

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Tuesday, January 2, 2018**

At 11:00 a.m., Tuesday, January 2, 2018 in the Board Room of the Government Center, the Clerk of the Board convened the Annual Business Meeting of the Chisago County Board of Commissioners with the following members present: Greene, McMahon, Montzka, and Robinson. Commissioner Walker appeared via Electronic Means pursuant to MN Stat. 13D.015. Also present: County Administrator Messelt, County Attorney Reiter, and Clerk of the Board Burnham.

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

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

On motion by Robinson, seconded by Montzka, the Board moved to approve the Agenda for the Board of Commissioners meeting with the addition of a presentation of the Health and Human Services items by HHS Director Nancy Dahlin. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

The Clerk of the Board then called for nominations for Chair for 2018.

Commissioner Greene nominated Commissioner McMahon. Upon multiple calls, there were no other nominations.

The Clerk then called for a roll call vote of the candidates: Commissioner Robinson voted for Commissioner McMahon. Commissioner Montzka voted for Commissioner McMahon. Commissioner Greene voted for Commissioner McMahon. Commissioner Walker voted for Commissioner McMahon. Commissioner McMahon voted for Commissioner McMahon, whereupon the Clerk declared Commissioner McMahon as Chair of the Board for 2018.

The newly declared Chair for 2018, Commissioner McMahon, called for nominations for Vice Chair for 2018.

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

The Chair then called for a roll call vote of the candidates for Vice Chair: Commissioner Robinson voted for Commissioner Greene. Commissioner Montzka voted for Commissioner Greene. Commissioner Greene voted for Commissioner Greene. Commissioner Walker voted for Commissioner Greene. Commissioner McMahon voted for Commissioner Greene, whereupon the Chair declared Commissioner Greene as Vice Chair of the Board for 2018.

New Chair McMahon provided some opening remarks.

On motion by Greene, seconded by Montzka, the Board adopted Roberts Rules of Order, most recently revised edition, as practiced by the County Board, as the parliamentary procedures guide for its meetings. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Commissioner Montzka offered a motion to adopt the Rules of Conduct for Chisago County Board Meetings, as was used for 2017. Motion seconded by Greene. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None. The Board adopted the following Rules of Conduct for Chisago County Board Meetings:

**CHISAGO COUNTY BOARD OF COMMISSIONERS  
RULES OF CONDUCT  
FOR CHISAGO COUNTY BOARD MEETINGS**

**PURPOSE**

The purpose of these rules is to set a standard of conduct and to guide the Board and the citizens we serve in the processing of the meeting's agenda.

**RULES OF CONDUCT**

1. All attendees of County Board meetings are subject to these rules of conduct under the authority of the board as expressed in Minnesota Statutes and/or Roberts Rules of Order, as modified by local practice.
2. The Chair of the Board conducts the meeting and exercises authority to:
  - a.) assure compliance with the meeting's agenda, and;
  - b.) facilitate fair and equitable treatment of Board members, citizens and staff; and
  - c.) ensure orderly conduct by all present.
3. Votes of the Board may be taken by voice vote or by ballot.
  - a.) Voice. Each commissioner shall vote with an audible voice vote, whether "yes", "no" or "abstain." If the chair is uncertain as to how a member has voted, he or she may require a roll call vote. A chair may also require a roll call vote on any matter in which he or she determines it would be helpful to the conducting of business. Once cast, the vote of each commissioner shall be recorded in the official minutes of the Board.
  - b.) Ballot. A chair may require a vote by ballot on any matter in which he or she determines it would be helpful to the conducting of business. Commissioners shall designate their vote, "yes," or "no," or "abstain." The votes shall be collected and read aloud by the Clerk to the Board, identifying each vote, by whom it was cast and the vote that was intended. The vote of each commissioner shall be recorded in the official minutes of the Board.

4. Board Members must treat everyone with respect and dignity and in a friendly manner. Failure to comply will result in:
  - a.) being ruled out of order; or
  - b.) being asked to leave the meeting; or
  - c.) if necessary, being removed from the meeting.
5. Citizens are invited to participate in the meeting by:
  - a.) observing the proceedings through attendance in the Board Room;
  - b.) offering comments and observations during the Citizen's Forum portion of meetings;
  - c.) viewing the proceedings via cable television or other electronic means, if available;
  - d.) when called for through public notice, offering comments during public hearings on specific topics or proposals.
6. Citizen's Forum portions of Board meetings shall be subject to the following conditions:
  - a.) comments and observations shall be directed to the Board as a whole, and not to individual Commissioners or to the audience.
  - b.) Speakers shall register their names in the meeting's log book prior to the beginning of the Citizen's Forum. Speakers may also register their addresses and telephone numbers in such book. Speakers are advised that once given, their addresses and telephone numbers are public information.
  - c.) Such comments and observations shall be limited to three (3) minutes.
  - d.) Board meeting agendas shall contain the following statement: "The Citizen's Forum is provided so citizens may make a comment, statement, question or proposal. Comments, statements, questions or proposals shall be directed to the Board as a whole, and not to individual Commissioners or to the audience. Speakers will be limited to three (3) minutes and are asked to conduct themselves in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of one's privilege to speak that night".
7. Electronic recording devices should not disrupt the conduct of the meeting or interfere with the ability of others to observe the meeting due to the height or size, based upon standing more than 3 feet off the floor and/or larger than 4" x 6" x 2" in size.
8. These rules may be modified by the Chisago County Board of Commissioners upon majority vote at any regular or special Board meeting.

Commissioner Walker offered a motion to adopt the meeting schedule via the attached resolution. Motion seconded by Montzka. The original motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

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**RESOLUTION NO. 18/0102-01**

**DEFINING THE 2018 MEETING SCHEDULE  
FOR THE CHISAGO COUNTY BOARD OF COMMISSIONERS**

**BE IT RESOLVED**, by the Chisago County Board of Commissioners that next regular meeting of the Chisago County Board of Commissioners shall be held in Suite 160 of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on Wednesday, January 17<sup>th</sup>, 2018, commencing at 6:30 p.m.; and

**BE IT FURTHER RESOLVED**, by the Chisago County Board of Commissioners that from and after January 2<sup>nd</sup>, 2018, regular meetings of the Chisago County Board of Commissioners shall be held in Suite 160 of the Chisago County Government Center, located at 313 N. Main Street in Center City, Minnesota, on the first and third Wednesday of each month, commencing at 6:30 p.m.; and

**BE IT FURTHER RESOLVED**, that the meetings on the first Wednesday of each month shall start with the Health & Human Services Committee of the Whole and followed by the Citizen's Forum at 7:00 p.m.; and

**BE IT FURTHER RESOLVED**, the meetings on the third Wednesday of each month shall start with the Road & Bridge Committee of the Whole and followed by the Citizen's Forum at 7:00 p.m.; and

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

**BE IT FURTHER RESOLVED**, that if any such regularly scheduled meeting of the County Board falls on a legal holiday pursuant to Section 645.44, Subd. 5, Minnesota Statutes, the regular meeting of the County Board shall be held on the day following such legal holiday; and

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

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

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On motion by Greene, seconded by Walker, the Board established the 2018 mileage reimbursement rate equal to the federal maximum allowable rate; as of this date it is \$.545 per mile and established the 2018 mileage reimbursement rate at \$.35 per mile, when at the driver's discretion, a personal vehicle is used, rather than an available "County Pool" vehicle. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Montzka, seconded by Walker, the Board moved to refer the 'Delegating Certain Human Resource and Personnel Functions to County Administrator' to the Personnel Committee for review and to continue the current procedure. 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 accept the 2018 Commissioner's Committee Listing designated at today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

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**RESOLUTION NO. 18/0102-03**  
**COUNTY COMMISSIONER**  
**COMMITTEE ASSIGNMENTS FOR 2018**

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

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

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

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

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

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

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

Association of MN Counties

Budget & Finance Committee

Central Minnesota Council on Aging

Chisago County Emergency Preparedness Committee

Chisago County Jail/Law Enforcement Center/Emergency Communications Committee

Chisago Lakes Joint Sewer Commission

Chisago/Isanti Heartland Transit JPA Board

Chisago/Ramsey/Washington Commuter Rail Study – Rush Line Task Force

East Central Regional Library Board

East Central Solid Waste & 2-County Landfill, Recycling

East Central Regional Development Commission; (*PLUS Subcommittee - Metro Area Transportation Partnership*)

Health & Human Services Committee of the Whole (*PLUS Subcommittee - HHS Subcommittee*)

Highway 8 Task Force

HRA-EDA Board

Human Resources/Labor Negotiations

Joint Job Training Board (*PLUS Subcommittees: A) CMJTS, Inc. Operations Committee; B) WIB Executive Committee; C) Workforce Development Committee*)

Lakes & Pines Community Action Council Board; (*PLUS Subcommittee – Negotiations*)

Lakes Region EMS Task Force

Law Library, Court Liaison

Legislative Committee – (NOTE - Mileage ONLY/NO Per Diems)

Metro Alliance for Healthy Families – Governing Board

Metropolitan Emergency Services Board (MESB); (*PLUS Subcommittees: A) Executive; B) Radio Cost Allocation Committee*)

NACO

Parks Board

Planning Commission

Public Health Commission

Regional Juvenile Detention Facility – Lino Lakes

Road & Bridge Committee of the Whole

South Center/South Lindstrom Sanitary Sewer District

Solid Waste Advisory Committee

Township Association

U of MN Extension Committee

Water Plan Policy Team (*PLUS Subcommittee – Metro Area Water Supply Advisory Council*)

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Chair McMahon stepped down and gave the gavel to Vice Chair Greene.

On motion by McMahon, seconded by Montzka, the Board re-appointed Gregg Carlson as District #3 representative on the Board of Adjustment; effective January 6, 2018 thru January 2, 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Vice Chair returned gavel to Chair McMahon.

On motion by Robinson, seconded by Greene, the Board appointed John Sutcliffe as District #5 representative on the Board of Adjustment; effective January 6, 2018 thru January 2, 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Chair McMahon stepped down and gave the gavel to Vice Chair Greene.

On motion by McMahon, seconded by Montzka, the Board appointed Patricia Frank as a representative on the East Central Regional Library Board; effective January 3, 2017 thru January 3, 2020. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by McMahon, seconded by Montzka, the Board Gregg Carlson appointed as District #3 representative on the Park Board; effective January 6, 2018 thru January 2, 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by McMahon, seconded by Robinson, the Board appointed Dave Whitney as District #3 representative on the Planning Commission; effective January 6, 2018 thru January 2, 2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Vice Chair returned gavel to Chair McMahon.

On motion by Montzka, seconded by Greene, the Board appointed Charles Yeager as District #4 representative on the Planning Commission; effective January 2, 2018 thru January 2, 2020. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Robinson, seconded by Greene, the Board appointed Frank Storm as District #5 representative on the Planning Commission; effective January 6, 2018 thru January 2,

2021. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Robinson, seconded by Greene, the Board re-appointed Kirsten Kennedy Hagen as a District #1 representative on the HRA-EDA; effective January 1, 2018 thru January 2, 2023, re-appointed James Stein as a District #2 representative on the HRA-EDA; effective January 1, 2018 thru December 31, 2019, re-appointed David Boniface as a District #1 representative on the HRA-EDA; effective January 1, 2018 thru December 31, 2022 and re-appointed Daniel Hoffman as a District #5 representative on the HRA-EDA; effective January 1, 2018 thru December 31, 2020. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

The Chair opened the Citizen’s Forum at 11:43 a.m. 0 citizen spoke at the meeting. The Chair closed the Citizen’s Forum at 11:43 p.m.

On motion by Robinson, seconded by Greene, the Board moved to allow HHS Director Nancy Dahlin present her items 17-23 to the Board. The motion carried as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Chair McMahon stepped down and gave the gavel to Vice Chair Greene.

HHS Director Nancy Dahlin presented items 17-23 to the Board with a brief HHS Department update.

On motion by McMahon, seconded by Montzka, the Board moved items 17-23 to the Business meeting’s consent agenda. The motion carried as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Montzka, seconded by McMahon, the Board moved to end HHS Director Nancy Dahlin’s presentation. The motion carried as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

Vice Chair returned gavel to Chair McMahon.

On motion by Greene, seconded by Robinson, the Board moved to approve the Consent Agenda items 11 – 13. The motion carried as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

1.) Payment of County’s Warrants and Miscellaneous Bills

Bills Paid 12/29/2017 \$850,380.86  
01/04/2017 \$673,575.43

**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>
12/22/2017	\$232,638.62		County’s Warrants

12/22/2017	\$28,575.97	01/02/2017	Auditor's Warrants
12/29/2017	\$35,233.75		County's Warrants
12/29/2017	\$23,025.80	01/02/2017	Auditor's Warrants

- 2.) Minutes from the December 20, 2017 Regular Meeting
- 3.) Application for Exempt Permit – Rocky Mountain Elk Foundation

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**RESOLUTION NO. 18/0102-xx**  
**APPROVING SUBMISSION OF AN EXEMPT PERMIT FOR GAMBLING FOR THE**  
**ROCKY MOUNTAIN ELK 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 an application from the Rocky Mountain Elk Foundation for a raffle at the Lent Town Hall is located at 33155 Hemingway Ave., Stacy, MN 55079 on January 27, 2018.

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- 4.) Prof/Tech. Services Contract with Canvas Health Inc.
  - 5.) Prof/Tech. Services Contract with Family Pathways
  - 6.) Prof/Tech. Services Contract with Lighthouse Child and Family Services
  - 7.) Prof/Tech. Services Contract with Therapeutic Services Agency
  - 8.) Child Abuse Prevention and Treatment Act (CAPTA) Acceptance of Grant Award
  - 9.) SHIP Grant Agreement – Forest Lake Area Schools – SHIP Coordinator
  - 10.) SHIP Grant Agreement – Rush City Schools – SHIP Coordinator

The Chair tabled the discussion of the 2019 ARMER Radio Fees and the 2019 MDC Fee and Replacement Fund.

New appointed County Board Chair McMahon summarized the County Administrator's Performance Evaluation as exceeding expectations. On motion by Greene, seconded by Montzka, the Board approved the review of the Performance Evaluation. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board appointed the 2018 AMC Committee assignments, as designated at Today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

County Administrator Messelt provided the following updates: Correspondence. *No action taken.*

On motion by Greene, seconded by Montzka, the Board adjourned at 12:08 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, McMahon, Montzka, Robinson, Walker **OPPOSED:** None.

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George McMahon, Chair

Attest: \_\_\_\_\_  
Chase Burnham  
Clerk, County Board