

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
OFFICIAL PROCEEDINGS
Wednesday, October 16, 2019**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, October 16, 2019 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, McMahon, Montzka, Robinson. Also present: Assistant County Attorney Amy Cupelli, and *Interim* 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 DuBose offered a motion to approve the amended agenda. Motion seconded by Montzka, the motion **passed** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

The Chair opened the Road and Bridge Committee of the Whole at 6:30 p.m.

The Board was given updates on the following current projects of the Public Works Department from County Engineer Joe Triplett: County Engineer's Report; Final Contract Payments for CR 81 CSAH 19 HSIP and CR 74 Reconstruction. *No action was taken.*

On motion by DuBose, seconded by McMahon, the Board moved to accept the Highway Engineer's Report and moved items 1 – 2 to the Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

At 6:36 p.m., the Chair closed the Road and Bridge Committee of the Whole.

On motion by Montzka, 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.) Accept County Engineer's Report
- 2.) R&B Committee Recommendations: Final Contract Payments for CR 81 CSAH 19 HSIP and CR 74 Reconstruction
- 3.) Minutes from October 2, 2019 Board Meeting
- 4.) Payment of County's Warrants and Miscellaneous Bills
- 5.) Authorization for County Auditor to Transfer Funds

Interim County Administrator Chase Burnham presented the Board with the following action items; Environmental Services and Zoning Director's Report; Two Grant Requests for the MN DNR No Child Left Inside Program. *No action was taken.*

Commissioner Montzka accepted the Director's Report.

On motion by DuBose, seconded by Montzka, the Board moved to authorize Chisago County staff to submit two requests for the No Child Left Inside Grant Program, 2019 Phase 1 Mini Grants as presented at tonight's meeting. 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 2019 Capital Improvement Plan as recommended by the Interim County Administrator. 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 direct Human Resources Director Renee Kirchner to seek information for a Market Analysis on the County Pay Scale/Grade. 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 authorize the Chisago County MICS Director to execute agreements as required to complete the replacement of HireTouch Software with CivicHR Total Package. 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 Out of State Travel Request for Jocelyn Bruns to travel to Salt Lake City, Utah for case management responsibilities for a client residing in an out of state care facility. 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 Out-of-State Travel Request for Michelle Schopper to travel to Connecticut to provide targeted case management services to a client residing in a specialized facility. 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 direct HR Director Renee Kirchner to begin the recruitment and hiring timeline to employ a new County Administrator by mid-January. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

At 7:19 p.m., the Chair opened Citizen Forum. 2 Citizens spoke; the Chair closed Citizen Forum at 7:27 p.m.

On motion by Robinson, seconded by DuBose, the Board moved to approve moving forward with a Public Hearing regarding the creation of an appointed position of County Auditor-Treasurer. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

Interim County Administrator Burnham provided the following updates: Historical Society Tax Abatement Request; Nancy Hoffman HRA-EDA award. **No action was taken.**

On motion by Montzka, seconded by McMahon, the Board moved to accept the resignation of the current Health and Human Services Director Monica Long and appoint Bob Benson as the Interim County Health and Human Services Director, the Board also moved to direct Human Resources Director Renee Kirchner to post the position internally for the Full-time Health and Human Services Director position. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

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

On motion by Robinson, seconded by Montzka, the Board adjourned the meeting at 8:07 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, McMahon, Montzka, Robinson **OPPOSED:** None.

Richard Greene, Chair

Attest: _____
Christina Vollrath
Interim Clerk of the Board