

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Tuesday, January 7, 2020**

At 9:00 a.m., Tuesday, January 7, 2020 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: DuBose, Greene, McMahon, Montzka, and Robinson. Also present: *Interim* County Administrator Chase Burnham, County Attorney Janet Reiter, and *Interim* Clerk of the Board Christina Vollrath.

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 Greene, seconded by McMahon, the Board moved to approve the Agenda for the Board of Commissioners meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

The Clerk of the Board then called for nominations for Chair for 2020.

Commissioner McMahon nominated Commissioner Montzka. 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 Montzka. Commissioner Montzka voted for himself. Commissioner Greene voted for Commissioner Montzka. Commissioner DuBose voted for Commissioner Montzka. Commissioner McMahon voted for Commissioner Montzka, whereupon the Clerk declared Commissioner Montzka as Chair of the Board for 2020.

The newly declared Chair for 2020, Commissioner Montzka, called for nominations for Vice Chair for 2020.

Commissioner Robinson nominated Commissioner DuBose. Upon call, there were no other nominations. Seconded by Commissioner McMahon.

The Chair then called for a roll call vote of the candidates for Vice Chair: Commissioner Robinson voted for Commissioner DuBose. Commissioner Montzka voted for DuBose. Commissioner Greene voted for Commissioner DuBose. Commissioner DuBose voted for himself. Commissioner McMahon voted for Commissioner DuBose, whereupon the Chair declared Commissioner DuBose as Vice Chair of the Board for 2020.

Those in favor of Commissioner DuBose for Vice-Chair, please say “aye;” whereupon the Chairperson declared Commissioner DuBose as Vice-Chair of the Board for 2020.

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New Chair Montzka provided the following opening remarks:

The coming year will present us with many challenges. Here are some proactive measures that we can take to improve the quality of life for our residents:

- Continue fiscally responsible annual budgets.
- Prioritize our County spending, seek available grants, and pursue strategic partnerships to allow for efficient and effective provision of local services.
- Improve the sustainability and diversity of our local tax base and promote quality economic development.
- Advocate for and plan our County's future, including thoughtful land use and forward looking public services.

We can accomplish more for our County when we work together with respect. I am looking forward to seeing what we will be able to do this year.

Ben Montzka, County Commissioner

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On motion by DuBose, seconded by Greene, the Board moved to adopt Roberts Rules of Order, 11<sup>th</sup> Edition, for the parliamentary procedures and guideline for conduct of Meetings of the 2020 Chisago County Board of Commissioners, as modified by local practice. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

Commissioner Greene offered a motion to adopt the attached 2020 Rules of Conduct, for meetings of the Chisago County Board of Commissioners. Motion seconded by DuBose. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **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.) prepare a draft agenda and related materials ahead of time, with the assistance of County staff; and
  - b.) assure compliance with the meeting's agenda, and;
  - c.) facilitate fair and equitable treatment of Board members, citizens and staff; and
  - d.) 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. All video recording devices will be in the back corners of the public seating areas.
8. These rules may be modified by the Chisago County Board of Commissioners upon majority vote at any regular or special Board meeting.

Commissioner McMahon offered a motion to adopt the 2020 Chisago County Board of Commissioners Meeting Schedule via the attached Resolution. Motion seconded by DuBose. The original motion **carried** as follows: The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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**RESOLUTION NO. 20/0107-1**  
**DEFINING THE 2020 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 15<sup>th</sup>, 2020, commencing at 6:30 p.m.; and

**BE IT FURTHER RESOLVED**, by the Chisago County Board of Commissioners that from and after January 7<sup>th</sup>, 2020, 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. on the first Wednesday of each month and commencing at 6:30 p.m. on the third Wednesday of each month; 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 DuBose, seconded by McMahan, the Board moved to establish the 2020 mileage reimbursement rate equal to the federal maximum allowable rate; as of this date it is \$.575 per mile, and to establish the 2020 mileage reimbursement rate at \$.35 per mile, when at the driver's discretion, a personal vehicle is used, rather than an available County vehicle and the rates set by the GSA for lodging and meals. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by McMahan, seconded by Greene, the Board moved to approve the Attached Resolution affirming the County's policy regarding routine Personnel and Human Resource Actions. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka **OPPOSED:** Robinson.

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**RESOLUTION NO. 20/0107-2**  
**DELEGATING CERTAIN HUMAN RESOURCE AND**  
**PERSONNEL FUNCTIONS TO COUNTY ADMINISTRATOR**

**WHEREAS**, Minnesota Statute § 375.18, subd. 2 provides that a County Board has the power to manage county business and make orders concerning them as it deems expedient; and

**WHEREAS**, Minnesota Statute § 375A.06 sets forth the functions of the County Administrator as exercising general supervision over all county institutions and agencies and responsible for proper administration of county affairs, with those relating to certain Human Resources and Personnel management requiring approval of the County Board; and

**WHEREAS**, the County Attorney has opined that certain elements of such personnel and human resource functions may be delegated to the Administrator at the discretion of the County Board.

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Chisago County that the following Personnel and Human Resource functions are hereby delegated to the Administrator:

- Routine, perfunctory Step Increases for County employees, when duly included in the Board-approved Annual Budget and in Board-approved labor agreements (represented) and personnel policies (non-represented).
- Routine recruitment, selection and hiring processes for County employees below the level of Department Director, pursuant to County Personnel Policies and Procedures, when such position's FTE is duly established and when such position's funding is included in the Board-approved Annual Budget.
- Those personnel actions relating to employee retirement, resignation, discipline and termination of County employees below the level of Department Director, pursuant to federal and state statutes and subject to County Board-approved labor agreements, and personnel policies and procedures.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** by the County Board of Chisago County that such delegation, intended to facilitate more timely action on certain personnel issues and increasing organizational efficiency, will be annually reviewed and affirmed by the County Board.

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On motion by DuBose, seconded by Greene, the Board moved to approve, by Resolution, the 2020 Commissioners' Committee Assignments, as designated at today's meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka **OPPOSED:** Robinson.

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**RESOLUTION NO. 20/0107-3  
COUNTY COMMISSIONER  
COMMITTEE ASSIGNMENTS FOR 2020**

**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*)

Lower St. Croix One Watershed One Plan

Lakes Improvement District

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On motion by Greene, seconded by McMahan, the Board moved to approve the AMC 2020 Policy Committee and Voting Delegate Appointments. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by McMahan, the Board moved to appoint Douglas Greene as a representative on the Board of Adjustment for District 1; effective January 7<sup>th</sup>, 2020 thru December 31, 2022 . The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by DuBose, the Board moved to appoint Charles Yeager as a representative on the Board of Adjustment for District 4; effective January 7<sup>th</sup>, 2020 thru December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by McMahan, the Board moved to appoint Janet Schweigert as a representative on the Extension Committee for District 5; effective January 8<sup>th</sup>, 2020 thru January 8, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by McMahan, the Board moved to appoint James Stein as a representative on the HRA-EDA for District 2; effective January 7<sup>th</sup>, 2020 thru December 31, 2024. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahan, Montzka, Robinson **OPPOSED:** None.

On motion by McMahan, seconded by Greene, the Board moved to appoint Keith Carlson as a representative on the Library Board At-Large; effective January 7<sup>th</sup>, 2020 thru



December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by Robinson, the Board moved to appoint Dan Kaiser as a representative on the Park Board for District 2; effective January 7<sup>th</sup>, 2020 thru December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Greene, the Board moved to appoint Jill Sicheneder as a representative on the Park Board for District 4; effective January 7<sup>th</sup>, 2020 thru December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by Greene, the Board moved to appoint Jim Froberg as a representative on the Planning Commission for District 1; effective January 7<sup>th</sup>, 2020 thru December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by McMahon, the Board moved to appoint Charles Yeager as a representative on the Planning Commission for District 4; effective January 7<sup>th</sup>, 2020 thru December 31, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by McMahon, the Board moved to designate the Chisago County Press as the Newspaper for Official Publications for 2020-22, subject to annual reaffirmation. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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

12. Payment of County's Warrants and Miscellaneous Bills

Bills Paid 12/31/2019 \$287,353.71  
1/07/2020 \$632,267.70

**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>
12/20/2019	\$190,340.42		County's Warrants
12/20/2019	\$31,184.44	01/07/2020	Auditor's Warrants
12/27/2019	\$76,573.60		County's Warrants
12/27/2019	\$39,730.72		Auditor's Warrants

13. Minutes from the December 18, 2019 Regular Meeting

- 14. Authorization for County Auditor to Transfer Funds
- 15. Resolution for VISA Accounts – Auditor/Treasurer

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**RESOLUTION NO. 20/0107-4**  
**APPROVING SUBMISSION OF A RESOLUTION APPLY FOR AND OBTAIN VISA ACCOUNTS**

The undersigned, Bridgitte Konrad, hereby certifies that she is the duly appointed, qualified officer of Chisago County, a local government in the State of Minnesota; that the following resolutions were duly adopted on January 7, 2020; and that the following is a true and correct copy of said resolutions as they appear in the minute book of the County.

**RESOLVED**, that Chisago County apply for and obtain VISA accounts.

**FURTHER RESOLVED**, that each account obtained be issued one VISA card embossed with the name of a designated employee that sales drafts, and other instruments for charges, be signed by the designated officer or employee shall be valid and binding upon this County.

**FURTHER RESOLVED**, that any of the following officers of this County are empowered to authorize the TCM Bank, NA to issue VISA cards to the other designated officers and employees.

Bridgitte Konrad County Auditor-Treasurer  
**Title**

Amy Okerstrom Deputy Auditor-Treasurer  
**Title**

**FURTHER RESOLVED**, that a certified copy of forgoing resolutions made by this County under its government seal be sent to the TCM Bank, NA, and that TCM Bank, NA may rely thereon until advised to the contrary in writing.

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On motion by DuBose, seconded by Greene, the Board moved to approve the NWTF Long Spurs of Sunrise River Chapter’s resolution to conduct a raffle at their event on February 8, 2020 at the Lent Town Hall. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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**RESOLUTION NO. 20/0107-5**  
**APPROVING SUBMISSION OF AN EXEMPT PERMIT FOR GAMBLING FOR THE NWTF LONG SPURS OF SUNRISE RIVER CHAPTER**

**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 NWTF Long Spurs of Sunrise River Chapter for a raffle at the Lent Town Hall is located at 33155 Hemingway Ave., Stacy, MN 55079 on February 8, 2020.

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On motion by Greene, seconded by McMahon, the Board moved to approve the resolution accepting the donation from the Comfort Lake – Forest Lake Watershed District for the 2020 Children’s Water Festival. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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**RESOLUTION NO: 20/0107-6**  
**ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY 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 County has received a donation from a business or private individual in Chisago County 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 the following donations received by the Chisago County in 2020:

- Comfort Lake Forest Lake Watershed District: \$2,000.00 for the Children’s Water Festival
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On motion by DuBose, seconded by McMahon, the Board moved to approve a credit card for Scotty Finnegan of the CCSO. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Greene, seconded by McMahon, the Board moved to set the 2020 Ditch Levies at a 25% increase over 2019 as shown in the January 7, 2020 County Auditor Treasurer Memo. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

*Interim* County Administrator Chase Burnham provided the following updates: Correspondence: Highway 8 Let’s Get Moving Pamphlet. **No action taken.**

The Chair opened the Citizen’s Forum at 9:33 a.m. 0 citizens spoke at the meeting. The Chair closed the Citizen’s Forum at 9:33 a.m.

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

On motion by McMahon, seconded by Greene, the Board adjourned at 9:37 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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Commissioner Montzka, Chair

Attest: \_\_\_\_\_  
Christina Vollrath  
*Interim* Clerk, County Board