



## MINUTES

### BOARD OF SUPERVISORS MEETING

February 21, 2023 7:00 PM

Location: Zoom Call 1 312 626 6799 US (Chicago)

Meeting ID: 837 6758 8772 Passcode: 039991

Town Hall 33155 Hemingway Avenue, Stacy, MN 55079

### CALL MEETING TO ORDER

#### *Pledge of Allegiance*

R. Keller called the meeting to order at 7:00pm

**Members present:** Chairperson R. Keller, Vice Chair T. Nelson, Supervisor J. Barrett, Supervisor B. Seekon

**Members absent:** C. Cagle

**Others present:** Clerk T. Smolke, Treasurer S. Aker, Commission member D. Stiers, Planner L. Johnson, and 3 members of the public signed in

### REVIEW & APPROVE THE AGENDA

**B. Seekon made a motion to approve the board agenda. Second by T. Nelson.** R. Keller would like to add Transfer Funds under the Treasurer Comments and T. Nelson would like to add item '**E. Fire Department**'.

**Votes via roll call, ayes 4, nays 0. Motion carried.**

### APPROVE BOARD MEETING MINUTES FROM JANUARY 17, 2023

**T. Nelson made a motion to approve the Board Meeting Minutes from January 17, 2023. Second by B. Seekon.** **Votes via roll call, ayes 4, nays 0. Motion carried.**

### REVIEW & APPROVE CONSENT AGENDA

**B. Seekon made a motion to approve the Consent Agenda. Second by T. Nelson.** B. Seekon said there was a bill from Zerorez and T. Smolke questioned the amount. B. Seekon said the office and Birdie Woods room were measured at 1200 square feet each, which seemed high, so he measured and totals were much less than 1200 square feet total. **Votes via roll call, ayes 4, nays 0. Motion carried.**

### TREASURER COMMENTS

S. Aker asked what the schedule for reviews was. Two are coming up very soon and the others are not until mid-summer. R. Keller said they will be done as scheduled. B. Seekon said he is guessing we will be merged with the city before the summer reviews.

R. Keller referenced the annual budget meeting and said we need to transfer 75,000 out of the Road and Bridge fund. **R. Keller made a motion to transfer 75,000 out of Road and Bridge and move it to the General Fund. Second by B. Seekon. Votes via roll call, ayes 4, nays 0. Motion carried.**

**R. Keller made a motion to transfer 175,000 out of Road and Bridge and move it to the P&Z Fund. Second by T. Nelson. R. Keller said this would leave 12,000 in Road and Bridge. Votes via roll call, ayes 4, nays 0. Motion carried.** R. Keller asked S. Aker for a separate line for ARPA and J. Barrett agreed, saying the county does it that way. R. Keller said he would like to give an explanation at the annual meeting about the transfers. T. Nelson asked S. Aker if she feels comfortable with the new process and billing escrow moving forward so P&Z doesn't go negative again. J. Barrett said the supervisors could get better and reviewing these numbers on a monthly basis and T. Nelson said we need to take in account the time our consultants are spending. T. Nelson said the board had no idea the former inspector was owed enough money to make our account negative and if it ever gets close to going in the red again, the board needs to know immediately. R. Keller some of the expenses are just the cost of doing business and we should budget for that. T. Nelson said this should come out of the General fund



but J. Barrett said it should stay in Planning as visibility is important. There was discussion on why the Planning and Zoning Commission is relying on the Planner so heavily and R. Keller believes it is because of the turnover. B. Seekon expressed concern over the legalities the Commission could face and J. Barret said the attorney would have to get involved at that point. T. Nelson said when the truck wash issues were being worked out, C. Cagle got much more info than the Planner did in three months so P&Z should be doing more research. J. Barrett asked if the Planner spend more time on the ordinance, leaving some of the research up to P&Z. He also counted four resolutions drafted by the Planner. **Increases were discussed but tabled until S. Aker gets consultant numbers compiled.**

#### **NEW BUSINESS**

**Lions LG555 - \$500 Parks and Rec (Resolution 2023-8)**

**T. Nelson made a motion to approve the Lions LG555 for \$500 for Parks and Rec (Resolution 2023-8). Second by B. Seekon. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**Rescind Moratorium (Resolution 2023-9)**

**T. Nelson made a motion to rescind the current moratorium (Resolution 2023-9). Second by B. Seekon. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

#### **Escrow Policy**

**R. Keller made a motion to approve the Escrow Policy. Second by T. Nelson.** J. Barrett read that a minimum of 500 escrow will be collected and monitored by the treasurer and if it is overconsumed, a mill would go out. If the applicant ever fell behind or did not pay, the project would be paused. Any escrow not used would be returned. **Votes via roll call, Ayes 4, Nays 0. Motion carried.**

S. Aker listed last year's consultant numbers: Planning cost 50733, Engineering cost 27580, and together totaled 75313. B. Seekon said an increase to 100,000 is not unreasonable. **R. Keller made a motion to raise to 75,000 total for the 2024 budget. Second by B. Seekon. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

#### **ARPA funding for new SLFD radios**

ARPA funds were discussed. They need to be allocated by 2024 and used by 2026. T. Nelson said the city and the townships remaining funds should be discussed at the next Joint Powers meeting since the council and the board will be in attendance. T. Nelson said the leased SCBAs could be paid with ARPA funds. T. Nelson questioned two FD budget items and requested they go on the JP agenda. He wants more transparency with the FD with their budget and tracking. He also asked for the exterior lights to go on the next JP agenda as a few are left on 24/7.

#### **OLD BUSINESS**

**Manhammer Ranch - Preliminary Plat (Resolution 2023-10)**

**T. Nelson made a motion to approve the Manhammer Ranch Preliminary Plat. (Resolution 2023-10). Second by J. Barrett. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

J. Barret asked for clarification on the driveway and T. Nelson asked the applicant if he went to the county for the driveway coming off the county road. The applicant said his engineer with Widseth go the specifications and T. Nelson said Chisago County is notorious for shared driveways. **Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**Deer Run – Final Plat (Resolution 2023-11)**

**R. Keller made a motion to approve the Deer Run Final Plat. (Resolution 2023-11). Second for discussion by B. Seekon.**

**Votes via roll call, Ayes 4, Nays 0. Motion carried.**





J. Barrett asked about park fees and T. Smolke said the applicant is aware. The escrow will be paid and title work complete before the plat is recorded with the county. **Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**Modified Ordinance – Truck Wash (Summary Resolution 2023-12)**

**T. Nelson made a motion to approve the modified Truck Wash ordinance (Resolution 2023-12). Second by J. Barrett. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**Townline road with Linwood Supervisor Millerbernd**

R. Keller said the neighboring township sent T. Smolke another contract but we should unanimously reject it. T. Nelson read from the contract that whichever township gets to the townline first will plow and J. Barret said he would hate for the residents to suffer if anyone dragged their feet. R. Keller said Lent ditch mowed and Linwood refused to pay it. Crack sealing and chip sealing were discussed for that road. J. Barrett said the statute states that townships must come together and jointly agree. **R. Keller made a motion to approve the Townline contract from Linwood. Votes via roll call, Ayes 0, Nays 4. Motion failed.** R. Keller asked J. Barrett to follow up on this.

**Re-approve OAA's after publishing intent notice**

**B. Seekon made a motion to approve the Orderly Annexation Agreement with Chisago City, since the intent notice was published (Resolution 2023-5). Second by T. Nelson. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**B. Seekon made a motion to approve the Orderly Annexation Agreement with North Branch, since the intent notice was published (Resolution 2023-5). Second by T. Nelson. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**COMMITTEE REPORTS**

**Planning & Zoning**

D. Stiers talked of the Planning meetings and joint ones with the city. T. Nelson said we deal with more land access than they do. D. Stiers said the STF Properties public hearing was continued due to access issues, Countryview Marine responded with a letter but they are working on getting into compliance.

**Roads**

R. Keller said he did a road report this month and half are glare ice and half blacktop. He said the biggest thing was that the snow was pushed back far enough to accommodate for more coming.

**Parks**

None

**Building**

**Hallway Flooring**

B. Seekon said the clerk had the installer come out and he said the temperature can not fluctuate more than five degrees over a twenty four hour period, or the floor will be affected. T. Nelson said the manufacturer was going to come out to investigate and said the new flooring was laid over the ole tile. R. Keller said the floor expands and contracts; it should be glued down.

**Kitchen and Lions fridges**

B. Seekon said now that the Stacy Lions are discontinuing their bartending services, we should swap the hall fridges, since the new one has been nothing but a problem. R. Keller said the new one can be disposed of on Lent Cleanup Day.

B. Seekon also reported he received the final bill from Widseth for 2200 for the survey. He recommends leaving the issue to the city. T. Nelson said the rental property could be given to the FD for more parking and R. Keller said it should be demolished. T. Nelson said the lot is buildable but B. Seekon agreed but said it is non-conforming with it's well and septic.

B. Seekon said he fixed the garage door at the maintenance building but there is still an issue with the wiring.

R. Keller mentioned, concerning roads, another brush is needed and they run around \$1200. T. Nelson said they should shop for one now before they are out of stock and said maybe we should rent a machine. R. Keller said a ton of chips and salt was used and can be reused.

**Broadband**

J. Barrett said ECE is looking to hang fiber on existing infostructure. They are getting a grant and looking for counties to spend it on. The more interest, the more points go into the grant process. Support is needed from the township and county.



ECE only covers 10% of Lent and it will be \$100 per percentage point, so \$1000. J. Barrett said if they do not get the grant, Lent does not pay anything. The board discussed hookup fees and price per household, but would like more details. This resolution is just to show support.

**ECE (Resolution 2023-13)**

**B. Seekon made a motion to approve the ECE request helping their customers get home internet (Resolution 2023-5). Second by J. Barrett.** J. Barrett said the county made a resolution to approve it from the county standpoint and the deadline is next week. **Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**PUBLIC COMMENTS (ITEMS NOT ON THE AGENDA)**

J. Selvog said he talked to Nancy Hoffman about his tax abatement and now Lent needs to get Ehlers involved.

**CLERK COMMENTS**

**Membership to MCFOA**

T. Smolke listed the benefits to her potential membership with MCFOA, or Municipal Clerks and Finance Officers Association of Minnesota. **J. Barrett made a motion to approve T. Smolke's membership to MCFOA. Second by T. Nelson. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**MCFOA Conference**

**B. Seekon made a motion to use the clerk's discretion to attend the MCFOA Conference. Second by T. Nelson. Votes via roll call, Ayes 4, Nays 0. Motion carried.**

**Holiday pay for full time benefit-eligible employees**

R. Keller questioned whether holiday pay should be paid on Mondays when the office is closed. The clerk would get paid holidays then will work regular scheduled hours. R. Keller said he would like this documented and J. Barret said there are past board actions that are straight forward. R. Keller said he would like this added to the manual and T. Nelson said that with the city we are merging with, if a holiday falls on a weekend, a different day is observed with a paid holiday. B. Seekon said if Christmas falls on a Sunday, he gets the following Monday off. J. Barrett discussed flex time and cooperations he has been employed with. If Monday was a holiday, they would have a flex day. They would receive holiday pay plus eight hours of flex time. This happens with other types of shift schedules such as the 4 ten-hour shift arrangement. It should work out as holiday pay on holidays plus eight hours off. The township has already set a precedence with part-time staff getting holiday pay. B. Seekon compared township policies with that of a school. J. Barret mentioned certain industries, like nursing, where working holidays is required to fulfil required care needs. He said regular employees should receive federal holiday pay. R. Keller asked T. Smolke to draft the new policy for the handbook and he will initial it. The board will vote after the policy is written.

**New outsourced IT department**

B. Seekon explained that Linwood Township sent a virus and T. Smolke called the IT department that Linwood used to scrub their computers and she would like to use them moving forward. General consensus is that it is a good idea but we would like to know how their charges work.

**SUPERVISOR COMMENTS**

T. Nelson said the next Joint Powers meeting is coming up and there are a couple of issues. He wants to make sure the FD is moving forward on data entry and said the board needs to stay on top of the FD. J. Barret said road costs were discussed at the county meeting and the County Road 17 extension study is getting mixed results. He spoke on the Rush Line bus and mentioned a comment from a White Bear Lake representative saying they do not want it to stop there. With the new roundabout going in on Lincoln, plus other related projects, it has been stated that the large projects should not occur simultaneously. Sunrise Trail will now be extending to from North Branch to Harris. J. Barrett's takeaway from the EDA meeting was that if we have projects in mind that fit into our





Comprehensive plan, we should, for instance, buy up some of that land by the County Road 17 extension. B. Seekon informed everyone that CCATO was cancelled and will not be rescheduled.

#### UPCOMING MEETINGS

- CCATO - Wednesday, February 22, 2023 at 7pm @Chisago County Historical Society
- B. Seekon said this is cancelled but the next meeting will be held in Rushseba and the sheriff will be there.
- Joint Powers – Monday, March 6, 2023 at 7pm @SLFD
  - Annual Meeting - Tuesday, March 14, 2023 @Lent Town Hall
- B. Seekon said he will not be in attendance and since the clerk has not been thought the process, he is getting with her to make sure it goes smoothly. The board then discussed ways to improve sound in the hall.
- Board Meeting - Tuesday, March 21, 2023 @Lent Town Hall

#### ADJOURN

T. Nelson made a motion to adjourn at 9:42pm. Second by B. Seekon. Votes via roll call, Ayes 4, Nays 0. Motion carried.

  
\_\_\_\_\_  
Board Chair Signature

  
\_\_\_\_\_  
Clerk Signature

