

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Wednesday, June 15, 2022**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, June 15, 2022 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, Dunne, Montzka. Also present: County Administrator Chase Burnham, County Attorney Janet Reiter, and Clerk of the Board Christina Vollrath.

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

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

On motion by DuBose, seconded by Dunne, the Board opened the Road and Bridge Committee of the Whole at 6:31 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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

On motion by Montzka, seconded by Dunne, the Board moved items 1-6 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Montzka, the Board moved to close the Road and Bridge Committee of the Whole at 6:44 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – SP 013-591-001 Lindstrom Trail TA Project
- 3.) R&B Committee Recommendation – County Transportation Plan Update Contract
- 4.) R&B Committee Recommendation – 2022 Pavement Maintenance Project
- 5.) R&B Committee Recommendation – County Road 86 Paving Project
- 6.) R&B Committee Recommendation – CSAH 26 Roundabout Project SAP 013-626-007
- 7.) Minutes from the June 1, 2022 Meeting

8.) Payment of County's Warrants and Miscellaneous Bills

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

9.) Authorization for County Auditor-Treasurer to Transfer Funds

10.) Snowmobile Maintenance and Grooming Application – Wild River Snowmobile Club

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

On motion by Montzka, seconded by DuBose, the Board moved to approve Resolution No. 22/0615-3, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, Approving a Conditional Use Permit for a Church and Future Gymnasium and Warming Kitchen Expansion at 45268 Brunswick Road / CR 63, Fish Lake Township, Parcel # 03.00223.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve Resolution No. 22/0615-4, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the James Birkholz & Judith Erickson Pleasant Valley Orchard, Conditional Use Permit Amendment in order to expand their existing orchard operation at 17325 Pleasant Valley Rd., Franconia Township, Parcel # 04.00186.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to **deny** the Jim Goodpaster and Sherry Timmermann Goodpaster, Jim & Sher Investments LLC application for a Conditional Use Permit to allow a Rural Retail Tourism winery and gathering venue at 32XXX Upland Road, PID #08.00251.35, Shafer Township due to the following findings:

- 1) The subject 5.66 acre Agriculturally zoned property is too small to accommodate the intensive development proposal. Similar other requests on larger 20-acre tracts have caused impactful disruption to less densely developed areas of the county.
- 2) The proposed use would adversely impact and disrupt neighborhood place of existing nearby residential properties. The subject property is located on Upland Road amongst residentially developed properties and the proposed use on the subject property is not sufficiently compatible with the neighborhood place and usage of these residential properties; and the subject property is not sufficiently separated by distance from those residentially developed properties.

3) The Agriculturally zoned subject property abuts a densely developed dissimilar Rural Residential RR1 Zoning District neighborhood. The existing immediately adjacent developed RR1 properties and neighborhood will be adversely impacted by the appearance and intensity of the site development and site development activities and screening is unlikely to mitigate such adverse impacts to the residential neighborhood and prevalent residential use of neighboring properties.

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

On motion by DuBose, seconded by Dunne, the Board moved to authorize and direct the Chisago County Planning Commission Proceed with Public Notification and Conduct of a Public Hearing and Review of Amendment(s) to Chisago County Zoning Ordinance Section 8.03 Functions of the Planning Commission as Presented in Draft Form and/or Amended. DuBose withdrew his motion.

On motion by DuBose, seconded by Dunne, the Board moved to authorize and direct the Chisago County Planning Commission Proceed with Public Notification and Conduct of a Public Hearing and Review of Amendment(s) to Chisago County Zoning Ordinance Section 8.03 Functions of the Planning Commission as Presented in Draft Form with an added provision drafted to include a 6-month extended term for current sitting commission members. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Dunne, Montzka. **OPPOSED:** Greene.

#### **CITIZENS FORUM**

**TIME** – 7:11 p.m.      **END TIME** – 7:11 p.m.

# of **SPEAKERS** – 0

#### **Public Hearing**

#### **Business Subsidy Policy Revisions – HRA/EDA**

On motion by DuBose, seconded by Montzka, the Board moved to close the public hearing for considering revisions to the Business Subsidy Policy and Criteria at 7:16 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve allowing the County Administrator the authority to spend up to \$2,000 above originally allocated ARPA and CIP expenditures without seeking County Board Authority. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Dunne, seconded by DuBose, the Board moved to approve up to \$30,000 of unallocated 2022 CIP funds to improve the internet wireless accessibility in the County Attorney's Office. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the purchase of LeaseQuery using ARPA funds. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve funding the Children's Collaborative with \$118,000 of the County ARPA allocation. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve funding the Hometown Fiber Professional Services Proposal for Broadband Construction Costs and Financing Report with the County ARPA allocation, which was previously set aside for Broadband. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the purchase of the CorreTrak software for the Chisago County Jail using inmate canteen funds. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve increasing the Solid Waste Fund from \$10 to \$17, and using the Solid Waste Funds to pay for the CAP Grant Match. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve spending \$66,000 of the Recorders Technology Fund to complete the scanning and indexing project with TriMin. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to accept the June 8<sup>th</sup> Budget and Finance Report. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the 2022 State of Minnesota Annual County Boat and Water Safety Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the County Citizen Review Panel Contract for 2022 – 2027. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve the emergency shelter foster care contract between Chisago County and Leah Killian-Smith and Jonah Smith. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose,

Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve Hazelden Scholarship LOA 2022-2023. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the Out-of-State Travel Request for Kim Booker to travel to Connecticut to provide Child protective services to a client that is residing in a specialized facility. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the SHIP Grant Agreement – Wyoming Elementary. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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

On motion by DuBose, seconded by Montzka, the Board moved to approve the issuance of Chisago County's ARPA Fund allocation to Cambridge-Isanti and Braham as allocated pursuant to the 2022 Chisago County ARPA School Grant Program. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board moved to approve the TKDA Proposal for Engineering Services Jail Demolition to be funded by ARPA not to exceed \$95,000 and internal staff to supplement the work as needed. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve the MN Department of Human Services Contract to participate in the Local Collaborative Time Study. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

**Announce Closed Meeting (M.S. § 13D.05 Subd. 3)**

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege. Minn. Stat. §13D.05, Subd. 3. The Meeting will be closed to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

On motion by DuBose, seconded by Dunne, the Board moved to close the County Board meeting at 7:43 p.m. to evaluate the performance of an individual who is subject to its authority, County Administrator Chase Burnham, expressly authorized under MN Statute 13D.05 subd. 3. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board ended the closed meeting and reconvene the regular meeting at 8:35 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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

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

On motion by DuBose, seconded by Dunne, the Board adjourned the meeting at 8:35 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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Richard Greene, Chair

Attest: \_\_\_\_\_  
Christina Vollrath  
Clerk of the Board