

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
OFFICIAL PROCEEDINGS  
Tuesday, January 8, 2019**

At 9:00 a.m., Tuesday, January 8, 2019 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: 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.

10<sup>th</sup> Judicial District Judge Suzanne Bollman administered the oath of office to Commissioner-elect Chris DuBose, Commissioner Ben Montzka, County Attorney Janet Reiter, County Sheriff Brandon Thyen, and County Auditor-Treasurer Dennis Freed.

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

On motion by McMahon, seconded by DuBose, 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 2019.

Commissioner McMahon nominated Commissioner Greene. 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 Greene. Commissioner Montzka voted for Commissioner Greene. Commissioner Greene voted for himself. Commissioner DuBose voted for Commissioner Greene. Commissioner McMahon voted for Commissioner Greene, whereupon the Clerk declared Commissioner Greene as Chair of the Board for 2019.

The newly declared Chair for 2019, Commissioner Greene, called for nominations for Vice Chair for 2019.

Commissioner McMahon nominated Commissioner Montzka. 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 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 Chair declared Commissioner Montzka as Vice Chair of the Board for 2019.

New Chair Greene allowed 2018 Chair McMahon to provide some closing remarks.

On motion by DuBose, seconded by McMahon, 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:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

Commissioner Montzka offered a motion to adopt the Rules of Conduct for Chisago County Board Meetings. Motion seconded by Robinson. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, 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.) a) assure compliance with the meeting's agenda, and;
  - c.) b) facilitate fair and equitable treatment of Board members, citizens and staff; and
  - d.) 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. Electronic recording devices shall be in the back of the room.
8. These rules may be modified by the Chisago County Board of Commissioners upon majority vote at any regular or special Board meeting.

Commissioner Robinson offered a motion to adopt the meeting schedule via the attached resolution. Motion seconded by McMahon. 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. 19/0108-01  
DEFINING THE 2019 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 16<sup>th</sup>, 2019, commencing at 6:30 p.m.; and

**BE IT FURTHER RESOLVED**, by the Chisago County Board of Commissioners that from and after January 8<sup>th</sup>, 2019, 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 6:30 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 Montzka, seconded by McMahon, the Board established the 2019 mileage reimbursement rate equal to the federal maximum allowable rate; as of this date it is \$.58 per mile and established the 2019 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:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by DuBose, seconded by McMahon, the Board re-appointed Donna Nowicki as District #2 representative on the Board of Adjustment; effective January 8, 2019 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board appointed Jeske Noordergraaf as District #2 representative on the Extension Committee; effective January 8, 2019 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by McMahon, the Board re-appointed Charles Yeager as District #4 representative on the Extension Committee; effective January 8, 2019 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board appointed Douglas Toavs as At-Large representative on the Extension Committee; effective January 8, 2019 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by DuBose, the Board appointed Chad Lindgren as District #4 representative on the HRA-EDA to complete David Boniface's term; effective January 8, 2019 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 appointed Jolene Wille as District #1 representative on the Park Board; effective January 8, 2019 thru January 8, 2022 The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by McMahon, the Board appointed Frank Storm as District #5 representative on the Park Board; effective January 8, 2019 thru January 8, 2022 The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board James McCarthy as District #2 representative on the Planning Commission; effective January 2, 2018 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by McMahon, the Board re-appointed John Sutcliffe as At-Large representatives on the Planning Commission; effective January 8, 2019 thru January 2, 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 appointed Shellene Johnson as At-Large representatives on the Planning Commission; effective January 8, 2019 thru January 2, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by DuBose, the Board appointed Lawrence Nelson as an At-Large representative on the Water Plan Policy Team; effective January 8, 2019 thru January 8, 2022 The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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

Meeting reconvened at 10:14 a.m.

The Chair opened the Citizen's Forum at 10:14 a.m. 0 citizen spoke at the meeting. The Chair closed the Citizen's Forum at 10:14 a.m.

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

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

Bills Paid 12/27/2018 \$219,474.89  
1/2/2019 \$427,400.95

**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>
12/28/2018	\$46,248.78		County's Warrants
12/28/2018	\$9,610.15	01/08/2019	Auditor's Warrants

2.) Minutes from the December 19, 2018 Regular Meeting

3.) Authorization for County Auditor to Transfer Funds

On motion by Montzka, seconded by McMahon, the Board approved the inmate food service contract with Consolidated Correctional Food Service as recommended by the Sheriff's Office and approved as to form by the County Attorney's Office. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by Robinson, the moved to approve the 2018 Urban Area Security Initiative Grant. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board moved to approve the Professional/Technical Services Contract between MAK Consulting L.L.C. and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by Montzka, the Board moved to accept the Human Resources Update from October 1, 2018 to December 31, 2018. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Montzka, seconded by McMahon, the Board moved to approve the resolution for a temporary easement with MnDOT for TH 61. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by Montzka, the Board moved to award professional services contract to Stonebrooke Engineering, Inc at tonight's meeting for Engineering Services. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board moved to approve the final payments of CP 13-70-18 CR 70 Pavement Improvement Project. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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**RESOLUTION NO. 19/0108-2**  
**TEMPORARY EASEMENT AGREEMENTS WITH MNDOT FOR TH 61 PROJECT**

**WHEREAS,** The Minnesota Department of Transportation is planning an improvement project on TH 61 from the County Line to I-35 in Chisago County; and

**WHEREAS,** the project requires temporary easements to construct; and

**WHEREAS,** the easements will have no permanent negative impact on the County's property; and

**WHEREAS**, Chisago County wishes to cooperate with MnDOT to complete this improvement project;

**NOW THEREFORE BE IT RESOLVED**; that the Chisago County Board of Commissioners does hereby approve the temporary permits to construct and authorizes the appropriate parties to sign the documents.

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On motion by McMahon, seconded by Montzka, the Board moved to approve the out of state travel request for 2 Public Work Employees to attend 2019 ATSSA conference in Fargo, North Dakota, from March 18-20. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by Robinson, seconded by McMahon, the Board moved to acknowledge and accept the notification of retirement of Ms. Nancy Dahlin, Health and Human Services Department Director, and direct County staff to proceed accordingly to engage DDA Human Resources, Inc. in the development of transition/succession options for future Board consideration. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

On motion by McMahon, seconded by DuBose, the Board appointed the 2019 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 McMahon, seconded by DuBose, the Board adjourned at 10:32 a.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

\_\_\_\_\_  
Richard Greene, Chair

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