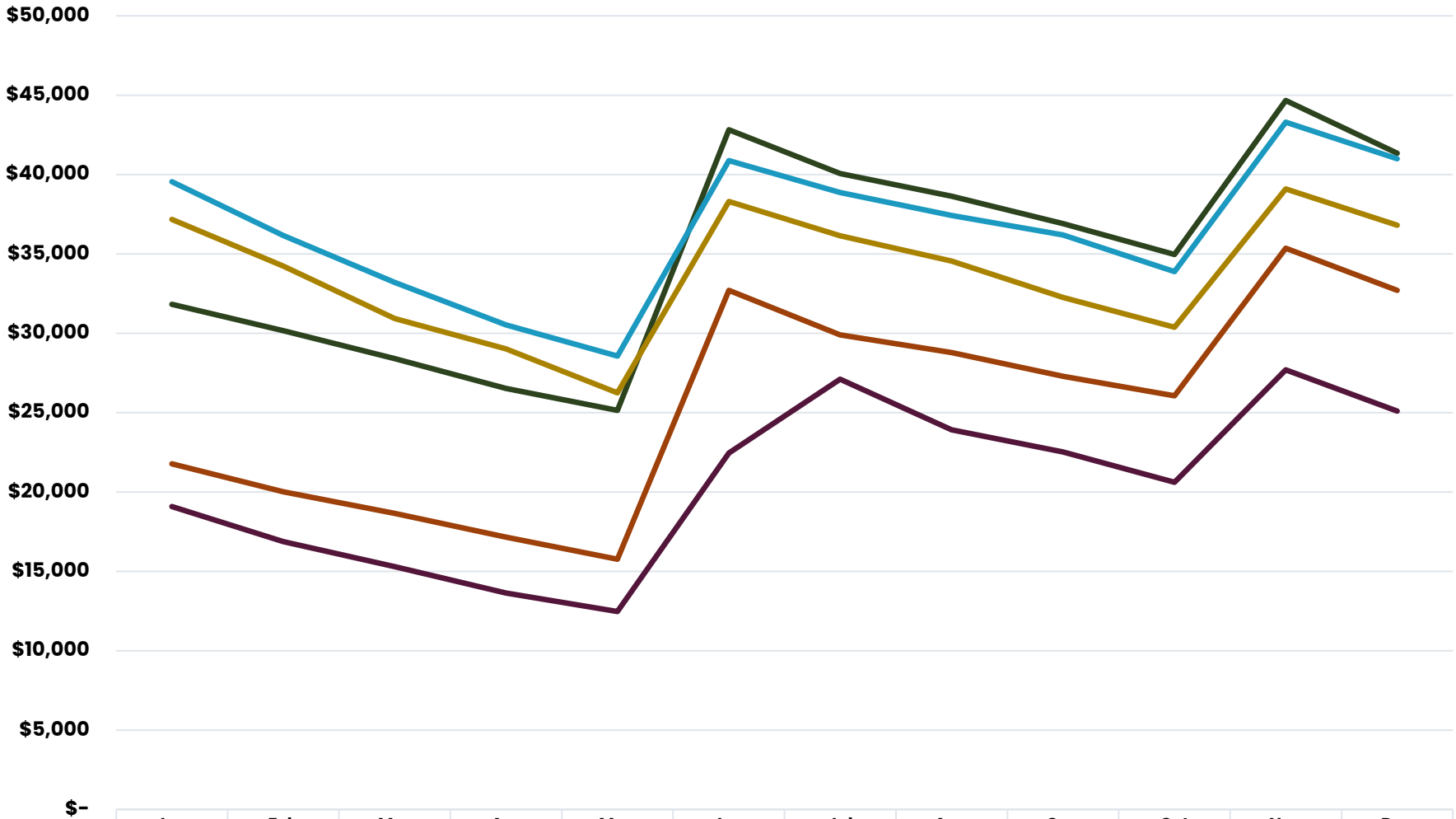
BUDGET VS ACTUAL

AS OF 12/31/2024

100% OF YEAR COMPLETE

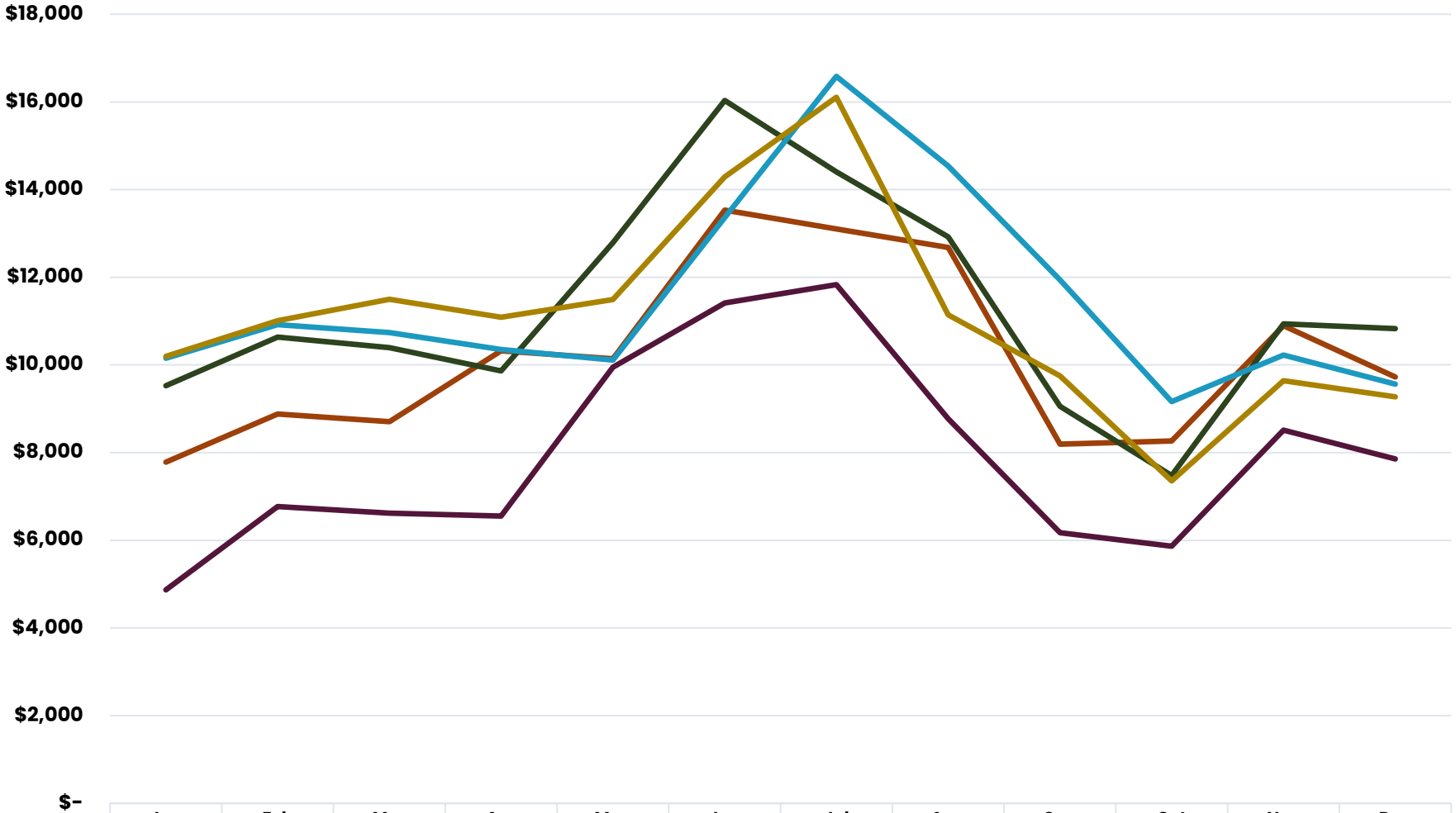
	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	$ 230,108	$ 252,503	110%
Law Library	10,514	7,172	68%
County Administrator	1,028,189	968,484	94%
Auditor-Treasurer	823,213	809,072	98%
Assessor	986,228	948,373	96%
Enterprise Services	2,153,925	2,179,039	101%
Elections	37,386	29,273	78%
County Attorney	2,832,540	2,537,551	90%
Recorder	346,477	322,250	93%
Maintenance	661,442	590,736	89%
Planning & Zoning	1,117,645	1,084,551	97%
Sheriff	7,340,816	7,469,117	102%
County Jail	4,324,033	4,266,461	99%
Probation & Parole	1,320,479	1,284,378	97%
Emergency Management	118,053	126,287	107%
Parks	465,220	430,437	93%
Water Quality Grant	118,293	131,783	111%
Wetland Grant	113,352	112,985	100%
Watercraft Inspection	229,223	139,452	61%
TOTAL GENERAL FUND	**$ 24,257,136**	**$ 23,689,904**	**98%**
ROAD AND BRIDGE FUND			
Surveyor	$ 168,442	$ 169,835	101%
Highway Administration	390,743	415,970	106%
Highway Engineering	1,069,593	1,006,197	94%
Highway Maintenance	1,961,065	1,824,412	93%
Equipment Maintenance/Shop	487,335	636,532	131%
Traffic Operations	209,075	218,346	104%
TOTAL ROAD AND BRIDGE FUND	**$ 4,286,253**	**$ 4,271,292**	**100%**
HEALTH AND HUMAN SERVICES			
Veterans Service	$ 220,212	$ 218,195	99%
Income Maintenance	3,110,312	3,100,853	100%
Social Services	7,423,133	7,379,729	99%
Public Health Nursing	1,888,620	1,716,117	91%
Opioid Settlement	-	15,369	0%
TOTAL HEALTH AND HUMAN SERVICES	**$ 12,642,277**	**$ 12,430,263**	**98%**
SOLID WASTE FUND			
Score Grant Fund	$ 61,067	$ 61,409	101%
HHW Operations	186,746	181,037	97%
TOTAL SOLID WASTE FUND	**$ 247,813**	**$ 242,446**	**98%**
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	$ 169,330	$ 186,311	110%
TOTAL LAKE IMPV DISTRICT MAINT	**$ 169,330**	**$ 186,311**	**110%**
TOTAL ALL FUNDS	**$ 41,602,809**	**$ 40,820,216**	**98%**

GENERAL FUND BALANCE BY MONTH 2020 - 2024



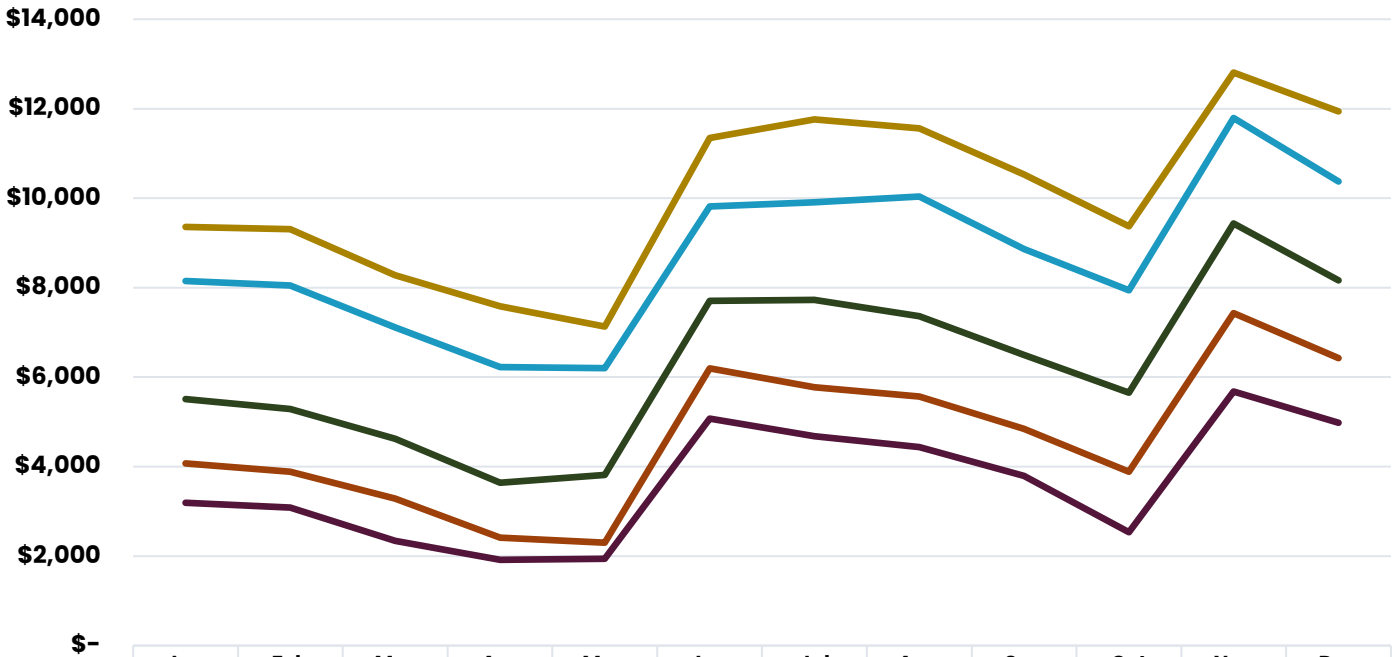
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$19,092	$16,873	$15,291	$13,634	$12,472	$22,462	$27,108	$23,919	$22,522	$20,619	$27,698	$25,101
2021	$21,774	$20,019	$18,660	$17,164	$15,767	$32,710	$29,891	$28,791	$27,296	$26,067	$35,360	$32,704
2022	$31,823	$30,169	$28,401	$26,522	$25,144	$42,821	$40,066	$38,629	$36,901	$34,966	$44,667	$41,343
2023	$39,545	$36,157	$33,205	$30,535	$28,566	$40,874	$38,871	$37,426	$36,201	$33,879	$43,300	$40,988
2024	$37,178	$34,237	$30,936	$29,025	$26,248	$38,312	$36,141	$34,557	$32,253	$30,383	$39,095	$36,812

ROAD & BRIDGE FUND BALANCE BY MONTH 2020 - 2024



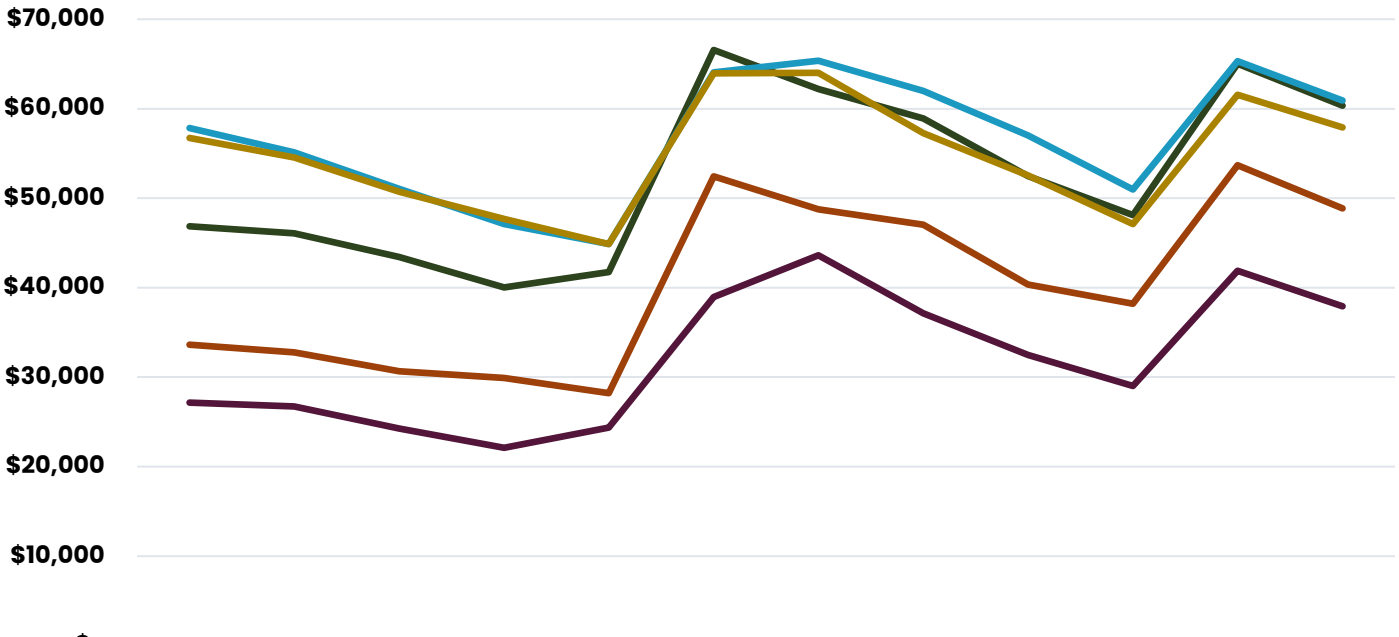
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$4,869	$6,770	$6,620	$6,554	$9,950	$11,412	$11,832	$8,774	$6,173	$5,868	$8,514	$7,856
2021	$7,783	$8,879	$8,703	$10,323	$10,144	$13,532	$13,100	$12,679	$8,196	$8,267	$10,892	$9,726
2022	$9,528	$10,634	$10,392	$9,864	$12,786	$16,033	$14,405	$12,924	$9,058	$7,477	$10,935	$10,828
2023	$10,151	$10,922	$10,739	$10,353	$10,111	$13,364	$16,583	$14,537	$11,938	$9,164	$10,223	$9,565
2024	$10,193	$11,009	$11,497	$11,085	$11,491	$14,290	$16,106	$11,143	$9,751	$7,355	$9,642	$9,274

HEALTH & HUMAN SERVICES FUND BALANCE BY MONTH 2020 - 2024



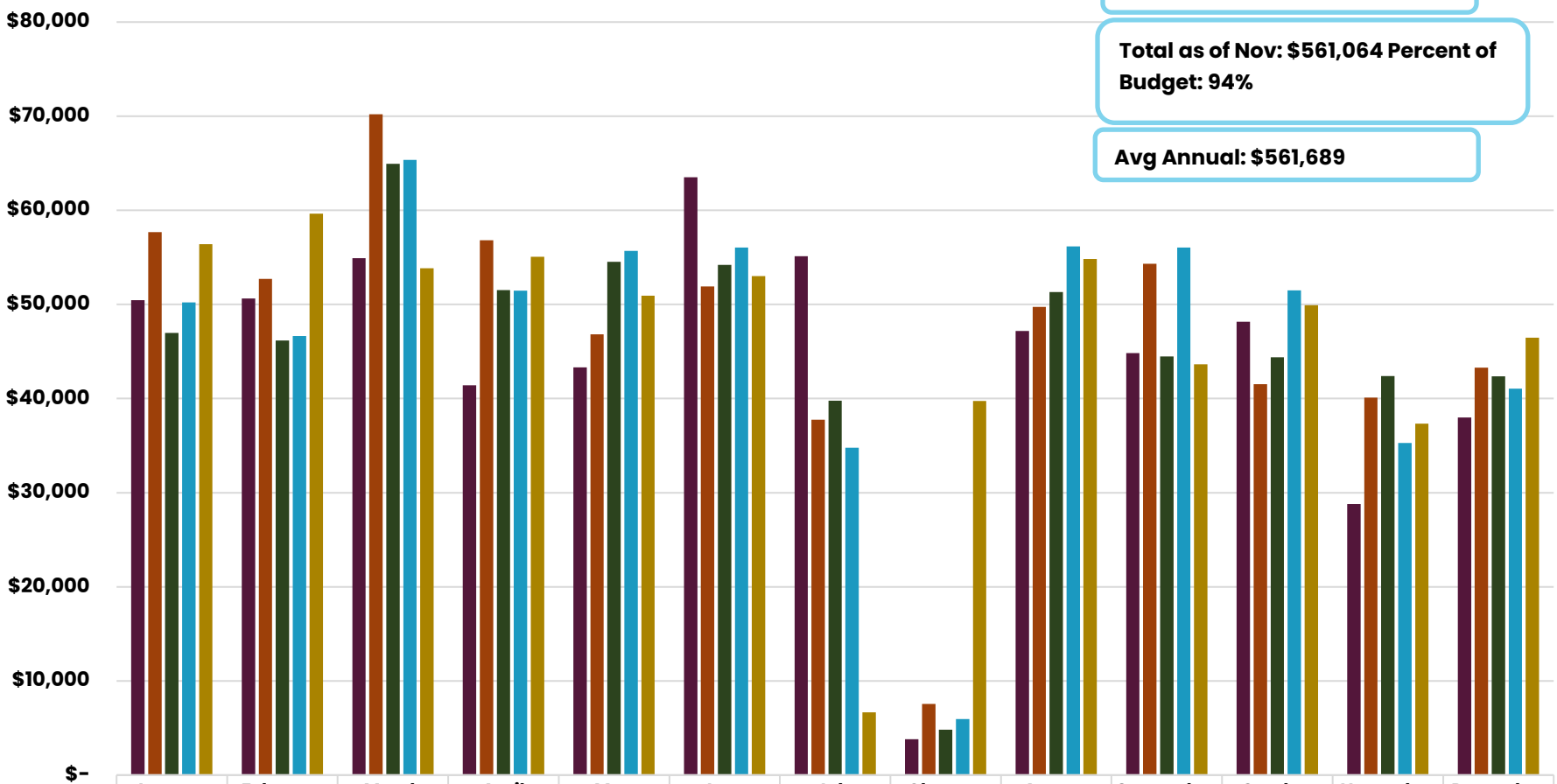
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$3,195	$3,082	$2,338	$1,917	$1,938	$5,075	$4,679	$4,437	$3,792	$2,537	$5,679	$4,977
2021	$4,071	$3,887	$3,283	$2,413	$2,300	$6,194	$5,776	$5,565	$4,846	$3,888	$7,431	$6,425
2022	$5,512	$5,286	$4,624	$3,640	$3,818	$7,706	$7,727	$7,362	$6,499	$5,653	$9,435	$8,163
2023	$8,152	$8,049	$7,110	$6,226	$6,201	$9,814	$9,908	$10,040	$8,864	$7,944	$11,792	$10,374
2024	$9,361	$9,308	$8,276	$7,585	$7,131	$11,344	$11,764	$11,564	$10,533	$9,375	$12,808	$11,941

REVENUE, ROAD & BRIDGE AND HHS COMBINED FUND BALANCE BY MONTH 2020 - 2024

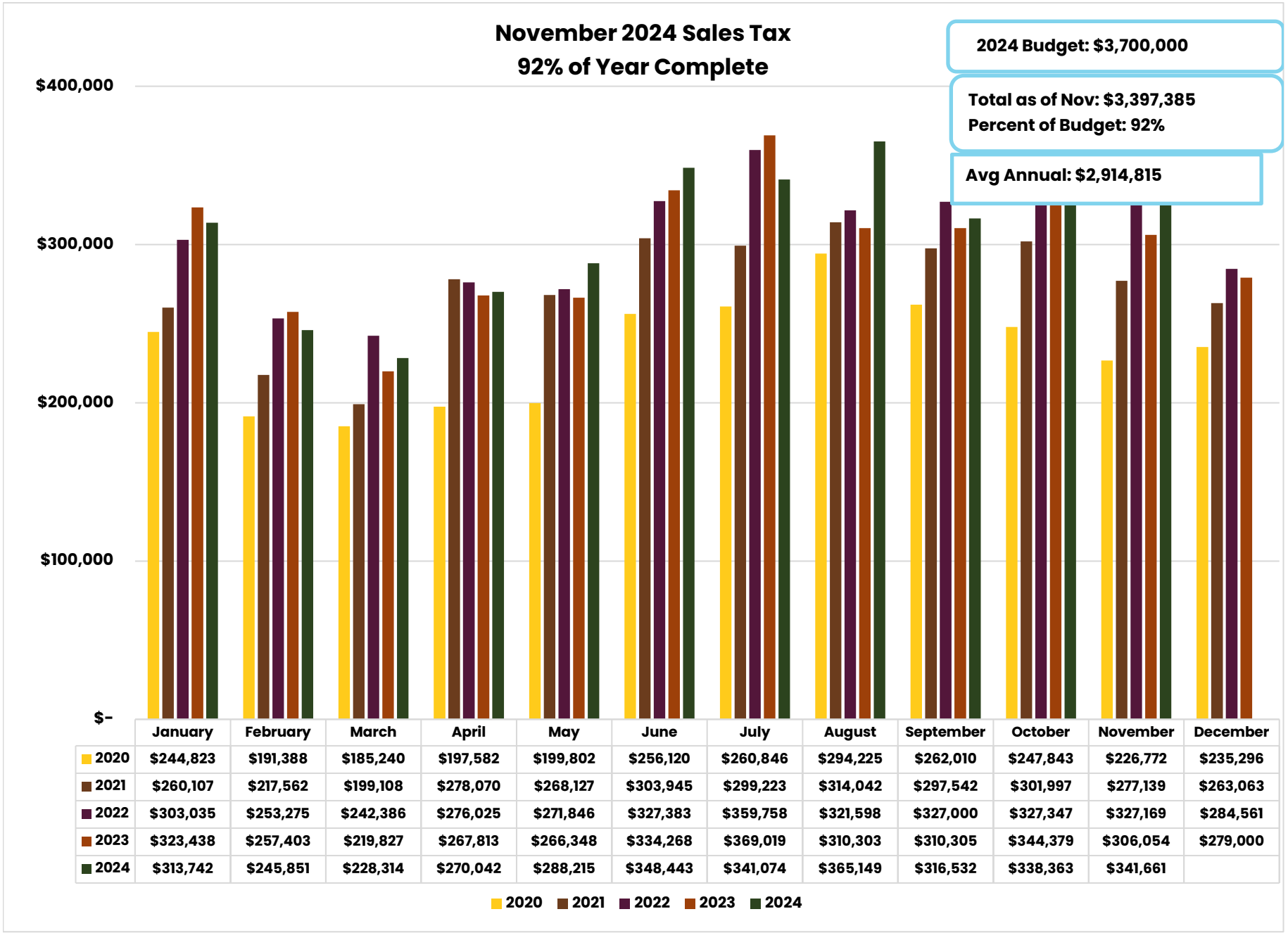


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$27,156	$26,725	$24,249	$22,105	$24,360	$38,949	$43,619	$37,130	$32,487	$29,024	$41,891	$37,934
2021	$33,628	$32,785	$30,646	$29,900	$28,211	$52,436	$48,767	$47,035	$40,338	$38,222	$53,683	$48,855
2022	$46,863	$46,089	$43,417	$40,026	$41,748	$66,560	$62,198	$58,915	$52,458	$48,096	$65,037	$60,334
2023	$57,848	$55,128	$51,054	$47,114	$44,878	$64,052	$65,362	$62,003	$57,003	$50,987	$65,315	$60,927
2024	$56,732	$54,554	$50,709	$47,695	$44,870	$63,946	$64,011	$57,264	$52,537	$47,113	$61,545	$57,902

November 2024 Wheelage Tax
92% of Year Complete



	January	February	March	April	May	June	July	Cleanup	August	September	October	November	December
2020	$50,464	$50,631	$54,917	$41,409	$43,328	$63,508	$55,127	$3,796	$47,193	$44,838	$48,169	$28,795	$37,984
2021	$57,676	$52,708	$70,214	$56,833	$46,821	$51,917	$37,755	$7,560	$49,733	$54,316	$41,540	$40,107	$43,298
2022	$46,984	$46,175	$64,941	$51,524	$54,525	$54,194	$39,766	$4,820	$51,328	$44,461	$44,395	$42,405	$42,376
2023	$50,214	$46,656	$65,362	$51,476	$55,686	$56,046	$34,775	$5,955	$56,178	$56,046	$51,483	$35,288	$41,040
2024	$56,392	$59,652	$53,847	$55,067	$50,942	$53,011	$6,678	$39,749	$54,829	$43,653	$49,906	$37,338	$46,477



	January	February	March	April	May	June	July	August	September	October	November	December
2020	$244,823	$191,388	$185,240	$197,582	$199,802	$256,120	$260,846	$294,225	$262,010	$247,843	$226,772	$235,296
2021	$260,107	$217,562	$199,108	$278,070	$268,127	$303,945	$299,223	$314,042	$297,542	$301,997	$277,139	$263,063
2022	$303,035	$253,275	$242,386	$276,025	$271,846	$327,383	$359,758	$321,598	$327,000	$327,347	$327,169	$284,561
2023	$323,438	$257,403	$219,827	$267,813	$266,348	$334,268	$369,019	$310,303	$310,305	$344,379	$306,054	$279,000
2024	$313,742	$245,851	$228,314	$270,042	$288,215	$348,443	$341,074	$365,149	$316,532	$338,363	$341,661	

2020 2021 2022 2023 2024

2024 Capital Improvement Plan
Budget to Actual
As of December 31, 2024

ADMINISTRATION

Description	Project #	Source	Status	Budget	Actual	Remaining
Office Remodel - Veteran's Services	**ADM-0198**	CARRYOVER	**AVAILABLE**	10,000	-	**10,000**
Laser Measuring Tools (Assessor)	**2023 ADD**	CARRYOVER	COMPLETE	1,567	(1,567)	-
Total Carryover from 2023				11,567	(1,567)	10,000
Community Engagement	**ADM-0419**	2024 CIP BUDGET	COMPLETE	25,000	(25,000)	-
SpyGlass Audit	**2024 ADD**	UNALLOCATED	COMPLETE	40,306	(40,306)	-
Government Center Scanner Disposal	**2024 ADD**	UNALLOCATED	COMPLETE	8,910	(8,910)	-
SpyGlass Technology Audit Inv #3	**2024 ADD**	UNALLOCATED	COMPLETE	24,808	(24,808)	-
County Membership in Local Chambers of Commerce	**2024 ADD**	UNALLOCATED	IN PROCESS	2,080	(1,050)	1,030
Historical Society: Digital Memories Project	**2024 ADD**	UNALLOCATED	COMPLETE	13,600	(13,600)	-
Office Chairs - Attorney	**2024 ADD**	UNALLOCATED	IN PROCESS	3,000	(3,000)	-
Office Chairs - Assessor	**2024 ADD**	UNALLOCATED	IN PROCESS	1,000	-	1,000
AED at Wyoming Library	**2024 ADD**	UNALLOCATED	COMPLETE	1,414	(1,414)	-
Total 2024 CIP Budget				**120,118**	**(118,088)**	**2,030**
Total				**$ 131,685**	**$ (119,655)**	**$ 12,030**

AUDITOR-TREASURER & ELECTIONS

Description	Project #	Source	Status	Budget	Actual	Remaining
Election Equipment Replacement Fund	**AUD-0137**	CARRYOVER	ONGOING	90,911	-	90,911
Election Results - Storage Media	**AUD-0139**	CARRYOVER	ONGOING	4,500	-	4,500
Total Carryover from 2023				**95,411**	**-**	**95,411**
Election Equipment Replacement Fund	**AUD-0137**	2024 CIP BUDGET	ONGOING	59,000	-	59,000
Election Results - Storage Media	**AUD-0139**	2024 CIP BUDGET	ONGOING	4,500	-	4,500
Safe	**AUD-0418**	2024 CIP BUDGET	**COMPLETE**	2,000	(1,750)	**250**
Total 2024 CIP Budget				**65,500**	**(1,750)**	**63,750**
Grand Total				**$ 160,911**	**$ (1,750)**	**$ 159,161**

FACILITY MAINTENANCE

Description	Project #	Source	Status	Budget	Actual	Remaining
Repair Courthouse lots	**MNT-0055**	CARRYOVER	**AVAILABLE**	5,000	-	**5,000**
Better Hallway Signage on 3rd floor	**MNT-0219**	CARRYOVER	**AVAILABLE**	1,000	-	**1,000**
Fencing and Parking Gate at PSC	**MNT-0267**	CARRYOVER	IN PROCESS	47,213	(6,900)	40,313
Ceiling Tile Rplcmnt Overage (ARPA-0062)	**2023 ADD**	CARRYOVER	COMPLETE	31,720	(31,720)	-
Total Carryover from 2023				**84,933**	**(38,620)**	**46,313**
Parking lot repairs at PSC	**MNT-0054**	2024 CIP BUDGET	COMPLETE	21,862	(21,862)	-
Replace carpet in public hallways at Gov't Center (1989 side)	**MNT-0063**	2024 CIP BUDGET	IN PROCESS	60,000	-	60,000
Main lift for PSC	**MNT-0071**	2024 CIP BUDGET	**COMPLETE**	**18,000**	**(1,000)**	**17,000**
Replace exterior doors at NBHHS	**MNT-0076**	2024 CIP BUDGET	**AVAILABLE**	10,000	-	**10,000**

2024 Capital Improvement Plan
Budget to Actual
As of December 31, 2024

Repair/Replace retaining wall around paring lot at Gov't Center	**MNT-0186**	2024 CIP BUDGET	ON HOLD	111,000	-	111,000
Updates to 3rd floor victim/witness waiting area	**MNT-0222**	2024 CIP BUDGET	ON HOLD	20,000	-	20,000
Office security changes for County Administration	**MNT-0393**	2024 CIP BUDGET	**COMPLETE**	**50,000**	**(47,505)**	**2,495**
Window blinds for 3rd floor at Courhouse	**MNT-0396**	2024 CIP BUDGET	IN PROCESS	3,086	-	3,086
Add fencing and electronic gate to Harris DO	**MNT-0414**	2024 CIP BUDGET	IN PROCESS	65,000	(54,419)	10,581
Concrete Repair - Center City Public Works shop	**2024 ADD**	UNALLOCATED	IN PROCESS	8,500	(8,500)	-
Gate Controller - CCSO Harris District Office	**2024 ADD**	UNALLOCATED	IN PROCESS	3,500	-	3,500
Total 2024 CIP Budget				**370,948**	**(133,286)**	**237,662**
Grand Total				**$ 455,881**	**$ (171,906)**	**$ 283,975**

SHERIFF'S OFFICE

Description	Project #	Source	Status	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	**N/A**	REVENUE		244,335	(115,846)	128,489
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	CARRYOVER	COMPLETE	12,472	(12,472)	-
Total Carryover from 2023				**256,807**	**(128,318)**	**128,489**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	2024 CIP BUDGET	IN PROCESS	414,670	(400,418)	14,252
NOPTIC NV3 Night Vision	**CCSO-0367**	2024 CIP BUDGET	**COMPLETE**	8,000	(7,994)	**6**
Drone	**CCSO-0368**	2024 CIP BUDGET	COMPLETE	20,075	(20,075)	**-**
Patrol Supressors	**CCSO-0369**	2024 CIP BUDGET	**COMPLETE**	12,750	(12,530)	**220**
Less Lethal - Pepperball	**CCSO-0374**	2024 CIP BUDGET	**COMPLETE**	5,172	(5,210)	**(38)**
SWAT Helmets	**CCSO-0379**	2024 CIP BUDGET	COMPLETE	8,250	(8,250)	**-**
Ballistic bunker replacements	**CCSO-0416**	2024 CIP BUDGET	**COMPLETE**	72,000	(71,884)	**116**
SWAT rifle plate replacement	**CCSO-0417**	2024 CIP BUDGET	COMPLETE	7,700	(7,700)	**-**
Total 2024 CIP Budget				**548,617**	**(534,061)**	**14,556**
Grand Total				**$ 805,424**	**$ (649,907)**	**$ 143,045**

PARKS/ENVIRONMENTAL

Description	Project #	Source	Status	Budget	Actual	Remaining
Sunrise Prairie Trail crack fill and fog seal	**ENVS-0121**	2024 CIP BUDGET	**COMPLETE**	175,000	(56,467)	**118,533**
3/4 ton truck replacement	**ENVS-0123**	2024 CIP BUDGET	**COMPLETE**	60,000	(60,913)	**(913)**
Swedish Immigrant Regional Trail land acquisition	**ENVS-0129**	2024 CIP BUDGET	IN PROCESS	50,000	(17,756)	32,244
Checkerboard Park swing replacement	**ENVS-0376**	2024 CIP BUDGET	**COMPLETE**	16,000	(10,108)	**5,892**
Sunrise Prairie Trail benches	**ENVS-0381**	2024 CIP BUDGET	**COMPLETE**	25,000	(24,393)	**607**
Millermatic 252 wire feed welder	**ENVS-0382**	2024 CIP BUDGET	**COMPLETE**	5,500	(4,299)	**1,201**
Ki Chi Saga shelter picnic tables	**ENVS-0383**	2024 CIP BUDGET	**COMPLETE**	10,000	(9,754)	**246**
Trash and recycling containers for park shelters	**ENVS-0384**	2024 CIP BUDGET	**COMPLETE**	20,000	(19,822)	**178**
Safety Equipment	**2024 ADD**	UNALLOCATED	**COMPLETE**	**3,250**	**(3,230)**	**20**
Total 2024 CIP Budget				**$ 364,750**	**$ (206,742)**	**$ 158,008**

2024 Capital Improvement Plan
Budget to Actual
As of December 31, 2024

PUBLIC WORKS

Description	Project #	Source	Status	Budget	Actual	Remaining
Auction Proceeds	**N/A**	REVENUE		108,150	(5,043)	103,107
Hydrant Replacement	**N/A**	CARRYOVER	CARRYOVER TO 2025	10,073	-	10,073
1-Ton Work Truck	**PWKS-0168**	CARRYOVER	COMPLETE	60,000	(60,000)	-
1-Ton Tipper Truck	**PWKS-0206**	CARRYOVER	**COMPLETE**	**76,563**	**(66,981)**	**9,582**
Tandem Snow Plow Truck	**PWKS-0171**	2023 CIP BUDGET	IN PROCESS	170,000	-	170,000
Tandem Snow Plow Truck	**PWKS-0172**	2023 CIP BUDGET	IN PROCESS	170,000	-	170,000
1-ton Work Truck (U-426)	**PWKS-0209**	2023 CIP BUDGET	**COMPLETE**	80,000	(76,335)	**3,665**
Fuel Island Repairs	**PWKS-0233**	2023 CIP BUDGET	**COMPLETE**	27,270	-	**27,270**
Total Carryover from 2023				**702,056**	**(208,359)**	**493,697**
1-ton Work Truck	**PWKS-0167**	2024 CIP BUDGET	COMPLETE	75,000	(75,000)	-
Traffic Counters	**PWKS-0400**	2024 CIP BUDGET	**COMPLETE**	20,000	(16,138)	**3,862**
Thermoplastic Heaters	**PWKS-0401**	2024 CIP BUDGET	**COMPLETE**	10,000	(9,000)	**1,000**
938M Wheel Loader	**PWKS-0402**	2024 CIP BUDGET	**COMPLETE**	300,000	(284,404)	**15,596**
Snowblower for Loader	**PWKS-0403**	2024 CIP BUDGET	**COMPLETE**	65,000	(62,500)	**2,500**
Vehicle Lift	**PWKS-0404**	2024 CIP BUDGET	**COMPLETE**	30,000	(24,629)	**5,371**
272D Skid Steer	**PWKS-0405**	2024 CIP BUDGET	**COMPLETE**	85,000	(83,225)	**1,775**
299D Skid Steer	**PWKS-0406**	2024 CIP BUDGET	COMPLETE	111,000	(111,000)	-
Chainsaws	**PWKS-0407**	2024 CIP BUDGET	**COMPLETE**	8,000	(2,916)	**5,084**
Weedwhips	**PWKS-0408**	2024 CIP BUDGET	**COMPLETE**	6,500	(10,350)	**(3,850)**
1-ton Work Truck	**PWKS-0409**	2024 CIP BUDGET	**COMPLETE**	**100,000**	**(87,022)**	**12,978**
Crash Attenuator Trailers	**PWKS-0410**	2024 CIP BUDGET	**COMPLETE**	65,000	(62,900)	**2,100**
Additional CIP funding for Approved Equipment	**PWKS-0411**	2024 CIP BUDGET	IN PROCESS	30,000	(7,104)	22,896
Post Puller	**2024 ADD**	UNALLOCATED	IN PROCESS	8,492	(8,492)	-
Total 2023 CIP Budget				**913,992**	**(844,680)**	**69,312**
Grand Total				**$ 1,616,048**	**$ (1,053,039)**	**$ 563,009**

TECHNOLOGY

Description	Project #	Source	Status	Budget	Actual	Remaining
ARMER Testing Equipment	**N/A**	CARRYOVER	**COMPLETE**	45,864	(45,884)	**(20)**
Relocate the Wyoming Emergency Paging Tower	**ENTS-083**	CARRYOVER	IN PROCESS	100,000	-	100,000
MCC 7500E Laptop Consoles (2)	**ENTS-0088**	CARRYOVER	IN PROCESS	165,000	(162,938)	2,062
Replace network cores at ECC, No parts available	**ENTS-0099**	CARRYOVER	COMPLETE	20,970	(20,970)	-
Replace network switches that support end user devices at the ECC / 911 due to core replacement	**ENTS-0103**	CARRYOVER	COMPLETE	60,000	(60,000)	-
Total Carryover from 2023				**391,834**	**(289,792)**	**102,042**
Replace primary UPS units #1 and #2 in Courthouse Data Center, Courthouse 2nd floor data room, and North Branch Data Center due to age and unavailibility of replacement parts (added ENTS-0372 and ENTS-0395 in April 2024)	**ENTS-0371**	2024 CIP BUDGET	COMPLETE	197,200	(197,200)	-
2024 Small Equipment Replacement	**ENTS-0385**	2024 CIP BUDGET	IN PROCESS	255,200	(224,993)	30,207
Cyber Security - Policies	**ENTS-0390**	2024 CIP BUDGET	IN PROCESS	50,000	(13,596)	36,404
2024 Small Equipment New Requests	**ENTS-0391**	2024 CIP BUDGET	IN PROCESS	36,900	(17,878)	19,022
Seim Tool - help us detect,prevent and resolve cybersecurity incidents along with centralizing server logs, firewall logs etc.	**ENTS-0397**	2024 CIP BUDGET	COMPLETE	59,753	(59,753)	-

2024 Capital Improvement Plan
Budget to Actual
As of December 31, 2024

6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems	**ENTS-0415**	2024 CIP BUDGET	**COMPLETE**	18,500	(17,232)	**1,268**
Replace Leibert HVAC in data center at Gov't Center	**MNT-0187**	2024 CIP BUDGET	IN PROCESS	238,695	-	238,695
Replace alarm system in Gov't Center (1989 side & DES)	**MNT-0191**	2024 CIP BUDGET	IN PROCESS	80,000	-	80,000
Replace analog cameras in Courthouse for courthouse security	**MNT-0193**	2024 CIP BUDGET	IN PROCESS	30,000	-	30,000
IT Equipment for Probation new hires	**2024 ADD**	UNALLOCATED	COMPLETE	3,221	(3,221)	-
Total 2024 CIP Budget				**969,469**	**(533,873)**	**435,596**
Grand Total				**$ 1,361,303**	**$ (823,665)**	**$ 537,638**

HHS

Description	Project #	Source	Status	Budget	Actual	Remaining
Child Protection interview/visitation rooms	**HHS-0195**	CARRYOVER	**COMPLETE**	40,000	(40,457)	**(457)**
HHS Interview Rooms	**HHS-0196**	CARRYOVER	IN PROCESS	29,504	-	29,504
Total				**$ 69,504**	**$ (40,457)**	**$ 29,047**

EMERGENCY MANAGEMENT

Description	Project #	Source	Status	Budget	Actual	Remaining
EOC replacement chairs	**EMGT-0386**	2024 CIP BUDGET	**COMPLETE**	9,295	(9,253)	**42**
Total				**$ 9,295**	**$ (9,253)**	**$ 42**

UNALLOCATED

Description		Source	Status	Budget	Actual	Remaining
2024 Unallocated CIP Funds		CARRYOVER		60,122		
Auction Proceeds - 2009 Chevy Colorado	6/26/2024	ZONING		1,900		
IT Equipment for Probation new hires	12/20/23 Board Mtg	TO TECHNOLOGY		(3,221)		
From MNT-0186	07/10/24 B&F Mtg	FACILITY MAINTENANCE		139,000		
Additional Liebert HVAC funding	07/10/24 B&F Mtg	to MNT-0187		(38,695)		
Additional funding for cyber security	07/10/24 B&F Mtg	to ENTS-0397		(29,753)		
Additional funding for ARMER testing	07/10/24 B&F Mtg	TO TECHNOLOGY		(8,064)		
SpyGlass Audit	8/7/24 Board Mtg	TO ADMINISTRATION		(40,306)		
Government Center Scanner Disposal	9/4/24 Board Mtg	TO ADMINISTRATION		(8,910)		
SpyGlass Technology Audit Inv #3	9/4/24 Board Mtg	TO ADMINISTRATION		(24,808)		
County Membership in Local Chambers of Commerce	10/2/24 Board Mtg	TO ADMINISTRATION		(2,080)		
Historical Society: Digital Memories Project	10/9/24 B&F Mtg	TO ADMINISTRATION		(13,600)		
Office chairs	10/9/24 B&F Mtg	TO ATTORNEY		(3,000)		
Safety Equipment	10/9/24 B&F Mtg	TO PARKS/ENVIRONMENTAL		(3,250)		
Office chairs	10/9/24 B&F Mtg	TO ASSESSOR		(1,000)		
Post Puller	10/9/24 B&F Mtg	TO PUBLIC WORKS		(8,492)		
Concrete Repair - Center City Public Works shop	10/9/24 B&F Mtg	TO FACILITY MAINTENANCE		(8,500)		
Gate Controller - CCSO Harris District Office	10/9/24 B&F Mtg	TO FACILITY MAINTENANCE		(3,500)		
From HHS-0196	10/16/24 Board Mtg	HHS		10,496		
AED at NB Library	Administrator Burnham	TO ADMINISTRATION		(1,414)		
Parking lot repairs at PSC - Overage	Administrator Burnham	TO MAINTENANCE		(1,862)		
Total				**$ 11,063**	**$ -**	**$ 11,063**

ARMER	**$ 328,580**	50,400	**$ 378,980**
TOTAL ALL DEPARTMENTS	**$ 5,314,444**	**$ (3,076,374)**	**$ 2,404,316**

ARPA
Budget to Actual
As of December 31, 2024

ADMINISTRATION

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	ICS - Capital Building Planning Prof Svcs	23,005	(21,437)	(1,568)	Invoice Pending	-
2024 ADD	Update Flags and Seals to MN State Flag	45,000	(38,968)	(6,032)	Invoice Pending	-
2024 ADD	Strategic Planning	7,875	-	(7,875)	Under Contract	-
2023 ADD	Administration Fee to County	49,948	-	-		49,948
		$ 125,828	**$ (60,405)**	**$ (15,475)**		**$ 49,948**

ATTORNEY

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	**$ 108,018**	**$ (80,984)**	**$ (27,034)**	Under Contract	**$ -**

AUDITOR-TREASURER

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0347 AUD	Single Use Audit 2023 - ARPA Funds	$ 30,000	$ (12,163)	$ (17,837)	Under Contract	$ -
2024 ADD	OpenGov - Workforce Module & Setup	35,740	(27,800)	(7,940)	Invoice Pending/Under Contract	-
		$ 65,740	**$ (39,963)**	**$ (25,777)**		**$ -**

EMERGENCY MANAGEMENT

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ (16,550)**	**$ (43,450)**	Under Contract	**$ -**

ENTERPRISE SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	$ 1,966,546	$ (1,779,307)	$ (187,239)	Ongoing/Under Contract	$ -
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	(22,303)	(37,697)	Ongoing	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	(73,280)	(26,720)	Ongoing	-
2024 ADD	VPN Service - Sheriff Squads	26,000	(22,000)	(4,000)	Ongoing	-
		$ 2,152,546	**$ (1,896,890)**	**$ (255,656)**		**$ -**

ARPA
Budget to Actual
As of December 31, 2024

ENVIRONMENTAL SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	211,571	(207,001)	(4,570)	Final Invoice Pending ($4,570)	-
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(158,275)	(91,725)	$135k to be spent in 2024 Agreements signed by 12/31/2024 for remainder	-
ARPA-0306 ENVS	Water Resources Truck	50,000	(50,000)	-	Bedliner on order	-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(21,716)	(99,484)	2024/2025 (with signed agreement)	-
2023 ADD	Planning Code Review	14,000	(10,718)	(3,282)	Invoice Pending	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	2024/2025 (with signed contract)	-
		$ 927,771	**$ (447,710)**	**$ (480,061)**		**$ -**

LID

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Channel and Weir Project	**$ 175,000**	**$ (57,098)**	**$ (117,902)**	**Under Contract**	**$ -**

MAINTENANCE

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Hwy & CCSO Building Study	**$ 30,000**	**$ (22,688)**	**$ (7,312)**	Invoice Pending/Under Contract	**$ -**

COMPLETED PROJECTS

Project #	Description	Budget	Actual	Allocated		Amount Remaining
		$ 7,344,904	**$ (7,344,904)**			**$ 0**
	TOTALS	**$ 10,989,807**	**$ (9,967,192)**	**$ (972,667)**		**$ 49,948**

Title	Notes:
Financial Worker – Part Time	Replacement – long-term ON HOLD
Case Aide/Front Desk HHS	Replacement – long-term ON HOLD
MCH Nurse 0.8 Public Health	Replacement – ON HOLD
MCH Nurse 1.0 Public Health	Replacement – ON HOLD
Community Health Services Lead (contract)	Replacement – ON HOLD
Community Health Worker (contract)	NEW under COVID-19 Vaccine Grant – ON HOLD – (No. 3 of 3)
MCH Nurse 1.0 – Public Health	Replacement – ON HOLD
CSO	1 Vacancy – post in 2025
Victim Witness Secretary – County Attorney's Office	1 vacancy – pending
Probation Officer	1 vacancy – Job Posting closes February 12, 2025
Engineering Tech Senior	Retirement – posting for spring 2025
Corrections Officer	3 vacancies – 1 termination and 2 replacement for internal promotions
Chief Deputy Auditor/Treasurer	Internal promotion – internal job posting closes February 21, 2025
Cannabis Substance Use Prevention Coordinator	Contracted/grant funded – job posting closes February 12, 2025
PT Custodian	1 retirement - pending
Behavioral Health Case Manager	Filled February 2025
WIC Specialist	Filled February 2025
Telecommunicator/911 Emergency Dispatcher	1 termination 1 retirement – interviewing Feb 2025
Facilities Engineer	1 retirement – job posting in Feb 2025

The ON HOLD vacancies are undergoing assessment and revisions will be made to duties/job descriptions that better suit the department, etc.

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 01/31/2025

8% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
GENERAL FUND						
Board of Commissioners	$ 275,512	$ 275,512	$ 65,018	24%	24%	2025 Annual Dues: AMC - 27,356 MICA - $16,556
District Court	212,500	212,500	2,305	1%	1%	
Law Library	*30,000*	*174,425*	*644*	*2%*	*0%*	*Restricted*
County Administrator	127,700	127,700	23,688	19%	19%	Conferences & Training
Auditor-Treasurer	27,280	32,580	5,596	21%	17%	TNT forms - $5,300
Audit	90,000	90,000	-	0%	0%	
Assessor	69,450	69,450	3,860	6%	6%	
Enterprise Services	4,630,222	4,630,222	503,483	11%	11%	2025 Annual Maintenance & Svc Agmts
Central Services	78,600	78,600	4,101	5%	5%	
Elections	119,000	328,142	127	0%	0%	
County Attorney	92,500	92,500	21,184	23%	23%	1st Half Restorative Justice - $17,500
County Attorney Forfeiture	-	*39,767*	-	*0%*	*0%*	*Restricted*
Recorder	19,300	21,600	300	2%	1%	
Recorder Technology	*1,500*	*435,839*	-	*0%*	*0%*	*Restricted*
Recorder Compliance	*24,200*	*1,223,619*	*5,500*	*23%*	*0%*	*Restricted*
Maintenance	863,643	863,643	53,331	6%	6%	
Planning & Zoning	205,370	230,629	109,299	53%	47%	Q4 '24 Share of Permits
Wellness, Safety and Ergonomics	-	27,966	370	0%	1%	
General Government	1,436,924	1,436,924	1,017,388	71%	71%	2025 Gen Liab & Worker's Comp Ins **Retiree Payouts:** $200k Budget
Contingency	-	208,630	-	0%	0%	
Contingency - Special Projects	100,000	100,000	-	0%	0%	
Sheriff	921,359	932,230	26,456	3%	3%	
Sheriff Forfeitures	-	*26,317*	-	*0%*	*0%*	*Restricted*
Sheriff's Reserve	-	*10,149*	-	*0%*	*0%*	*Restricted*
Sheriff's Contingency	-	*932*	-	*0%*	*0%*	*Restricted*
Gun Permits	-	*87,952*	*216*	*0%*	*0%*	*Restricted*
Project Lifesaver	-	*6,286*	-	*0%*	*0%*	*Restricted*
Public Safety Grants	*151,810*	*1,201,115*	*4,649*	*3%*	*0%*	*Restricted*
Coroner	153,159	153,159	-	0%	0%	
County Jail	741,430	741,430	57,657	8%	8%	
Jail Canteen	-	*119,465*	*735*	*0%*	*1%*	*Restricted*
Probation & Parole	136,680	136,680	1,150	1%	1%	
Emergency Management	33,374	33,374	32,453	97%	97%	2025 CODERED - $32,253
E-911	*279,000*	*869,535*	-	*0%*	*0%*	*Restricted*
Controlled Substances - Share of Fines	-	*1,162*	-	*0%*	*0%*	*Restricted*
Historical Society	40,000	40,000	-	0%	0%	2024 Allocation
Regional Library	837,927	837,927	-	0%	0%	2024 Allocation
Parks	137,000	137,000	7,296	5%	5%	
County Agricultural Society	16,000	24,000	-	0%	0%	
County Extension Services	179,761	179,761	681	0%	0%	
Soil & Water	212,000	212,000	-	0%	0%	
Water Quality Grant	*75,400*	*383,967*	*560*	*1%*	*0%*	*Restricted*
Sewer Grants	-	*61,118*	*55,937*	*0%*	*92%*	*Restricted*
Wetland Grant	*5,000*	*5,000*	-	*0%*	*0%*	*Restricted*
Watercraft Inspection	*50,675*	*274,342*	*40*	*0%*	*0%*	*Restricted*
Economic Development *(Tax Abatements)*	38,500	38,500	-	0%	0%	
TOTAL GENERAL FUND	**$ 12,412,776**	**$ 17,213,649**	**$ 2,004,024**	**16%**	**12%**	

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 01/31/2025

8% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
ROAD AND BRIDGE FUND						
Surveyor	$ 6,350	$ 6,350	$ 72	1%	1%	
Highway Administration	33,850	33,850	4,235	13%	13%	2025 Annual Dues
Highway Engineering	4,269,350	4,269,350	219,882	5%	5%	
Highway Construction	12,800,000	12,800,000	493,490	4%	4%	
Highway Maintenance	2,933,345	3,953,407	7,782	0%	0%	
Equipment Maintenance/Shop	943,200	972,281	39,245	4%	4%	
Traffic Operations	438,500	438,500	1,433	0%	0%	
TOTAL ROAD AND BRIDGE FUND	**$ 21,424,595**	**$ 22,473,738**	**$ 766,139**	**4%**	**3%**	
HEALTH AND HUMAN SERVICES						
Veterans Service	$ 36,000	$ 36,000	$ 1,638	5%	5%	
Income Maintenance	796,702	1,059,637	62,919	8%	6%	
Social Services	3,907,188	4,062,600	427,888	11%	11%	
Public Health Nursing	382,850	383,850	10,780	3%	3%	
Opioid Settlement	-	*1,219,796*	*13,091*	*0%*	*1%*	*Restricted*
TOTAL HEALTH AND HUMAN SERVICES	**$ 5,122,740**	**$ 6,761,883**	**$ 516,316**	**10%**	**8%**	
BUILDING FUND						
General Government	$ 86,267	$ 86,267	$ 86,267	100%	100%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	0%	
TOTAL BUILDING FUND	**$ 86,267**	**$ 103,267**	**$ 86,267**	**100%**	**84%**	
CAPITAL EQUIPMENT FUND						
Administration	$ -	$ 2,030	$ -	#DIV/0!	0%	
Enterprise Servcies	1,100,018	1,636,408	-	0%	0%	
Elections	63,500	222,411	-	0%	0%	
Facilities/Maintenance	258,946	536,473	60,000	23%	11%	
Other General Government *(Unallocated)*	42,251	268,893	-	0%	0%	
Sheriff	571,472	781,100	313,730	55%	40%	
Highway	1,059,000	1,535,076	21,634	2%	1%	
Environmental Services/Parks	228,500	304,744	-	0%	0%	
Armer Radio - Replacement	-	378,980	-	0%	0%	
TOTAL CAPITAL EQUIP FUND	**$ 3,323,687**	**$ 5,666,115**	**$ 395,364**	**12%**	**7%**	
SOLID WASTE FUND						
Score Grant Fund	$ 276,401	$ 276,401	$ 5,168	2%	2%	
HHW Operations	194,227	590,751	4,013	2%	1%	
TOTAL SOLID WASTE FUND	**$ 470,628**	**$ 867,152**	**$ 9,181**	**2%**	**1%**	
LAKE IMPROVEMENT DISTRICT MAINTENANCE						
LID Maintenance	$ 196,000	$ 196,000	$ -	0%	0%	
TOTAL LAKE IMPV DIST MAINT	**$ 196,000**	**$ 196,000**	**$ -**	**0%**	**0%**	
DEBT SERVICE FUND						
Road Debt	$ 1,962,350	$ 1,962,350	$ 1,909,569	97%	97%	Principal + Interest
HHS Debt	242,775	242,775	235,931	97%	97%	Principal + Interest
Library Debt	440,750	440,750	440,750	100%	100%	Principal + Interest
Jail Debt	1,282,839	1,282,839	811,181	63%	63%	Principal + Interest
Business Park Bonds	228,800	228,800	196,400	86%	86%	Principal + Interest
Capital Projects	581,947	581,947	438,945	75%	75%	Principal + Interest
TOTAL DEBT SERVICE FUND	**$ 4,739,461**	**$ 4,739,461**	**$ 4,032,776**	**85%**	**85%**	
TOTAL ALL FUNDS	**$ 47,776,154**	**$ 58,021,265**	**$ 7,810,067**	**16%**	**13%**	

SALARIES AND WAGES

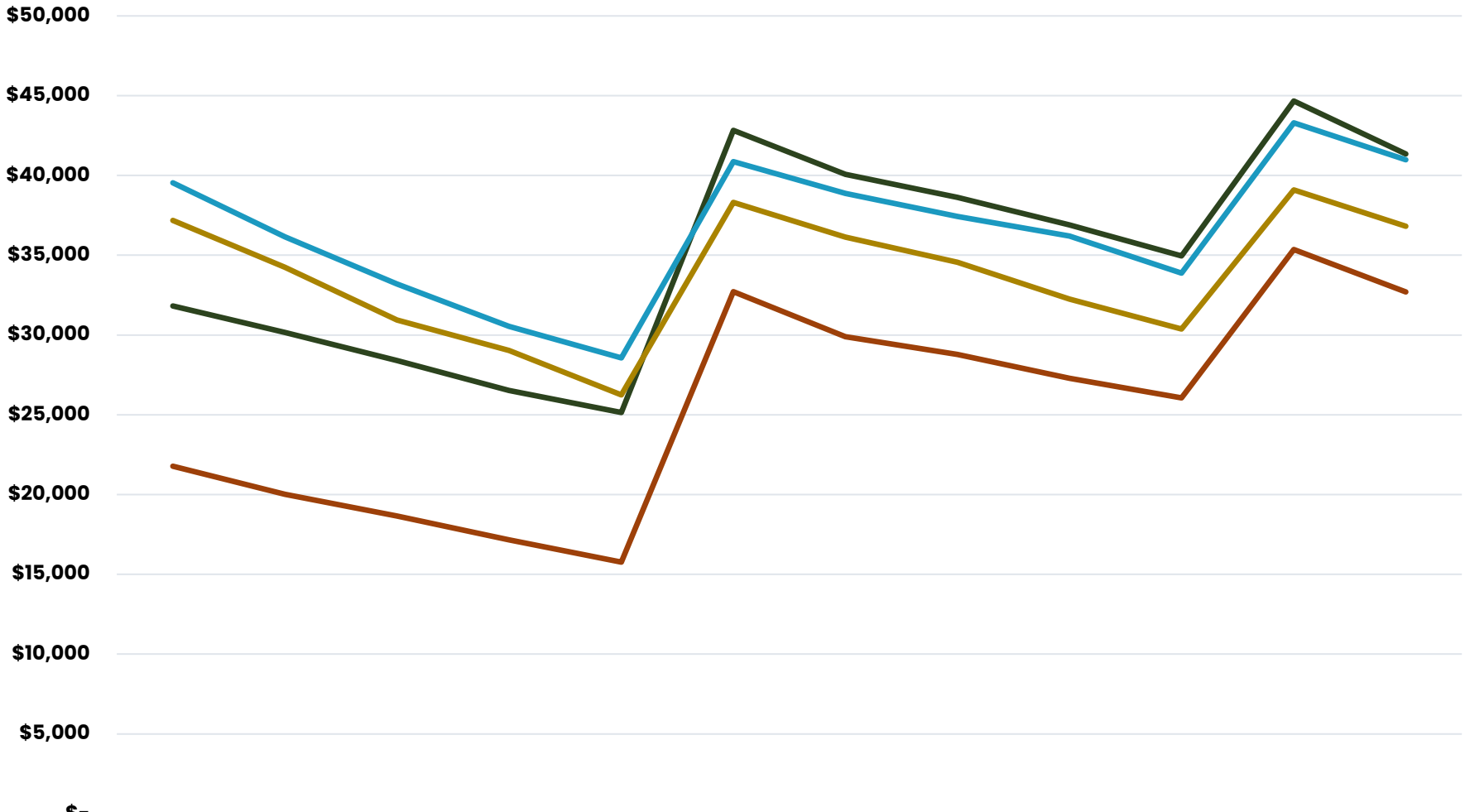
BUDGET VS ACTUAL

AS OF 01/31/2025

8% OF YEAR COMPLETE

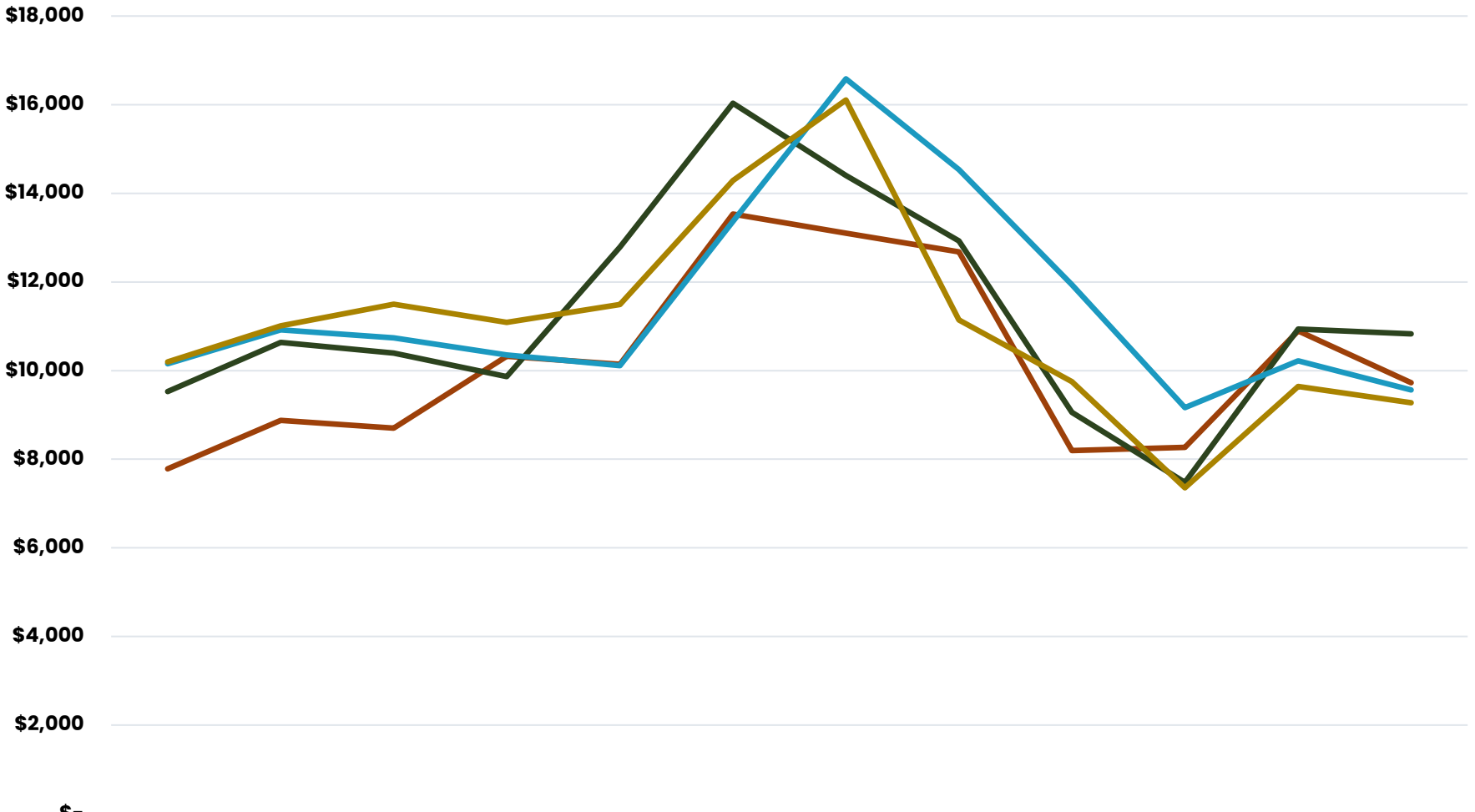
	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	$ 265,982	$ 27,665	10%
Law Library	10,514	-	0%
County Administrator	1,067,300	92,877	9%
Auditor-Treasurer	974,927	78,803	8%
Assessor	1,084,495	102,895	9%
Enterprise Services	2,242,286	207,493	9%
County Attorney	2,889,837	254,254	9%
Recorder	373,167	35,554	10%
Maintenance	611,931	57,919	9%
Planning & Zoning	1,165,628	107,489	9%
Sheriff	8,047,176	787,254	10%
County Jail	4,576,008	465,142	10%
Probation & Parole	1,462,554	127,879	9%
Emergency Management	123,747	12,640	10%
Parks	512,171	44,976	9%
Water Quality Grant	144,595	13,462	9%
Wetland Grant	120,170	11,352	9%
Watercraft Inspection	194,675	8,873	5%
TOTAL GENERAL FUND	**$ 25,867,163**	**$ 2,436,527**	**9%**
ROAD AND BRIDGE FUND			
Surveyor	$ 176,763	$ 16,581	9%
Highway Administration	433,278	35,574	8%
Highway Engineering	1,109,452	99,610	9%
Highway Maintenance	2,040,589	201,408	10%
Equipment Maintenance/Shop	515,034	68,803	13%
Traffic Operations	231,827	24,037	10%
TOTAL ROAD AND BRIDGE FUND	**$ 4,506,943**	**$ 446,013**	**10%**
HEALTH AND HUMAN SERVICES			
Veterans Service	$ 229,582	$ 21,871	10%
Income Maintenance	3,411,234	337,042	10%
Social Services	7,906,647	728,402	9%
Public Health Nursing	1,973,934	186,955	9%
TOTAL HEALTH AND HUMAN SERVICES	**$ 13,521,397**	**$ 1,274,270**	**9%**
SOLID WASTE FUND			
Score Grant Fund	$ 65,255	$ 6,014	9%
HHW Operations	252,238	15,367	6%
TOTAL SOLID WASTE FUND	**$ 317,493**	**$ 21,381**	**7%**
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	$ 197,770	$ 15,473	8%
TOTAL LAKE IMPV DISTRICT MAINT	**$ 197,770**	**$ 15,473**	**8%**
TOTAL ALL FUNDS	**$ 44,410,766**	**$ 4,193,664**	**9%**

GENERAL FUND BALANCE BY MONTH 2021 - 2025



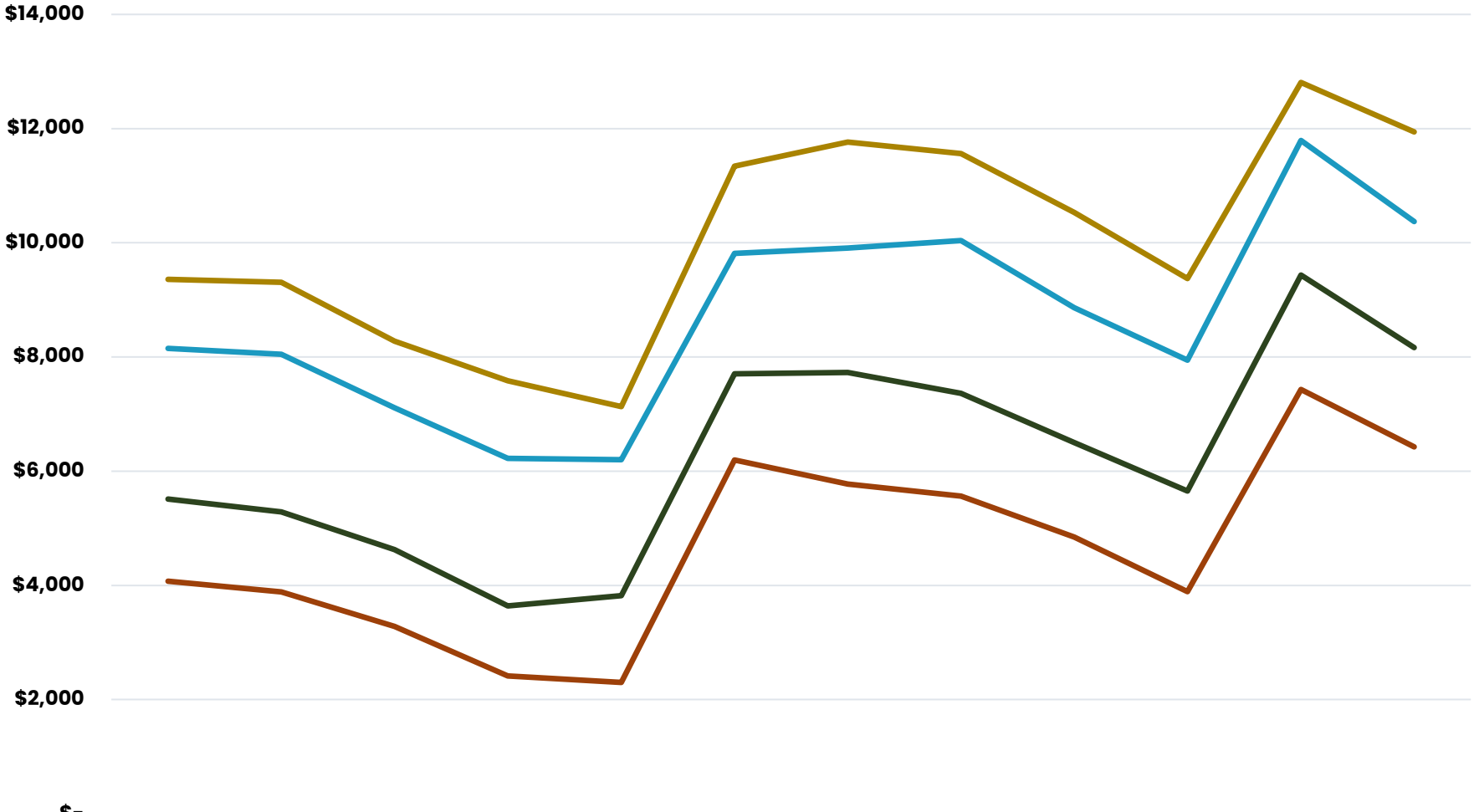
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$21,774	$20,019	$18,660	$17,164	$15,767	$32,710	$29,891	$28,791	$27,296	$26,067	$35,360	$32,704
2022	$31,823	$30,169	$28,401	$26,522	$25,144	$42,821	$40,066	$38,629	$36,901	$34,966	$44,667	$41,343
2023	$39,545	$36,157	$33,205	$30,535	$28,566	$40,874	$38,871	$37,426	$36,201	$33,879	$43,300	$40,988
2024	$37,178	$34,237	$30,936	$29,025	$26,248	$38,312	$36,141	$34,557	$32,253	$30,383	$39,095	$36,812
2025	$33,233											

ROAD & BRIDGE FUND BALANCE BY MONTH 2021 - 2025



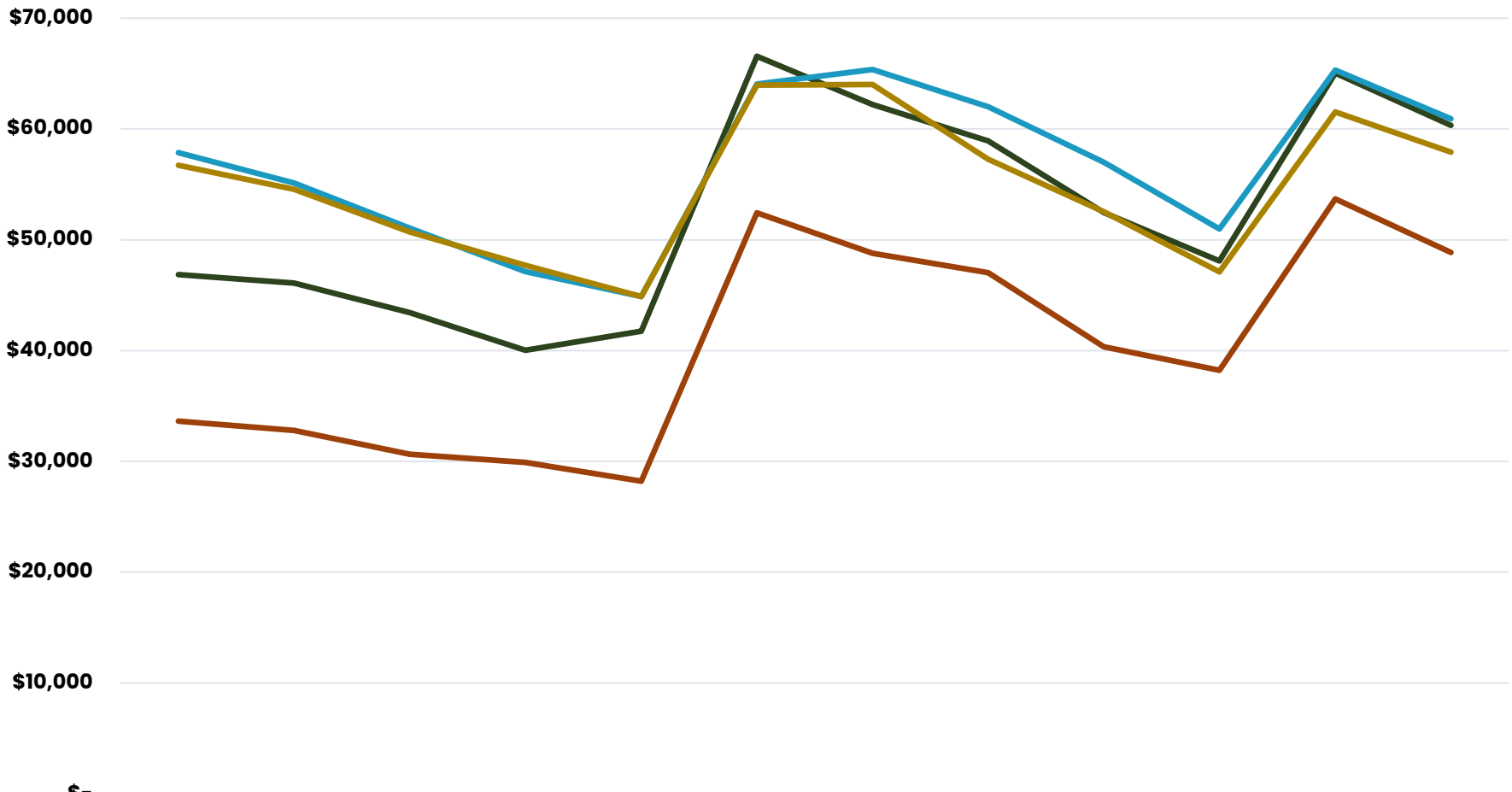
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$7,783	$8,879	$8,703	$10,323	$10,144	$13,532	$13,100	$12,679	$8,196	$8,267	$10,892	$9,726
2022	$9,528	$10,634	$10,392	$9,864	$12,786	$16,033	$14,405	$12,924	$9,058	$7,477	$10,935	$10,828
2023	$10,151	$10,922	$10,739	$10,353	$10,111	$13,364	$16,583	$14,537	$11,938	$9,164	$10,223	$9,565
2024	$10,193	$11,009	$11,497	$11,085	$11,491	$14,290	$16,106	$11,143	$9,751	$7,355	$9,642	$9,274
2025	$8,559											

HEALTH & HUMAN SERVICES FUND BALANCE BY MONTH 2021 - 2025



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$4,071	$3,887	$3,283	$2,413	$2,300	$6,194	$5,776	$5,565	$4,846	$3,888	$7,431	$6,425
2022	$5,512	$5,286	$4,624	$3,640	$3,818	$7,706	$7,727	$7,362	$6,499	$5,653	$9,435	$8,163
2023	$8,152	$8,049	$7,110	$6,226	$6,201	$9,814	$9,908	$10,040	$8,864	$7,944	$11,792	$10,374
2024	$9,361	$9,308	$8,276	$7,585	$7,131	$11,344	$11,764	$11,564	$10,533	$9,375	$12,808	$11,941
2025	$10,679											

REVENUE, ROAD & BRIDGE AND HHS COMBINED FUND BALANCE BY MONTH
2021 - 2025



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$33,628	$32,785	$30,646	$29,900	$28,211	$52,436	$48,767	$47,035	$40,338	$38,222	$53,683	$48,855
2022	$46,863	$46,089	$43,417	$40,026	$41,748	$66,560	$62,198	$58,915	$52,458	$48,096	$65,037	$60,334
2023	$57,848	$55,128	$51,054	$47,114	$44,878	$64,052	$65,362	$62,003	$57,003	$50,987	$65,315	$60,927
2024	$56,732	$54,554	$50,709	$47,695	$44,870	$63,946	$64,011	$57,264	$52,537	$47,113	$61,545	$57,902
2025	$52,471											

ARPA
Budget to Actual
As of January 31, 2025

ADMINISTRATION

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Update Flags and Seals to MN State Flag	45,000	(38,968)	(6,032)	Invoice Pending	-
2024 ADD	Strategic Planning	7,875	-	(7,875)	Under Contract	-
2023 ADD	Administration Fee to County	49,948	-	-		49,948
		$ 102,823	**$ (38,968)**	**$ (13,907)**		**$ 49,948**

ATTORNEY

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	**$ 108,018**	**$ (81,754)**	**$ (26,264)**	Under Contract	**$ -**

AUDITOR-TREASURER

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0347 AUD	Single Use Audit 2022 - 2026 (ARPA only)	$ 30,000	$ (12,163)	$ (17,837)	Under Contract	$ -
2024 ADD	OpenGov - Workforce Module & Setup	35,740	(27,800)	(7,940)	Invoice Pending/Under Contract	-
		$ 65,740	**$ (39,963)**	**$ (25,777)**		**$ -**

EMERGENCY MANAGEMENT

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ (16,550)**	**$ (43,450)**	Under Contract	**$ -**

ENTERPRISE SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	$ 1,966,546	$ (1,857,468)	$ (109,078)	Ongoing/Under Contract	$ -
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	(22,653)	(37,347)	Ongoing	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	(73,280)	(26,720)	Ongoing	-
2024 ADD	VPN Service - Sheriff Squads	26,000	(24,000)	(2,000)	Ongoing	-
		$ 2,152,546	**$ (1,977,401)**	**$ (175,145)**		**$ -**

ARPA
Budget to Actual
As of January 31, 2025

ENVIRONMENTAL SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	211,571	(207,001)	(4,570)	Final Invoice Pending ($4,570)	-
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(158,275)	(91,725)	$135k to be spent in 2024 Agreements signed by 12/31/2024 for remainder	-
ARPA-0306 ENVS	Water Resources Truck	50,000	(50,000)	-	Bedliner on order	-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(21,716)	(99,484)	2024/2025 (with signed agreement)	-
2023 ADD	Planning Code Review	14,000	(10,718)	(3,282)	Invoice Pending	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	2024/2025 (with signed contract)	-
		$ 927,771	**$ (447,710)**	**$ (480,061)**		**$ -**

LID

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Channel and Weir Project	**$ 175,000**	**$ (57,098)**	**$ (117,902)**	**Under Contract**	**$ -**

MAINTENANCE

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Hwy & CCSO Building Study	**$ 30,000**	**$ (28,714)**	**$ (1,286)**	Invoice Pending/Under Contract	**$ -**

COMPLETED PROJECTS

Project #	Description	Budget	Actual	Allocated		Amount Remaining
	TOTALS	**$ 10,989,807**	**$ (10,056,067)**	**$ (883,792)**		**$ 49,948**

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Room 172
Center City, MN 55012-9663

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

Bruce Messelt
County Administrator

Commissioners:
District 1
Lora Walker
District 2
Rick Greene
District 3
George McMahon
District 4
Ben Montzka
District 5
Mike Robinson

Commissioner McMahon offered the following resolution and moved its adoption:

RESOLUTION NO. 13/1002-11
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE REGULARLY SCHEDULED PAYMENTS FROM ANY COUNTY FUND

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, in 1995, Resolution No. 951221-1 authorized the County Administrator to pay regularly scheduled claims against the County on the 2nd Thursday of each month in the same manner as those approved by the Board for payment on the 4th Thursday of each month (to facilitate more timely payment of bills); and

WHEREAS, on August 7th, 2013, the County Board granted authority for payment of regularly scheduled bills relating to vehicle leases and expenses, for the same reason, subject to subsequent Board review; and

WHEREAS, the increased complexity of County funding has created the need for such authority to be granted to make timely regularly scheduled payments emanating from all funds, especially the General fund, including the Health and Human Services Fund, and the Road and Bridge Fund, subject to subsequent Board review; and

WHEREAS, the business practices of the County will be best served by updating said delegation of authority.

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Administrator and County Auditor to pay claims against the County, from all funds, which are regularly scheduled for payment.

BE IT FURTHER RESOLVED, that the list of claims paid shall be provided to the Board at its next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that the Board or its designated committee shall annually review the practices and procedures of the County Administrator pertaining to this authorization.

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

IN FAVOR THEREOF: Greene, McMahon, Montzka, Robinson, Walker
OPPOSED: None

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

Approved: October 2, 2013

Ben Montzka, Chair

Attest:
Chase E. Burnham
Clerk, County Board

CHISAGO COUNTY
OCT - 2 2013
BOARD APPROVED

RESOLUTION NO. 951221-1
A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO PAY CERTAIN CLAIMS AGAINST THE COUNTY

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, the business practices of the County will be served appropriately by virtue of exercising said authority;

NOW THEREFORE BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Administrator to pay claims against the county which are scheduled for payment on the 2nd Thursday of each month in the same manner and method as followed by the Board for payment of claims on the 4th Thursday of each month; the list of claims is paid shall be provided to the Board at its next regularly scheduled meeting; the Board or its designated committee shall regularly review the practices and procedures of the County Administrator pertaining to this authorization.

Commissioner Miller seconded the resolution and, upon being put to vote, was unanimously adopted.

On motion of Anderson, seconded by Miller and carried the Board corrected the minutes of its December 14, 1995 meeting as follows: **RESOLUTION NO. 951214-1** is amended by changing the county's property tax levy to read $12,345,655.00 through deletion of the levy of $17,699.00 as noted for Other Special Revenue Funds.

On motion of Miller, seconded by Lendt and carried the Board accepted and approved the levy of $17,699.00 from the Chisago County Lake Improvement District and forwarded said levy to the County Auditor.

The Board recessed at 11:58 a.m.; reconvening at 1:00 p.m.

Pursuant to M.S. 471.705, Subd. 1a the Vice-Chairman closed the meeting to the public to discuss labor negotiations strategy. The meeting was re-opened to the public at 1:45 p.m.

Commissioner Gustafson excused himself from the meeting.

On motion of Miller, seconded by Lendt and carried the Board elected Commissioner Anderson as temporary Chair for the balance of the day.

Green Acres Country Care Center Administrator Steve Mork presented the proposed 1996 Green Acres capital improvement budget.

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Room 172
Center City, MN 55012-9663

Phone: 651-213-0451 • FAX: 651-213-0454

John Moosey
County Administrator

Commissioners:
District 1
Lora Walker
District 2
Rick Olseen
District 3
Bob Gustafson
District 4
Ben Montzka
District 5
Mike Robinson

RESOLUTION NO. 040616-2
AUTHORIZING THE COUNTY AUDITOR TO PAY
"WRIGHT EXPRESS" CLAIMS AGAINST THE COUNTY

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, the business practices of the County will be served appropriately by virtue of exercising said authority;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Auditor to pay claims against the county from "Wright Express" when they are received; a list of claims paid shall be provided to the Board at its next regularly scheduled meeting; the Board or its designated committee shall regularly review the practices and procedures of the County Auditor pertaining to this authorization.

Adopted: June 16, 2004

Mike Robinson, Chair

Attest:
DeAnna M. Lilienthal
Clerk, County Board

CERTIFICATION

State of Minnesota)
) ss.
County of Chisago)

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Board of Commissioners of Chisago County at a duly authorized meeting thereof on the 16th day of June, 2004.

DeAnna M. Lilienthal
Clerk, County Board

Chisago County is An Equal Opportunity Employer

Chisago County Request for Board Action

Meeting Date: March 15, 2023	***Item Number:*** 17
Title of Item for Consideration: Foster Care Payments to be sent on Friday after the 3rd Wednesday of the Month	
Action Requested by: Bob Benson, Director	***Department:*** Health and Human Services
Previous Action on this Matter: None.	
Background: Previously Health and Human Services would have to wait for board approval to send out foster care payments, now it is requested that we get it pre-approved now so that board approval is not required.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve Health and Human services to send out Foster care payments on the Friday after the 3rd Wednesday of the month. The following motion is suggested: ***"Move to approve the Foster care payments from Health and Human Services for Friday after the 3rd Wednesday of each month."***	
Implications of Action: Approval of this request will mean that Health and Human services will have pre-approval by the board to send out Foster care Payments and not have to wait for each board every month. ***Budget/Financial Implications***: Monthly Cost's and purchases are already in Health and Human Services Budgets. ***Legal/Policy Implications***: This Request is in conformity with all State Statutes and County Policies.	

Administrator's Recommendation

Approve ___	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

CHISAGO COUNTY
MAR 15 2023
BOARD APPROVED

Chisago County Request For Board Action

Meeting Date: August 7, 2013	***Item Number:*** 28
Title of Item for Consideration: Approval for the Auditor's Office to make regular monthly payments to Wright Express Corporation and Enterprise Fleet Management, Inc. for fleet vehicle services.	
Action Requested by: Dennis Freed	***Department:*** Auditor
Previous Action on this Matter: The Board has approved annual lease and service agreements with the aforementioned vendors for fleet vehicle services. These agreements pre-determine monthly lease rates and fuel reimbursement parameters.	
Background: With Board approval, Chisago County recently began using Wright Express gas cards for the County fleet vehicles, both owned and leased through Enterprise. The monthly charges from the Wright Express bill require payment before the Auditor's Office can forward payment requests to the Board. This can result in unnecessary late fees and interruption of services due to late payments. Similar, monthly lease payments to Enterprise for leased vehicles have been pre-determined through the County's Annual contract with the vendor. Monthly payments are, therefore, pro-forma and can be processed routinely without affirmative review, with prior Board permission. The Sheriff's Office has previously received Board approval for their payments to Wright Express, with no subsequent problems noted by the County or State Auditor.	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board authorize the Auditor's Office to make regular monthly payments to Wright Express and Enterprise. The suggested action is as follows: ***"Move to approve the Auditor's office to make regular monthly payments to Wright Express Corporation and Enterprise Fleet Management, Inc. for fleet vehicle services."***	
Implications of Action: The Auditor's Office was previously granted the ability to pay the Sheriff's Wright Express bill without monthly Board approval. This has proven to be greatly beneficial to all parties, as it has resulted in continuity of services and more punctual payments. It is in the best interest of the County to grant the Auditor's office this flexibility for both Wright Express and Enterprise payments. **Budget/Financial Implications:** Monthly lease costs and gas purchases are already in County department budgets. **Legal/Policy Implications:** This policy is in conformity with all State statutes and County Policies.	

Administrator's Recommendation

CHISAGO COUNTY
AUG - 7 2013
BOARD APPROVED

Approve Barb	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____

III.

FAC-MAINT Clothing

February 12th, 2025

As representatives of Chisago County, employees are required to conduct themselves, appear and dress appropriately. County employees are expected to dress in attire appropriate to their position, as determined by the department head.

Chisago County Facilities/Maintenance Staff may soil or ruin clothing in the course of their work, and are expected to wear uniforms for work based on the industry norms for their job duties.

In the past each member of the Facilities/Maintenance Staff have received 5 pairs of pants and 5 shirts for each. Additionally, each staff member has received a jacket (due to snowplow, and other outside responsibilities).

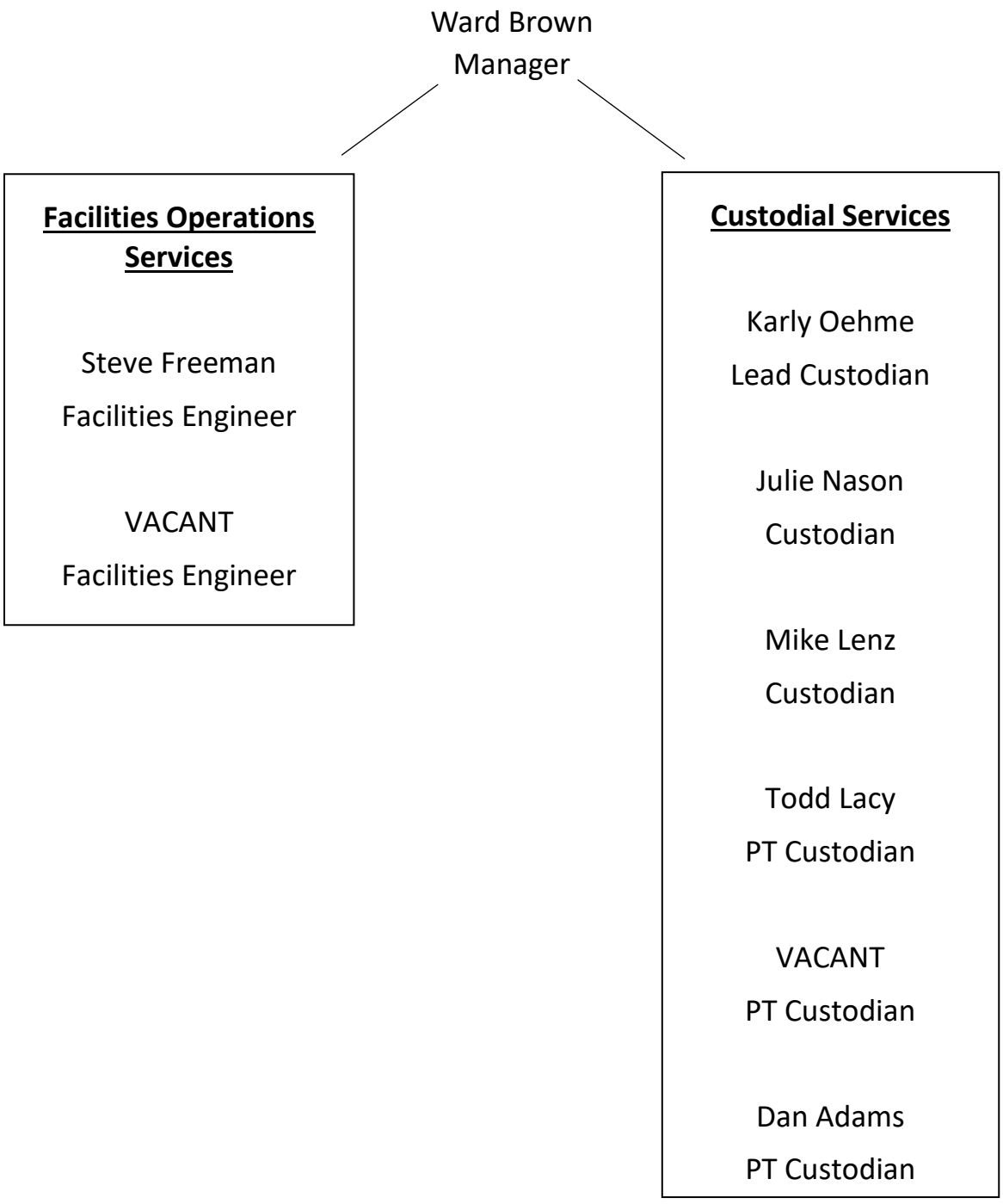
It is the responsibility of the staff to wash and clean clothing.

REQUEST: **$6,165 (9 employees)**

5 Shirts per Employee = $34x5 = $170
5 Pairs of Pants per Employee = $89x5 = $445 (depends on pockets etc.)
1 Coat per Employee = $70.00

Attachment(s):

- Org Chart
- County Facilities


Ward Brown
Manager
Facilities Operations Services
Steve Freeman
Facilities Engineer
VACANT
Facilities Engineer
Custodial Services
Karly Oehme
Lead Custodian
Julie Nason
Custodian
Mike Lenz
Custodian
Todd Lacy
PT Custodian
VACANT
PT Custodian
Dan Adams
PT Custodian

Chisago County Government Center **313 N. Main St.** **Center City MN 55012** **Sq ft. 88457**	**Chisago County Library – North Branch** **6355 379th Street** **North Branch MN 55056** **Sq. ft. 14060**	
Chisago County LEC/Jail **15230 Per Rd.** **Center City MN 55012** **Sq. ft. 60103**	**Chisago County Library – Rush City** **240 West 4th Street** **Rush City MN 55069** **Sq. ft. 6034**	
Chisago County Public Works **31325 Oasis Rd.** **Center City MN 55012** **Sq. ft. 32903**	**Chisago County ECC** **15140 Per Rd.** **Center City MN 55012** **Sq. ft. 4480**	
Harris Public Works **43781 Forest Blvd.** **Harris MN 55032** **Sq. ft. 9040**	**Household Hazardous Waste** **39649 Grand Ave.** **North Branch MN 55056** **Sq. ft. 2304**	
Chisago County Sheriff's District Office **43572 Forest Blvd.** **Harris, MN 55032** **Sq. ft. 4849**		
Chisago County – HHS Building **6133 402nd St.** **North Branch MN 55056** **Sq. ft. 12328**	**TOTAL BUILDING MAINTAINED – 12** **Sq. Ft. Maintained = 258,316**	
Chisago County Library – Chisago Lakes **11754 302nd Street** **Chisago City, MN 55013** **Sq. ft. 12963**		
Chisago County Library – Wyoming **26885 Forest Blvd.** **Wyoming MN 55092** **Sq. ft. 10795**		

IV.

CivicPlus – Agenda and Meeting Management

February 12th, 2025

Currently, the County creates meetings by approaching the meeting administrator and submitting items for review. It is a time consuming and tedious process, which can be inconsistent and dependent on the administrator. The County also uses the CivicPlus suite for website accessibility, permitting among other services online.

The following counties currently use the CivicPlus Agenda and Meeting software for creation of their minutes and agendas;

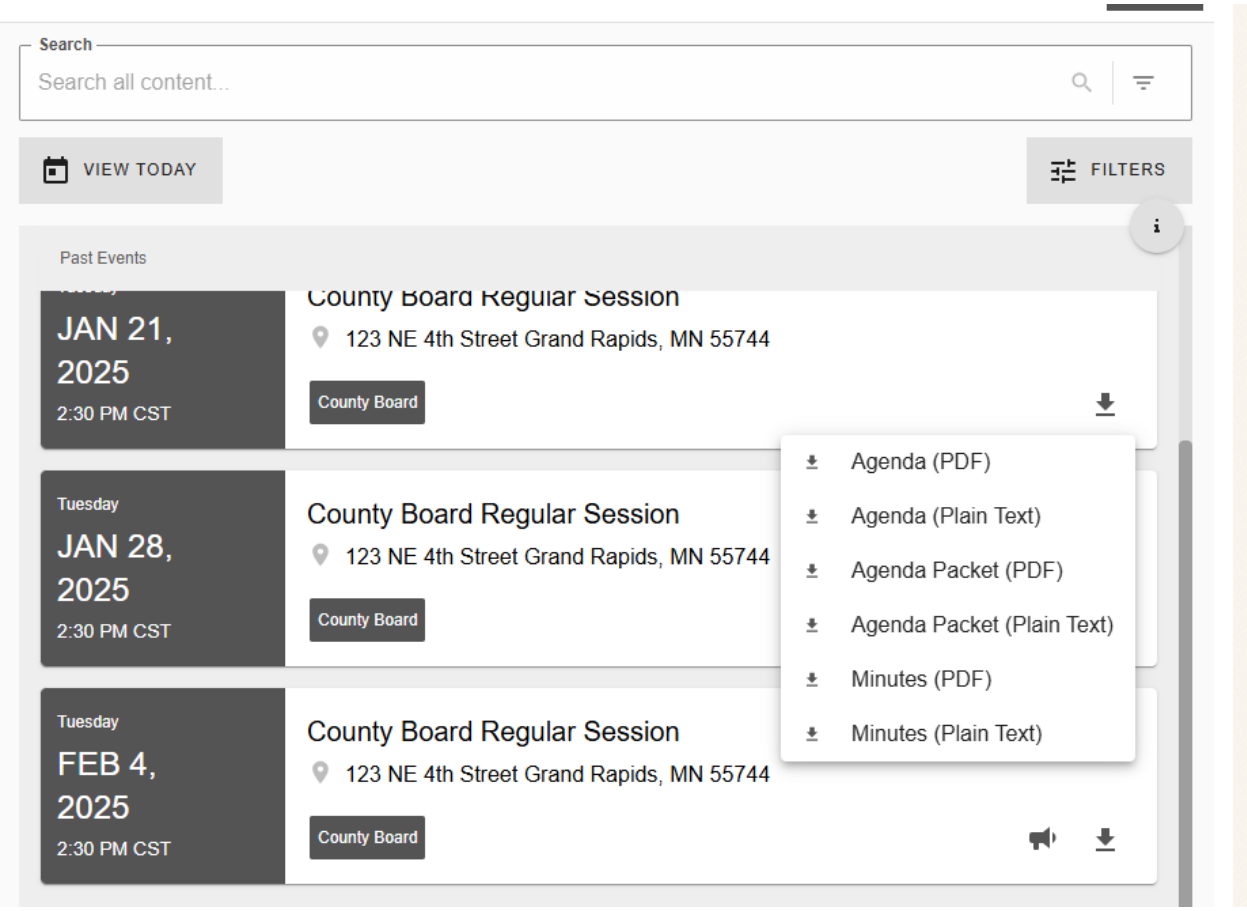
- Clay County
- Itasca County
- Rice County
- Brown County
- Scott County
- Washington County
- Sherburne County
- Mower County
- Mille Lacs County
- Becker County
- Waseca County

REQUEST: **$11,400 Initial Cost**
$7,500 recurring cost

Attachment(s):

- CivicPlus Quote
- Select Pro with Premium Implementation Brochure

Example of Public View to look at Agenda, Agenda Packet, and Minutes:



Agenda Packet:

V.1.

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 21, 2025

REQUEST FOR BOARD ACTION: RBA-2025-211

DEPARTMENT: Administrative Services **TIME REQUESTED:** < 5 Minutes
PRESENTER: Amanda Schultz

AGENDA ITEM:
Resignation of Appointment

BOARD ACTION REQUESTED:
Accept the resignation of Sarah Carling from the Park and Recreation Commission, representing an At-Large designation, effective January 10, 2025.

BACKGROUND:
Resignation was given to Amanda Schultz verbally on January 10, 2025.

As there are no current applications on file, we will need to advertise to fill the created vacancy.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

AGENDA Template:

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, January 21, 2025	2:30 PM	Itasca County Boardroom

ITASCA COUNTY MISSION: Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

DRAFT

REGULAR SESSION AGENDA

2:30 PM **I. CALL TO ORDER**

2:31 PM **II. PLEDGE OF ALLEGIANCE**

2:32 PM **III. APPROVAL OF AGENDA**

2:33 PM **IV. MINUTES APPROVAL**

1. Approve the minutes of the Tuesday, January 14, 2025 County Board Regular Session.,

2:34 PM **V. CONSENT AGENDA**

The Consent Agenda gives the County Board a means of handling routine non-controversial actions and motions that can be grouped together and handled in one motion. If, at the Board meeting, any Commissioner so requests, an item shall be removed from the Consent Agenda and considered separately.

1. Accept the resignation of Sarah Carling from the Park and Recreation Commission, representing an At-Large designation, effective January 10, 2025.
2. Adopt the Resolution Re: Seeking special legislation to sell tax-forfeited trust land to Swampsiders Snowmobile and ATV Club, which would allow sale of a portion of the Southwest Quarter of the Southeast Quarter (SW SE), Section 15, Township 59 North, Range 24 West, Fourth Principle Meridian, approximately 5.2 acres, PID# 55-015-4300.
3. Approve road easement for public use to the State of Minnesota over and across tax forfeited trust land located in a portion of the SW¼ of SW¼ in Section 13, Township 55N, Rage 26W.

Minutes Template:

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, January 14, 2025	2:30 PM	Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Venema called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
	District #4	Vacant	
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.8 (Letter of Support) and approve the agenda, as amended.

RESULT:	**APPROVED (4 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

RESULT:	**APPROVED (4 TO 0)**
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Willmar, MN Case Study – Agenda and Meeting Management Software

Willmar, Minnesota, is located 95 miles west of Minneapolis-St. Paul and serves as the county seat for Kandiyohi County. Willmar is a diverse community surrounded by rich farmlands, scenic lakes, and rolling hills, with a vibrant and growing economy in the agricultural, medical, education, and technology sectors. With a population of around 22,000, Willmar offers many amenities of a larger city while still providing the benefits of a small town.

Willmar Saves a Day a Week of Time After Implementing Agenda and Meeting Management Solution

Before transitioning to CivicPlus®, the city of Willmar did not use a dedicated Agenda and Meeting Management solution, which meant many manual processes, PDFs, and items got lost in communication, ultimately slowing the process down. Kyle Box, City Operations Director, was aware of the benefits of Agenda and Meeting Management from his experiences before coming to Willmar and was ready to get the city on the right track.

> When looking for a system for Willmar, Box searched for something that would check all the boxes from a functionality perspective at a price that made sense. The [Select] solution from CivicPlus had everything we were looking for at a price point we could afford.
> Kyle Box
> City Operations Director

After Implementing a CivicPlus Agenda and Meeting Management Solution
One of the City of Willmar's most significant results has been enormous time savings while providing more information to the community.

> We have saved approximately a day a week with our agenda preparation since implementing [Agenda and Meeting Management Select]. Going from paper packets, putting PDFs together, the bookmarking feature, and Live Meeting Manager, we've been able to put together 300 plus page packets and get consolidated information out to the public in less time.
> Kyle Box
> City Operations Director

In addition to the time saved from transitioning from manual processes, he notes time savings from introducing workflows, which has fostered greater collaboration with staff while reducing risk.

“Workflows have been one of the biggest time savers, and they’ve also reduced any risk of error. Before workflows, agenda items would only be sent to Administration; then, the city clerk would need to review everything and make sure all the documentation was in order, and items would get lost in the transition between departments and emails. Now, we’ve got a nice workflow set up with over 30 people using the system. It’s simple, but it’s effective. It starts with department staff, proofed by a department head, then routed to the city clerk to make sure all of the supporting documentation is in order for an agenda item, and finally, Administration has an opportunity for final review and sign-offs.”

Box has seen the advantages and is continuing to work on setting up additional workflows as he continues to take advantage of the robust feature set.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-89334-1
Date: 12/20/2024 3:02 PM
Expires On: 3/31/2025

Client:
Chisago County, MN

Bill To:
CHISAGO COUNTY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan White		mwhite@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

Total Investment - Initial Term	USD 11,400.00
Annual Recurring Services (Subject to Uplift)	USD 7,500.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:
_____	_____

Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____

_____
Mailing Address: (If different from above)

_____

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

_____

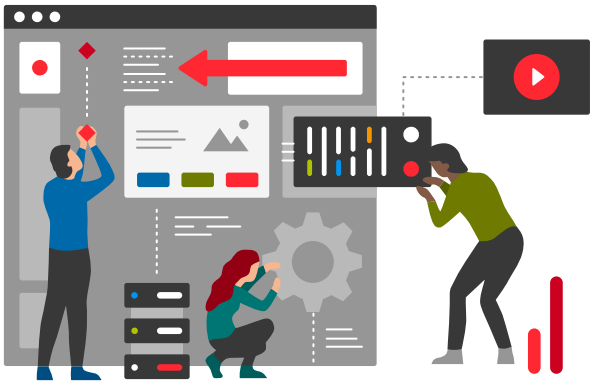
CIVICPLUS

agenda and meeting management

SELECT

Select Pro with Premium Implementation

Proposal valid for 60 days from date of receipt



Powering and Empowering Government

PS12192024

Company Overview



CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Social Media Archiving
- FOIA Management

EXPERIENCE & RECOGNITION

25+ Years
10,000+ Customers
950+ Employees

CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

PRIMARY OFFICE

302 S. 4th Street, Suite 500, Manhattan, KS 66502
Phone: 888.228.2233
Fax: 785.587.8951
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Features & Functionality

Select Solution



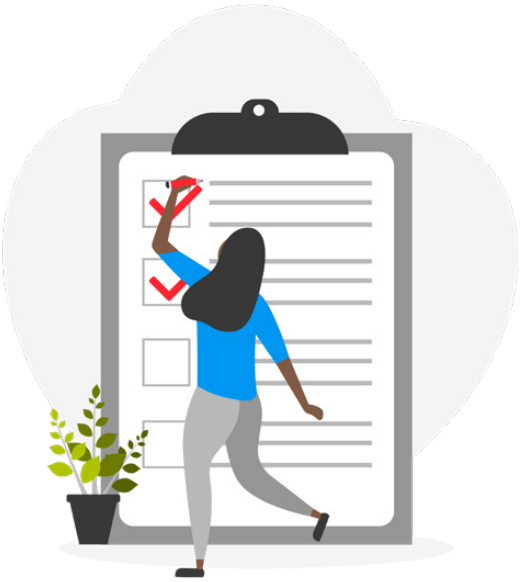
CivicPlus' Select software is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Enhanced Analytics for Data Visibility
- Field-level versioning
- Single sign-on via the CivicPlus Platform
- Integrated code of ordinances
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)

Agenda Management



FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.



FIND WHAT YOU NEED-FASTER

Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Public Resident Portal



FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Minutes Module

AUTOMATED MINUTES SETUP

A fully-integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.



SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Benefit from our Civic Experience Platform with:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. With a single username and password, residents can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time.

Integrated Code of Ordinances & Web

As the only local government software provider with an integrated agenda and meeting management, codification, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are also a customer of CivicPlus' codification services, the cutting-edge integration between your meetings and agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to CivicPlus for codification by our team of legal editors. When pushed from Select, this uncodified legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting solution, allowing for one-stop search capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.

EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	• Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.



Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs • Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE	• Configuration of designs • Configuration of up to 10 boards • Configuration of up to 10 meeting types • Configuration of up to 10 approval workflows • Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	• First Live Meeting and System Launch • Access to live chat features, Technical Support and introduction to Live Care

Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 8 a.m. – 6 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Select.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

AWARD-WINNING

CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your solution is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

Chisago County Budget and Finance
February 12, 2025
61

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues and often corrects issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage in done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.

Disclaimer

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at civicplus.help/hc/en-us/sections/. We look forward to developing a mutually beneficial contract with you.

Optional Enhancements

LIVE MEETING MANAGER

Live Meeting Manager enhances live meetings by integrating the board portal with audience display pages, offering a unified experience with efficient controls. It features automations to engage participants through in-chamber displays, electronic voting with one-click, and real-time updates of the current item. The system allows easy display of speaker details, board member requests, and chairperson controls for managing the meeting. Additionally, it automatically bookmarks video timestamps to agenda items, making it easier for viewers to access specific discussion topics.

CIVICPLUS MEDIA: LIVE STREAMING & ON-DEMAND VIDEO

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Select and CivicPlus Media. Stream up to three concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning and translation services are available at an additional cost.

BOARDS & COMMITTEES MODULE

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements.

BOARD APPLICATIONS

The Board Applications solution powered by CivicPlus' Process Automation and Digital Services solution offers a digital platform to streamline the recruitment, vetting, and appointment of local government board members. This solution includes an online portal for residents to apply for board positions, eliminating the need for paper submissions. The Board Applications solution simplifies the recruitment and management of board members by allowing administrators to promote open positions and enabling residents to apply online from any device, securely storing all personal data. It ensures transparent communication with customizable email templates, notifies administrators of new applications, and facilitates digital review and selection by board committees. The solution supports remote collaboration with features for managing meeting schedules, member rosters, and vacancies, and offers reporting, analytics, and advanced search functionality to streamline board operations and inform strategic decisions.

Additionally, the optional addition of the Power Automate Connector integrates with Office 365 products to automate routine tasks, enhancing efficiency.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicPlus solutions and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

LASERFICHE INTEGRATION

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

HISTORICAL FILE IMPORT

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.

Quick Links to Contents

Headlines
Taxes & Fiscal Policy
Transportation
Capital Investment (Bonding)
Health & Human Services
Environment
Corrections & Public Safety
General Government & Other

HEADLINES

House Leaders strike deal to reach quorum and share power

Last Wednesday night news broke that House DFL and GOP leadership had come to a power sharing agreement that would bring House DFLers back to the capitol and allow the House to conduct business.

Under the agreement Rep. Lisa Demuth (R-Cold Spring) was elected Speaker on Thursday. She will hold most of the normal powers of speaker. Committees will be split 50-50 in membership, but until the DFL has a 67th member seated they will have to designate one of their members on each committee as non-voting. After electing a speaker the House adopted the power sharing agreement. It only applies in the event of a 67-67 tie. The DFL will presumably return to 67 seats and the House will have a 67-67 tie if the DFL candidate wins the election in 40B on March 11. In November the DFL candidate won that seat with 65% of the vote. If the DFL does return to holding 67 seats, those non-voting members would become eligible to vote on motions and bills. The one exception to this is in the newly created Fraud Prevention and State Oversight Policy committee, which is chaired by Rep. Kristin Robbins (R-Maple Grove) and will keep a 5-3 Republican majority regardless of the outcome of the March 11 40B election.

The other notable exception to Speaker Demuth's normal powers as speaker if the legislature returns to a 67-67 tie is in naming conferees and commission members. If the power sharing agreement is in place, Speaker Demuth would name GOP members to any conference committee or commission, and Rep. Melissa Hortman (DFL-Brooklyn Park) would name the DFL members. In the case of conference committees, only four members could be named to the committee to ensure equal representation between the two parties, rather than the typical practice of naming three or five members.

The other major issue the power sharing agreement resolved was the treatment of Rep. Brad Tabke (DFL-Shakopee). Any election contests must be referred to the Ethics committee, which has a permanent 50-50 split in membership with two Republican members and two DFL members. Additionally, the agreement makes clear that 68 votes are required to reject the returns of an election and declare a vacancy. The agreement also requires joint agreement between Speaker Demuth and Rep. Hortman when it comes to the administration, business, and finance operations of the House.

Practically speaking the Republicans will be able to move bills through committee and operate as a normal majority at least until March 17, with the exception being that 68 votes are still required to pass bills off the House floor. We anticipate that in the window between now and March 17 the House Republicans will move many of their top priorities through different committees, setting a faster than normal pace compared to what is typically seen in February and early March. House committee hearings resumed this Monday morning.

End of Power Sharing in Senate as DFL returns to 34-33 majority
On Monday, February 3, Sen. Doron Clark (DFL-Minneapolis) was sworn in bringing the DFL to 34 seats. As a result new committee rosters were announced, resulting in the DFL having a one or two vote majority on each committee. As a result, the senate will no longer operate with a co-chairs or co-presiding officers model, instead reverting to DFL control. The GOP brought numerous amendments forward to amend the new structure, but none of them were successful.

News and Notes:

- **Special Election**: As expected, the Governor announced the special election for the 40B House seat will take place on March 11. It is expected the winner of that seat will be sworn in on March 17.
- **Spring Break**: On Friday legislative leaders Sen. Erin Murphy (DFL-Saint Paul) and Speaker Lisa Demuth (R-Cold Spring) confirmed that the late start for the House would not alter the planned dates for spring break. For Eid, the break will begin on Saturday, March 29, and run through Monday, March 31. For Easter and Passover, the break will start at noon on Friday, April 11, with the Legislature reconvening on Monday, April 21.
- **Legislative Deadlines**: Senator Murphy and Speaker Demuth were less sure about what dates would be set as legislative deadlines. Originally the plan was for first deadline to be March 14, second deadline March 28, and third deadline April 4. Those dates may change given the unique circumstances the House faced to start the session.

TAX & FISCAL POLICY

LAST WEEK

Senate Tax Committee holds hearing on property taxes: On Tuesday, February 4, the Senate tax committee heard a presentation from Senate Counsel and one from the Minnesota Association of Assessing Officers (MAAO) on the property tax system as a whole in Minnesota. The discussion on seasonal recreational properties generated the most interest, with Sen. Grant Hauschild (DFL-Hermantown) expressing concern that they did not contribute to school operating referendum levies. Sen. Ann Rest (DFL-New Hope) noted that they were excluded as part of the 2001 plan due to pressure from cabin owners that felt they were being treated unfairly at that time and the revenue got temporarily shifted to support schools statewide. The presentation from the MAAO was largely about the property tax timeline and the how assessments are calculated broadly. It also discussed the shift caused by the Market Value Exclusion for Veterans with a disability. The hearing concluded with a discussion of resort values with residential resort owners testifying about the unique circumstances that they face in their assessed value.

Bill Introductions of Interest

- HF5 (Joy) Repeal of remaining social security income taxation, repealing the inflator on the gas tax and delivery fee, shifting certain funds to the Transportation Advancement Account and lowering the amount retained by the Metropolitan Council.
- SF1082 (Dibble) Increasing the dedication to the resource management account
- SF1089 (Hauschild) Appropriation increase for soil and water conservation district aid

THIS WEEK

With the House returning to business the House Committee on Taxes is holding its first official hearing on Tuesday. While the House has not yet posted hearings for Wednesday and Thursday, it is anticipated they will hold meetings.

The Senate Tax Committee is not meeting on Tuesday. Now that the DFL holds a 34-33 majority in the chamber, Sen. Ann Rest will chair meetings and Sen. Cal Bahr (R-East Bethel) is no longer serving on the committee. The committee is

meeting on Wednesday and Thursday. On Wednesday, the Senate Tax Committee will hear the SCORE bill. Otherwise, it will mostly be hearing individual sales tax exemptions for certain local government projects.

Senate Tax Committee
Wednesday, February 12

- SF1082 (Dibble) Increasing the dedication to the resource management account
- Numerous individual specific construction sales tax exemption proposals

Thursday, February 13

- Numerous individual specific construction sales tax exemption proposals

House Committee on Taxes
Tuesday, February 11

- Introductions
- HF4 (Johnson, W.) Portion of projected budget surplus required to be returned to state taxpayers, and constitutional amendment proposed.

TRANSPORTATION/ BONDING

LAST WEEK

Local Government Presentation on Greenhouse Gas Mitigation for Transportation Construction Projects
Before the House DFL and Republicans had reached agreement on how to govern the House, representatives from MICA and the Coalition of Greater Minnesota Cities were invited to meet with Republican members of the House Transportation Committee about the new greenhouse gas (GHG) and vehicle miles traveled (VMT) mitigation requirements when building certain highway capacity projects.

Joe MacPherson, Anoka County Engineer and member of MnDOT's GHG Working Group, provided a summary of the new law and outlined a number of concerns:

- these mitigations could add 20-40% to the costs of trunk highway projects, increasing the costs to local governments who participate in them;
- no funding source has been identified to pay for the additional costs of GHG/VMT mitigation;
- projects addressing critical safety issues should not be shelved if they cannot meet the mitigation requirements;
- there are limited strategies for reducing VMT in sparsely populated areas - and locations experiencing significant growth should not be penalized because they cannot meet reductions in VMT. As a result, reducing VMT should be a strategy for reducing GHG, not a separate condition for building new highway infrastructure.

The conversation piqued the interest of the lawmakers in attendance, and they plan to introduce legislation to address MICA's concerns.

Senate Transportation Committee Hears Cost-Sharing Bill
On Wednesday, the Senate Transportation Committee heard SF285 (Jasinski), which eliminates cost-participation by local governments in trunk highway projects. To compensate for the lost revenue, the bill recommends a transfer of general fund dollars to the trunk highway fund. A number of mayors and city public works officials testified in support of the bill, as they have seen their municipal street aid funds depleted from paying for trunk highway projects. Small cities without MSA funds also described the burden on local property taxes.

No county groups testified on the bill, but the MN County Engineers Association did submit a letter asking that no legislation be pursued until MnDOT's working group on cost participation, which is currently underway, finishes its work

and makes recommendations. While SF285 is limited to trunk highways, counties are also concerned that the idea of eliminating cost-sharing will be extended to county projects, as a couple of the city testifiers suggested in their remarks.

The bill was laid on the table for future consideration. In the meantime, MICA will be meeting with committee members to request that the MnDOT working group completes its work before statutory changes to cost participation are made.

Bill Introductions of Interest:

- HF5 (Joy): Retail delivery fee repealed, indexing of fuel tax eliminated, allocation of transportation funds readjusted.
- SF1170 (Kruen): $15 million in general obligation bonds for the local government road wetland replacement program appropriated.
- SF1164 (Jasinski): Full-service Deputy Registrar account established and monies allocated.
- SF1165 (Jasinski): Money appropriated to Deputy Registrars for no-fee transactions.
- SF1243 (Koran): Met Council abolished and powers and duties related to transit transferred to MnDOT.

To see a list of all the transportation bills MICA is tracking, click here.

THIS WEEK

House Transportation Committee

Monday, February 10

- The committee will be hearing HF5 (Joy), which repeals the retail delivery fee and indexing of the fuel tax. To offset the losses to the Transportation Advancement Account (TAA), the 9.2% short-term rental car tax is dedicated to the TAA. The metro county distribution from the TAA is also eliminated and replaced with a portion of the metro sales tax. MICA has offered a letter outlining concerns with the bill, especially the long-term losses to the CSAH account.

Senate Capital Investment Committee

Tuesday, February 11

- MnDOT Bonding Presentation

HEALTH AND HUMAN SERVICES

LAST WEEK

Shireen Gandhi Named Temporary Commissioner of DHS: On Monday, Governor Tim Walz and Lieutenant Governor Peggy Flanagan announced the appointment of Shireen Gandhi as temporary commissioner of the Department of Human Services until a permanent commissioner is appointed. Gandhi takes over leadership of the agency following the departure of Jodi Harpstead. She previously served as a DHS Deputy Commissioner overseeing budgeting and financial operations.

New House Committee on Fraud and Agency Oversight: The House GOP will lead the Fraud and Agency Oversight Committee to investigate fraud in state government programs. Rep. Kristin Robbins (R-Maple Grove) will chair the committee. Other members include:

- Rep. Patti Anderson (R-Dellwood)
- Rep. Walter Hudson (R-Albertville)
- Rep. Marion Rarick (R-Maple Lake)
- Rep. Isaac Schultz (R-Elmdale Township)

- Rep. Dave Pinto (DFL-St. Paul)
- Rep. Steve Elkins (DFL-Bloomington)
- Rep. Emma Greeman (DFL-Minneapolis)

Republicans will chair the committee for two years and have a 5-3 voting margin over the DFL.

- A two-thirds majority is needed to approve subpoenas.

Legislative Hearings of Interest:

Monday:

Senate Judiciary: The committee addressed SF456 (Utke), which would **establish protections to children and vulnerable adults from exposure to fentanyl and impose criminal penalties for a violation.** An Aitkin County Assistant Attorney testified from the perspective of rural communities regarding the upsurge of substance abuse. The bill was laid over as the committee awaits the fiscal note process.

Senate Agriculture: The committee reviewed SF391 (Lieske), which **would amend the exemption on cottage foods**, homemade foods available to be sold at farmers' markets, etc. Under the proposal, the person who prepared the food would be allowed to deliver the product by mail or commercial delivery. The bill was laid on the table for additional conversation.

Senate Human Services:
Kristi Graume from DHS presented its report regarding the need for licensure or regulation of MA Early **Intensive Developmental and Behavioral Intervention (EIDBI**).

The purpose of the EIDBI Benefit is to provide medically-necessary early intensive intervention for people with Autism Spectrum Disorder (ASD) and related conditions, as well as educating, training, and supporting parents and families; promoting people's independence and participation in family, school, and community life; and improving long-term outcomes and the quality of life for people and their families.
Human_20250203_DHS-EIDBI-Presentation.pdf
Human_20250203_DHS-EIDBI-Licensing-Report-2025.pdf

Sen. Jim Abeler (R-Anoka) will be taking the lead on EIDBI issues this year.

The following bills were heard and laid over for possible inclusion in the committee's omnibus bill:

- SF548 (Fateh) would increase the MA income limit for people with disabilities and people age 65 and over by:
  - Increasing Qualifying Income Standard to 133% of the Federal Poverty Guidelines (FPG); and
  - Allowing people with disabilities to keep more of their own income and still get the help they need and qualify for.
- SF476 (Hoffman) would expand certain MA services to include coverage of care evaluation. An A1 amendment was adopted that requires DHS to establish a onetime grant program for incentive compensation and benefits for home care nurse employees who serve as a "preceptor" of a nursing student.

Tuesday:

Senate Housing: The committee received presentations on the state of housing from various advocacy groups, including Minnesota Housing Partnership, Habitat for Humanity, Minnesota Council of Community Developers, Northcountry Cooperative Foundation, HOME Line, and Housing Justice Center.

Governor's Budget:

- Senate Fiscal Analyst Erik Olaphson presented an overview of the Housing Committee's budget. The attached spreadsheet reflects the Governor's budget recommendations as it relates to housing: Housing-Committee-25-Gov-Recs-DRAFT-1-31.pdf

- Minnesota Housing Commissioner Jennifer Ho presented the Governor's budget recommendations: Minnesota-Housing-2025-Agency-Budget-Senate-2-4-2025.pdf Minnesota-Housing-2025-Agency-Budget-handout.pdf

Wednesday:

Senate Jobs: The committee addressed SF365 (Boldon), which would appropriate $1.5 million (FY26-27) from the Workforce Development Fund to DEED for a grant to Bridges to Healthcare (a Rochester public-private partnership) to provide career education, wraparound support services, and job skills training in high-demand health care fields to low-income parents, nonnative speakers of English, and other hard-to-train individuals; and help families build secure pathways out of poverty, while also addressing worker shortages in one of Minnesota's most innovative industries. Grant proceeds could be used for hiring instructors and navigators; space rental; and supportive services to help participants attend classes, including assistance with course fees, child care, transportation, and safe and stable housing.

Sen. Carla Nelson (R-Rochester) commented on the success of the program. The bill was laid over for possible inclusion in the committee's omnibus bill.

Senate Human Services: The committee heard several HCBS-related bills and laid them over for possible inclusion in the committee's omnibus bill:

- SF94 (Hoffman) would modify integrated community supports payment rates
- SF46 (Rasmusson) would modify home and community-based services standards for out-of-home respite care services for children
- SF401 (Utke) would increase room and board rates for a certain individual receiving home and community-based services

SF401, as introduced, puts a 30-day timeline on lead agencies to review and approve all services reflecting each individual's needs, and would establish and impose a late payment penalty from the lead agency's own sources of revenue for failure to do so. Both Sen. Paul Utke and Sen. Jim Abeler indicated they did not want to pass on another unfunded mandate to counties. The authors will work with the advocates and counties to come to a resolution.

The committee also reviewed SF402 (Seeberger), which would modify disability waiver rates by implementing regular adjustments to the Competitive Workforce Factor (CWF). This bill was also laid over for possible inclusion in the committee's omnibus bill.

Thursday:

Senate Health and Human Services: The committee took testimony and reviewed the Emergency Medical Services Task Force Report.

- EMS-Task-Force-Report-8-15-2024.pdf

The Task Force recommends building off of the 2024 legislation by:

- Supporting the newly-organized Office of Emergency Medical Services during its transition period under the Executive Branch.
- Monitoring implementation of state EMS reforms, including:
    - BLS Staffing Variance
    - RN Staffing
    - Expanded reinstatement window for EMS personnel
    - $24 million in emergency aid
    - Pilot projects
    - Structure of the new Office of EMS
    - Engage federal partners in advocacy to explore models for sustainable and equitable funding of EMS services, especially in rural areas that are most in need

Sen. Judy Seeberger, author of the 2024 legislation which restructured the EMS Regulatory Board, created a pilot program for a sprint medic model (Otter Tail and St. Louis Counties), and provided aid to eligible ambulatory services, spoke of the ongoing challenges in the system and the need for sustainable funding.

The committee also heard from several EMS representatives, including the Minnesota Ambulance Association, the Coalition of Greater Minnesota Cities, Perham Health/Perham Area EMS, and the Minnesota State Fire Chief's Association.

DHS and DCYF then provided an overview on the report on "Transformation for Delivery of Human Services Programs. Topics covered in the report include:

- Transforming Service Delivery
- Integrated Services for Children and Families
    - SSIS, PRISM, MN Child Support Online, MAXIS notices
- MMIS Modernization
- Provider Licensing and Reporting Hub
- Improving METS Functionality
    - CMS Compliance
    - METS Improvements

The below slide deck reflects outcomes, amounts budgeted, and the amount of state funding spent on the various systems:
2024-DHS-SDT-Legislative-Report-1.pdf
DHS-2024-SDT-Legislative-Report.pdf

As time was short, the committee will dig deeper into this information in the future.

Bill Introductions of Interest:

- SF928 (Mann) Children's mental health programs modification and appropriation
- SF929 (Marty) Minnesota Health Plan establishment
- SF942 (Kunesh) **School attendance reporting requirement to a local welfare agency**
- SF1014 (Fateh) Housing with support for persons with serious mental illness appropriation
- SF1025 (Abeler) **Foster children receiving Supplemental Security Income benefits trust establishment** and appropriation
- SF1028 (Rarick) Fire protection and **emergency medical services special taxing districts establishment,** fire protection and emergency medical service aid provision, and appropriation

- SF1052 (Maye Quade) Subminimum wages prohibition for persons with disabilities
- SF1080 (Hauschild) Ambulance operating deficit grant program establishment

THIS WEEK

With the House now formally organized, their committees will begin to receive agency overviews, as well as a review of the Governor's budget recommendation. The House Fraud Prevention Committee will hold its first meeting on Monday.

House Fraud Prevention and State Agency Oversight Policy
Monday, February 10

- Office of the Legislative Auditor: "Oversight of State-Funded Grants to Nonprofit Organizations"

House Health Finance and Policy
Monday, February 10

- Minnesota Department of Health Budget Proposal
- Minnesota Department of Human Services Budget Proposal

Senate Human Services
Monday, February 10

- SF813 (Fateh) Integrated community supports codification proposal development by the commissioner of human services requirement provision
- SF812 (Fateh) Customized living rate phase-in under the community access for disability inclusion and the brain injury home and community-based waivers repealer
- SF814 (Fateh) Housing support agreements authority of agency modifications

House Human Services Finance and Policy
Tuesday, February 11

- Budget presentation from non-partisan staff

House Education Policy
Tuesday, February 11

- Minnesota Department of Education: Oversight of Feeding Our Future
    - Office of the Legislative Officer
    - Minnesota Department of Education

Senate Education Finance
Wednesday, February 12

- Free School Meals Update

Senate Health and Human Services
Wednesday, February 12

- Update from the University of Minnesota and Essentia Health
- University of Minnesota Health Sciences Strategic Plan and Legislative Request
- **Presentation from Nonpartisan Staff on DCYF Jurisdiction Changes**

ENVIRONMENT

LAST WEEK

On Tuesday, February 4, the **Senate Environment, Climate, and Legacy committee** heard SF770 (Hawj), the Lessard-Sams Outdoor Heritage Council's (LSOHC) recommendations for Outdoor Heritage Fund appropriations (around $56 million). Mark Johnson, executive director of the LSOHC, presented on their recommendations, and a coalition of conservation groups submitted a letter of support. The bill was laid over for possible inclusion.

Also on Tuesday, the committee heard a presentation from the Minnesota Pollution Control Agency (MPCA) on a new report containing updated recommendations for products containing lead, cadmium and PFAS. MPCA Assistant Commissioner Kirk Koudelka overviewed the agency's report at a high level, mentioning the four industry recommendations made within the report: upholstered furniture, lead and cadmium within keys and key fobs, pens and pencils, and firefighting foam.

Clean Water Action testified with concerns about industries seeking exemptions from Minnesota's PFAS ban and asked that no exemptions be granted that don't have a specific timeline and for industries that aren't attempting to also comply with the law. The Minnesota Center for Environmental Advocacy also testified against any exemptions, saying the quicker PFAS is removed from manufacturing and products, the better it will be for public health and the environment.

Bill introductions of interest:

- HF8 (Heintzeman) Efficiency of Wetland Conservation Act determinations improved, permitting efficiency reporting requirements modified, permit application process improved, Pollution Control Agency permit provisions modified, environmental assessment worksheet provisions modified, and money appropriated
- SF862 (Johnson Stewart) Water infrastructure funding program modifications provisions, point source implementation grant program modifications provisions, emerging contaminants grant program establishment and bond issuance and appropriation
- SF882 (Gustafson) Soil health financial assistance program appropriation
- SF909 (Boldon) Clean water fund appropriation for a southeast regional groundwater protection and soil health initiative
- SF1011 (Housley) City of Oak Park Heights water infrastructure for treatment of PFAS improvements bond issuance and appropriation
- SF1037 (Xiong) Anaerobic digestor energy system appropriation
- SF1082 (Dibble) Dedication to the resource management account increase

You can track all relevant environment bills here as they are introduced. If the bill has had a hearing, our team's notes on testimony and member discussion will be included.

THIS WEEK

House Environment and Natural Resources

Tuesday, February 11

- DNR presentation on GTAC Final Recommendations Report
- MPCA presentation on Recommendations for Products Containing Lead, Cadmium, and PFAS

Thursday, February 13

- HF8 (Heintzeman) Efficiency of Wetland Conservation Act determinations improved, permitting efficiency reporting requirements modified, permit application process improved, Pollution Control Agency permit provisions modified, environmental assessment worksheet provisions modified, and money appropriated

House Legacy Finance
Wednesday, February 12

- Clean Water Council presentation

Senate Environment, Climate and Legacy
Tuesday, February 11

- SF0976 (McEwen) Wilderness programs appropriation
- SF1039 (Hauschild) Parks and trails fund appropriation

Thursday, February 13

- Agenda TBA

Senate Taxes
Wednesday, February 12

- SF1082 (Dibble) Dedication to the resource management account increase

CORRECTIONS & PUBLIC SAFETY

LAST WEEK

Senate Judiciary and Public Safety Committee
Monday February 3
To kick off the week, the Senate Judiciary and Public Safety Committee heard the 3 bills and observed a presentation from the Minnesota Department of Corrections along with the DOC's Legislative Agenda for the 2025 session.

- SF11 (Rest) – Amends a sales tax exemption for firearm storage units to include firearm safety devices
- SF456 (Utke) - Current law prohibits a person from knowingly causing or permitting a child or vulnerable adult to inhale, be exposed to, have contact with, or ingest methamphetamine. A violation is a five-year felony. This bill adds an identical prohibition for fentanyl

Wednesday, February 5
On Wednesday, the Senate Judiciary and Public Safety Committee observed a slate of presentations from the Minnesota Police and Peace Officers Association and the Minnesota Chiefs of Police Association.

Friday, February 7
To end the week, the committee heard a presentation from the Minnesota Department of Human Rights and went over the agency's budget overview.

House Public Safety Finance & Policy Committee
With the House coming to order later in the week, no committee hearings were held. We look to next week which has been scheduled.

Notable Bill Introductions

- SF914 (Oumou Verbeten) A bill appropriating funds to the State Board of Civil Legal Aid.
- SF967 (Howe) A bill modifying criminal penalties for crimes committed because of the victim's political affiliation or beliefs.
- SF983 (Boldon) A bill appropriating funds for the Community Engagement Response Team.
- SF1047 (Maye Quade) A bill proposing to increase the age of consent from 16 to 18 in criminal sexual conduct offenses involving offenders who are over 21 years of age and imposing corresponding criminal penalties.

- SF1098 (Latz) A bill aimed at eliminating certification of certain juvenile court expenses, modifying procedures for filing, copying, printing, and distribution of certain court papers, and appropriating funds for these purposes.
- SF1103 (Kreun) A bill proposing the repeal of the Minnesota Rehabilitation and Reinvestment Act, including the repeal of specific statutes and sections enacted in 2023.

THIS WEEK

Senate Judiciary and Public Safety Committee

Monday, February 10

- Presentation by the Department of Public Safety
- Presentation by Survivor Support Groups

Wednesday, February 12

- SF59 (Green) Procedures establishment for county to alter preexisting boundary line
- SF664 (Anderson) Definition of endangered expansion for purposes of the missing and endangered persons program
- SF191 (Gustafson) Crime of fleeing a peace officer in a motor vehicle modification *(Informational Only)*
- SF323 (Coleman) Crime of fleeing a peace officer in a motor vehicle modification to add a heightened penalty for fleeing in a culpably negligent manner *(Informational Only)*
- SF1224 (Latz) Fleeing from a peace time officer crime provisions modifications *(Informational Only)*

House Public Safety Finance and Policy Committee

With the House coming to order this week, the Public Safety Finance and Policy Committee will be in full swing. Due to bills not yet receiving bill numbers there are a number of bills scheduled without numbers or links.

Tuesday, February, 10

- HF7 (Novotny) Data held by law enforcement agencies regarding the person or entity that posted bail made public, agency notice of posted bail or bond required, mandatory minimum sentences established for sex trafficking offenses, Minnesota Sentencing Guidelines Commission provisions modified, various criminal penalties modified, and money appropriated.

Thursday, February 12

- HF XXX (Rarick) Penalties for engaging in prostitution with minors increased.
- HF XXX (Knudsen) Persons subject to stays of adjudication in criminal sexual conduct cases required to register as predatory offenders.
- HF XXX (Knudsen) Penalties for creating, distributing, and possessing sexually explicit materials involving children increased.
- HF XXX (Perryman) Local units of government authorized to conduct criminal background checks under certain circumstances.
- HF XXX (Harder) Mandatory minimum sentences established for certain sex trafficking offenses.
- HF XXX (Repinski) Director of child sex trafficking prevention required to submit a program evaluation each odd-numbered year to the legislature.

GENERAL GOVERNMENT & OTHER

LAST WEEK

Slow week with many cancelations and delays: With the Senate DFL regaining the majority on Monday and committee rosters being altered, numerous committees delayed or canceled hearings that had been planned. This resulted in a slower week than anticipated in the Senate while the House was still not holding hearings.

Senate Finance Committee holds discussion on Paid Leave fiscal note process: On Wednesday, February 5 the Legislative Budget Office (LBO), DEED, and MMB testified before Senate Finance Committee about the fiscal note process and concerns that came out of the fiscal note that was prepared for a paid leave modifications bill. Senators expressed concern that changes to the premium rate were disclosed via a fiscal note rather than in a memo to the chairs. The LBO put together a presentation that recapped the issue and suggested possible changes to the current process. It also provided the committee a memo outlining the issues. Agency staff admitted that the fiscal note process was not the best way to communicate a significant change in the premium rate.

Bill introductions of interest:

- SF1094 (Bahr) Duties related to ballot reconciliation and postelection review to be completed before a canvassing board may certify the results of an election requirement
- SF1095 (Bahr) Counties and cities to have written procedures that are available to the public requirement
- SF1122 (Frentz) Changes the method for calculating postretirement adjustments under PERA P&F from a fixed rate adjustment of 1% to a variable rate adjustment that is linked to the postretirement adjustment for Social Security benefits with a minimum of 1% and a maximum of 1.5%. The bill also decreases the waiting period to be eligible for a full postretirement adjustment from 36 months to 12 months.
- SF1124 (Miller) Authorizing sports betting
- SF1233 (Johnson-Stewart) Amending priority criteria for public land survey system monument grant program and appropriating $10 million per year
- SF1243 (Koran) Abolishing the Met Council

THIS WEEK

Numerous House and Senate committees have agendas that have not yet been announced for Thursday, though the committees are still expected to meet at their normal times. You can find a standing committee schedule for the House here and the Senate here.

Senate State & Local Government
Tuesday, February 11

- SF856 (Gustafson) Office of the Inspector General creation
- SF263 (Rasmusson) Legislative auditor requirement to submit a report to the legislature related to an agency's implementation of internal control or fiscal management recommendations
- SF475 (Mathews) Whistleblower protections for public employees modifications

Senate Labor
Tuesday, February 11

- Presentation on the Impact of Artificial Intelligence on Minnesota's Workforce
- Testimony on the Impact of Artificial Intelligence on Workers and Industries

Senate Judiciary and Public Safety
Wednesday, February 12

- SF59 (Green) Establishing procedures for county to alter preexisting boundary line and requiring counties to provide assessments and preservation of monuments

House Elections Finance & Government Operations
Monday, February 10

- Introductions
- Presentation from the Office of the Secretary of State

- Presentation from the Office of Administrative Hearings

House State Government Finance and Policy
Tuesday, February 11

- HF3 (Nash) Legislative auditor required to submit a report to the legislature related to an agency's implementation of internal control or fiscal management recommendations.
- HF23 (Robbins) Public employee whistleblower protections modified.
- HF2 (Davis) Fraud reporting required when an employee of a state agency has reason to suspect fraud, grants management requirements strengthened, and criminal penalty established.
- Department of Administration: Strategic Facilities Plan and Overview Presentation

COMBINED HEARING SCHEDULES

Next 7 Days Combined Hearing Schedule

CONTACT US

Executive Director
Nathan Jesson
nathan.jesson@mica.org
479-651-5416 (cell)
651-222-8737 (office)

Health & Human Services Legislative Liaison
Nancy Silesky
nancy@cortholten.com
651-747-7242 (cell)
651-291-1900 (office)

Transportation Legislative Liaison
Amber Backhaus
amberb@unitedstrategiesllc.com
612-963-2232 (cell)

Environment Legislative Liaison
Rachel Sosnowchik
rachel@goffpublic.com
402-651-0238 (cell)



Tuesday, February 25, 2025

3:30 – 5:00 P.M. **COMMISSIONER TESTIMONY TRAINING**
Minnesota West (Lower Level)

3:00 – 6:00 P.M. **REGISTRATION OPEN**
Hotel Lobby (First Floor)

6:00 – 7:30 P.M. **MINNESOTA RURAL COUNTIES (MRC)**
Kellogg I (Lobby Level)

Wednesday, February 26, 2025

7:00 A.M. **REGISTRATION OPEN**
Great River Court (Second Floor)

8:00 – 9:00 A.M. **BREAKFAST BUFFET**
Great River Ballroom (Second Floor)

8:00 – 11:00 A.M. **ELITE/PREMIER BUSINESS PARTNER EXHIBITS**
Great River Court (Second Floor)

9:00 - 11:30 A.M. **GENERAL SESSION**
Great River Ballroom (Second Floor)

- **Welcome**
  AMC President Mike Slavik, Dakota County Commissioner
- **AMC Policy Priorities**
  AMC Policy Analysts
- **Gov. Tim Walz (invited)**
- **Panel Discussion with House & Senate Leaders Representative Lisa DeMuth & Representative Melissa Hortman and Senator Mark Johnson & Erin Murphy (invited)**
- **Day at the Capitol Logistics**






11:30 A.M. – 4:00 P.M. **COUNTY DAY AT THE CAPITOL**

Minnesota Senate Building – Senate Room 2412
Busing begins at 11:30 a.m. (Kellogg Blvd.)/
Last bus leaves Minnesota Senate Building at 4:30 p.m.
Rosedahl Public Affairs will schedule appointments for counties to meet with their local legislators during this time.
Sandwiches, chips and beverages will be available for attendees to pick-up from 11:30 a.m. - 1:30 p.m. (Governors Dining Room – State Capitol, Tunnel Level, near Rathskeller).

1:00 – 3:30 P.M. **GUIDED STATE CAPITOL TOURS**

Minnesota State Capitol - meet at MN Historical Society office at the SE corner of 1st floor by the rotunda in capital
1:00 p.m. | Guided Capitol Tour
2:00 p.m. | Guided Capitol Tour
3:00 p.m. | Guided Capitol Tour

2:30 P.M. – 6:00 P.M. **ELITE/PREMIER BUSINESS PARTNER EXHIBITS**

Great River Court (Second Floor)

4:30 – 6:00 P.M. **LEGISLATIVE RECEPTION**

Great River Court (Second Floor)
Hors d'oeuvres will be served, but dinner is on your own.

Thursday, February 27, 2025

7:00 A.M. **REGISTRATION OPEN**

Great River Court (Second Floor)

7:00 – 11:30 A.M. **PREMIER BUSINESS PARTNER EXHIBITS**

Great River Court (Second Floor)

8:00 – 9:15 A.M. **EXTENSION COMMITTEE**

Governors IV (Lower/Basement Level)

8:15 – 9:15 A.M. **NETWORKING BREAKFAST BUFFET**

Great River Ballroom (Second Floor)

9:30 – 11:30 A.M. **AMC POLICY COMMITTEES**

- **Environment & Natural Resources** Kellogg 1 (Lobby Level)
- **General Government** Kellogg 2 & 3 (Lobby Level)
- **Public Health & Human Services** Minnesota East (Lower/Basement Level)
- **Public Safety** Minnesota West (Lower/Basement Level)
- **Transportation & Infrastructure** State Suite (Lower/Basement Level)

11:45 A.M. – 1:00 P.M. **GENERAL SESSION / 4H AWARDS LUNCHEON**

Great River Ballroom (Second Floor)

- **Presentation of AMC Student Scholarship**
  AMC Past President Neal Gaalswyk, Cass County Commissioner
- **Presentation of AMC 4H Awards**
- **'State of the Counties' Address**
  AMC President Mike Slavik, Dakota County Commissioner





1:00 P.M. **ADJOURN**

1:00 – 3:00 P.M. **AMC BOARD OF DIRECTORS**

Kellogg 1 & 2 (Lobby Level)

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. 25/0219-XX
AUTHORIZING THE COUNTY AUDITOR TO PAY
APPROVED CAPITAL IMPROVEMENT PLAN CLAIMS

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, the business practices of the County will be served appropriately by virtue of exercising said authority;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Auditor to pay for approved Capital Improved Plan items when they are received; a list of claims paid shall be provided to the Board at its next regularly scheduled meeting; the Board or its designated committee shall regularly review the practices and procedures of the County Auditor pertaining to this authorization.

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

Approved: February 19, 2025

_____
Dan Dahlberg
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

2025 Permanent Transfer Requests

General Revenue

Fund From	Fund To	Reason	Amount
Revenue	Capital	Amount for additional CJIS Security Compliance Project	$69,050.00

Budget Adjustment Request

2025

this form MUST be completed electronically — *year*

Department Name: Enterprise Services

Department Head: Jon Eckel

Requestor (if different): Kristin Waddell

Reason and description of the proposed change to the Budget:

A recent BCA audit revealed areas of improvement for access to departments with FBI CJIS controls. Total cost to bring up to compliance is $149,050, with $80,000 allocated from 2024 CIP (MNT-0191). At the 2/12/25 B&F Meeting the Board recommended funding the remaining $69,050 with Fund Balance.

	Yes/No
Is this proposed budget change a net expenditure to the county?	Yes
If yes, can other expenditures be cut from this department to offset this net expenditure?	

Finance comments:

No comments.

Reviewed by: Kristin Waddell **Date:** 2/13/2025

Account #						Additional $ Amounts	
Account Description	Fund	Dept	Program	Service	Object	Revenue	Expenditure
Furniture & Equipment	12	061	000	0000	6601		($69,050)
page 2 subtotals							
Total Revenue & (Expenditures)						$0	($69,050)
Net Revenue/ (Expenditure) change vs. Current Budget							($69,050)

After the approvals have been received, the Auditor-Treasurer's department will forward a copy of this document along with a copy of the "revised" Current Budget schedule to the department head requesting the change.

Approvals	YES	NO	dd/mo/yr
County Administrator			**Date**
County Board			**Date**

Board Approval Stamp

Date Entered in IFS: _____

By: _____

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 17
Title of Item for Consideration: Out of State Travel Request – Tyler Technologies Conference, San Antonio TX	
Action Requested by: Daryl Moeller, County Assessor	***Department:*** Assessor
Previous Action on this Matter: Included in budget line 6245 - Education & 6330 - Mileage	

Background: Tyler Technologies conducts an annual conference with in-depth training seminars. Attending the conference will allow for intense training and collaboration with other jurisdictions to use the County's new CAMA (Computer Assisted Mass Appraisal) system effectively and efficiently.

The conference is being held in San Antonio Texas May 11 – 14, 2025

Attachment(s):

- Out of State Travel Request Forms

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the out of state travel requests for County Assessor Moeller and Chief Deputy County Assessor Peloquin to attend the Tyler Technologies Connections Conference CAMA System training in San Antonio, Texas from May 11 – 14, 2025. The suggested motion is as follows:

"Move to approve County Assessor Daryl Moeller and Asst. County Assessor Chase Peloquin to attend Tyler Connection Conference in San Antonio TX, May 11-14 2025."

Implications of Action: By attending the conference we will be able to lead the staff using our new CAMA system.

Budget/Financial Implications: $6,042 of Education and Mileage budget line items will pay for these expenses.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____

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

Chisago County Out-of-State Travel Request

Date Submitted	February 7 2025		
Employee Name	Chase Peloquin		
Department	Assessor		
Destination	Tyler Connect Conference in San Antonio TX		
Purpose of Travel	Tyler Technology is our new CAMA/Tax/Permitting Vendor. Attending the conference will give us a deeper training and collaboration with other jurisdiction on how to most effectively and efficiently use this product.		
Departure Date	May 11 2025		
Return Date	May 14 2025		
Total Travel Expenses	**$3,021.00**		
Supervisor Name (PRINT)	Chase Burnham		
Supervisor's Signature		**Date Approved**	
County Board Signature		**Date Approved**	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	MSP to Austin	$500.00		$500.00
Ground Transportation	Car Rental	$200.00	1	$200.00
Conference/Registration Fees	Early Bird prior to March 14	$1,200.00	1	$1,200.00
Lodging	San Antonio Marriott Rivercenter	$257.00	3	$771.00
Meals	$60 per day for 4 days	$250.00	1	$250.00
Mileage	Driving to and from MSP	$100.00	1	$100.00
		Grand Total		$3,021.00

Chisago County Out-of-State Travel Request

Date Submitted	February 7 2025		
Employee Name	Daryl Moeller		
Department	Assessor		
Destination	Tyler Connect Conference in San Antonio TX		
Purpose of Travel	Tyler Technology is our new CAMA/Tax/Permitting Vendor. Attending the conference will give us a deeper training and collaboration with other jurisdiction on how to most effectively and efficiently use this product		
Departure Date	May 11 2025		
Return Date	May 14 2025		
Total Travel Expenses	**$3,021.00**		
Supervisor Name (PRINT)	Chase Burnham		
Supervisor's Signature		**Date Approved**	
County Board Signature		**Date Approved**	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	MSP to Austin	$500.00		$500.00
Ground Transportation	Car Rental	$200.00	1	$200.00
Conference/Registration Fees	Early Bird prior to March 14	$1,200.00	1	$1,200.00
Lodging	San Antonio Marriott Rivercenter	$257.00	3	$771.00
Meals	$60 per day for 4 days	$250.00	1	$250.00
Mileage	Driving to and from MSP	$100.00	1	$100.00
		Grand Total		$3,021.00

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **18**
Title of Item for Consideration: Wyoming Emergency Paging Tower – Added Requirements for Engineering and Permits	
Action Requested by: Jon Eckel, Director	***Department:*** Enterprise Services
Previous Action on this Matter: Approved in 2022 CIP, ENTS-083, RBA approved on 7-17-2024 and 11-06-24	

Background: This project was approved in the 2022 CIP, with final agreement with the City of Wyoming approved by RBA on 7-17-2024 and RBA on 11-06-24.

The quote for the engineering study is estimated at $9,900.00 The added footings, permits, etc. as required by the City of Wyoming estimated to be approximately $15,000.00. For a total estimated added project cost of $24,900.00. This is all currently funded in 061-6342.

Attachment(s):

- Engineering Quote

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners authorize the D.E.S. Director to issue the associated PO's and sign any needed documents have engineering studies done as requested by the City of Wyoming and pay for the added permits required by the City of Wyoming, for the Wyoming Emergency Paging Tower. The following motion is suggested:

"Move to authorize the DES Director to issue the associated PO's and sign any needed documents to have the added engineering studies completed, pay for the added requirements, permits, etc. as required by the City of Wyoming for the Wyoming Emergency Paging Tower."

Implications of Action: This project will provide higher reliability for the paging of Fire Departments and Weather warning sirens for public notification.

Budget/Financial Implications: To be paid out of budget 061-6342.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

Vinco Inc.
P.O. Box 907 • Forest Lake, MN 55025
Ph: 651-982-4642 • Fax: 651-982-4621

January 27, 2025

Chisago County
Attn: Mr. Mike Parker

Subject: Chisago County 5117 273rd St., Wyoming, MN

Dear Mr. Parker,

Thank you for providing us the opportunity to submit this proposal for the above-referenced project. Our price is based on the following documents.

- Email and Documents sent on Friday, January 17, 2025.

Item	Amount
CD's	**$ 2,750**
Handrail Mapping	**$ 3,300**
Microwave and Antenna Analysis	**$ 1,100**
Structural Analysis	**$ 2,750**
Total	**$9,900**

Scope-of-Work

1. Provide engineered stamped drawings for CD's, Handrail Mapping, Microwave Analysis, and Structural Analysis per the documents provided.

Qualifications

1. Proposal pricing is valid for 30 days from date of proposal.
2. All work not stated in scope-of-work above is by others.
3. Pricing is based on working five (5) 10-hour days/week in non-winter conditions.
4. Inspection pricing is not included.
5. All work areas have suitable access and are in suitable condition for all required equipment.

If you have any questions or need additional information, let me know.

Sincerely,
Rudy Kim, EIT
Estimator

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** **19**
Title of Item for Consideration: Third Amendment to the Verizon Lease at the Chisago County Nessel ARMER Site	
Action Requested by: Jon Eckel, Director	***Department:*** Enterprise Services

Previous Action on this Matter: The original lease was signed by Chisago County on February 9, 2025.

Background: Due to cellular and cellular data coverage issues around the Rush Lake area of Chisago County, there is an adverse effect on public safety and the citizens in the area.

Verizon has agreed to install equipment on the county's Nessel ARMER tower, so the area can have improved cellular coverage. The original lease was signed on February 9, 2025. The amendment attached to this RBA is to extend the lease for an additional 5-years and than auto-renews for an additional 7 years unless termination notice is given as specified in the agreement.

Attachment(s):

- Third Amendment to the Antenna Site Lease Agreement

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve and sign the attached third amendment with Verizon for the antenna lease at the Chisago County Nessel ARMER site. The suggested motion is as follows:

"Move to approve and sign the attached third amendment with Verizon for the antenna lease at the Chisago County Nessel ARMER site."

Implications of Action: By approving this amendment with Verizon they will be able to upgrade and continue delivery improved cellular coverage to the area.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____

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

THIRD AMENDMENT TO ANTENNA SITE LEASE AGREEMENT

This Third Amendment to Antenna Site Lease Agreement (**"Third Amendment"**) is made, and shall be effective, as of the last date of the signatures below ("Effective Date"), between **COUNTY OF CHISAGO** ("LESSOR"), and **CELLCO PARTNERSHIP** d/b/a **Verizon Wireless** ("LESSEE"). LESSOR and LESSEE (or their predecessors in interest) entered into that certain Antenna Site Lease Agreement dated February 9, 2015, as may have been previously amended and/or assigned, (the "Agreement"), pursuant to which LESSEE is leasing or licensing from LESSOR a portion of that certain property located at 49205 Acacia Trail, Stanchfield, MN 55080, as more particularly described in the Agreement. LESSOR and LESSEE may be referenced in this Third Amendment individually as a "Party" or collectively as the "Parties."

In consideration of the mutual covenants and promises contained in this Third Amendment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree to amend the Agreement as follows:

1. Term. Notwithstanding anything contained in the Agreement to the contrary, the Agreement shall expire on September 30, 2027. Commencing on October 1, 2027, the Agreement shall be extended for five (5) years ("Initial Extension Term"). The term of the Agreement shall thereafter automatically extend for seven (7) additional terms of five (5) years each (each, an "Additional Extension Term"), unless LESSEE terminates the Agreement by giving LESSOR notice of such termination at least 30 days prior to the expiration of the Initial Extension Term or then-current Additional Extension Term.

2. Rent. Commencing on October 1, 2027, the monthly rent during the Initial Extension Term shall be $1,400.00 to be paid on the third day of the month in advance to LESSOR or such other person as LESSOR may designate in writing at least 30 days in advance of any rental payment date. Thereafter, commencing on October 1, 2032, monthly rent for each Additional Extension Term shall increase by 10% upon commencement of each additional Extension Term.

3. Rent Credit. This Third Amendment provides for a reduction in rent, effective October 1, 2027. The Parties acknowledge and agree that LESSEE shall be entitled to a credit in the event of any overpayment of rent resulting from said reduction in rent. Such credit shall be applied against LESSEE's rent due under the Agreement.

4. Notice Address. The notice address for LESSEE; in the Agreement is hereby amended as follows:

If to LESSEE;: Verizon Wireless
Attn: Network Real Estate
180 Washington Valley Road
Bedminster, NJ 07921

With a copy to: Basking Ridge Mail Hub
Attn: Legal Intake

One Verizon Way
Basking Ridge, NJ 07920

5. Continued Effect. Except as amended hereby, all of the other terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between any term and provision of the Agreement and this Third Amendment, the terms and provisions of this Third Amendment shall control. In addition, except as otherwise stated in this Third Amendment, all initially capitalized terms shall have the same respective defined meaning stated in the Agreement. All captions are for reference purposes only and shall not be used in the construction or interpretation of this Third Amendment.

6. Ratification and Reaffirmation. LESSOR and LESSEE do hereby ratify, reaffirm, adopt, contract for and agree to be, or continue to be, bound by all of the terms and conditions of the above-referenced Agreement. Except as modified by this Third Amendment, all of the terms and conditions of the Agreement are incorporated by reference herein as if set forth at length. It is acknowledged and agreed that the execution of this Third Amendment by the Parties is not intended to and shall not constitute a release of either Party from any obligation or liability which said Party has to the other pursuant to the Agreement.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, this Third Amendment is effective and entered into as of the date last written below.

LESSOR:

COUNTY OF CHISAGO

By: _____

Name: _____

Title: _____

Date: _____

Approved as to Form: 

Chisago County Attorney

Dated: 2/11/2025

LESSEE:

CELLCO PARTNERSHIP
d/b/a Verizon Wireless

By: _____

Name: _____

Title: _____

Date: _____

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 20
Title of Item for Consideration: Resolution Delegating the Duties of the Auditor-Treasurer and Finance Director	
Action Requested by: Chase Burnham, County Administrator	***Department:*** County Administrator
Previous Action on this Matter: At the February 5th Board of Commissioners meeting, the Board created the new 'Finance Department.'	

Background: Chisago County is currently growing, which has led to a larger budget and a larger employee workforce which is required to properly serve the needs of the citizens of the county and provide for the general health, safety, and welfare. The County has examined and identified ways and methods of improving the delivery of services to the public and increasing County-wide and departmental efficiencies in the operation of county government and addressing the use of more complex technological systems in the operation of government and more complex reporting and records requirements in the operation of government.

The creation of a Finance Department with a Finance Director and the consolidation of certain financial duties into the Finance department, will allow for more robust financial functions, and better organizational structure to the operation of the finances of the county, while allowing the Auditor-Treasurer to focus on more strategic functions for the County.

The following duties will be delegated to the Finance Department:

- Auditing of County Financials, as requested by the County Board of Commissioners
- Forecasting of County Financials
- Management of County fund balances
- Management of County Debt
- Monitoring of Funding for current and future county projects
- Payment of all claims

Attachment(s):

- Resolution

***Action Requested/Recommended*:** It is respectfully requested that the Chisago County Board of Commissioners approve the resolution Delegating the Duties of the Auditor-Treasurer and Finance Director. The suggested motion is as follows:

"Move to approve the resolution Delegating the Duties of the Auditor-Treasurer and Finance Director."

***Implications of Action*:** By approving the proposed resolution, the Finance Department will have the official authority and responsibility of the duties currently under the purview of the County Auditor-Treasurer.

***Budget/Financial Implications*:** None.

***Legal/Policy Implications*:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

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. 25/0219-X
RESOLUTION DELEGATING THE DUTIES OF THE AUDITOR-TREASURER AND FINANCE DIRECTOR

WHEREAS, Chisago County is currently growing, which has led to a larger budget and a larger employee workforce in order to properly serve the needs of the citizens of the county and provide for the general health, safety and welfare; and

WHEREAS, the County has examined and identified ways and methods of improving the delivery of services to the public, and increasing County-wide and departmental efficiencies in the operation of county government, and addressing the use of more complex technological systems in the operation of government and more complex reporting and records requirements in the operation of government; and

WHEREAS, the County has identified as areas that can be improved and made more efficient through reorganization of the office of Auditor-Treasurer and the creation of a Finance Department with a Finance Director and the consolidation of certain financial duties into the Finance Department, which would allow for more robust financial functions, and better organizational structure to the operation of the finances of the county, while allowing the Auditor-Treasurer to focus on more strategic functions for the County; and

WHEREAS, the office of the Chisago County Auditor-Treasurer is currently an appointed position, with the position currently held by Bridgitte Konrad; and

WHEREAS, Minnesota Statutes Chapter 375A allows Counties to undertake several and various forms of optional governance, including the ability to make certain officials positions appointed rather than elective, including the position of County Auditor-Treasurer; and

WHEREAS, pursuant to Chapter 375A,in adopting the optional form of County government operations that involves appointing the Auditor-Treasurer the County Board of Commissioners has the authority to initiate and direct any consolidation, reorganization or delegation of such duties, functions and responsibilities for the purposes of promoting efficiency in county government, and to make such other administrative changes including abolishing or terminating the offices and/or the appointment or transfer of personnel as deemed necessary; and

WHEREAS, the County Board of Commissioners has concluded that the delegation of duties between the Auditor-Treasurer and the Finance Director is in the best interests of the County and advances public health, safety and welfare,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS: 1. The Chisago County Board of Commissioners hereby delegates the following duties, to Kristin Waddell, the Chisago County Finance Director:

- Auditing of County Financials as requested by the County Board of Commissioners
- Forecasting of County Financials
- Management of County fund balances
- Management of County Debt
- Monitoring of Funding for current and future county projects
- Payment of all claims

2. All other duties prescribed by Law, Statute, or Rule by the State of Minnesota and the Federal Government of the United States which are required to be completed by the previously elected Auditor-Treasurer and which are not specifically outlined in paragraph 1 are hereby delegated to the Chisago County Auditor-Treasurer. This delegation includes but is not limited to the approval, certification, execution, signing and storage of any documents required by law and the collection of all debts and taxes. This delegation includes, but is not limited to, the duties of Chief County Election Official, Real Property Tax Forfeiture, and all statutory duties required for public drainage systems.

3. The Chisago County Board of Commissioners hereby reserves the authority to amend this delegation of duties as prescribed by law.

4. This resolution is effective immediately upon the adoption.

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

Approved: February 19, 2025

_____
Dan Dahlberg
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago COUNTY USA

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 21
Title of Item for Consideration: Property Tax Abatement for NS Investments LLC	
Action Requested by: Nancy Hoffman, Director	***Department:*** HRA-EDA
Previous Action on this Matter: None.	

Background: The HRA-EDA reviewed an application from NS Investments LLC, owner of Stacy Hardware that operates as both a Hardware Store and Polaris Dealership. Due to limited space, the owner had to find a new location. The owner is requesting a Tax Abatement to construct a 12,000 square foot building in Stacy. The Chisago County HRA-EDA Board recommends approval of the tax abatement for NS Investments LLC.

Attachment(s):

- Tax Abatement Request Summary

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve holding a public hearing on March 19, 2025 at 7:00 p.m. to consider an economic development tax abatement for NS Investment, LLC. The suggested motion is as follows:

"Move to approve holding a public hearing on March 19, 2025 at 7:00 p.m. to consider an economic development tax abatement for NS Investment, LLC."

Implications of Action: A public hearing will be held to consider a tax abatement.

Budget/Financial Implications:

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		

Action on Motion:	Aye _____	Nay ____	Abstain ____

To: Chisago County Board of Commissioners
From: Nancy Hoffman, Chisago County HRA-EDA
Subject: NS Investments, LLC Tax Abatement Request
Date: February 19, 2025

Tax Abatement Request Summary – NS Investments LLC

Business Background:
Currently Stacy Hardware operates as both a Hardware Store and Polaris Dealership. However, space is limited and the powersports component of the business is quite hindered in the Stacy facility. So much so that Polaris was unwilling to approve the sale and transfer to the new owner without a commitment to build a new facility. The proposal would separate the Hardware and Powersports components of the business, leaving hardware in its current location, with more room to function. Then Powersports would be in its own facility with room to flourish.

The owner, Nick Simpson, purchased the hardware store and Powersports dealership roughly one year ago. He has a Master of Business Administration and has worked in a variety of Fortune 500 businesses in marketing and advertising. He has the skills and experience to run the hardware store and the Powersports facilities.

Proposed Development:
The project proposed is a 12,000 sq ft facility for Powersports Sales and Service Center. The facility will be roughly half showroom and half service center.

Site:
The owner has searched many sites primarily along I-35 for an existing building and then bare land for the new facility. He recently purchased a site that is 11.61 acres. It is located on the Northwest corner of I-35 and Stacy Trail (CSAH 19) in Stacy. The Powersports Center will have great visibility from the freeway.

Abatement Request Information: Assistance will help to build a facility that will ensure the Polaris Powersports dealer stays in Stacy/Chisago County, which will maintain several key jobs and add new jobs as the dealership grows.

Amount of Abatement Requested: $123,245

County Portion – Total $82,905 ($16,581 annually not to exceed 5 years)
City Portion – Total $40,340 ($8,068 annually not to exceed 5 years)

Tax Impact:
The amount of the tax abatement rebate requested is based on an increase in taxes from the current taxes to the proposed new taxes generated upon completion of the 12,000 square foot building. Current taxes for 2024 on the existing 11.61 acres for 2024 were $1,820.24 for the county and $777.16 for the city.

Job Impact:
Jobs Retained: 6 FT @ average $20-$22 per hour plus benefits and 8 PT@20-22 per hour no benefits.
Jobs Created: 4 FT @ average $22 per hour plus benefits and 2-4 PT @ $22 per hour no benefits.

Compliance of Project With Business Subsidy Criteria:
After meeting with the business owner and reviewing appropriate financial data, the proposed project meets the following sections of the Business Subsidy Criteria and the Chisago County Tax Abatement Policy.

Approval Criteria from State Statute:
- *increase or preserve tax base (must provide at least one other benefit)*
- *create or retain jobs (retention considered only when job loss is imminent)*

Additional priority can be given for:
- *projects that create living wage jobs of at least 125% of the federal poverty level of a family of four per hour plus benefits.*
- *projects constructed of block, engineered concrete, brick or quality metal buildings (not pole barns) which contain decorative accessory masonry materials.*

Project Schedule:
County
- February 19 - County Board of Commissioners call for a public hearing
- March 19– County Board of Commissioners holds a public hearing

City
- February 11 – City Council calls for a public hearing
- March 10 – City Council holds a public hearing

Action Requested:
As recommended by the HRA-EDA, to call for a public hearing to consider a tax abatement for NS Investments LLC.

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 22
Title of Item for Consideration: MnChoices Reassessment Legislative Support – Multiple Counties	
Action Requested by: Chase Burnham, County Administrator	***Department:*** County Administrator
Previous Action on this Matter: None.	

Background: The MnCHOICES Assessment is an online application used by all counites in Minnesota to determine eligibility for long-term services and supports for individuals in their home and in the community. Chisago County is experiencing an increased demand for assessments and support planning for people with disabilities and seniors. Due to the current demand level our clients are waiting weeks, sometimes months, without support services while they wait to be scheduled for their initial assessment.

Chisago County must balance those needing access to programs with those already open to waivers who need an annual assessment. We propose developing a shorter, less time intensive process for reassessments to review and determine if the individual's situation is stable and unchanged. If no change, and the person agrees, the focus would be on support plan and reauthorization of services for the next plan year.

Assessments are time-consuming for individuals to complete and may require multiple visits from an assessor. Individuals should be allowed the choice to reduce frequency of receiving a reassessment for up to three years or if a change in condition occurs an assessment can be requested and completed at any time.

This change could help address workforce challenges by allowing staff to be utilized in other capacities based on the impact of reduced reevaluation frequency.

Scott County has reached out to Chisago County asking for support in their request to further streamline the MnChoice Assessment. Dakota, Carver, Washington, Sherburne, Stearns, St. Louis, Wright and Olmstead are in the process of responding as well.

Attachment(s):

- Letter of Support

- Scott County Analysis of HCBS

***Action Requested/Recommended*:** It is respectfully requested that the Chisago County Board of Commissioners approve sending a letter supporting Scott County's position that reducing the MnChoice reassessments from annual to every three years would be in Chisago County's interest. The suggested motion is as follows:

"Move to approve sending a letter supporting Scott County's position that reducing the MnChoice reassessments from annual to every three years would be in Chisago County's interest."

***Implications of Action*:** By approving the letter, Chisago County will be sending a message to the federal legislators that the current law is overly burdensome and not adding value to individuals.

***Budget/Financial Implications*:** None.

***Legal/Policy Implications*:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

Chisago COUNTY USA

DISTRICT 1 – JIM SWENSON
DISTRICT 2 – RICK GREENE
DISTRICT 3 – MARLYS DUNNE
DISTRICT 4 – BEN MONTZKA
DISTRICT 5 – DAN DAHLBERG

February 19, 2025

Subject: MnCHOICE Assessments

Honorable Minnesota Representatives,

As you are aware, the MnCHOICES Assessment is an online application used by all counites in Minnesota to determine eligibility for long-term services and support for individuals in their home and in their communities. Chisago County, like many Minnesota counites, is experiencing an increased demand for assessments and support planning for people with disabilities and seniors. Due to the current demand level our clients are waiting weeks, sometimes months, without support services while they wait to be scheduled for their initial assessment.

Unfortunately, Chisago County must balance those needing access to programs with those already open to waivers who need an annual assessment. We propose developing a shorter, less time intensive process for reassessments to review and determine if the individual's situation is stable and unchanged. If there is no change, and the person agrees, the focus would be on a support plan and reauthorization of services for the next plan year.

Assessments are time-consuming for individuals to complete and may require multiple visits from a MnCHOICE assessor. Individuals should be allowed the choice to reduce frequency of receiving a reassessment for up to three years or if a change in condition occurs an assessment can be requested and completed at any time. This change could help address increasing workforce challenges by allowing staff to be utilized in other capacities based on the impact of reduced reevaluation frequency.

We respectfully request your attention to this important matter. Thank you for collaboration and commitment to Minnesota.

Sincerely,

Dan Dahlberg
Chair, Chisago County Board of Commissioner

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 23
Title of Item for Consideration: Setting 2025 Date and Time for Board of Appeal and Equalization	
Action Requested by: Chase Burnham, County Administrator	***Department:*** County Administrator

Previous Action on this Matter: Every year the Board of Commissioners meet as the Board of Appeal and Equalization.

Background: The Chisago County Board of Commissioner must meet as the Board of Appeal and Equalization every year. The purpose is to address the concerns of property owners who choose to appeal their current assessment year's valuation and/or classification. These meetings are conducted fairly and objectively according to the law of the state and are vital in the appeals process. They contribute to the attainment and preservation of assessment equalization.

The Local Board of Appeal & Equalization has the authority to take action on certain matters such as:

- Reduce the value of a property
- Increase the value of a property
- Add property to the assessment list
- Add improvements to the assessment list
- Change the classification of the property

State Statute restricts the Local Board from:

- Considering prior year assessments
- Ordering percentage increases or decreases for an entire class of property
- Reducing the overall assessment of a township/city by more than 1%
- Exempting property
- Making changes benefiting a property owner who refuses access to the property to the assessor (Minnesota Statute 274.01 Subd. 1 (b))

The Assessor's role at the Local Board of Appeal & Equalization meetings is to:

- Provide assessment information

- Answer questions and support valuations and classifications through the presentation of sales data and factual information
- Explain the application of pertinent property tax laws and programs and recommend changes, if applicable.

NOTE: The assessor is not considered a board member and cannot vote in matters requiring action.

Attachment(s):

- Schedule of Local Board of Appeal and Equalization meetings

***Action Requested/Recommended*:** It is respectfully requested that the Chisago County Board of Commissioners approve setting the date for the Chisago County Board of Appeal and Equalization for Tuesday, June 17th, 2025 at 6:30 p.m. The suggested motion is as follows:

"Move to approve setting the date for the Chisago County Board of Appeal and Equalization for Tuesday, June 17th, 2025 at 6:30 p.m."

***Implications of Action*:** By approving the County Board will be able to hear appeals of property valuations.

***Budget/Financial Implications*:** None.

***Legal/Policy Implications*:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve C EB	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay ____	Abstain ____

2025 CHISAGO COUNTY LBAE SCHEDULE

Meeting Dates		Lead	Assessor
Wednesday April 9, 2025			
Rush City	9:30 AM	**Chase**	**Dan**
Shafer (City)	6:00 PM	**Chase**	Sheri
Amador	6:00 PM	**Daryl**	Vince
Thursday April 10, 2025			
Taylors Falls (Open Book)	6:00 PM	**Dan**	Sheri
Monday April 14, 2025			
Harris (Open Book)	8:30am – 3:30pm	Assessor Office	
Tuesday April 15, 2025			
Wyoming (Open Book)			
Wyoming Library	6:00 PM	**Chase**	Sheri
Lindstrom	6:00 PM	**Daryl**	Dan
Wednesday April 16, 2025			
Fish Lake Township	6:00 PM	**Daryl**	Todd
Thursday April 17, 2025			
Chisago Lakes Township	1:30 PM	**Daryl**	Eric
Center City	6:00 PM	**Dan**	Eric
North Branch	6:00 PM	**Chase**	Patrick
Tuesday April 22, 2025			
Rushseba Township	9:30 AM	**Daryl**	Todd
Shafer Township	6:00 PM	**Dan**	Vince
Wednesday April 23, 2025			
Nessel Township	9:30 AM	**Daryl/Dan**	Todd
Chisago City (Open Book)	6:00 PM	**Chase**	Dan
Thursday April 24, 2025			
Sunrise Township	9:30 AM	**Chase**	Vince
Franconia Township	1:30 PM	**Daryl**	Eric
Lent – Stacy (Lent Hall)	6:00 PM	**Chase**	Vince/Sheri

County Board of Appeal and Equalization Tuesday June 17, 2025
County Board Room, Courthouse, Center City at 6:30 PM by Appointment.

Chisago County Request for Board Action

Meeting Date: February 19, 2025	***Item Number:*** 24
Title of Item for Consideration: Chisago County Hazard Mitigation Plan 2024	
Action Requested by: Scott Sellman, Director	***Department:*** Emergency Management/CCSO
Previous Action on this Matter: None.	

Background: Emergency Manager Scott Sellman has prepared a multi-hazard mitigation plan, hereby known as the Chisago County Hazard Mitigation Plan 2024 in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended.

The goals and actions of the plan are to reduce or eliminate long-term risk to people and property in Chisago County from the impacts of future hazards and disasters.

Attachment(s):

- Resolution
- Letter from FEMA
- Local Mitigation Plan Review Tool

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve adopting the Chisago County Hazard Mitigation Plan 2024. The suggested motion is as follows:

"Move to approve adopting the Chisago County Hazard Mitigation Plan 2024 via resolution."

Implications of Action: By approving the County Board, the Board demonstrates its commitment to hazard mitigation and to achieving the goals of the Chisago County Hazard Mitigation Plan 2024.

Budget/Financial Implications: None.

Legal/Policy Implications: The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

Administrator's Recommendation

Approve CEB	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay ____	Abstain ____

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. 25/0219-XX
A RESOLUTION OF THE CHISAGO COUNTY BOARD OF COMMISSIONERS ADOPTING THE CHISAGO COUNTY HAZARD MITIGATION PLAN 2024

WHEREAS the Chisago County Board of Commissioners recognizes the threat that natural hazards pose to people and property within Chisago County; and

WHEREAS the Chisago County has prepared a multi-hazard mitigation plan, hereby known as the Chisago County Hazard Mitigation Plan 2024 in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS Chisago County Hazard Mitigation Plan 2024identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Chisago County from the impacts of future hazards and disasters; and

WHEREAS adoption by the Chisago County Board of Commissioners demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Chisago County Hazard Mitigation Plan 2024

NOW THEREFORE, BE IT RESOLVED BY THE CHISAGO COUNTY BOARD OF COMMISSIONERS, MINNESOTA, THAT:

Section 1. The Chisago County Board of Commissioners adopts the Chisago County Hazard Mitigation Plan 2024. While content related to Chisago County may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Chisago County to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

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

Approved: February 19, 2025

Dan Dahlberg
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

U.S. Department of Homeland Security
Region 5
536 S Clark St
Chicago, IL 60605

FEMA

February 5, 2025

Ms. Kristen Dellwo
State Hazard Mitigation Officer
Homeland Security and Emergency Management
Minnesota Department of Public Safety
444 Cedar Street, Suite 223
Saint Paul, MN 55101

Dear Ms. Dellwo:

Thank you for submitting the Chisago County 2024 Hazard Mitigation Plan for our review. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Chisago County 2024 Hazard Mitigation Plan met the required criteria for a multi-jurisdiction hazard mitigation plan. Formal approval of this plan is contingent upon the adoption by the participating jurisdictions of this plan. Once FEMA Region 5 receives documentation of adoption from the participating jurisdictions, we will send a letter of official approval to your office.

An approved local mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

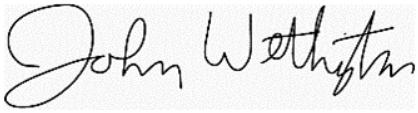
- Hazard Mitigation Grant Program (HMGP)
- HMGP Post-Fire
- Building Resilient Infrastructure and Communities
- Flood Mitigation Assistance

Please note that participating jurisdictions that adopt the plan more than one year after APA status has been issued must either:

- Validate that their information in the plan remainds current with respect to both the risk assessment (no recent hazard events, no changes in developtment) and their mitigation strategy (no changes necessary); or
- Make necessary updates before submitting the adoption resolution to FEMA.

We look forward to receiving the adoption resolution(s) and discussing options for implementing this mitigation plan. If there are any questions from either you or the communities, please contact Meg Burrows at (312) 408-5320 or meghan.burrows@fema.dhs.gov.

Sincerely,



John Wethington
Chief, Risk Analysis Branch
Mitigation Division

Enclosures: Plan Participants Status List and Local Plan Review Tool

Enclosure: Plan Participant Status List

Below is the list of the approvable pending adoption jurisdictions in the referenced hazard mitigation plan. Please submit an adoption resolution for each jurisdiction to be included as an approved participant of the plan.

	Community Name	Jurisdiction Status
1)	Center City city	APA
2)	Chisago City city	APA
3)	Chisago County	APA
4)	Harris city	APA
5)	Lindstrom city	APA
6)	North Branch city	APA
7)	Rush City city	APA
8)	Shafer city	APA
9)	Stacy city	APA
10)	Taylors Falls city	APA
11)	Wyoming city	APA

Local Mitigation Plan Review Tool

Cover Page

The Local Mitigation Plan Review Tool (PRT) demonstrates how the local mitigation plan meets the regulation in 44 CFR § 201.6 and offers states and FEMA Mitigation Planners an opportunity to provide feedback to the local governments, including special districts.

1. The Multi-Jurisdictional Summary Sheet is a worksheet that is used to document how each jurisdiction met the requirements of the plan elements (Planning Process; Risk Assessment; Mitigation Strategy; Plan Maintenance; Plan Update; and Plan Adoption).
2. The Plan Review Checklist summarizes FEMA's evaluation of whether the plan has addressed all requirements.

For greater clarification of the elements in the Plan Review Checklist, please see Section 4 of this guide. Definitions of the terms and phrases used in the PRT can be found in Appendix E of this guide.

Plan Information	
Jurisdiction(s)	Chisago County, Minnesota
Title of Plan	Chisago County 2024 Hazard Mitigation Plan
New Plan or Update	Update
Single- or Multi-Jurisdiction	Multi-jurisdiction
Date of Plan	9/19/2024
Local Point of Contact	
Title	Scott Sellman, Director of Emergency Management & Homeland Security
Agency	Chisago County Sheriff's Office
Address	313 N Main St #174, Center City, MN 55012
Phone Number	(651) 213-6313
Email	srsellm@co.chisago.mn.us

Additional Point of Contact	
Title	Click or tap here to enter text.
Agency	Click or tap here to enter text.
Address	Click or tap here to enter text.
Phone Number	Click or tap here to enter text.
Email	Click or tap here to enter text.

Review Information	
State Review	
State Reviewer(s) and Title	Doug Leung, Hazard Mitigation Planner
State Review Date	12/19/2024
FEMA Review	
FEMA Reviewer(s) and Title	Meg Burrows, Community Planner
Date Received in FEMA Region	12/23/2024
Plan Not Approved	Click or tap to enter a date.
Plan Approvable Pending Adoption	1/13/2025
Plan Approved	Click or tap to enter a date.

Multi-Jurisdictional Summary Sheet

#	Jurisdiction Name	Requirements Met (Y/N)						
		A. Planning Process	B. Risk Assessment	C. Mitigation Strategy	D. Plan Maintenance	E. Plan Update	F. Plan Adoption	G. State Requirements
1	Chisago County (57,171)	Y	Y	Y	Y	Y		
2	City of Center City (621)	Y	Y	Y	Y	Y		
3	City of Chisago City (5,732)	Y	Y	Y	Y	Y		
4	City of Harris (1,106)	Y	Y	Y	Y	Y		
5	City of Lindstrom (4,890)	Y	Y	Y	Y	Y		
6	City of North Branch (11,152)	Y	Y	Y	Y	Y		
7	City of Rush City (3,253)	Y	Y	Y	Y	Y		
8	City of Shafer (1,159)	Y	Y	Y	Y	Y		
9	City of Stacy (1,169)	Y	Y	Y	Y	Y		
10	City of Taylors Falls (1,058)	Y	Y	Y	Y	Y		
11	City of Wyoming (8,008)	Y	Y	Y	Y	Y		

Plan Review Checklist

The Plan Review Checklist is completed by FEMA. States and local governments are encouraged, but not required, to use the PRT as a checklist to ensure all requirements have been met prior to submitting the plan for review and approval. The purpose of the checklist is to identify the location of relevant or applicable content in the plan by element/sub-element and to determine if each requirement has been "met" or "not met." FEMA completes the "required revisions" summary at the bottom of each element to clearly explain the revisions that are required for plan approval. Required revisions must be explained for each plan sub-element that is "not met." Sub-elements in each summary should be referenced using the appropriate numbers (A1, B3, etc.), where applicable. Requirements for each element and sub-element are described in detail in Section 4: Local Plan Requirements of this guide.

Plan updates must include information from the current planning process.

If some elements of the plan do not require an update, due to minimal or no changes between updates, the plan must document the reasons for that.

Multi-jurisdictional elements must cover information unique to all participating jurisdictions.

Element A: Planning Process

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A1. Does the plan document the planning process, including how it was prepared and who was involved in the process for each jurisdiction? (Requirement 44 CFR § 201.6(c)(1))		
A1-a. Does the plan document how the plan was prepared, including the schedule or time frame and activities that made up the plan's development, as well as who was involved?	p. 4 - 8 Appendix C, Appendix F	Met
A1-b. Does the plan list the jurisdiction(s) participating in the plan that seek approval, and describe how they participated in the planning process?	p. 2, 4 - 8 Appendix C, Appendix F	Met

Element A Requirements	Location in Plan (section and/or page number)	Met / Not Met
A2. Does the plan document an opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development as well as businesses, academia, and other private and non-profit interests to be involved in the planning process? (Requirement 44 CFR § 201.6(b)(2))		
A2-a. Does the plan identify all stakeholders involved or given an opportunity to be involved in the planning process, and how each stakeholder was presented with this opportunity?	p. 4 – 8 Appendix F Appendix C	Met
A3. Does the plan document how the public was involved in the planning process during the drafting stage and prior to plan approval? (Requirement 44 CFR § 201.6(b)(1))		
A3-a. Does the plan document how the public was given the opportunity to be involved in the planning process and how their feedback was included in the plan?	p. 6 – 8 Appendix G *(See Record of Public Input & Incorporation)*	Met
A4. Does the plan describe the review and incorporation of existing plans, studies, reports, and technical information? (Requirement 44 CFR § 201.6(b)(3))		
A4-a. Does the plan document what existing plans, studies, reports and technical information were reviewed for the development of the plan, as well as how they were incorporated into the document?	p. 5 – 6, 9, 52 - 65 Appendix C, Appendix D	Met
ELEMENT A REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element B: Risk Assessment

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1. Does the plan include a description of the type, location, and extent of all natural hazards that can affect the jurisdiction? Does the plan also include information on previous occurrences of hazard events and on the probability of future hazard events? (Requirement 44 CFR § 201.6(c)(2)(i))		
B1-a. Does the plan describe all natural hazards that can affect the jurisdiction(s) in the planning area, and does it provide the rationale if omitting any natural hazards that are commonly recognized to affect the jurisdiction(s) in the planning area?	p. 9 - 22 Appendix C Appendix F	Met
B1-b. Does the plan include information on the location of each identified hazard?	p. 18 – 23, Sections 4.1 – 4.10 (Hazard profiles) Appendix C https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards	Met
B1-c. Does the plan describe the extent for each identified hazard?	https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards (Extent is found on each hazard profile page)	Met
B1-d. Does the plan include the history of previous hazard events for each identified hazard?	p. 10 Sections 4.1 – 4.10 (Hazard profiles) https://chisago-county-hmp-umn.hub.arcgis.com/pages/about-hmp-planning https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards (see each hazard profile section page)	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B1-e. Does the plan include the probability of future events for each identified hazard? Does the plan describe the effects of future conditions, including climate change (e.g., long-term weather patterns, average temperature and sea levels), on the type, location and range of anticipated intensities of identified hazards?	p. 11 - 23 Sections 4.1-4.1.2 (Probability of Occurrence, vulnerability) through 4.10.1 – 4.10.2 https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards (see each hazard profile page- climate change projections) https://chisago-county-hmp-umn.hub.arcgis.com/pages/climatechange	Met
B1-f. For participating jurisdictions in a multi-jurisdictional plan, does the plan describe any hazards that are unique to and/or vary from those affecting the overall planning area?	p. 9 – 11, 18 -23 Appendix C	Met
B2. Does the plan include a summary of the jurisdiction's vulnerability and the impacts on the community from the identified hazards? Does this summary also address NFIP-insured structures that have been repetitively damaged by floods? (Requirement 44 CFR § 201.6(c)(2)(ii))		
B2-a. Does the plan provide an overall summary of each jurisdiction's vulnerability to the identified hazards?	Sections 4.1.2 through– 4.10.2 (hazard profiles - Vulnerability) https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards (each hazard profile page)	Met

Element B Requirements	Location in Plan (section and/or page number)	Met / Not Met
B2-b. For each participating jurisdiction, does the plan describe the potential impacts of each of the identified hazards on each participating jurisdiction?	p. 18 -23 Sections 4.1.2 through– 4.10.2 (Vulnerability) Appendix C https://chisago-county-hmp-umn.hub.arcgis.com/pages/all-natural-hazards (each hazard page - hazard and Vulnerability)	Met
B2-c. Does the plan address NFIP-insured structures within each jurisdiction that have been repetitively damaged by floods?	p. 60	Met
ELEMENT B REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element C: Mitigation Strategy

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1. Does the plan document each participant's existing authorities, policies, programs and resources and its ability to expand on and improve these existing policies and programs? (Requirement 44 CFR § 201.6(c)(3))		
C1-a. Does the plan describe how the existing capabilities of each participant are available to support the mitigation strategy? Does this include a discussion of the existing building codes and land use and development ordinances or regulations?	p. 5 – 6, 52 - 65 Appendix C Appendix D	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C1-b. Does the plan describe each participant's ability to expand and improve the identified capabilities to achieve mitigation?	Sections 4.1.4 – 4.10.4- Program Gaps and Deficiencies (addresses gaps and limitations) p. 71 - 80 Appendix C Appendix H	Met
C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C2-a. Does the plan contain a narrative description or a table/list of their participation activities?	p. 52 - 59	Met
C3. Does the plan include goals to reduce/avoid long-term vulnerabilities to the identified hazards? (Requirement 44 CFR § 201.6(c)(3)(i))		
C3-a. Does the plan include goals to reduce the risk from the hazards identified in the plan?	p. 65 - 66	Met
C4. Does the plan identify and analyze a comprehensive range of specific mitigation actions and projects for each jurisdiction being considered to reduce the effects of hazards, with emphasis on new and existing buildings and infrastructure? (Requirement 44 CFR § 201.6(c)(3)(ii))		
C4-a. Does the plan include an analysis of a comprehensive range of actions/projects that each jurisdiction considered to reduce the impacts of hazards identified in the risk assessment?	p. 66 - 80 Appendix H https://chisago-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
C4-b. Does the plan include one or more action(s) per jurisdiction for each of the hazards as identified within the plan's risk assessment?	p. 66 - 80 Appendix H https://chisago-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met

Element C Requirements	Location in Plan (section and/or page number)	Met / Not Met
C5. Does the plan contain an action plan that describes how the actions identified will be prioritized (including a cost-benefit review), implemented, and administered by each jurisdiction? (Requirement 44 CFR § 201.6(c)(3)(iv)); (Requirement §201.6(c)(3)(iii))		
C5-a. Does the plan describe the criteria used for prioritizing actions?	p. 68 - 70	Met
C5-b. Does the plan provide the position, office, department or agency responsible for implementing/administrating the identified mitigation actions, as well as potential funding sources and expected time frame?	p. 71 - 80 Appendix H https://chisago-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
ELEMENT C REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element D: Plan Maintenance

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D1. Is there discussion of how each community will continue public participation in the plan maintenance process? (Requirement 44 CFR § 201.6(c)(4)(iii))		
D1-a. Does the plan describe how communities will continue to seek future public participation after the plan has been approved?	p. 83 Two Surveys at: https://chisago-county-hmp-umn.hub.arcgis.com • *Mitigation Idea or Comments about Hazards* • *Feedback on the HMP*	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
D2. Is there a description of the method and schedule for keeping the plan current (monitoring, evaluating and updating the mitigation plan within a five-year cycle)? (Requirement 44 CFR § 201.6(c)(4)(i))		
D2-a. Does the plan describe the process that will be followed to track the progress/status of the mitigation actions identified within the Mitigation Strategy, along with when this process will occur and who will be responsible for the process?	p. 66 – 70, 71 -80, 81-82 Appendix H https://chisago-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
D2-b. Does the plan describe the process that will be followed to evaluate the plan for effectiveness? This process must identify the criteria that will be used to evaluate the information in the plan, along with when this process will occur and who will be responsible.	p. 66 – 70, 71 -80, 81-82 Appendix H https://chisago-county-hmp-umn.hub.arcgis.com/pages/mitigation-actions	Met
D2-c. Does the plan describe the process that will be followed to update the plan, along with when this process will occur and who will be responsible for the process?	p. 81 -82	Met
D3. Does the plan describe a process by which each community will integrate the requirements of the mitigation plan into other planning mechanisms, such as comprehensive or capital improvement plans, when appropriate? (Requirement 44 CFR § 201.6(c)(4)(ii))		
D3-a. Does the plan describe the process the community will follow to integrate the ideas, information and strategy of the mitigation plan into other planning mechanisms?	p. 82 – 83 p. 71 – 80 & Appendix H (Comments on Implementation and Integration	Met
D3-b. Does the plan identify the planning mechanisms for each plan participant into which the ideas, information and strategy from the mitigation plan may be integrated?	p. 82 – 83 p. 71 – 80 & Appendix H (Comments on Implementation and Integration	Met
D3-c. For multi-jurisdictional plans, does the plan describe each participant's individual process for integrating information from the mitigation strategy into their identified planning mechanisms?	p. 82 – 83 p. 71 – 80 & Appendix H (Comments on Implementation and Integration	Met

Element D Requirements	Location in Plan (section and/or page number)	Met / Not Met
ELEMENT D REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element E: Plan Update

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
E1. Was the plan revised to reflect changes in development? (Requirement 44 CFR § 201.6(d)(3))		
E1-a. Does the plan describe the changes in development that have occurred in hazard-prone areas that have increased or decreased each community's vulnerability since the previous plan was approved?	p. 23 - 25 Appendix C	Met
E2. Was the plan revised to reflect changes in priorities and progress in local mitigation efforts? (Requirement 44 CFR § 201.6(d)(3))		
E2-a. Does the plan describe how it was revised due to changes in community priorities?	p. 9 – 10, 18 -25 Appendix C	Met
E2-b. Does the plan include a status update for all mitigation actions identified in the previous mitigation plan?	p. 71 - 80 Appendix E Appendix H	Met
E2-c. Does the plan describe how jurisdictions integrated the mitigation plan, when appropriate, into other planning mechanisms?	p. 2 -3 p. 60 - 66 p. 82 -83 Appendix E Appendix H	Met

Element E Requirements	Location in Plan (section and/or page number)	Met / Not Met
ELEMENT E REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element F: Plan Adoption

Element F Requirements	Location in Plan (section and/or page number)	Met / Not Met
F1. For single-jurisdictional plans, has the governing body of the jurisdiction formally adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F1-a. Does the participant include documentation of adoption?	In Progress	Not Met
F2. For multi-jurisdictional plans, has the governing body of each jurisdiction officially adopted the plan to be eligible for certain FEMA assistance? (Requirement 44 CFR § 201.6(c)(5))		
F2-a. Did each participant adopt the plan and provide documentation of that adoption?	In Progress	Not Met
ELEMENT F REQUIRED REVISIONS		
Required Revision: Click or tap here to enter text.		

Element G: High Hazard Potential Dams (Optional)

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD1. Did the plan describe the incorporation of existing plans, studies, reports and technical information for HHPDs?		
HHPD1-a. Does the plan describe how the local government worked with local dam owners and/or the state dam safety agency?	n/a	Choose an item.
HHPD1-b. Does the plan incorporate information shared by the state and/or local dam owners?	n/a	Choose an item.

HHPD Requirements	Location in Plan (section and/or page number)	Met / Not Met
HHPD2. Did the plan address HHPDs in the risk assessment?		
HHPD2-a. Does the plan describe the risks and vulnerabilities to and from HHPDs?	n/a	Choose an item.
HHPD2-b. Does the plan document the limitations and describe how to address deficiencies?	n/a	Choose an item.
HHPD3. Did the plan include mitigation goals to reduce long-term vulnerabilities from HHPDs?		
HHPD3-a. Does the plan address how to reduce vulnerabilities to and from HHPDs as part of its own goals or with other long-term strategies?	n/a	Choose an item.
HHPD3-b. Does the plan link proposed actions to reducing long-term vulnerabilities that are consistent with its goals?	n/a	Choose an item.
HHPD4-a. Did the plan include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities from HHPDs?		
HHPD4-a. Does the plan describe specific actions to address HHPDs?	n/a	Choose an item.
HHPD4-b. Does the plan describe the criteria used to prioritize actions related to HHPDs?	n/a	Choose an item.
HHPD4-c. Does the plan identify the position, office, department or agency responsible for implementing and administering the action to mitigate hazards to or from HHPDs?	n/a	Choose an item.
HHPD Required Revisions		
Required Revision: Click or tap here to enter text.		

Element H: Additional State Requirements (Optional)

Element H Requirements	Location in Plan (section and/or page number)	Met / Not Met
This space is for the State to include additional requirements		
Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

Plan Assessment

These comments can be used to help guide your annual/regularly scheduled updates and the next plan update.

Element A. Planning Process

Strengths

- The planning process is strong with a clear outline for the process, timeline, list of planning team members, plan participants and documentation of stakeholder coordination.
- The process for public outreach is clear with opportunities for input from the community as well as continued public input on the plan throughout the five-year cycle

Opportunities for Improvement

- It is essential for all plan participants to fully engage in the planning process- including joining meetings, helping with outreach, and completing the local mitigation survey. While most participating communities engaged in all the planning process steps, some of the smaller jurisdictions did not attend planning team meetings. To ensure a comprehensive planning process future updates should find more creative avenues for plan participation to include all participants in every step of the process.

Element B. Risk Assessment

Strengths

- The vulnerability assessment and asset inventories are very thorough and provide much needed information for the overall risk assessment.
- Including the program gaps and deficiencies within each hazard profile is an effective way to ensure that the challenges with mitigating each hazard are understood and addressed during future hazards events.

Opportunities for Improvement

- Some communities list “no vulnerabilities to report.” Please provide more detailed explanations as to why this might be or consider more creative ways to help plan participants consider their communities vulnerability to hazards for the next plan update. Some leeway is given for smaller jurisdictions with lower capacity, yet future updates must include more information.

Element C. Mitigation Strategy

Strengths

- Organization of the mitigation strategy was clear and detailed. Each mitigation action item was connected to a goal and plan for implementation. The mitigation strategy was clearly reviewed with much consideration and with full intention to execute each item. Ongoing item status is also clarified within the plan.

- Each mitigation action contains a section for comments on implementation and integration. This addition provides concise direction for executing the strategy.

Opportunities for Improvement

- Future updates need to include more specific potential funding sources in the mitigation action tables for each jurisdiction. While city/ county funding and FEMA grants go beyond basic generic terms, more specific funding sources, such as which pools of city funding or FEMA grants will provide a clearer pathway to funding when it comes to implement mitigation actions. Additionally, including more specific and varied funding sources can help communities access larger or diverse funding pools.

Element D. Plan Maintenance

Strengths

- Ongoing opportunities for community input and participation is accessible and continues past the regular plan update cycle. Community members can engage with the plan throughout its 5-year lifecycle through open and ongoing surveys.
- The roles and responsibilities related to plan maintenance are well-documented. When expectations are made clear within the plan the likelihood of follow-through is much greater.

Opportunities for Improvement

- The plan states how it will be monitored and evaluated. However, consider implementing a tracking system that can be used to monitor the process of each mitigation action. The Local Mitigation Planning Handbook contains worksheets that can streamline these efforts.

Element E. Plan Update

Strengths

- The plan clearly spells out expectations for the plan update process.

Opportunities for Improvement

- Future plan updates need to include more detail for each jurisdiction on how previous HMPs were incorporated into other planning mechanisms and plans, including comprehensive plans and more. Incorporation of hazard mitigation plans into other relevant planning mechanisms will only ensure increased community resilience for the future.
- Consider including a chart or timeline table in the next plan update to help illustrate the entire plan update process. This would provide a clear picture for new stakeholders and help keep the plan update process on time.

Element G. HHPD Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

Element H. Additional State Requirements (Optional)

Strengths

- [insert comments]

Opportunities for Improvement

- [insert comments]

CHISAGO COUNTY
ANNUAL AUDIT ENTRANCE MEETING
FYE 12/31/2024

CORR.

Date: February 5, 2025

Time: 9:00 a.m.

Location: Microsoft Teams Meeting

Attendees: Chisago County –
Dan Dahlberg, Chair, County Commissioners, District #5
Chase Burnham, Administrator
Bridgitte Konrad, Auditor-Treasurer
Kristin Waddell, Chief Deputy Auditor-Treasurer
Robert Benson, Health and Human Services Director
Mark Florin, Health and Human Services Fiscal/Operations Division Manager
Office of the State Auditor-
Karen Stacken, Director
Chuck Knandel, Staff Specialist

Purpose: To provide a two-ways means of communication with management and those charged with governance for matters related to the group financial statement audit.

1. Staffing/Administration

OSA Staff: Karen Stacken, Chuck Knandel, Brian Holmberg are scheduled to return for the 2024 audit. New on the audit are Jared Urbach and Albertine Johnson.

Staff timing: Staff members have already begun initial audit planning, updating the systems narratives, and performing some of the testing. Audit work will be based on the schedules of completion dates which will be provided by management.

2. Statement on Auditing Standards (SAS) AU-C Section 260 – *The Auditor's Communication with Those Charged with Governance*

Auditing standards define "those charged with governance" and establishes communication requirements between auditors and those charged with governance. At Chisago County we have identified those charged with governance over the financial reporting process as Board of County Commissioners. Our audit engagement letter covers the specific matters to be communicated to those charged with governance, including:

A. Audit scope and objectives and Auditor's responsibilities under generally accepted auditing standards:

1) Forming and expressing opinions about whether the group financial statements prepared by management are presented fairly in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP) and to report on the fairness of the

supplementary information. We issue two opinions—one on the group financial statements, and one on Chisago County's compliance with federal program requirements.

2) Reporting on the County's internal control over both:

   a. financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, and

   b. compliance related to major federal programs.

   However, we will not express an opinion on the effectiveness of the internal controls as this audit is not designed to do so.

3) Performing the audit in accordance with:

   a. generally accepted auditing standards (issued by the American Institute of Certified Public Accountants);

   b. standards for financial audits contained in *Government Auditing Standards* (issued by the Comptroller General of the United States);

   c. the Single Audit Act Amendments of 1996;

   d. the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (also known as the Uniform Guidance); and

   e. legal provisions of the *Minnesota Legal Compliance Audit Guide for Counties.*

4) Communicating significant matters related to the audit that, in the auditor's judgment, are relevant to the responsibilities of those charged with governance.

B. Responsibilities of Management:

1) Designing, implementing, establishing, and maintaining effective internal controls, including controls over federal programs, and for evaluating and monitoring the ongoing activities; the selection and application of accounting principles; the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information; and compliance with applicable laws, regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

2) Identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

3) Making all financial records and related information available to us and for the accuracy and completeness of that information and for the evaluation of whether there are any conditions or events considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for the 12 months after the financial statement date.

4) Providing us with (a) access to all information of which you are aware that is relevant to the preparation and fair presentation of financial statements, (b) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (c) additional information that we may request for the purpose of the audit (d) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence, and (e) access to component information, instructions issued by group management to components related to the consolidation process, persons at components (including management and those charged with governance), or component auditors.

5) Adjusting the financial statements to correct material misstatements.

6) Designing and implementing programs and controls to prevent and detect fraud, and informing us about all known or suspected fraud affecting the County involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements.

7) Identifying and ensuring that the County complies with applicable laws, regulations, contracts, agreements, and grants. Also, for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

8) Evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

9) Providing us with other documents that use or make reference to the auditor's report or the audited financial statements prior to their issuance and providing written representations for this responsibility.

10) Identifying all federal awards received and understanding and complying with the compliance requirements and for preparation of the Schedule of Expenditures of Federal Awards in conformity with Uniform Guidance.

11) Preparing the required supplementary information (RSI) and any other supplementary information reported in the financial statement report in accordance with U.S. GAAP.

12) Establishing and maintaining a process for tracking the status of audit findings and recommendations.

13) Identifying and providing us with report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of our audit as discussed in the engagement letter, and relaying to us corrective actions taken to address significant findings and recommendations identified as a result of those audits or engagements.

14) Providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions.

15) Providing us with a signed management representation letter confirming certain representations made to us during the audit.

C. Other Services:

1) For any nonaudit services we provide, including preparing group financial statements and related notes, you agree to assume all management responsibilities. Preparation of the group financial statements and notes will be in conformity with accounting principles generally accepted in the United States of America based on information provided. These services do not constitute an audit under *Government Auditing Standards* and will not be conducted in accordance with *Government Auditing Standards*.

2) You will be required to acknowledge in the management representation letter our assistance with preparation of the group financial statements and related notes and that you have reviewed and approved the group financial statements and related notes prior to their issuance and have accepted responsibility for them.

3) You agree to oversee the nonaudit services by designating a qualified individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results for those services; and accept responsibility for them. (Kristin Waddell has had this responsibility in the past.)

Kristin Waddell will again be our audit contact.

D. Overview of the planned scope and timing of the audit:

1) We will audit the group financial statements of Chisago County for the year ended December 31, 2024. Group financial statements are financial statements that include financial information of more than one component. The County includes one component unit in its report, the Chisago County Housing and Redevelopment Authority Economic Development Authority (HRA-EDA), which is audited by other auditors. The level of federal funding received by the County requires the audit to be a single audit (in

accordance with the Single Audit Act Amendments of 1996).

2) To the extent possible, auditing procedures are planned to be conducted remotely.

Our preliminary audit plan has us completing field work by the end of August 2025, but that is dependent on the schedule of completion. If all goes as planned, we expect to issue our opinion on the financial statements and our Management and Compliance Report by September 30, 2025, in time for the County to be in compliance with the single audit deadline. In order to guarantee issuance in time for the single audit deadline, the complete report needs to be turned in for OSA Quality Control review by August 29, 2025.

E. Audit findings will be communicated to management as the audit progresses. We will also communicate any significant audit findings at the management exit meeting.

F. Communications about significant accounting policies, sensitive accounting estimates, significant audit adjustments, disagreements with management, difficulties encountered in performing the audit, and other significant issues arising from the audit will be communicated to those charged with governance in a separate letter at the conclusion of the audit.

G. OSA will provide copies of our reports to the governing body, management, and related organization representatives. Pass-through entities and others will be able to obtain a copy of the report from our website or the federal audit clearinghouse.

3. <u>Engagement Letter:</u>

The engagement letter was sent to you, please sign, and return to us.

4. <u>Federal Single Audit</u>

For the 2024 audit, Chisago County is not considered to be a low-risk auditee because of a qualified opinion in 2023 for the *COVID-19 – Coronavirus State and Local Fiscal Recovery Funds*. This means we will be required to test 40 percent (vs. 20 percent) of the County's total federal dollars spent in 2024. We could be required to test more if an A program has not been audited in the previous two years or if a program is determined to be high risk.

Type A federal programs are those with federal expenditures in excess of three percent of total federal expenditures or $750,000, whichever is more. Estimated federal awards, assuming the expenditures for the *COVID-19 – Coronavirus State and Local Fiscal Recovery Funds* are similar to 2023. are $10,671,904 for Chisago County for 2024. The Type A federal program level is expected to remain at $750,000 for Chisago County for 2024.

Kristin indicated that the expenditures for FYE 12/31/24 for the COVID-19 – Coronavirus State and Local Fiscal Recovery Funds was $4,721,389. Audit staff will revise estimated expenditures of federal awards prior to beginning an audit of a federal award program.

All Type A federal programs are required to be tested at least once every three years. As a result, we will be required to test the following federal programs for the 2024 audit because they are Type A programs that were not tested as major programs in either 2024 or 2023:

- Highway Planning and Construction (AL #20.205)
- Child Support Services (AL #93.563)

The following Type A program(s) have been designated as higher risk in the 2024 Compliance Supplement and are required to be tested:

- ARP/State and Local Fiscal Recovery (AL # 21.027)

We anticipate that these programs will be more than adequate to meet the 40 percent testing threshold. However, this is subject to change based on information obtained during the audit and final amounts reported on the SEFA.

5. Status of Prior Year Findings

Finding Related to the Financial Statements

Finding Number: 2023-001
Audit Adjustment

A material audit adjustment was identified that resulted in a significant change to the County's financial statements.

We recommend the County implement additional procedures over financial reporting that include review of balances, disclosures, and supporting documentation by a qualified individual to ensure the County's financial statements are fairly presented in accordance with accounting principles generally accepted in the United States of America.

2024 follow-up:

Not expected to require a material audit adjustment to the client prepared financial statements for the year ended December 31, 2024.

Findings Related to Federal Award Programs

Finding Number: 2023-002
Activities Allowed or Unallowed and Allowable Costs/Cost Principles

Program: 21.027 COVID-19-Coronavirus State and Local Fiscal Recovery Funds

The County did not obtain itemized documentation for five out of 22 disbursements tested. The amount of disbursements that did not have supporting documentation totaled $818,036.

We recommend Chisago County obtain itemized documentation related to grant expenditures to document expenditures were for allowable activities and met the requirements of allowable costs.

2024 follow-up:

This finding is expected to be resolved for the year ended December 31, 2024.

Finding Number: 2023-003
Suspension and Debarment

Program: 21.027 COVID-19-Coronavirus State and Local Fiscal Recovery Funds

For six of the eight covered transactions selected for testing, the County did not perform the verification for suspended or debarred vendors prior to entering into the covered transactions.

We recommend the County maintain documentation to demonstrate that vendors were not debarred, suspended, or otherwise excluded from conducting business with the County; this documentation should be completed prior to entering into a covered transaction.

2024 follow-up:

The County verifying whether a new vendor has not been suspended or debarred is analyzed on a case-by-case basis depending on the federal award. The County's stance related to this issue is that doing this determination for each vendor for the grant would significantly disrupt the County's accounts payable process with the limited number of staff at the County. This condition may or may not be resolved for FYE December 31, 2024.

6. New Accounting and Auditing Pronouncements

The Governmental Accounting Standards Board (GASB) is the independent organization that establishes standards of accounting and financial reporting for state and local governments. The following are new statements issued by the GASB that are effective for the year ended December 31, 2024:

- **GASB Statement No. 100, *Accounting Changes and Error Corrections***

  GASB Statement No. 100 defines accounting changes and addresses corrections of errors in previously issued financial statements. This Statement prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections, as well as the required disclosure in the notes to the financial statements for each and how information in the required supplementary information (RSI) and supplementary information (SI) is affected by these changes. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

- **GASB Statement No. 101, *Compensated Absences***

  GASB Statement No. 101 requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means, including when not to recognize a liability for specific types of compensated absences until the leave is used. This Statement also establishes guidelines for measuring a liability for leave that has not been used and amends the required note disclosure. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

  This Statement will have an impact on the County's financial statements for the year ended December 31, 2024. Audit staff are available to assist the County in implementing this Standard.

Additionally, one question from of Implementation Guide 2021-1, *Implementation Guide Update - 2021* (Q7.9.8 related to Capitalization Policies) and Implementation Guide 2023-1, *Implementation Guidance Update - 2023* are effective for fiscal years beginning after June 15, 2023 (calendar year 2024).

We will discuss with Chisago County staff the potential impact the new accounting pronouncements may have on the County's financial statements.

The following statement issued by the GASB is effective for the year ending December 31, 2025:

- **GASB Statement No. 102, *Certain Risk Conditions***

  GASB Statement No. 102 defines concentration and constraint and requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued. This Statement only affects the note disclosures.

The following are new statements issued by the GASB that are effective for the year ending December 31, 2026:

- **GASB Statement No. 103, *Financial Reporting Model Improvements***

  GASB Statement No. 103 includes: (1) changes to Management's Discussion and Analysis; (2) describes unusual or infrequent items and requires they be displayed separately on the financial statements; (3) defines operating and nonoperating revenues and changes the presentation of the proprietary fund statement of revenues, expenses, and changes in fund net position; (4) requires governments to present each major component unit separately in the

reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements; and (5) requires governments to present budgetary comparison information in the RSI and also requires variances to be presented, as well as, including significant variance explanations to be presented in the notes to RSI.

- **GASB Statement No. 104, *Disclosure of Certain Capital Assets***

  GASB Statement No. 104 requires certain types of capital assets to be disclosed separately in the capital assets note disclosures. This Statement only affects the note disclosures.

7. <u>Other Items</u>

A. Auditing standards require us to meet and communicate certain items to those charged with governance. Would you like us to meet with the full Board to go over what we discussed here today? If not, the notes on this meeting will be distributed to the Board.

The Board Chair indicated that it would be sufficient to send the notes to this meeting to those members of the Board of County Commissioners that were not at the audit entrance meeting.

B. Each year we perform an audit of a County department that collects fees for services. Are there any fee offices/areas that you would like us to look at this year?

It was determined that the department selected would be one from the list of departments maintained by the auditor that are performed on a rotational basis.

C. Fraud items ***(These questions were addressed specifically to the Board Chair)***

a. What are your views about the risks of fraud?

There is always a risk of fraud. The County has proper techniques in place to manage and mitigate the fraud risk.

b. Do you have knowledge of any actual, suspected, or alleged fraud affecting the entity or its federal award programs?

I do not.

c. Do you have knowledge of any possible or actual noncompliance or abuses of programs and controls occurring during the period being audited or the subsequent period?

I do not.

d. What is the Board's role in the oversight of management's processes for identifying and responding to fraud risks? Does the Board take an active role in establishing policies and procedures to mitigate fraud risks? How does the Board oversee that established policies and procedures are in place?

The Commissioner's job is to have control over expenditures and act as a group to stop fraud and react to fraud if it occurs now and in the future. The Board does take an active role in establishing policies and procedures to mitigate fraud risks. The Commissioners approve the policies and procedures, and it is up to County staff to follow and enforce them. The Board adopts a budget, reviews bills and is notified of any issues by County management.

e. Is the entity in compliance with laws, regulations, contracts, and grant agreements?

Yes, to the best of my knowledge.

f. Is there anything else that you would like to add, or anyone else we should talk to regarding fraud?

No, the County has great staff and checks and balances are in place in the County.

D. Other items:

a. Any changes in the fund structure, including new funds, new major funds, or closed funds?

No.

b. Any changes to accounting methods or application of accounting principles? (new or revised)

Nothing beyond the implementation of GASB Statement No. 101, Compensated Absences.

c. Any changes to accounting policies or procedures? (new or revised)

No.

d. Any new estimates (or basis of estimates) to be included in group financial statements?

Nothing beyond any estimate changes related to GASB Statement No. 101, Compensated Absences.

e. Any significant accounting issues or unusual transactions for 2024?

Nothing noted but if anything comes to mind it will be communicated to the audit staff.

f. Any entities that may become discrete or blended component units?

No.

g. Any other joint ventures, joint powers, jointly-governed organizations other than those

which we are currently aware of?

None aware of but if anything is determined it will be communicated to audit staff.

h. Any significant or unusual capital, lease expenditures?

No.

i. Any new long-term debt issued or was any existing long-term debt refunded? Any new conduit debt issued?

No.

j. Any related party transactions that need to be disclosed in the notes to the group financial statements?

No.

k. Any significant litigation, legal matters, and/or contingencies that were not settled by December 31, 2024?

No change from 2023.

l. Was there an assessment by management of fraud risk, and was any fraud reported during 2024?

An assessment was performed for 2024. No fraud reported in 2024.

m. Did the fraud risk assessment include federal programs?

The fraud risk assessment did include federal programs.

n. Any known or suspected fraud relating to the group financial statements or federal programs reported to management or governance?

County management is aware of an instance determined in 2025 and is following the proper procedures related to this and is in the process of completing a "609 report" accordingly with the Office of the State Auditor.

o. Any known or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, including federal grants?

No.

p. Any known 609 reports (Minn. Stat §609.456) filed with the OSA for 2024?

Not for 2024 but the County is in the process of completing a report for 2025.

q. Were there any audit reports from state or federal regulatory agencies received during 2024?

Not aware of any.

r. Is the federal expenditures estimate available? If not, when can this be expected?

Kristin will provide the audit staff with the estimates of the expenditures of federal awards for the year ended December 31, 2024.

s. Any new grant programs or significant reductions of current programs?

Nothing significant.

t. Any specific requests from federal agencies to audit one or more specific programs as major?

No.

u. Has a Summary Schedule of Prior Audit Findings been prepared?

The Summary Schedule of Prior Audit Findings has not been prepared yet but will be prepared during the audit.

v. Any changes to IT applications during 2024?

Nothing noted for 2024 but in 2025 there will be changes to the CAMA system in the Assessor's Department and the Zoning Department will be able to allow for online permitting requests.

w. Any new contracts with service organizations?

None.

x. Any new legislation having an impact on the group financial statements?

Expected changes relating to the Minnesota Statutes regarding tax forfeited properties which may result in the State of Minnesota receiving any residual proceeds from the sale of forfeited properties rather than local taxing authorities.

y. Any staffing changes that may have an audit significance?

None noted.

z. Any other items of significance we should be aware of?

None noted.

aa. Is there any additional information you would like presented at the management exit meeting?

No.

E. Any other questions, comments, or concerns?
None noted.

Meeting concluded at 9:43 a.m.

Initiative FOUNDATION

February 4, 2025

Nancy Hoffman, HRA-EDA Executive Director
County of Chisago
PO Box 815
38871 7th Ave
North Branch, MN 55056

Dear Nancy,

We have received Chisago County EDA's 2025 payment to support the work of the Initiative Foundation in Central Minnesota. Please extend our appreciation to your board. **Thank you!**

Together, we work to build strong local economies and vibrant communities. Your investment supports economic development through business financing activities designed to create living-wage jobs, diversify economies and leverage private sector investment. Communities are strengthened through signature leadership training and capacity building programs, grants to local units of government and nonprofit organizations, early childhood initiatives, and scholarships. This work will provide lasting impact on the health of the region and the future of rural Minnesota.

We truly value your partnership and your support.

Sincerely,

Brian Voerding
President

Carl Newbanks
Vice President of Philanthropy

CC: Chase Burnham

Equal opportunity lender, provider and employer.