

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, April 20, 2016**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, April 20, 2016 at the Chisago County Government Center with the following Commissioners present: Greene, McMahon, Montzka, Robinson Also present: Assistant County Attorney Kristine Nelson Fuge, County Administrator Bruce Messelt, and Clerk of the Board Chase Burnham.

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

Commissioner McMahon offered a motion to approve the amended agenda. Motion seconded by Greene and upon a vote being taken thereon, the motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

The Chair opened the Road and Bridge Committee of the Whole at 6:30 p.m.

The Board was given updates on the following current projects of the Public Works Department from County Engineer Joe Triplett; County Surveyor Reappointment of Paul Gibson, Annual Bridge Inspections, Township Sign Program, HSIP Project Awards, and Transportation Improvement Plan Update. *No action was taken.*

On motion by McMahon, seconded by Greene, the Board moved to reappointment Paul Gibson as County Surveyor to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by McMahon, seconded by Greene, the Board moved items 1,2,3, and 5 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

At 6:47 p.m. the Chair closed the Road and Bridge Committee of the Whole.

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

- 1.) Accept County Engineer's Report
- 2.) R&B Recommendation: S.A.P. 013-626-005 CSAH 26 to Knife River Corporation
- 3.) R&B Recommendation: Collins Engineering for Bridge Inspection Program
- 4.) R&B Recommendation: Reappointment of County Surveyor

**RESOLUTION NO. 16/0420-1
REAPPOINTING PAUL GIBSON
TO A FOUR YEAR TERM AS
CHISAGO COUNTY SURVEYOR**

WHEREAS, Minnesota Statute 389.011 provides for each County Board of the State of Minnesota to fill the office of County Surveyor Officer by appointment for a term of four years; and

WHEREAS, the appointment of the Chisago County Surveyor position will expire April 30, 2016; and

WHEREAS, Paul Gibson has performed the duties of County Surveyor and served the citizens of Chisago County; and

WHEREAS, staff recommends Paul Gibson for reappointment to the position of Chisago County Surveyor; and

WHEREAS, the land owners and developers in Chisago County will continue to be well served by the oversight of the reappointment of Paul Gibson;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby appoints Paul Gibson for a four year term, effective May 1, 2020.

- 5.) R&B Recommendation: Final Contract Payment for SAP 13-625-010 CSAH 25 Project
- 6.) Approve Minutes from April 6, 2016 County Board Meeting

Bills Paid 4/11/2016 \$474,365.84

Authorize Payment of County's Warrants for HHS:

<u>Prepared Check Date</u>	<u>Amount</u>	<u>Mail Date</u>	<u>Type of Payment</u>
4/8/2016	\$31,121.41		County's Warrants
4/8/2016	\$46,350.65	4/20/2016	Auditor's Warrants

Special Board Approval

Lake Area Bank; Renee Kirchner; Human Resources; Conference; \$360.00

- Overage on Room for Commissioner Montzka's Hotel at NACO Conference in Washington D.C.

Lake Area Bank; Bruce Messelt; Administration; Conference; \$1,000.00

- Overage on Room for Commissioner Montzka's Hotel at NACO Conference in Washington D.C.

Lake Area Bank; Tracy Armistead; Sheriff; supplies; \$34.04

Lake Area Bank; Chase Burnham; Admin.; supplies; \$202.89
Lake Area Bank; Richard Duncan; Sheriff; supplies; \$5.30
Lake Area Bank; Jon Eckel; MICS; supplies; \$366.39
Lake Area Bank; Dennis Freed; Auditor; supplies; \$387.82
Lake Area Bank; Keith Hoppe; Sheriff; supplies; \$227.76
Lake Area Bank; Tammy Johnson; HHS; supplies; \$48.00
Lake Area Bank; Tracy Krona; HHS; supplies; \$32.61
Lake Area Bank; Janet Reiter; Attorney; supplies; \$559.00
Lake Area Bank; Kurt Schneider; Environmental; conference; \$506.01
Lake Area Bank; Robert Shoemaker; Sheriff; supplies; \$75.93
Lake Area Bank; Joe Triplett; Public Works; permit; \$400.00
Lake Area Bank; Mark Stovern; Sheriff; supplies; \$314.57

- 7.) Authorize Payment of the County's Warrants and Miscellaneous Bills
- 8.) Notice of Retirement of the Honorable Lee Olson, County Treasurer/Recorder; effective May 31, 2016
- 9.) Tobacco License Application
- 10.) Applications for Abatement
- 11.) Re-Awarding of Bid for Category 2 of Public Safety Center

At 7:02 p.m. the Chair opened Citizen Forum. 1 Citizens spoke; the Chair closed Citizen Forum at 7:03 p.m.

On motion by McMahon, seconded by Greene, the Board moved to accept the First Quarter 2016 Financial Report, as presented tonight, and direct the County Auditor and County Administrator to proceed according to committee direction in the meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

Environmental Services and Zoning Director Kurt Schneider updated the Board on the activities of the Environmental Services Department; Board of Adjustment Update, Planning Commission Update, March Construction and Permit Activity, Chisago Lakes Lake Improvement District, Solar Information on the official County website and an update on Parks Staff and MN DNR conversations about Swedish Immigrant trail connection with Interstate State Park. *No action was taken.*

On motion by Greene, seconded by McMahon, the Board moved to approve landowner Bradley Christmans request to voluntarily surrender the hot-mix plant, gravel mining, and gravel stockpiling Conditional Use Permit and land use rights at his property – 352xx Tern Avenue - Shafer Township, Sec. 3, T.34, R.19, PID #.08.00025.10. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by Greene, seconded by McMahon, the Board moved to accept the April 11, 2016 TKDA Letter of Proposal and Scope of Services Proposal for Environmental Review Services and Authorize Execution of Professional Technical

Services Contract and an Applicant Payment and Reimbursement Agreement, subject to Final Review and Execution by the Chairman of the Board, County Attorney, and County Administrator/Clerk To the Board. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by McMahon, seconded by Greene, the Board moved to approve the Swedish Immigrant Regional Trail Segment G Pavement Project Grant Acceptance Resolution for DNR Project #GMC-16-07. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

RESOLUTION NO. 16/0420-2
AUTHORIZING ACCEPTANCE OF A TRAIL GRANT FOR THE SWEDISH IMMIGRANT TRAIL

WHEREAS, Chisago County has been awarded \$157,500 from the Parks and Trails Legacy Grant Program #GMC-16-07 by the Greater Minnesota Regional Parks and Trails Commission to complete paving of (2.2) miles of the Swedish Immigrant Trail East End Project, a multi-use recreational trail and parking area off Tern Ave. The trail system is located within Chisago County, Minnesota and

WHEREAS, the Chisago County recognizes that it has secured \$17,500 in non-state cash matching funds for this project.

WHEREAS, Chisago County recognizes this resolution must be completed and returned to the Department of Natural Resources Parks and Trails before a contract can be written and presented for approval.

NOW, THEREFORE, BE IT RESOLVED, Chisago County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Chisago County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the Chisago County Board of Commissioners names the fiscal agent for Chisago County for this project as:

Laird Mork
Director of Parks
Chisago County
P.O. Box 815 38871 7th Ave.
North Branch, MN 55056-0815
651-674-2345
Laird.Mork@chisagocounty.us

BE IT FURTHER RESOLVED, Chisago County acknowledges this project is being completed as part of an existing agreement to maintain this trail facility for no less than a period of 20 years.

On motion by Montzka, seconded by Greene, the Board moved to approve the Sunrise Prairie Regional Trail Rehabilitation Project Grant Acceptance Resolution for DNR Project #GMC-16-13. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

**RESOLUTION NO. 16/0420-3
AUTHORIZING ACCEPTANCE OF A TRAIL GRANT FOR THE SUNRISE
PRAIRIE REGIONAL TRAIL**

WHEREAS, Chisago County has been awarded \$1,107,000 from the Parks and Trails Legacy Grant Program by the Greater Minnesota Regional Parks and Trails Commission to complete rehabilitation work including repaving of (15.5) miles of paved Sunrise Prairie Trail, a multi-use recreational trail. The trail system is located within Chisago County, Minnesota and

WHEREAS, the Chisago County recognizes that it has or will secure \$123,069 in non-state cash matching funds for this project.

WHEREAS, Chisago County recognizes this resolution must be completed and returned to the Department of Natural Resources Parks and Trails before a contract can be written and presented for approval.

NOW, THEREFORE, BE IT RESOLVED, Chisago County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Chisago County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the Chisago County Board of Commissioners names the fiscal agent for Chisago County for this project as:

Laird Mork
Director of Parks
Chisago County
P.O. Box 815 38871 7th Ave.
North Branch, MN 55056-0815
651-674-2345
Laird.Mork@chisagocounty.us

BE IT FURTHER RESOLVED, Chisago County acknowledges this project is being completed as part of an existing agreement to maintain this trail facility for no less than a period of 20 years.

County Planner Ken Roberts and County Parks Director presented the Chisago County Comprehensive Parks and Trails Plan to the County Board.

On motion by McMahon, seconded by Greene, the Board moved to approve the update of the Chisago County Comprehensive Parks and Trails Plan dated February 9, 2016. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by McMahon, seconded by Greene, the moved to accept the Environmental Services Director's report. **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

Peter Lindstrom, for the University of Minnesota Extension Program and the PACE Program, and Nancy Hoffman from the Chisago County HRA/EDA presented the Board with information regarding a Property Assessed Clean Energy Improvement financing program.

On motion by McMahon, seconded by Montzka, the Board moved to adopt a Joint Powers Agreement designating the St. Paul Port Authority to implement and administer the Property Assessed Clean Energy Improvement financing on behalf of Chisago County and providing for imposition of special assessments as needed in connection with that program. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by Greene, seconded by McMahon, the Board moved to provide a letter of support to be submitted to Century Link to expand broadband in Sunrise Township. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

Nancy Hoffman and the County Board had a discussion regarding a Lodging Tax. *No action was taken.*

On motion by McMahon, seconded by Greene, the Board moved to approve the Grant Application for Bulletproof vests with the Office of Justice Programs. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by Montzka, seconded by McMahon, the Board moved to approve the proposed Boat and Water Safety Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by McMahon, seconded by Greene, the Board moved to approve the contract for the use of the Lakes Region EMS Facilities for a Community Informational Meeting on May 4, 2016. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

On motion by McMahon, seconded by Montzka, the Board moved to reappoint Daniel Hoffman as a representative on the HRA/EDA Committee; effective 4/30/2016 thru 4/30/2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

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

On motion by McMahon, seconded by Montzka, the Board adjourned the meeting at 8:34 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** None **ABSENT:** Walker.

Mike Robinson, Chair

Attest: _____
Chase Burnham
Clerk of the Board