

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, September 16, 2020**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, September 16, 2020 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, McMahon, Montzka, Robinson. County Attorney Janet Reiter participated electronically. Also present: County Administrator Chase Burnham and *Interim* Clerk of the Board Christina Vollrath.

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

Commissioner Robinson offered a motion to approve the amended agenda adding discussion on commercial outdoor shooting ranges with Environmental Services/Zoning Department. Motion seconded by DuBose. The motion **passed** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

6:32 p.m. – COVID-19 Update by HHS Director Bob Benson – ended 6:42 p.m.

On motion by DuBose, seconded by McMahon, the Board opened the Road and Bridge Committee of the Whole at 6:42 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

The Board was given updates on the following current projects of the Public Works Department from County Engineer Joe Triplett: Construction Updates. ***No action was taken.***

On motion by McMahon, seconded by Robinson, the Board moved items 1-4 to the consent agenda. 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 close the Road and Bridge Committee of the Whole at 6:48 p.m. 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 approve the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – CSAH 14 Transfer in City of North Branch
- 3.) R&B Committee Recommendation – MN HFPG Submittal for TH 8 Recon. Project
- 4.) R&B Committee Recommendation – Final Payments for CP 13-CUL-20 CR 63 and CR 93
- 5.) Minutes from the September 2, 2020 Regular Meeting
- 6.) Payment of County’s Warrants and Miscellaneous Bills
- 7.) Application for Exempt Permit – East Central Friends of the NRA

The Board was given a brief update on the Environmental Services from Director Kurt Schneider. *No action was taken.*

9 On motion by DuBose, seconded by McMahon, the Board moved to **Approve** the Conditional Use Permit for a Major Home Occupation as requested by David Wheeler at 24875 Olinda Trail based on the Revised CUP Application/Proposal narrative and site and screening plan on record as provided by Applicant and based on the Findings of Fact as presented in Staff’s report with the following conditions:

1. This is a Conditional Use Permit for a Major Home Occupation to operate Miller Mobile Marine as a fully indoor contained boat storage and affiliated detailing and minor repairs and dock sales home business in accordance with the Revised CUP Application/Proposal narrative and site and screening plan (100 spruce trees and all open buildings will be fully enclosed during winter storage months) as presented and on file to include limited indoor seasonal storage of up to 52 boats/personal watercraft only to existing dock and boat customers; and in accordance with Section 4.04.C of the Chisago County Zoning Ordinance.
2. The days and hours of the operation are Monday through Friday from 8 AM to 5 PM year round.
3. There can be no promoted or invited customer traffic to the site.
4. All work, except loading and unloading of material, must be conducted within the existing two 60x40 and 50x200 detached accessory structures of boat and business storage and parking space as proposed. Any future construction of a pole building for the home occupation would require an amendment to the CUP to verify scale and site suitability for expansion.
5. The use must conform with all relevant criteria of Section 4.04.C of the Chisago County Zoning Ordinance as follows:
 - a. Only those persons residing in the home and up to six employees may be employed on site with this home occupation.
 - b. No business affiliated signage is permitted.
 - c. The outdoor display and/or storage of business affiliated goods, materials, employee vehicles, trailers, and equipment is prohibited.

- d. Solid waste and recycling containment and screening shall be identified on the site development plan and screened and enclosed with a board on board or other comparable refuse and recycling enclosure area as approved by the county.
- 6. All existing construction shall be verified and built in accordance with relevant building and construction permit requirements in effect at that time. Pursuant to the review and inspection of the County Building Official all existing structures shall be in accordance with the State Building Code resulting in any change in occupancy after issuance of a Certificate of Occupancy.
- 7. The permit holder must notify the County annually that the activity permitted by the CUP is ongoing, and the activities being conducted continue to adhere to the conditions of approval.

The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, **OPPOSED:** Robinson, Montzka

CITIZENS FORUM - TIME 7:01 p.m. # of **SPEAKERS** - 2 **END**
TIME 7:11 p.m.
 ___ 0 ___ letters, ___ 2 ___ emails

10 On motion by Robinson, seconded by Greene, the Board moved to approve the 7M Lakes 1st Addition preliminary plat located in Nessel Township, XXX Crest Way, in Section 23, T. 37, R. 22, PID #06.00518.00. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

11 On motion by DuBose, seconded by Greene, the Board moved to approve the Oasis East West preliminary plat located in Chisago Lakes Township, 34965 Oasis Road, in Section 10, T. 34, R. 20, PID #02.00498.00 and 02.00498.10. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

12 On motion by Greene, seconded by McMahon, the Board moved to table the item to the next regular board meeting on Wednesday, October 7, 2020 at 7:00 p.m. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

13 On motion by Greene, seconded by McMahon, the Board moved to approve the renewal of the Gordian Energy Systems Interim Use Permit to construct a one-megawatt solar garden at in Sunrise Township, Sec. 28, T. 35, R 20, (PID #09.00303.10) with Findings and Conditions as previously approved on April 17, 2019.

Alternatively, should the County Board desire additional time to further review the record and make a decision on this application, the suggested motion is as follows:

Move to extend the initial 60-day period for required action on this IUP application for up to an additional 60 days, so to allow for further review of the record and to make a decision on this application, as allowed under Minnesota State Statute 15.99 Subd. 3(f). The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

14 On motion by Robinson, seconded by DuBose, the Board moved to approve the Gravel Hauling For Parks Department Quote from Ivy Farms Inc. at a total estimated cost of \$22,105.25 not to exceed \$23,000 and a purchase of 2 mowers not to exceed \$20,000 as a budgeted 2020 CIP expense. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

16 On motion by McMahon, seconded by DuBose, the Board moved to accept the Auditor-Treasurer's January-July 2020 Finance Report, as prepared for the Budget & Finance Committee. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon **OPPOSED**: Robinson, Montzka.

17 On motion by McMahon, seconded by DuBose, the Board moved to approve by Board Resolution the Chisago County Preliminary 2021 Levy and Annual Budget, as presented [and/or "as modified"] at tonight's meeting; to include:

- A 2021 Preliminary County Levy of \$42,349,661
- A 2021 Proposed Annual Budget with Expenditure of \$72,735,610
- Establishment of Wednesday, December 2nd, 2020 at 7:00 PM as the date and time required for public review of and comment on the Proposed 2021 Annual Budget & Final 2021 Levy

The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon **OPPOSED**: Robinson, Montzka.

18 On motion by DuBose, seconded by Greene, the Board moved to approve accepting public comments on the Chisago County Sheriff's Office Body Worn Camera policy. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

**Written comments submitted via email; no in person public comments at the meeting.

19 On motion by McMahon, seconded by Greene, the Board moved to approve the contract with Century College SLOT Program for the 2020-2021 education cycle. The motion carried as follows: **IN FAVOR THEREOF**: DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED**: None.

20 On motion by Greene, seconded by McMahon, the Board moved to approve Out of State Travel Request to attend Active Shooter Response Training for Deputy Reggie

Martin and Nathan Fisher in Grafton, ND, October 5 - 7, 2020. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

21 On motion by McMahon, seconded by Greene, the Board moved to approve Out of State Travel Request to attend Cell Phone Forensics Training for Investigator Pat LaVasseur in Des Moines, IA, September 21 - 25, 2020. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

22 On motion by Greene, seconded by McMahon, the Board moved to approve the renewal agreements for National Insurance Services for short term and long term disability insurance. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

23 On motion by McMahon, seconded by DuBose, the Board moved to approve the HIPAA Compliance And Business Associate Agreement (Baa) Addendum for agreement between Avenu Insights & Analytics, Inc. and the County Of Chisago. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

24 On motion by DuBose, seconded by McMahon, the Board moved to approve amending the Chisago County Procurement Policy Section 7 and 8 to reflect MN Stat. 471.345 until the end of the COVID-19 emergency to allow for speedier purchase of item or projects that cost less than \$175,000. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

25 On motion by McMahon, seconded by Greene, the Board moved to approve not participating in the 'deferring payroll' option due to the limited benefit and the potential liability to the County. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

26 On motion by DuBose, seconded by McMahon, the Board moved to approve beginning Phase 3 of the Small Business Relief Grant Program on September 21st, which allows for any qualifying business in Chisago County to be eligible for up to \$5,000 of eligible CARES Fund expenses through the Chisago County HRA-EDA if the business submits their application to the program and signs a sub-recipient agreement with the Chisago County HRA-EDA. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

27 On motion by DuBose, seconded by Robinson, the Board moved to approve letters of support for the Border to Border Broadband Grant for Franconia and Chisago Lakes Townships and a letter of support for the City of North Branch to acquire a fixed wireless network. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

28 On motion by Greene, seconded by Robinson, the Board moved to approve the attached Proclamation, which proclaims October 4 – 10, 2020 as Manufacturers Week in Chisago County. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

29 On motion by McMahon, seconded by Greene, the Board moved to approve the HRA-EDA Levy and Budget FY 2021. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

30 On motion by Greene, seconded by McMahon, the Board moved to approve the allocation of CARES Act funding to purchase a mobile testing unit for Public Health and to upgrade the AV equipment for the County buildings and conference rooms. The motion carried as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

County Administrator Chase Burnham provided administrator updates and correspondence: Absentee Voting. *No action was taken.*

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

On motion by McMahon, seconded by DuBose, the Board adjourned the meeting at 8:05 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None

Ben Montzka, Chair

Attest: _____
Christina Vollrath
Interim Clerk of the Board