

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Wednesday, August 03, 2016**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, August 03, 2016 in the Board Room of the Government Center with the following Commissioners present: Greene, McMahon, Montzka, Robinson, Walker. Also present: County Attorney Janet Reiter, Chief Deputy Auditor/Treasurer Bridget Konrad, County Administrator Bruce Messelt and *Interim* Clerk of the Board Drew Hill.

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

Commissioner Greene offered a motion to approve the amended Agenda for the Board of Commissioners meeting. The motion seconded by Montzka and upon a vote being taken thereon, the motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Commissioner Greene offered a motion to recess for the Health and Human Services Committee of the Whole. Motion seconded by McMahon and upon a vote being taken thereon, the motion carried as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

The Chair opened the Health and Human Services Committee of the Whole at 6:30 p.m.

Chair Robinson gave the gavel to Vice Chair Montzka.

Nancy Dahlin provided the Board with the following Chisago County Health and Human Services Update; SHIP Grants, New Position Development – Health Division Leader, Technology and Healthcare, and Admin Simplification. *No action was taken.*

On motion by McMahon, seconded by Greene, the Board moved items 1-11 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Robinson, seconded by Walker, the Board moved to adjourn the Health and Human Services Committee of the Whole. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Vice Chair Montzka returned the gavel to Chair Robinson.

On motion by Montzka, 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 Health and Human Services Directors Report
- 2.) HHS Committee Recommendation – Payment of County’s Warrants for HHS

**Authorize Payment of County’s Warrants for HHS:**

| <b><u>Prepared Check Date</u></b> | <b><u>Amount</u></b> | <b><u>Mail Date</u></b> | <b><u>Type of Payment</u></b> |
|-----------------------------------|----------------------|-------------------------|-------------------------------|
| 07/22/2016                        | \$152,285.57         |                         | County’s Warrants             |
| 07/22/2016                        | \$99,295.57          | 08/03/2016              | Auditor’s Warrants            |
| 07/29/2016                        | \$8,895.97           |                         | County’s Warrants             |
| 07/29/2016                        | \$31,600.19          | 08/03/2016              | Auditor’s Warrants            |
| 07/29/2016                        | -                    |                         | County’s Warrants             |
| 07/29/2016                        | \$184.25             | 08/03/2016              | Auditor’s Warrants            |

Special Board Approval

Mileage over 60 Days

- Cyndi Carroll - \$80.48
- Courtney Wehrenberg - \$91.20

- 3.) HHS Committee Recommendation – SFY 2017 Annual Plan Agreement with State of MN Dept. of Human Services
- 4.) HHS Committee Recommendation – SHIP Grant Program Grant Agreement – Chisago Lakes High School
- 5.) HHS Committee Recommendation – Chisago County Community Health Board Resolution Authorizing “Agent of the Board”
- 6.) HHS Committee Recommendation – Chisago County Health and Human Services Civil Rights Plan
- 7.) HHS Committee Recommendation – Prof/Tech Services Contract with Kantner Consulting LLC
- 8.) HHS Committee Recommendation – Access to Programs and Services for Persons with Limited English Language Proficiency
- 9.) HHS Committee Recommendation – Restated Cooperative Agreement by and among the Metropolitan Counties
- 10.) HHS Committee Recommendation – Annual SNAP E&T Local Area Plan for FFY 2017
- 11.) HHS Committee Recommendation – Out-of-State Travel Request – Liz Dodge, Children’s Justice Act Taskforce
- 12.) Payment of County’s Warrants and Miscellaneous Bills
- 13.) Minutes from the July 20, 2016 Regular Meeting
- 14.) Application for an Exempt Gambling Permit – Taylors Falls School Foundation

---

**RESOLUTION NO. 16/0803-1**  
**APPROVING SUBMISSION OF AN EXEMPT PERMIT FOR GAMBLING FOR**  
**THE TAYLORS FALLS SCHOOL FOUNDATION**

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

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

**BE IT RESOLVED** that the Chisago County Board of Commissioners hereby approves and authorizes submission to the Minnesota Gambling Control Board application for An exempt permit for lawful gambling activity for the Taylors Falls School Foundation at the Almelund Threshing Show, located at Highway 95, Almelund, MN 55002.

---

County Administrator Bruce Messelt provided the Budget and Finance Committee Report to the Board of Commissioners.

On motion by McMahon, seconded by Greene, the Board moved to approve final payment of \$10,000 (additional \$7,500) to Larkin Hoffman for services rendered, a Change Order of \$175,530 (via account transfer from project contingency and not a project budget increase) to upgrade to a Tier 4 Caterpillar Generator for the Public Safety Center, and \$14,555.55 for procurement and installation of Electronic Badge Readers from Electro Watchman for the 1973 facility renovations. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Greene, seconded by McMahon, the Board moved to appoint Donna Nowicki as a representative on the Board of Adjustment; effective 8/3/2016 thru 1/5/2019. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Walker, seconded by McMahon, the Board moved to approve advertising for an At-Large vacancy on the Planning Commission. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve the Emergency Preparedness Management Grant for the Emergency Management Department. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

At 7:00 p.m. the Chair opened Citizen Forum. 0 Citizen spoke; the Chair closed Citizen Forum at 7:01p.m.

On motion by Greene, seconded by McMahon, the Board moved to approve the proposed Law Enforcement Services Agreement with the City of Taylors Falls for years 2016 and 2017. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by McMahon, seconded by Montzka, the Board moved to authorize the Chisago County M.I.C.S. Director to issue the required purchase orders for the maintenance and support contract extension with CenturyLink for the E-911 system. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Walker, seconded by Greene, the Board moved to approve the new Public Works Organizational Structure. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Robinson, seconded by Greene, the Board moved to approve the final payment of \$9,374.35 for SAP 13-04-16. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson **OPPOSED:** Walker.

On motion by Robinson, seconded by McMahon, the Board moved to approve the final payment of \$9,374.35 for SAP 13-599-010. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Robinson, seconded by McMahon, the Board moved to approve the Resolution, which graciously accepts the \$1000.00 donation to the Chisago Children's Water Festival, via the Chisago County Environmental Services Department. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

---

**RESOLUTION NO. 16/0803-2**  
**ACCEPTANCE OF DONATION BY CHISAGO COUNTY**  
**ON BEHALF OF THE CHILDREN'S WATER FESTIVAL**

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

**WHEREAS,** the Environmental Services Department for the Children's Water Festival has received a donation from the Rush Lake Improvement Association and is requesting formal acceptance by the County Board of Commissioners;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chisago County Board of Commissioners hereby accepts \$1000 from the Rush Lake Improvement Association to be received by the Environmental Services Department.

---

On motion by Walker, seconded by Montzka, the Board moved to approve the Teamsters Telecommunicator/Corrections Officer contract as negotiated for the term of three years commencing on January 1, 2016 and expiring on December 31, 2018. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by McMahon, seconded by Greene, the Board moved to accept the Committee Listing change of Commissioner McMahon as a standing member of the Budget and Finance Committee and Commissioner Walker as the alternate. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Greene, seconded by McMahon, the Board moved to recess the Chisago County Board of Commissioners regular session to begin the Regional Rail Authority Meeting at 7:19 p.m.

The County Administrator called for nominations of Chair of the Regional Rail Authority for 2016.

Commissioner Montzka nominated Commissioner Robinson. Upon call, there were no other nominations.

The County Administrator then called for a vote of the candidates and asked for a voice vote:

Those in favor of Commissioner Robinson for Chair please say 'aye': Greene, McMahon, Montzka, Robinson, Walker; whereupon the Administrator declared Commissioner Robinson as Chair of the Regional Rail Authority for 2016.

The newly declared Chair of the Regional Rail Authority for 2016 called for nominations for Vice Chair of the Regional Rail Authority for 2016.

Commissioner Robinson nominated Commissioner Montzka. Upon call, there were no other nominations.

The Chair then called for a vote of the candidates and asked for a voice vote: Those in favor of Commissioner Montzka for Vice Chair please say 'aye': Greene, McMahon, Montzka, Robinson, Walker. **OPPOSED:** None. Whereupon the Chair declared Commissioner Montzka as Vice Chair of the Regional Rail Authority for 2016.

On motion by Montzka, seconded by McMahon, the Board approved the minutes from the February 5<sup>th</sup>, 2014 Regional Rail Authority Meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Walker, seconded by Montzka, the Board moved to approve the City's request and project for work and improvements to the Sunrise Prairie Trail in its right of way. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Greene, seconded by McMahon and **carried unanimously** the Board adjourned the meeting of the Regional Rail Authority.

County Administrator Messelt provided the following updates; Procurement AMC, Zika Virus, Le Sueur Jail Example, and Paddle Rendezvous. *No action was taken.*

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

On motion by Walker, seconded by Greene, the Board adjourned the meeting at 7:35 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

---

Mike Robinson, Chair

Attest: \_\_\_\_\_  
Bruce Messelt  
County Administrator