



COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Suite 160A
Center City, MN 55012-9663

Commissioners:
District 1
Chris DuBose
District 2
Rick Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
VACANT

REGULAR MEETING – Wednesday, September 7, 2022 County Board Room, Suite 160A

6:30 p.m. Convene; Pledge of Allegiance; Approve Agenda

Health & Human Services Committee of the Whole:

Topics for Discussion:

1.) Directors Report TAB 1

Items for Committee Review/Recommendation: (discussed in detail as requested)

2.) Payment of County's Warrants for HHS TAB 2

3.) MDH Community Health Board Grant Project Agreement Amendment TAB 3

4.) Contract with Rasmussen University for the provision of Clinical Experiences TAB 4

5.) SHIP Grant Agreement – Wyoming Elementary TAB 5

6.) SHIP Grant Agreement – Rush City School District TAB 6

7:00 p.m. Citizen's Forum

"The Citizen's Forum is provided so you 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 the audience. You will be limited to three minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak that night."

Board of Commissioners' Consent Agenda:

1.) HHS Committee Recommendation – Directors Update TAB 1

2.) HHS Committee Recommendation – Payment of County's Warrants for HHS TAB 2

3.) HHS Committee Recommendation – MDH Comm. Health Board Grant Agmt Amend. TAB 3

4.) HHS Committee Recommendation – Rasmussen Uni for the provision of Clinical Exp. TAB 4

5.) HHS Committee Recommendation – SHIP Grant Agreement – Wyoming Elementary TAB 5

6.) HHS Committee Recommendation – SHIP Grant Agreement – Rush City School District TAB 6

7.) Payment of County's Warrants and Miscellaneous Bills TAB 7

8.) Minutes from the August 17, 2022 Regular Meeting TAB 8

9.) Temporary Liquor License Request – OMNI Brewing Co LLC TAB 9

10.) Applications for Abatements (reduction) of Property Taxes TAB 10

Presentations

11.) County Recorder – Annual Report for Fiscal Year 2021 TAB 11

12.) Central MN Jobs and Training Services (CMJTS) – Annual County Report TAB 12

Other County Business:

13.) Discuss and Consider Approval of Preliminary 2023 Levy and Annual Budget TAB 13

14.) HRA-EDA Levy and Budget FY2023 TAB 14

15.) KeySecur Network Encryption Renew TAB 15

16.) Chisago County HHWF Recycle Yard Bid & Construction Contract Award TAB 16

17.) Webster Meadows Final Plat TAB 17

Discussion Items:

- Administrator Updates/July Schedule
- Correspondence
- Commissioner Committee Reports

Adjourn Meeting of the Board of Commissioners

*******Tuesday, August 13th at 3:00 p.m. Budget and Finance Committee*******

NOT WEDNESDAY



Chisago County Board of Commissioners
September 7, 2022
Board Meeting Agenda



CHISAGO COUNTY HEALTH & HUMAN SERVICES

313 N Main St. Room 230
Center City, MN 55012

TAB #1

General Information	651-213-5600
Administrative	651-213-5609
Child Support	651-213-5647
Financial Assistance	651-213-5640
Welfare Fraud	651-213-8808
North Branch	651-213-5200
Fax- Center City	651-213-5685
Fax- North Branch	651-213-8955
Public Health	651-213-5231
Veterans Service	651-213-5605

Memo To: Chisago County Commissioners

From: Robert Benson, Health and Human Services Director

RE: Report of the Health and Human Services Department

Date: August 30, 2022

I. Department Updates/Highlights:

Central Minnesota Jobs and Training will be presenting their annual report to the Board tonight. Central Minnesota Jobs and Training Services, Inc. (CMJTS) has provided workforce Innovation and Opportunity Act services to job seekers and businesses in Chisago County for over 38 years. In 2019 CMJTS was awarded the contract to deliver Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) services to public assistance program participants here in Chisago County. Job seekers work one on one with a CMJTS employment specialist who will provide them the guidance, support, and assistance they need to become self-sufficient. CMJTS Business Service Coordinators help Chisago County businesses find solutions that help meet their workforce development needs, such as steps to recruit, train and employ skilled workers. CMJTS staff are here this evening to share more about their services and Chisago County updates.

Chisago County Health and Human Services will again be conducting the annual Operation Community Connect (OCC). The OCC is currently scheduled for Thursday, October 20th. (flyer attached) At this point in time there are already 18 agencies signed up to participate, and Arrowhead Transportation will be providing free rides for individuals living in Chisago County. This event has been a big success in previous years and is well received throughout our communities. This year the OCC will be held at the Chisago Lakes Lutheran Church here in Center City.

The Minnesota Department of Human Services has formally announced the MnCHOICES revised application launch date. MnCHOICES will officially launch March 31, 2023. County agencies will be able to access the new system on April 3, 2023. DHS plans to continue to work on critical change requests until January 30, 2023. After that date any additional changes or enhancements will happen after launch. They have indicated that this will be a continuous improvement process.

There was recently an article in the Star Tribune (article attached) about the growing wait times across the state for MnCHOICES Assessments. It was noted in the article that some counties such as Hennepin and Ramsey had wait times as much as six months. State law requires that they be conducted within 20 days of request. While Hennepin and Ramsey may be at the extreme end, most counties are now experiencing an increase in requests and some delays. Here in Chisago County, we have seen an increase in requests for assessments, and for the first time we have a waiting list for new assessments. While we are currently meeting all of the statutory timelines, it is something that we are keeping a very close eye on with potential future concerns, and something that I want to make the Board aware of, in case this growth in demand continues.

Health and Human Services has completed the destruction of the Riverwood records. All Riverwood records were removed from the storage garage on August 29th, 2022 by Shred-N-Go. The removed 33,000 pounds of paper files, nearly 1,000 file boxes. The cost for this will be paid for by the Adult Mental Health Initiative, as reported at a previous Board meeting.

Public Health will be starting a new home visiting program. We have recently been discussing moving from MAHF (Metro Alliance for Healthy Families) to the MESCH (Maternal Early Childhood Sustained Home-visiting) model. This is the new program that Public Health will be using in 2023. We are currently working on getting the nurses trained in the new model and will continue with the MAHF model through calendar year 2022. As of December 2022, the MAHF Governing Board will be dissolved, and beginning in January we will be working with the MESCH model.

Public Health has officially paused their accreditation process effective August 15th, 2022. Due to a number of factors: COVID, staff turnover, program changes, etc., we were not on the correct trajectory to meet the accreditation deadlines. The goal would be to continue to meet staff training requirements and re-initiate the accreditation process prior to the end of the year.

II. Financial Notes:

Health and Human Services has just completed our Social Security Representative Payee Audit. We have been notified by the auditing agency that our results have been approved by the National Disability Rights Network and are currently at the Regional Social Security Office (Chicago) for the final review stage. Once that is complete, we should receive our letter of completion.

We were notified this week, by the Minnesota Department of Revenue, that we will be audited on our revenue recapture program this month. This is the first time that this program has been audited for HHS. We are not aware of any concerns at this time and are hoping for a clean audit there as well.

III. Staffing Updates:

Health and Human Services is currently interviewing to hire two case manager positions in the Aging and Disabilities Division. One opening is due to an upcoming retirement and the other to a recent staff departure.

The only other staff opening currently in HHS are the two .8 Public Health nurses that were discussed at the most recent Budget and Finance meeting and are currently on hold to fill.

IV. Review of Requests for Board Action:



Chisago County Operation Community Connect

**THURSDAY, OCTOBER
20TH, 2022 11AM - 2PM**

"CONNECTING PEOPLE TO SERVICES THEY NEED"

**Chisago Lakes Lutheran Church
1 Summit Ave Center City, MN 55012**

- Lunch provided
- Multiple resource vendors
- Hair cuts
- Kids corner
- Shoe Bus (\$2 for kids, \$5 for adults)
- Coats
- Gloves, Hats & Socks
- Prize Giveaways
- AND MUCH MORE

While supplies last

**CONTACT ARROWHEAD
TRANSIT FOR
TRANSPORTATION TO AND
FROM EVENT
CALL: 800-862-0175 OPTION 13**

**Completely
free event**



HealthPartners



Medica



FAMILY
PATHWAYS

Minnesotans with disabilities face growing waits for home care services amid surge in demand

[Chris Serres](#)

On an afternoon last September, Maija Hitt was discharged from a hospital in St. Paul with no idea of how she was going to survive on her own.

The 41-year-old had just experienced a mental health crisis and was suffering from a host of debilitating symptoms — including severe migraines, depression and insomnia — that made it impossible for her to care for herself. Desperate, she called [a Ramsey County hotline](#) to access home care services.

But weeks passed, and Hitt heard nothing. Then months went by, and Hitt began to grow dizzy from lack of food and sleep. Her anxiety and depression reached the point where she struggled to get out of bed. "It felt lonely and dehumanizing, like the wait would never end," said Hitt, who works as a medical transcriber.

Hundreds of Minnesotans with physical and mental disabilities are experiencing prolonged waits for crucial social services because county governments are failing to keep pace with a surge in demand amid a workforce shortage. In Hennepin and Ramsey, the state's two most populous counties, more than 1,600 adults and children are languishing on wait lists to be evaluated for services such as personal caregiving that would enable them to live more independently at home.

Counties are scrambling to clear the growing backlogs but the waits can be excruciating and potentially dangerous for people with urgent health needs. Those waiting for services include people who have suffered brain injuries, strokes and other debilitating injuries, as well as those who are unable to care for themselves because of mental health problems, say disability advocacy groups and county social workers. In Ramsey

County, the average wait time to get assessed for in-home care through the state's Medicaid program is five to six months.

The extended waits violate [a state law](#) designed to help people with chronic health needs and disabilities get timely assistance to home care. The law requires counties to conduct evaluations for Medicaid services within 20 days after a person requests one. These evaluations are vitally important: Without them, Minnesotans who are eligible by Medicaid often are unable to access a variety of in-home supports, including personal care aides, physical therapy, medical equipment and transportation to work.

"There is no legal or statutory basis for these long waits," said Barnett Rosenfield, state ombudsman for mental health and developmental disabilities. "What if you need nursing care to survive on a daily basis and you're not getting it? Telling someone to wait six months is not an effective or humane way to ... ensure access to needed services."

County officials and nonprofits that serve people with disabilities said the waits stem from a workforce shortage and a growing number of people seeking help to live at home. Since the pandemic, demand for home health care has surged as people feared going to nursing homes and hospitals for risk of infection. Some still are afraid to return to congregate care settings after relatives were [locked out](#) for months. Moreover, a return to the workplace has meant that many adults can no longer provide care for their aging parents or other loved ones with disabilities, disability organizations say.

The delays come at [a time of turmoil](#) for Minnesotans with disabilities who are too sick or frail to care for themselves. The state's social safety net remains frayed amid a severe and worsening workforce crisis. Some adults with cerebral palsy, autism, brain injuries and other disabilities are being forced to move home with their parents or into four-bedroom group homes where their daily life choices can be more controlled. Even after people are evaluated and approved for assistance through Medicaid, it can take months for families to find home caregivers, say disability advocates.

"These waits are a symptom of a much bigger problem," said Andrea Zuber, chief executive officer of [Arc Minnesota](#), a disability advocacy group on St. Paul. "We have a system of care that is not sustainable for people with disabilities and for people who are aging."

The number of Minnesotans receiving evaluations for in-home care through the state's application system, known as ["MnChoices,"](#) has increased 26% in the past five years, reaching nearly 88,000 assessments in 2021, according to the Minnesota Department of Human Services.

In Ramsey County, some people have been waiting since March for assessments for in-home care through MnChoices. As of Aug. 10, some 1,100 people in the county still were waiting for these evaluations, which typically are done in a person's home by trained county assessors. In neighboring Hennepin County, the wait list for initial assessments is about 500 people, but the backlogs have grown. For Hennepin County residents who received MnChoices assessments in July, 43% received them within the 20-day window mandated under state law — down from nearly 80% in May of 2020, officials said.

Maria Sarabia, aging and disability services manager for Ramsey County, described the waits as unacceptable and said the county is working on strategies to reduce the backlog. Those include shifting staff priorities so that more county employees, including case managers and supervisors, can conduct assessments. The county also is encouraging more flexible work arrangements so staff can spend more time in the community where assessments typically occur, rather than in the office, she said.

Both Ramsey and Hennepin counties are prioritizing MnChoices assessments for people with more urgent health needs, including those who recently have been discharged from hospitals and other facilities.

"We are not providing the level of service that we want to," Sarabia said. "We're in the process of trying to rise to the occasion of the unprecedented demand. ... It's a heavy lift, but we're committed to seeing it through and we hope to be in a better place by this time next year."

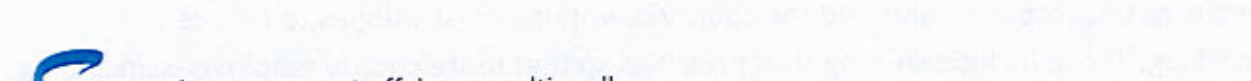
Jillian Nelson has firsthand experience with the delays.

As a community resource specialist and policy advocate for the [Autism Society of Minnesota](#), Nelson said her organization receives dozens of calls each month from people stuck on county wait lists for MnChoices assessments. Many are working parents struggling to care for their children with behavioral problems. They are seeking advice on how to move up the wait lists. Time and again, Nelson has to deliver a dispiriting

do to expedite the process.

Hitt said it took eight weeks of persistent calling before a county social worker was able

"I'm in a much better place," she said, "but I worry about all those people who are too





**CHISAGO COUNTY
BOARD OF COMMISSIONERS
September 7, 2022**

TAB # 2

Payment of County's Warrants for HHS

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>
8/22/2022	\$101,378.18		County's Warrants
8/22/2022	\$44,933.56	9/7/2022	Auditor's Warrants
8/26/2022	-		County's Warrants
8/26/2022	\$350.00	9/7/2022	Auditor's Warrants

*******All Warrants Available with the Clerk of the Board*******

Chisago County Request for Board Action

Meeting Date: September 7, 2022		Item Number: 3	
Title of Item for Consideration: Minnesota Department of Health Community Health Board Grant Project Agreement Amendment			
Action Requested by: Robert Benson, Director		Department: Health & Human Services	
Previous Action on this Matter: Approval of a Statewide Health Improvement Plan in 2015.			
Background: Chisago County Health and Human Services has applied for and received funding from the Minnesota Department of Health for the next Three years to coordinate activities to reduce tobacco use and exposure and prevent obesity. Funding awarded is in the following amounts: • November 1, 2022 through October 31, 2023 - \$189,787.00 • November 1, 2023 through October 31, 2024 - \$189,787.00 • November 1, 2024 through October 31, 2025 - \$189,787.00 A local match of ten percent of the total funding allocation is required under the terms of the grant agreement. Attachment(s): • Minnesota Department of Health Community Health Board Grant Project Agreement Amendment. Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Minnesota Department of Health Community Health Board Grant Project Agreement. The suggested motion is as follows: <i>“Move to Approve the Minnesota Department of Health Community Health Board Grant Project Agreement”</i> Implications of Action: Approval of this grant agreement will allow Chisago County Health and Human Services to utilize state funding to offer programs to Chisago County residents that will reduce tobacco use and exposure and prevent obesity. Budget/Financial Implications: This is funded by the State. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies & procedures. The County Attorney has approved as to form.			
Administrator's Recommendation			
Approve 		Deny _____	Other _____
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

Minnesota Department of Health
Grant Project Agreement Amendment Cover Sheet

You have received a grant project agreement from the Minnesota Department of Health (MDH). Information about the grant project agreement, including funding details, are included below. Contact your MDH Grant Manager if you have questions about this cover sheet.

DATE: November 1, 2022
ATTACHMENT: Amendment
CONTACT FOR MDH: Fred Ndip, 651-431-2449, fred.ndip@state.mn.us

Grantee SWIFT Information	Grant Project Agreement Information	Funding Information
Name of MDH Grantee: Chisago County Community Health Board	Grant /Project Agreement Number: 183485	Total Grant Funds (all funding sources): \$948,935.00
Grantee SWIFT Vendor Number: 0000197284	Period of Performance Start Date: 11/1/2020	Total State Grant Funds: \$948,935.00
SWIFT Vendor Location Code: 001	Period of Performance End Date: 10/31/2025	Total Federal Grant Funds: \$0.00

Minnesota Department of Health Community Health Board Grant Project Agreement Amendment

Grant Project Agreement Start Date:	11/1/2020	Current Project Amendment Amount	\$569,361.00
Original Grant Project Agreement Expiration Date:	10/31/2025	Original Grant Project Agreement Amount:	\$189,787.00
Current Grant Project Agreement Expiration Date:	10/31/2025	Previous Project Amendment(s) Total:	\$189,787.00
Requested Grant Project Agreement Expiration Date:	N/A	Requested Total Grant Project Agreement Amount:	\$948,935.00

This Grant Project Agreement Amendment is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Health (hereinafter "MDH") and Chisago County Community Health Board, 313 N. Main St., Rm 239, Center City, MN 55012 (hereinafter "Grantee").

Recitals

- MDH has a grant project agreement with Grantee identified as 183485 ("Original Grant Project Agreement") to address the leading preventable causes of illness and death such as commercial tobacco use or exposure, poor diet, and lack of regular physical activity, and other issues as determined by the commissioner through the statewide health assessment.
- The Original Grant Project Agreement is being amended to add funding for Years 3 through 5.
- MDH and Grantee are willing to amend the Original Grant Project Agreement as stated below.

Grant Project Agreement Amendment

Amended or deleted grant project agreement terms will be ~~struck out~~, and the added grant project agreement terms will be underlined.

REVISION 1. Clause 3. "Grantee's Duties and Responsibilities" is amended as follows:

General. Grantee must:

- Work with State to finalize Grantee's yearly work plan and budget. The annual budget and work plan must be approved in writing by State by November 1 of each year. The Year 2 work plan will be submitted in two phases: November 1, 2021-April 30, 2022, to be approved by November 1, 2021, and May 1, 2022-October 31, 2022, to be approved by May 1, 2022. If the work plan is not approved by the due date, Grantee cannot perform work under this agreement.
- Perform the activities in the approved work plan.
- Grantee will contact State if Grantee is no longer able to fulfill a work plan activity and Grantee must request approval before pursuing any additional activities not described in the original work plan. If Grantee fails to complete grant deliverables in a satisfactory manner, State has the authority to withhold further funds.
- Designate or hire a full-time SHIP project coordinator or equivalent. The Grantee's budget must include a minimum of one FTE to coordinate the activities of the grant.
- Designate a SHIP staff person to facilitate evaluation tasks and communicate with State evaluation staff and contractors.

6. Designate, hire, or contract project, fiscal, and administrative staff with the appropriate training and experience to implement all SHIP activities and to fulfill payroll, accounting, and administrative functions.
7. Participate in site visits and grant reconciliation processes with State.
8. Participate in regularly scheduled calls and meetings with State community specialists.
9. Participate in State-sponsored technical assistance calls, webinars and trainings.
10. Attend State-sponsored conferences, meetings and in-person trainings.
11. Comply with State product approval outlined in the *SHIP Communications Guide*.
12. Allow State and others to use any products or materials produced with SHIP funds.

Reporting

1. Participate in all required evaluation activities as outlined in the SHIP Application.
2. Completed progress and evaluation reports will be due quarterly for Years 1-2 (November 1, 2020-October 31, 2022, and biannually for Years 3-5 (November 1, 2022-October 31, 2025). The schedule for quarterly and biannual reporting is provided below. The State will provide guidance regarding the required content of the reports.

Quarterly Reporting Period

November 1 – January 31

February 1 – April 30

May 1 – July 31

August 1 – October 31

Biannual Reporting Period

November 1 – April 30

May 1 – October 31

Report Submission Due Date

February 28

May 30

August 30

November 30

Report Submission Due Date

May 30

November 30

Financial

1. Adhere to the request and approval process set forth by the State in the *SHIP Financial Guide*.
2. Obtain prior approval from the State for all ~~subcontracts or mini-grants~~ service contracts or community partner awards \$3,000 or more, significant changes in grant activities, changes of more than 10 percent to any budget line item, surveys and out-of-state travel.
3. Act in a fiscally-responsible manner, including following standard accounting procedures, charging the SHIP grant only for the activities stated in the grant agreement, spending grant funds responsibly, properly accounting for how grant funds are spent, maintaining financial records to support expenditures billed to the grant, and meeting audit requirements.
4. Ensure that a local match equaling at least ten percent of the total funding award is provided and documented.
5. Ensure that administrative costs are explained and justifiable. The State will accept up to the Grantee's current federally approved rate. If Grantee does not have a federally approved indirect cost rate, the State will accept an indirect rate of up to 10 percent of the total grant award.
6. Report to the State other funding sources, including grants from other sources, that are directed toward commercial tobacco, obesity and well-being, and have accounting systems in place to track SHIP-funded activities separately from activities funded through other sources.
7. Comply with the Minnesota Government Data Practices Act as it applies to all data created, gathered, generated, or acquired under the grant agreement.
8. Ensure SHIP funding does not supplant work funded through other sources. Use SHIP funds to develop new activities, expand or modify current activities that work to reduce commercial tobacco use and exposure, prevent obesity and increase well-being, and/or replace discontinued funds from the State, the federal government, or another third party previously used to reduce commercial tobacco use and exposure, prevent obesity and increase well-being. The Grantee may not use SHIP funds to

replace federal, state, local, or tribal funding Grantee currently uses to reduce commercial tobacco use and exposure, prevent obesity or increase well-being.

9. Adhere to the guidance set forth by MDH in the *Incentive Guidelines for MDH Grantees*. The Grantee may use grant funds to purchase incentive instruments in order to aid in meeting the goals and objectives of the grant agreement. The Grantee must have written effective policies and procedures on file before purchasing any incentive instruments. The Grantee is required to monitor and track incentive instruments. MDH reserves the right to inspect and review incentive instruments purchased and distributed, and related documents, as part of its monitoring oversight.

Lobbying

Ensure funds are not used for lobbying, which is defined as attempting to influence legislators or other public officials on behalf of or against proposed legislation. Providing education about the importance of policies as a public health strategy is allowed with SHIP funds. Education includes providing facts, assessment data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community. Lobbying restrictions do not apply to internal or non-public policies.

REVISION 2. Clause 4 (4.1a and 4.1b). "Consideration and Payment" is amended as follows:

(a) *Compensation*. The Grantee will be paid monthly, on a reimbursement basis for services performed and acceptance of such services by the State's Authorized Representative, except the State reserves the right not to honor invoices that are submitted more than 30 days after the submission date specified.

Budget periods for the five years are as follows:

Year 1: November 1, 2020 – October 31, 2021	\$189,787.00
Year 2: November 1, 2021 – October 31, 2022	\$189,787.00
Year 3: November 1, 2022 – October 31, 2023	~~\$189,787.00~~ To Be Determined
Year 4: November 1, 2023 – October 31, 2024	~~\$189,787.00~~ To Be Determined
Year 5: November 1, 2024 – October 31, 2025	~~\$189,787.00~~ To Be Determined

(b) *Total Obligation*. The total obligation of the State for all compensation and reimbursements to the Grantee under this grant project agreement will not exceed ~~\$948,935.00~~ ~~\$379,574.00~~.

REVISION 3. Clause 7 (7.1). "Authorized Representatives" is amended as follows:

7.1 State's Authorized Representative. The State's Authorized Representative for purposes of administering this grant project agreement is Fred Ndip, Supervisor, Community Initiatives Unit, Kristine Igo, Director, Office of Statewide Health Improvement Initiatives, 85 East Seventh Place, P.O. Box 64882, St. Paul, MN, 55164-0882, 651-431-2449, fred.ndip@state.mn.us, 651-201-5809, kris.igo@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the final authority to accept the services provided under this grant project agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

Except as amended herein, the terms and conditions of the Original Grant Project Agreement and all previous amendments remain in full force and effect. The Original Grant Project Agreement, and all previous amendments, are incorporated by reference into this amendment.

APPROVED:

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature: Charlotte Paulson Digitally signed by Charlotte Paulson
Date: 2022.08.16 08:29:42 -05'00'

SWIFT Contract & Initial PO: 83485/3-96556

2. Grantee

Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____
Signature: _____	Signature: _____
Title: _____	Title: _____
Date: _____	Date: _____

1. Minnesota Department of Health

Grant agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§ [16A.15](#) and [16C.05](#).

Signature: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
All parties on the DocuSign envelope will receive a copy of the fully executed grant agreement.

Chisago County Request For Board Action

Meeting Date: September 7, 2022	Item Number: 4
Title of Item for Consideration: Contract with Rasmussen University for the provision of Clinical Experiences	
Action Requested by: Robert Benson, Director	Department: Health and Human Services
Previous Action on this Matter: None.	
Background: Chisago County Public Health has offered a clinical experience for qualified nursing students preparing for nursing careers with other Universities over the years; and would now like to add Rasmussen University. Attachment(s): Contract between Chisago County Health and Human Services and Rasmussen University for the provision of clinical experiences for students in nursing	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Contract between Chisago County Health and Human Services and Rasmussen University for the provision of clinical experiences for students in nursing. The suggested motion is as follows: <i>“Move to approve the contract between Chisago County Health and Human Services and Rasmussen University for the provision of clinical experiences for students in nursing”</i>	
Implications of Action: Approval of this contract will allow Chisago County and Rasmussen University to continue to work cooperatively to offer clinical experiences for students preparing for nursing careers. Budget/Financial Implications: There is no Budget or financial implication. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve 	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____



INDIVIDUAL FIELD EXPERIENCE AGREEMENT
School of Nursing or School of Health Sciences
Valid only July 1 2022 – December 31 2022)

INSTRUCTIONS FOR STUDENT: This Agreement may only be used for an applicable course listed in Section I below. In order to execute this Agreement, **the following procedure is required:**

- Pre-approval of the site is required. Send an e-mail including the site's business name and address, as follows. For:
 - Doctor of Nursing Practice, send to jodi.dampeermoores@rasmussen.edu
 - Master of Public Health, send to joyvina.evans@rasmussen.edu
 - Master of Science in Nursing, send to jodi.dampeermoores@rasmussen.edu
 - RN to BSN Entrance Option, Bachelor of Science in Nursing, send to RNBSN.practicum@rasmussen.edu
 - Human Services, send to rikkisha.gilmore-byrd@rasmussen.edu
 - Health Information Management, send to kyra.austin@rasmussen.edu
 - Health Information Technician, send to _____@rasmussen.edu
- After receiving an e-mail reply containing pre-approval, complete the Agreement (only one student per Agreement).
- Ensure that the Agreement is signed by both the site and yourself (as the student).
- At least 4 weeks prior to the start of the related course, e-mail the fully completed and signed Agreement (attach as PDF scan) to the appropriate person listed in step 1 above.

Failure to follow all requirements may affect your ability to use a site, your academic schedule, and/or grade.

I. STUDENT INFORMATION AND FIELD EXPERIENCE

Student Name ("STUDENT"): Alison Gau
First MI Last
Student ID# 01632011 Phone: 612-358-5338 E-mail: alisigau@gamil.com
Address: 513 Warner AVE S. PO Box 673 Willemie MN 55090
Street City State ZIP Code
Academic Program (include degree/credential level): Masters of Science - Public Health

Applicable Course (mark only one):

- | | |
|--|--|
| ☐ HIM 2945 Health Info. Tech. Professional Practice Exper. | ☐ NGR 7920 Healthcare Info. and Systems Technology Practicum |
| ☐ HIM 4945 Professional Practice Exper. in Health Info. Mgmt | ☐ NGR 7930 Population and Global Health Practicum |
| ☐ HUS 4460 Internship for Human Services II | ☐ NGR 8701 Executive Leadership I |
| ☐ NGR 6050 Nursing Education in the Classroom | ☐ NGR 8702 Executive Leadership II |
| ☐ NGR 6117 Leadership and Mgmt in Advanced Nursing Practice | ☐ NGR 8731 Public Health and Policy I |
| ☐ NGR 6150 Nursing Education in the Clinical Setting | ☐ NGR 8732 Public Health and Policy II |
| ☐ NGR 6400 Innovative Teaching and Assessment Strategies | ☐ NGR 8768 Professional Identity Development |
| ☐ NGR 6450 Scholarship of Teaching | ☐ NGR 8911 DNP Project I |
| ☐ NGR 6700 Leading the Future of Healthcare | ☐ NGR 8912 DNP Project II |
| ☐ NGR 6703 Advanced Nursing Practice | ☐ NGR 8913 DNP Project III |
| ☐ NGR 6800 Administration Immersion | ☐ NUR 4244 Public Health Nursing (RN to BSN only) |
| ☐ NGR 6840 Integrating Technology | ☐ NUR 4529 Public Health and Community Nursing |
| ☐ NGR 6910 Psychiatric-Mental Health Nurse Practitioner Practicum I | ☐ NUR 4590 Professional Identity of the Nurse Leader (RN to BSN only) |
| ☐ NGR 6920 Psychiatric-Mental Health Nurse Practitioner Practicum II | ☐ NUR 4909 Nursing Capstone |
| ☐ NGR 6930 Psychiatric-Mental Health Nurse Practitioner Practicum III | ☒ PHC 6940 Master of Public Health Practicum |
| ☐ NGR 6940 Psychiatric-Mental Health Nurse Practitioner Practicum IV | |
| ☐ NGR 7910 Leadership Practicum | |

DESCRIBE IN DETAIL: (1) the experience required by this course, and (2) the resulting academic work to be completed:

Student Needs a 11 week 80 hour internship, she will shadow and assist in projects.

The handbook description of the experience required is incorporated into this Agreement, and together with the description entered above, constitutes the "FIELD EXPERIENCE." The handbook description rules in case of discrepancy.

II. SITE AND MENTOR INFORMATION (if a multi-location business, enter address of location utilized)

Legal Business Name, including Trade Name if different ("SITE"): Chisago County Health and Human Services

Address: 6133 402nd ST North Branch MN 55056
Street City State ZIP Code

Responsible Person ("MENTOR"): Courtney Wehrenberg Credentials: _____
First MI Last

Title: Public Health Administrator Phone: 651-213-5215 E-mail: Courtney.Wehrenberg@chisagocountymn.gov

III. PROVISIONS

- A. **Purpose.** In consideration and support of higher education and to promote interest in the profession, SITE desires to provide STUDENT of Rasmussen College, LLC, d/b/a Rasmussen University ("RASMUSSEN") an experience sufficient to allow fulfillment of the FIELD EXPERIENCE described in Section I.
- B. **Supervision and Feedback.** SITE is responsible for supervision of STUDENT at all times while present at SITE. SITE shall not allow STUDENT to perform any duties in replacement of SITE's employees or contractors, or any duties for which STUDENT is not qualified. If SITE is a healthcare provider, SITE is at all times solely responsible for patient care. MENTOR shall provide feedback about STUDENT and cooperate generally with RASMUSSEN and its faculty.
- C. **Scheduling.** SITE or MENTOR will determine, in consultation with STUDENT, the days of the week and hours available for STUDENT to participate in the FIELD EXPERIENCE at SITE.
- D. **No Employment, No Compensation, Separate Entities.** The FIELD EXPERIENCE is for educational purposes only. No employment relationship is created or represented by this Agreement or STUDENT's participation in the FIELD EXPERIENCE, and no compensation will be paid to the STUDENT. If STUDENT is otherwise an employee or contractor at SITE, the FIELD EXPERIENCE must be completed outside the role and scope of that status. SITE and RASMUSSEN are and intend to remain separate entities, and no agency relationship between the two is hereby created.
- E. **Communicable Disease Disclosure.** STUDENT shall disclose to SITE if he/she is ill, or has had contact with others who have communicable diseases that would threaten the safety of staff, patients, or others at SITE.
- F. **Health Requirements and Background Checks.** STUDENT is responsible for complying with and paying for any health examinations, immunizations, drug tests, and background checks required by SITE. STUDENT and SITE will coordinate on any such arrangements.
- G. **Confidential Information.** "Confidential Information" means digital or paper documents, files, depictions, conversations, and other materials conveying proprietary information of a business, health, billing or financial, employment, or other private nature of SITE, its clients, patients, employees, officers, affiliates, and agents.
1. STUDENT and RASMUSSEN may not disclose or use Confidential Information unless required by law or otherwise permitted in writing by SITE, except as allowed in Subsection 2. This prohibition includes, but is not limited to disclosures through writings, oral communications, pictures, social media, and the internet.
 2. STUDENT may use de-identified or aggregate information and knowledge obtained or derived from SITE and the FIELD EXPERIENCE for academic purposes at RASMUSSEN. RASMUSSEN may use such information for academic purposes and assessment of STUDENT.
- H. **HIPAA.** If, due to the FIELD EXPERIENCE at SITE, "protected health information" is encountered, as that term is defined in the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"):
1. SITE agrees that STUDENT is considered a member of SITE's workforce as defined in HIPAA at 45 C.F.R. § 160.103. STUDENT is not and shall not be construed to be a member of SITE's workforce for any other purpose.
 2. STUDENT and RASMUSSEN agree to maintain confidentiality, as required by law, of all "protected health information" as that term is defined by HIPAA, including medical and billing records of SITE's patients.
- I. **FERPA.** To the extent that SITE encounters education records or personally identifiable information of students, SITE is considered a school official under the Family Educational Rights and Privacy Act (FERPA), and if SITE is an educational institution SITE also recognizes RASMUSSEN as a school official. SITE and RASMUSSEN agree to fully comply with FERPA, and shall secure and maintain all education records and personally identifiable information of students in confidence and limit access to and use of such records and information to the greatest extent practical, agreeing to return or destroy such records and information when not needed for a legitimate purpose.
- J. **Indemnification.** RASMUSSEN agrees to be fully responsible for, and shall indemnify SITE, its directors, officers, and employees from and against all injuries, losses, damages, or expenses (including reasonable attorney's fees) which may occur as a result of any act or omission of RASMUSSEN or STUDENT arising from the FIELD EXPERIENCE at SITE. SITE agrees to be fully responsible for, and shall indemnify RASMUSSEN, its directors, officers, faculty, staff, and students from and against all injuries, losses, damages, or expenses (including reasonable attorney's fees) which may occur as a result of any act or omission of SITE arising from the FIELD EXPERIENCE at SITE.
- K. **Insurance.** RASMUSSEN maintains or causes its students to maintain public liability insurance covering them, with limits of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate per policy year, and professional liability insurance covering them, with limits of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) aggregate per policy year, against any claims arising from an act or omission of a student while participating in required field experiences. SITE agrees to maintain professional liability insurance for it and its officers, directors, employees, and agents with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate, and general liability insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars

(\$2,000,000.00) in the aggregate. Upon request, RASMUSSEN and SITE agree to furnish to the other appropriate certificates of insurance. Both agree to inform the other of any revocation, reduction, or material change in any insurance required under this clause.

- L. **Policies and Student-Signed Documents.** SITE shall explain to STUDENT and provide written copies of any SITE policies to which STUDENT is expected to abide during the FIELD EXPERIENCE. For any document SITE requires STUDENT to sign, SITE shall provide STUDENT with a complete copy containing all signatures.
- M. **Dismissal.** SITE may dismiss STUDENT at any time, for any legal reason, but shall provide prior notice to RASMUSSEN whenever circumstances allow, and shall otherwise provide post-dismissal notice within 24 hours.
- N. **Term and Termination.** This Agreement begins on the Effective Date and expires after the Expiration Date, as entered in Section IV, subject to the following:
1. This Agreement is void if the Effective Date entered into Section IV is later than December 31, 2022.
 2. This Agreement expires on the Expiration Date entered in Section IV, or on December 31, 2022, whichever is first.
 3. A party may unilaterally terminate this Agreement at any time, without reason, by written notice to all parties. Notice to RASMUSSEN must be mailed to the signatory in Section V, with a copy to contracts@rasmussen.edu.
 4. This Agreement terminates automatically if SITE dismisses STUDENT.
- O. **Survival.** The requirements of Sections G, H, I, and J will survive the expiration or termination of this Agreement.
- P. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the parties as to its subject matter. Any prior oral and written communications regarding this subject matter are hereby superseded.
- Q. **Severability, No Amendments.** The provisions of this Agreement are severable and, to the extent that any provision is unenforceable or impairs the enforcement of any provision, it is considered deleted. No amendments to this Agreement are allowed. Changes may be accomplished only by a new superseding Agreement.
- R. **Counterparts.** This Agreement may be executed in counterparts, each of which is deemed a duplicate original, but all of which together constitute one and the same instrument. This Agreement may be executed and delivered by facsimile or other electronic signature, and any such signature has the same force and effect as execution of an original.

IV. EFFECTIVE DATE AND EXPIRATION DATE

The Effective Date of this Agreement may not be later than December 31, 2022; see Section N. This Agreement begins on (MM/DD/YYYY) October 1, 2022 ("Effective Date") and ends on (MM/DD/YYYY) December 31, 2022 ("Expiration Date").

V. SIGNATURES AND STUDENT RELEASE

RASMUSSEN, by signature of its duly authorized agent, agrees to the terms of this Agreement. *RASMUSSEN first signed this Agreement, and its signature is voided by any alteration changing the meaning of the original typed text.*



Kevin Delano, Chief Financial Officer

Notices: Rasmussen College, LLC, d/b/a Rasmussen University 1415 W. 22nd Street, Suite 400, Oak Brook, IL 60523

STUDENT RELEASE AND SIGNATURE. By signing below, I agree to the terms of this Agreement and fully release RASMUSSEN, its officers, faculty, and staff, from any future liability related to SITE or the FIELD EXPERIENCE due to my acts or omissions not covered within the intended scope of the FIELD EXPERIENCE or this Agreement.

STUDENT signature _____

Date (MM/DD/YYYY) _____

SITE. By signing below, I attest that I am a duly authorized agent of SITE, and that SITE agrees to the terms of this Agreement.

SITE signature _____

Date (MM/DD/YYYY) _____

Print name of SITE signatory _____

Title of SITE signatory _____

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

2. COUNTY OF CHISAGO:
APPROVED

Signed:
Title: Rick Greene, Chair, County Board
Date:

Certified:

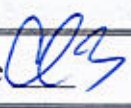
Signed:
Title: Chase Burnham, County Administrator
Date:

Signed:
Title: Robert Benson, Health and Human Service Director
Date:

Reviewed as to Form:

Signed: 
Title: Janet Reiter, Chisago County Attorney
Date: 08/25/2022

Chisago County Request for Board Action

Meeting Date: September 7, 2022	Item Number: 5
Title of Item for Consideration: SHIP Grant Agreement – Wyoming Elementary	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health & Human Services has been awarded funding from the Minnesota Department of Health to work with communities, schools, healthcare and worksites to promote policy, system and environmental changes with a focus on improving nutrition, increasing physical activity and decreasing tobacco use and exposure. Grants will be awarded to various approved grant applicants to assist them in these efforts. Grantees are required to provide a minimum of 10% in-kind matching funds toward the completion of their project as a condition of grant acceptance. Attachment(s): SHIP Grant Agreement – Wyoming Elementary	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Ship grant agreement – Wyoming Elementary as part of tonight's Consent Agenda. The following motion is suggested: <i>“Move to approve the SHIP Grant Agreement – Wyoming Elementary.”</i>	
Implications of Action: Approval of this Ship grant agreement will allow Wyoming Elementary to purchase a sensory box with tools that will support students in decreasing their anxiety, fear, and worry that they may be experiencing. Budget/Financial Implications: The budget will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$2,000.00. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve 	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**County of Chisago
State Health Improvement Program Grant Program
Grant Agreement**

This Grant Agreement is between Chisago County Community Health Board, 313 No. Main Street, Center City, MN 55012 ("County") and Wyoming Elementary, 25701 Forest Boulevard N, Wyoming, MN 55092 ("Grantee").

Recitals

WHEREAS, the County administers the local implementation of the State of Minnesota State Health Improvement Program ("SHIP") and is empowered to enter into this Grant Agreement; and

WHEREAS, Wyoming Elementary applied to County for a SHIP Grant in order to purchase training aids and educational tools that will be used to educate and inform students on the harm of using tobacco products, educational tools will be used such as a lung simulator, second-hand smoke display, educational videos and vaping displays; and

WHEREAS, after reviewing the full proposal and all supplemental documentation submitted by the Grantee, it was found that the application satisfied the requirements of Minn. Stat. § 145.986 and 16B.98; and

WHEREAS, the Grantee has been approved for a Grant in an amount not to exceed **Two Thousand Dollars (\$2,000.00)**; and

WHEREAS, the Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the County.

NOW THEREFORE, the County and the Wyoming Elementary enter into this Grant Agreement (Agreement) and agree as follows:

1. TERMS OF AGREEMENT.

- 1.1. **Effective Date:** August 18, 2022 or the date the County obtains all required signatures, **whichever is later.** The Grantee must not begin work under this Agreement until the Agreement is fully executed and the Grantee has been notified by the County's Authorized Representative to begin work.
- 1.2. **Expiration Date:** October 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** The following Parts shall survive the expiration or cancellation of this Agreement: Governing Law, Jurisdiction, and Venue; Publicity and Endorsement; State Audits; Indemnification; Government Data Practices and Intellectual Property; and Data Disclosure.

2. GRANTEE'S DUTIES.

Grantee, who is not a County employee, is obligated and expressly agrees to undertake and complete the Project as described in Grantee's Application and supplements and correspondence related thereto (on file at the County and incorporated into this Agreement by reference) and in accordance with the requirements of this Agreement. Grantee shall make no changes in the tasks

or schedules set forth without the written consent of the County, as provided in Paragraph 12, Amendments, of this Agreement, as applicable.

3. TIME

The Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4. AUTHORIZED REPRESENTATIVES

For purposes of administering this Agreement, the County's Authorized Representative is:

Name: Courtney Wehrenberg
Title: Community Health Services Administrator
Address: 6133 402nd St., North Branch, MN 55056
Phone: 651-213-5215
Fax: 651-213-5401
Email: Courtney.Wehrenberg@chisagocounty.us

and the Grantee's Authorized Representative is:

Name: Laurie Chelgren
Address: 25701 Forest Boulevard N. Wyoming, MN 55092
Phone: 651-982-8001
Email: lchelgren@flaschools.org

To the extent possible, communication between the parties shall be made through the authorized representatives. The parties may substitute authorized representatives, as necessary, by written notification to each other.

5. ASSIGNMENT, WAIVER, AND AGREEMENT COMPLETE

- 5.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed Assignment Agreement, executed and approved by the same parties, or their successors in office, who approved and executed this Agreement.
- 5.2. **Waiver.** If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.3. **Agreement Complete.** This Agreement contains all negotiations and agreements between the County and the Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. CHANGES IN OWNERSHIP AND CONTROL

This Agreement shall be binding on the County, its successors and assigns, and on the Grantee, its successors and assigns. In the event that the Grantee becomes aware that there will be a change in its ownership or control, the Grantee shall promptly notify the County's Authorized Representative, in writing, of the change.

7. AUTHORITY TO CONTRACT

Grantee is NOT authorized to enter into agreements needed to complete the work specified in this Agreement without the prior written consent of County, which shall not be withheld unreasonably.

8. **PROJECT FUNDING AND DISBURSEMENTS**

- 8.1. **Total Obligation.** The total obligation of the County for all compensation to the Grantee under this Agreement will not exceed **Two Thousand Dollars (\$2,000.00)**.
- 8.2. **Condition of Payment.** All services provided by the Grantee under this Agreement must be performed to the County's satisfaction, as determined at the sole discretion of the County Authorized Representative.
- 8.3. **Disbursements** shall not be construed as a waiver by the County of any authority it may have to remedy Grantee's noncompliance with this Agreement.
- 8.4. **Grantee Commitment of Financing.** Grantee shall provide in-kind matching funds necessary for the completion of the Project of not less than ten percent (10%) of the total grant disbursement.

9. **USE OF GRANT FUNDS**

Grantee shall use Grant funds solely for eligible costs as identified in Grantee's Application and as incurred within the term of this Agreement.

10. **COMPLIANCE WITH THE LAW**

The Grantee shall conduct the Project in compliance with all applicable provisions of federal, state, and local laws and obtain all federal, state and local permits, licenses and authorizations necessary to implement and operate the Project.

11. **REPORTING REQUIREMENTS**

All reporting must be provided to the County's Authorized Representative.

- 11.1. **Upon project completion,** grantee agrees to submit a short written success story with photo that outlines how the funds supported the efforts of their project.
- 11.2. **Treatment of Data.** All data (information) related to this Project and Agreement that is maintained by the County is public unless the Minnesota Data Practices Act, Minn. Stat. Ch.13, or other applicable state or federal law provides otherwise. Grantee shall use its best efforts to provide all information required to be submitted to County in a form which can be released as public information. Grantee shall use its best efforts to prepare reports and other information without disclosing trade secret or sales information. If Grantee determines that it must disclose trade secret or sales information and Grantee wishes to keep that information from being subject to disclosure under the law, Grantee shall do the following:
1. In its report, Grantee shall segregate all information Grantee believes to not be subject to disclosure under the law from all other information.
 2. Grantee shall submit a written request for the information to be treated as not subject to disclosure under the law, citing the reasons for such treatment. Grantee shall submit the request to the County at the same time it submits the report containing the information in question.

The County shall not consider a request to treat data as not subject to disclosure under the law unless it is made in accordance with the above two requirements. If a request is made in accordance with the above requirements, the County shall promptly determine whether the information qualifies for nonpublic or private data treatment. If the County determines that the

information may be treated as nonpublic or private data, the County shall use its best efforts to treat the information accordingly.

12. AMENDMENTS

Any amendments to this Agreement must be in writing and will not be effective until it has been approved and executed by the same parties, or their successors in office, who approved and executed the original Agreement.

13. FAILURE TO COMPLY

- 13.1. ***Suspension or Termination.*** Failure of Grantee to comply with the terms and conditions of this Agreement shall constitute default under the terms of this Agreement unless the County agrees to an amendment under Part 12. Upon default, the County may immediately suspend or terminate the Agreement. Upon receipt of written notice of suspension or termination, Grantee shall immediately cease any expenditure of Grant funds and immediately cease incurring any expenditure for which Grant funds would be requested. Grantee shall return, upon demand, all unspent Grant funds disbursed by the County.
- 13.2. ***Repayment of Funds.*** If the County finds that the default is based on a serious breach of the terms and conditions of this Agreement such as substantial nonperformance of the Project, fraud, theft of funds, or gross negligence in the use of funds, the Grantee shall repay, upon demand, the Grant in full. Upon termination, the Grantee shall summarize in a written report the work completed prior to termination. In addition to termination, the County reserves the right to exercise all other available remedies.
- 13.3. ***Notice of Default.*** In the event of default, the County shall send a written notice to Grantee describing Grantee's failure to comply with the terms and conditions of this Agreement. At the County's election, Grantee may be provided an opportunity to correct the default of not less than seven (7) nor more than thirty (30) days. If no response is received by the County within the applicable time period or, if Grantee shall fail to satisfactorily correct the default, the County may immediately terminate the Agreement.
- 13.4. ***Response to Notice of Default.*** The County may agree to amend the terms and conditions of this Agreement if the Grantee submits a written response supported by documentation that establishes that an amendment is justified.

14. TERMINATION

The County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payments provided herein. Termination must be by written notice to the Grantee. The County is not obligated to pay for any costs of the Project that are incurred after the notice and effective date of termination. The County will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding sources, to not appropriate funds. The County must provide the Grantee notice of the lack of funding within a reasonable time of the County's receiving that notice.

15. WORKERS' COMPENSATION

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

16. PUBLICITY AND ENDORSEMENT

Any publicity regarding the subject matter of this Agreement must identify the Minnesota Department of Health and the County as a funding source and must not be released without prior written approval from the County's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. The Grantee must not claim that the Minnesota Department of Health and the County endorses its products or services.

17. HUMAN RIGHTS, EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION

The Grantee, in the conduct of the Project, shall comply with all applicable state and federal laws relating to nondiscrimination, affirmative action, and equal opportunity, now or hereafter enacted and any amendments thereto, including, but not limited to, Minnesota Statutes Ch. 363 (the Minnesota Human Rights Act), Minn. Stat. § 181.59 (applicable to Agreements for materials, supplies, and construction for or on behalf of the State), and the Americans with Disabilities Act of 1990 (P.L. 100-336).

18. LIABILITY

The Grantee must indemnify, save, and hold the County, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the County's failure to fulfill its obligations under this Grant Agreement.

19. INSURANCE

21.1 Grantee is required to maintain general liability and automobile (if a vehicle is used in performing the duties under the contract) insurance minimum limits in the amount of \$1,000,000 protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Grantee or by a subcontractor or by anyone directly or indirectly employed by the Grantee under the Contract.

21.2 Insurance coverage by the Grantee in amounts greater than the tort liability limits set for municipal corporations, pursuant to Minn. Stat. 466 shall not constitute a waiver of the liability cap(s) available to the County.

20. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY

20.1. **Government Data Practices.** The Grantee agrees to comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County in accordance with this Agreement and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee in accordance with this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Part by either the Grantee or the County. In the event the Grantee receives a request to release the data referred to in this Part, the Grantee must immediately notify the County.

The County will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

20.2. Intellectual Property.

20.2.1. Grantee shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

20.2.2. Grantee represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The Grantee shall indemnify and defend, to the extent permitted by the Attorney General, County at the Grantee's expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

21. ANTITRUST

The Grantee hereby assigns to the County any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

22. JURISDICTION AND VENUE

This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

23. STATE AUDITS

The books, records, documents, and accounting procedures and practices of the Grantee relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract. In addition, the Grantee shall permit representatives of the County to visit the site of the Project during regular business hours to review the status of the Project and verify expenditures made under this Agreement.

24. SUBCONTRACTING

Grantee shall not enter into any subcontract for performance of any services contemplated under this agreement. If specifically authorized by the County, Grantee is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. GRANTEE

Grantee certifies that the appropriate person(s) have executed the contract on behalf of Grantee as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title: Laurie Chelgren, Principal
Date:

2. COUNTY OF CHISAGO

APPROVED:

By:
Title: Rick Greene, Chair, Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Title: Chase Burnham, County Administrator
Date:

By:
Title: Robert Benson, Director, Chisago County Health & Human Services
Date:

AS TO FORM:

By: Janet Reiter
Title: Janet Reiter, Chisago County Attorney
Date: 8/10/2022

Chisago County Request for Board Action

Meeting Date: September 7, 2022	Item Number: 6
Title of Item for Consideration: SHIP Grant Agreement – Rush City School District	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health & Human Services has been awarded funding from the Minnesota Department of Health to work with communities, schools, healthcare and worksites to promote policy, system and environmental changes with a focus on improving nutrition, increasing physical activity and decreasing tobacco use and exposure. Grants will be awarded to various approved grant applicants to assist them in these efforts. Grantees are required to provide a minimum of 10% in-kind matching funds toward the completion of their project as a condition of grant acceptance. Attachment(s): SHIP Grant Agreement – Rush City School District	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Ship grant agreement – Rush City School District. The following motion is suggested: <i>“Move to approve the SHIP Grant Agreement – Rush City School District.”</i>	
Implications of Action: Approval of this Ship grant agreement will allow Rush City School District to purchase healthy snacks for staff, the snacks will promote self-care. Budget/Financial Implications: The budget will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$659.32. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve 	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

**County of Chisago
State Health Improvement Program Grant Program
Grant Agreement**

This Grant Agreement is between Chisago County Community Health Board, 313 No. Main Street, Center City, MN 55012 ("County") and Rush City School District, 51001 Fairfield AVE. Rush City, MN 55069 ("Grantee").

Recitals

WHEREAS, the County administers the local implementation of the State of Minnesota State Health Improvement Program ("SHIP") and is empowered to enter into this Grant Agreement; and

WHEREAS, Rush City School District applied to County for a SHIP Grant in order to purchase Healthy snacks for staff, the snacks will promote self-care; and

WHEREAS, after reviewing the full proposal and all supplemental documentation submitted by the Grantee, it was found that the application satisfied the requirements of Minn. Stat. § 145.986 and 16B.98; and

WHEREAS, the Grantee has been approved for a Grant in an amount not to exceed **Six Hundred Fifty Nine Dollars and Thirty-Two Cents (\$659.32)**; and

WHEREAS, the Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the satisfaction of the County.

NOW THEREFORE, the County and the Rush City School District enter into this Grant Agreement (Agreement) and agree as follows:

1. TERMS OF AGREEMENT.

- 1.1. **Effective Date:** September 7, 2022 or the date the County obtains all required signatures, **whichever is later.** The Grantee must not begin work under this Agreement until the Agreement is fully executed and the Grantee has been notified by the County's Authorized Representative to begin work.
- 1.2. **Expiration Date:** October 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** The following Parts shall survive the expiration or cancellation of this Agreement: Governing Law, Jurisdiction, and Venue; Publicity and Endorsement; State Audits; Indemnification; Government Data Practices and Intellectual Property; and Data Disclosure.

2. GRANTEE'S DUTIES.

Grantee, who is not a County employee, is obligated and expressly agrees to undertake and complete the Project as described in Grantee's Application and supplements and correspondence related thereto (on file at the County and incorporated into this Agreement by reference) and in accordance with the requirements of this Agreement. Grantee shall make no changes in the tasks or schedules set forth without the written consent of the County, as provided in Paragraph 12, Amendments, of this Agreement, as applicable.

3. **TIME**

The Grantee must comply with all the time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.

4. **AUTHORIZED REPRESENTATIVES**

For purposes of administering this Agreement, the County's Authorized Representative is:

Name: Courtney Wehrenberg
Title: Community Health Services Administrator
Address: 6133 402nd St., North Branch, MN 55056
Phone: 651-213-5215
Fax: 651-213-5401
Email: Courtney.Wehrenberg@chisagocounty.us

and the Grantee's Authorized Representative is:

Name: Janet Wagener
Address: 51001 Fairfield AVE. Rush City, MN 55069
Phone: 320-358-1264
Email: jwagener@rushcity.k12.mn.us

To the extent possible, communication between the parties shall be made through the authorized representatives. The parties may substitute authorized representatives, as necessary, by written notification to each other.

5. **ASSIGNMENT, WAIVER, AND AGREEMENT COMPLETE**

5.1. **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the County and a fully executed Assignment Agreement, executed and approved by the same parties, or their successors in office, who approved and executed this Agreement.

5.2. **Waiver.** If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.3. **Agreement Complete.** This Agreement contains all negotiations and agreements between the County and the Grantee. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6. **CHANGES IN OWNERSHIP AND CONTROL**

This Agreement shall be binding on the County, its successors and assigns, and on the Grantee, its successors and assigns. In the event that the Grantee becomes aware that there will be a change in its ownership or control, the Grantee shall promptly notify the County's Authorized Representative, in writing, of the change.

7. **AUTHORITY TO CONTRACT**

Grantee is NOT authorized to enter into agreements needed to complete the work specified in this Agreement without the prior written consent of County, which shall not be withheld unreasonably.

8. **PROJECT FUNDING AND DISBURSEMENTS**

- 8.1. **Total Obligation.** The total obligation of the County for all compensation to the Grantee under this Agreement will not exceed **Six Hundred Fifty Nine Dollars and Thirty Two Cents (\$659.32)**.
- 8.2. **Condition of Payment.** All services provided by the Grantee under this Agreement must be performed to the County's satisfaction, as determined at the sole discretion of the County Authorized Representative.
- 8.3. **Disbursements** shall not be construed as a waiver by the County of any authority it may have to remedy Grantee's noncompliance with this Agreement.
- 8.4. **Grantee Commitment of Financing.** Grantee shall provide in-kind matching funds necessary for the completion of the Project of not less than ten percent (10%) of the total grant disbursement.

9. **USE OF GRANT FUNDS**

Grantee shall use Grant funds solely for eligible costs as identified in Grantee's Application and as incurred within the term of this Agreement.

10. **COMPLIANCE WITH THE LAW**

The Grantee shall conduct the Project in compliance with all applicable provisions of federal, state, and local laws and obtain all federal, state and local permits, licenses and authorizations necessary to implement and operate the Project.

11. **REPORTING REQUIREMENTS**

All reporting must be provided to the County's Authorized Representative.

- 11.1. **Upon project completion,** grantee agrees to submit a short written success story with photo that outlines how the funds supported the efforts of their project.
- 11.2. **Treatment of Data.** All data (information) related to this Project and Agreement that is maintained by the County is public unless the Minnesota Data Practices Act, Minn. Stat. Ch.13, or other applicable state or federal law provides otherwise. Grantee shall use its best efforts to provide all information required to be submitted to County in a form which can be released as public information. Grantee shall use its best efforts to prepare reports and other information without disclosing trade secret or sales information. If Grantee determines that it must disclose trade secret or sales information and Grantee wishes to keep that information from being subject to disclosure under the law, Grantee shall do the following:
1. In its report, Grantee shall segregate all information Grantee believes to not be subject to disclosure under the law from all other information.
 2. Grantee shall submit a written request for the information to be treated as not subject to disclosure under the law, citing the reasons for such treatment. Grantee shall submit the request to the County at the same time it submits the report containing the information in question.

The County shall not consider a request to treat data as not subject to disclosure under the law unless it is made in accordance with the above two requirements. If a request is made in accordance with the above requirements, the County shall promptly determine whether the information qualifies for nonpublic or private data treatment. If the County determines that the information may be treated as nonpublic or private data, the County shall use its best efforts to treat the information accordingly.

12. AMENDMENTS

Any amendments to this Agreement must be in writing and will not be effective until it has been approved and executed by the same parties, or their successors in office, who approved and executed the original Agreement.

13. FAILURE TO COMPLY

- 13.1. ***Suspension or Termination.*** Failure of Grantee to comply with the terms and conditions of this Agreement shall constitute default under the terms of this Agreement unless the County agrees to an amendment under Part 12. Upon default, the County may immediately suspend or terminate the Agreement. Upon receipt of written notice of suspension or termination, Grantee shall immediately cease any expenditure of Grant funds and immediately cease incurring any expenditure for which Grant funds would be requested. Grantee shall return, upon demand, all unspent Grant funds disbursed by the County.
- 13.2. ***Repayment of Funds.*** If the County finds that the default is based on a serious breach of the terms and conditions of this Agreement such as substantial nonperformance of the Project, fraud, theft of funds, or gross negligence in the use of funds, the Grantee shall repay, upon demand, the Grant in full. Upon termination, the Grantee shall summarize in a written report the work completed prior to termination. In addition to termination, the County reserves the right to exercise all other available remedies.
- 13.3. ***Notice of Default.*** In the event of default, the County shall send a written notice to Grantee describing Grantee's failure to comply with the terms and conditions of this Agreement. At the County's election, Grantee may be provided an opportunity to correct the default of not less than seven (7) nor more than thirty (30) days. If no response is received by the County within the applicable time period or, if Grantee shall fail to satisfactorily correct the default, the County may immediately terminate the Agreement.
- 13.4. ***Response to Notice of Default.*** The County may agree to amend the terms and conditions of this Agreement if the Grantee submits a written response supported by documentation that establishes that an amendment is justified.

14. TERMINATION

The County may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payments provided herein. Termination must be by written notice to the Grantee. The County is not obligated to pay for any costs of the Project that are incurred after the notice and effective date of termination. The County will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding sources, to not appropriate funds. The County must provide the Grantee notice of the lack of funding within a reasonable time of the County's receiving that notice.

15. WORKERS' COMPENSATION

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered County employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the County's obligation or responsibility.

16. PUBLICITY AND ENDORSEMENT

Any publicity regarding the subject matter of this Agreement must identify the Minnesota Department of Health and the County as a funding source and must not be released without prior written approval from the County's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Agreement. The Grantee must not claim that the Minnesota Department of Health and the County endorses its products or services.

17. HUMAN RIGHTS, EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION

The Grantee, in the conduct of the Project, shall comply with all applicable state and federal laws relating to nondiscrimination, affirmative action, and equal opportunity, now or hereafter enacted and any amendments thereto, including, but not limited to, Minnesota Statutes Ch. 363 (the Minnesota Human Rights Act), Minn. Stat. § 181.59 (applicable to Agreements for materials, supplies, and construction for or on behalf of the State), and the Americans with Disabilities Act of 1990 (P.L. 100-336).

18. LIABILITY

The Grantee must indemnify, save, and hold the County, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the County, arising from the performance of this Grant Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the County's failure to fulfill its obligations under this Grant Agreement.

19. INSURANCE

21.1 Grantee is required to maintain general liability and automobile (if a vehicle is used in performing the duties under the contract) insurance minimum limits in the amount of \$1,000,000 protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the Contract whether the operations are by the Grantee or by a subcontractor or by anyone directly or indirectly employed by the Grantee under the Contract.

21.2 Insurance coverage by the Grantee in amounts greater than the tort liability limits set for municipal corporations, pursuant to Minn. Stat. 466 shall not constitute a waiver of the liability cap(s) available to the County.

20. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY

20.1. **Government Data Practices.** The Grantee agrees to comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County in accordance with this Agreement and as it applies to all data created, collected, received, stored, used, maintained or disseminated by Grantee in accordance with this Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Part by either the Grantee or the County. In the event the Grantee receives a request to release the data referred to in this Part, the Grantee must immediately notify the County. The County will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

20.2. Intellectual Property.

20.2.1. Grantee shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subcontractors, either individually or jointly with others and which arise out of the performance of this contract, created and paid for under this contract, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form (hereinafter MATERIALS).

20.2.2. Grantee represents and warrants that MATERIALS produced or used under this contract do not and will not infringe upon any intellectual property rights of another, including, but not limited to, patents, copyrights, trade secrets, trade names, and service marks and names. The Grantee shall indemnify and defend, to the extent permitted by the Attorney General, County at the Grantee's expense from any action or claim brought against County to the extent that it is based on a claim that all or part of the MATERIALS infringe upon the intellectual property rights of another. The Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including, but not limited to, reasonable attorney fees arising out of this contract, amendments and supplements thereto, which are attributable to such claims or actions.

21. ANTITRUST

The Grantee hereby assigns to the County any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.

22. JURISDICTION AND VENUE

This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.

23. STATE AUDITS

The books, records, documents, and accounting procedures and practices of the Grantee relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract. In addition, the Grantee shall permit representatives of the County to visit the site of the Project during regular business hours to review the status of the Project and verify expenditures made under this Agreement.

24. SUBCONTRACTING

Grantee shall not enter into any subcontract for performance of any services contemplated under this agreement. If specifically authorized by the County, Grantee is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. GRANTEE

Grantee certifies that the appropriate person(s) have executed the contract on behalf of Grantee as required by applicable articles, by-laws, resolutions, or ordinances.

By:
Title: Janet Wagener, Principal
Date:

2. COUNTY OF CHISAGO

APPROVED:

By:
Title: Rick Greene, Chair, Chisago County Board of Commissioners
Date:

CERTIFIED:

By:
Title: Chase Burnham, County Administrator
Date:

By:
Title: Robert Benson, Director, Chisago County Health & Human Services
Date:

AS TO FORM:

By: Janet Reiter
Title: Janet Reiter, Chisago County Attorney
Date: 08/29/2022



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
September 7, 2022**

TAB # 7

Payment of County's Warrants & Miscellaneous Bills

Bills Paid \$657,671.29

*****All Warrants/Bills Available with the Clerk of the Board*****

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, August 17, 2022**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, August 17, 2022 at the Chisago County Government Center with the following Commissioners present: DuBose, Greene, Dunne, Montzka. Also present: County Administrator Chase Burnham, County Attorney Janet Reiter, and 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, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board opened the Road and Bridge Committee of the Whole at 6:30 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

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

On motion by Dunne, seconded by Montzka, the Board moved items 1-3 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to close the Road and Bridge Committee of the Whole at 6:40 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the Consent Agenda and remove item #8 for discussion. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – County Highway System Update
- 3.) R&B Committee Recommendation – Right-of-Way Plat Resolutions
- 4.) Minutes from the August 3, 2022 Meeting
- 5.) Payment of County’s Warrants and Miscellaneous Bills

Per Minnesota Statutes 375.1, proceedings of the County Board including a list of itemized accounts, claims or demands must be published in the official newspaper. The

itemized list of claims is available for public review on the County website at <https://www.chisagocounty.us/1197/Claims-Paid>. Claims less than \$2,000 are listed as a total dollar amount and notes the number of claims included in the total.

- 6.) Public Health Mileage Reimbursement
- 7.) ~~Applications for Abatements (reduction) of Property Taxes~~
- 8.) ~~Advertisement for Vacancy Planning Commission, District 1 removed from Consent Agenda for discussion~~
- 9.) Temporary Liquor License Request – Franconia Sculpture Park

On motion by DuBose, seconded by Dunne, the Board moved to advertise for vacancy in District 1 for the Planning Commission. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

Environmental Services Director Kurt Schneider presented the Board with the Director's Report and action items. *No action was taken.*

On motion by DuBose, seconded by Dunne, the Board moved to accept the Environmental Services Director's Report. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve Resolution No. 22/0817-9 , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, Approving the Alison Ogren & Garrett Bartholme Conditional Use Permit to allow a Recreational Campground Area on property located at 28445 St. Croix Trail / Hwy 95 in Franconia Township, Parcel #04.00144.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve Resolution No. 22/0817-10 , a Resolution of the County Board of Commissioners of Chisago County, Minnesota, Approving the Matthew Holly Conditional Use Permit to allow an Open Storage Yard on property located at 995 S. Bremer Avenue / CSAH 30 in Rushseba Township, Parcel # 07.00331.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Montzka, the Board moved to approve Resolution No. 22/0817-11, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, Approving the Ani Dagmar Kasten Rural Retail Tourism Art Studio Conditional Use Permit Amendment to allow the addition of a Commercial Recreation Area (Recreational Campground Area) and amend other existing CUP conditions on property located at 29815 Unity Avenue, Franconia Township, Parcel 04.00003.00. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:06 p.m. END TIME – 7:08 p.m.

of SPEAKERS – 1

On motion by Dunne, seconded by Montzka, the Board moved to accept the August 10th Budget and Finance Report. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the contract with Century College SLOT Program for the 2022-2023 education cycle. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve the issuance of Chisago County's ARPA Fund allocation to the Chisago Lakes School District, as allocated pursuant to the 2022 Chisago County ARPA School Grant Program. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the Ship Grant Agreement – Wyoming Elementary. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve the Trout Brook Stream Restoration project, the Trout Brook and Sunrise River Projects and the Sunrise River/Tax Forfeit Wetland Restoration projects. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve the East Central Friends of the NRA's resolution to conduct a raffle at their event on October 1, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve the Wheelhouse Warriors' resolution to conduct a raffle at their event on September 10-11, 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the NWTF Long Spurs of Sunrise River's resolution to conduct a raffle at their event on February 11, 2023. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Montzka, seconded by Dunne, the Board moved to approve the 2022 County Seal Coat Project CP 013-SC-022 Final payment. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by Dunne, seconded by DuBose, the Board moved to approve a credit card for Deputy Ron Istvanovich, CCSO. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

County Administrator Burnham provided administrative updates. *No action was taken.*

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

On motion by Dunne, seconded by Montzka, the Board moved to close the County Board meeting at 7:30 p.m. related to strategy for labor negotiations, including negotiation strategies , including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute. Minn. Stat. §13D.03 subd. 1. The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies , including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

On motion by DuBose, seconded by Montzka, the Board ended the closed meeting and reconvened the regular meeting at 9:14 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

On motion by DuBose, seconded by Dunne, the Board moved to approve what was discussed in closed session. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

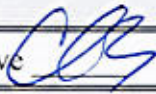
On motion by DuBose, seconded by Montzka, the Board adjourned the meeting at 9:14 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** DuBose, Greene, Dunne, Montzka. **OPPOSED:** None.

1

Richard Greene, Chair

Attest: _____
Christina Vollrath
Clerk of the Board

Chisago County Request For Board Action

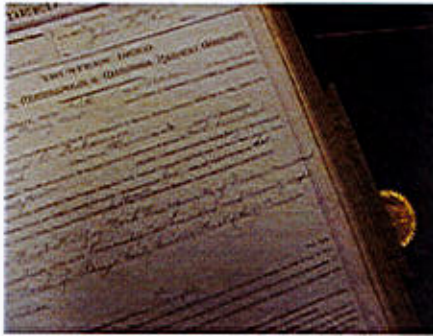
Meeting Date: September 7, 2022	Item Number: 9
Title of Item for Consideration: Temporary Liquor License Request – OMNI Brewing Co LLC	
Action Requested by: Bridgitte Konrad, County Auditor	Department: Auditor's Office
Previous Action on this Matter: From time to time the Board of Commissioners is asked to approve individual application requests.	
Background: The application is for a 1 Day to 4 Day Temporary On-Sale Liquor License for the OMNI Brewing Co LLC at an event at Franconia Sculpture Park on October 15, 2022. They are recommended by the Sheriff's office and Attorney's office for approval. The following are County businesses/organizations are requesting approval; 1. OMNI Brewing Co LLC – 10/15/2022	
Attachment(s): License Application for 1 Day to 4 Day Temporary On-Sale Liquor License <i>(available with Clerk of the Board)</i>	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the License Applications for 1 Day to 4 Day Temporary On-Sale Liquor License for the OMNI Brewing Co LLC at Franconia Sculpture Park on October 15, 2022. The suggested motion is as follows: <i>“Move to approve the License Application for 1 Day to 4 Day Temporary On-Sale Liquor License for the OMNI Brewing Co LLC at Franconia Sculpture Park on October 15, 2022.”</i>	
Implications of Action: By approving the applications, the businesses will be able to sell Liquor at their events planned for the specific dates. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve 	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Request for Board Action

Meeting Date: September 7, 2022	Item Number: 10
Title of Item for Consideration: Applications for Abatements (reduction) of Property Taxes	
Action Requested by: Bridgitte Konrad, Auditor/Treasurer	Department: Auditor/Treasurer
Previous Action on this Matter: From time to time the Board of Commissioners is asked to address individual Abatement requests.	
Background: The applications are for the abatement (reduction) of property tax for tax payable in 2022. They are recommended by the Assessor's office and Auditor's office for approval. The reductions meet the County's policy for such actions. The following parcels are requesting abatement: - Birchwood Terrace LLC – 21.80040.00 - Laura Kost – 17.80022.00 - Lawrence Peterson – 16.80165.00 Attachment(s): - Applications for Abatement (<i>available with Clerk of the Board</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the applications of abatement of taxes for the tax parcels. The suggested motion is as follows: <i>“Move to approve the applications of abatement of taxes for the following tax parcels; 21.800400.00, 17.80022.00, and 16.80165.00.”</i>	
Implications of Action: By approving the applications, the property owners will be paying the appropriate property tax in 2022. Budget/Financial Implications: Minimal impact on the County finances and budget. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Annual Report to the County Board Fiscal Year 2021

Chisago County Recorder



Karen Long, County Recorder (effective Feb 9, 2022)

313 North Main Street, Suite #270

Center City, MN 55012

(651)213-8585

karen.long@chisagocounty.us

Chisago County Recorder's Office Mission Statement-

To protect, preserve, and record documents relating to real estate and vital statistics in a methodical manner for posterity, legal and security purposes. To serve the public in a prompt, courteous, and effective manner.

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Closing.....7

Introduction

For FY 2021, staff in the Recorder's Office was comprised of the Recorder, a Senior Deputy Lead, and three Deputy I's. Janet Converse was the Recorder for the entire year of 2021. This review is based on information compiled from her records and previous reports to the board. In places where the pronoun "I" is used, either Janet or Karen are identified as the "speaker."

This office records real estate documents and military discharges. In addition, we are responsible for issuing birth, death, and marriage certificates as well as registering notary commissions, ordination papers, and issuing marriage licenses.

Document Recording

The growth in document recording continued from 2020 into 2021, but at a slower rate of approximately 11%. This growth in document recording seems to be coming to an end. As I (Karen) write this in July of 2022, it appears that our document recording numbers in 2022 will be more like those of 2018 and 2019 than 2020 or 2021.

Total Documents Recorded

2021 16,045
2020 14,166
2019 10,828
2018 10,559

eRecording percentages continue to remain at about 81% of the documents recorded in our office. It is great that document submitters continue to see the value of submitting documents electronically, but it would be even better to see that percentage grow to nearly 100%.

MCRA (Minnesota County Recorder's Association) has been working to make the ERERC (Electronic Real Estate eRecording Commission) an active group once again. Over the years it has lost its momentum as eRecording became more widely accepted (which was its goal) and members left the commission without

being replaced. Once the commission is more active, the eRecording, Technology, and Communications Committee of the MCRA will support it to continue promoting and improving the eRecording process.

eRecording percentages

2021 81%
2020 80%
2019 68%
2018 62%

Vital Records

Vital records for the county include births, deaths, marriages, notaries, marriage ordinations and military discharges. Like real estate documents, vital records revenues are difficult to predict. As expected, the number of applications for marriage licenses increased during 2021, as did the number of birth certificate requests.

I (Karen) will continue to monitor to see if there is a viable means in which a person can request their birth certificate electronically. In the meantime, the public can continue to request marriage certificates via the Recorder’s Office webpage, in person or by mail, while requesting birth and death certificates in person or by mail.

Vital Statistics

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Birth Certificates requests processed	1275	1162	1342
Marriage license applications	266	202	233
Notaries registered	111	176	199
Ordinations registered	103	75	60
Military Discharge DD214s recorded	6	7	22

LandShark

This is the Recorder’s online tract index of our real estate records. We have our tract index (which is the real estate record on each piece of property) in the computer back to 1988 with some images back to 1950. The documents between

1988 and 1950 are not indexed to date and can only be found by their document numbers. It is my goal to find ways to continue the trend of growing revenues from LandShark.

Annual income from LandShark users

2021	\$85,720.25 (\$76,377.75 + \$9342.50 One-time user income)
2020	\$63,145 (\$50,250 + \$12,894.50 One-time user income)
2019	\$51,332 (\$48,184 + \$3,167.50 One-time user income)
2018	\$48,650

I (Karen) am going to make it a priority to get images indexed and available so that the public can access any desired document via LandShark. I do not know the timeline to make this possible but will continue working with vendors to make it a reality.

Compliance Fund - MN State Statute 357.182

Each of the 87 counties in Minnesota is to remain in compliance regarding the return of real estate documents to their submitters. \$11 from each real estate document recorded goes into a compliance fund for each county to assure that they are returning paper real estate documents within 10 business days and electronically recorded documents within 5 business days. If a County Recorder's Office is not able to remain in compliance, those funds must be used to support technologies or staff to bring the office into compliance. When the office stays in compliance, those funds can be used at the County Board's discretion for expenditures that help enhance land records and other associated departments.

Percentage of documents in compliance

2021	99.64%
2020	98.02%
2019	99.77%

Technology Fund - MN State Statute 357.18

This fund must also remain segregated from the county's general fund in the county budget and is built from the \$10 collected from each real estate record recorded in this office. The Technology Fund is used at the Recorder's Discretion

to modernize land records and the recording process. It is my goal to use this fund to index the digital images that we already have so that people using LandShark outside of our office do not have to rely on staff to forward images to them. In addition, I would like to see any images of poor quality improved. My hope is that anyone accessing LandShark, day or night, can retrieve any image without having to request them through our office staff. This fund was originally brought about to assist counties within the state of Minnesota in their efforts to eRecord. At this point, all but one Minnesota county is eRecording at least some documents. It is hard to know if this part of the recording fee will continue or will sunset at some time.

Milestones

The Recorder's Office can now do all eRecording functions remotely. In addition, all staff are set up to work from home. Most recording will be able to continue if we experience an office shutdown again. We continue to make the forms used in our office electronic to decrease our reliance on paper and improve processes. Many historical records have been indexed in an ongoing project to digitize all records stored in our office.

2021 Goals – (Janet's notes are in bold)

1. Continue work on imaging, indexing and proofing historical vital records.
This is ongoing until complete with little time to focus on this in 2020 or 2021; we know the work is always there.
2. Once we have all of our materials back from the vendor we will get the records that we got digitalized loaded into our system and look at getting the balance of the books imaged to eliminate the need to have the two aging fiche machines in our public room. Both of the machines we have are old and it is getting harder to find parts or supplies for them and the cost of repairs has been increasing over the last few years.
These materials are back but have not been indexed.
3. Work is yet to be done on the scanning, indexing and proofing of all of the financing statements that were found in the vault.

We have not had time to begin this project with staffing and document levels.

4. Get this office set up with remote access in case someone on staff causes the office to have to quarantine as happened in another department or some other situation.

This is done.

5. Train one Deputy Recorder I staff for promotion to Deputy Recorder II.

This staff was promoted shortly before I took office in February.

2022 Goals

"I (Janet) would especially like to get the Numerical and Grantor/Grantee books imaged as those are used the most in the public room and these were not on fiche. These are very important, and I would like to get that done sooner rather than later for disaster recovery purposes. These books make it easier to find documents when we don't have legal descriptions as they go by dates/years and buyer/seller names."

Looking Ahead- Legislature and Policies

Electronic Well disclosures is a topic that continues to be a priority of MCRA. MN Dept of Health and MCRA are looking to make all well disclosures e-filed like the eCRV. The state would get the entire \$50 fee where the county is currently getting \$7.50 from each well certificate recorded. I am serving on a subcommittee of the MCRA to pass this legislation through, as the association hopes to get it passed in this next legislation and remove it from our "to do" list.

Historical Marriage Certificates remain to be an issue that needs to be addressed. There currently is not a defined way to rectify for some errors on certificates that were previously issued. Some of these certificates date back more than 30-40 years ago. They are coming into question because of the requirements for the Real ID. I (Karen) plan to continue working with our County Attorney's office as well as other County Recorders to develop a procedure that can be used in our office

Daniel Anderl Judicial Security and Privacy Act of 2020 is an act passed in NJ which requires the shielding of public information to protect judges, police officers, and similar classes of public employees. It was passed hastily and without foresight of the processes and consequences of removing records from public information. Some states are looking at similar legislation that, depending on if and how it is passed, could leave holes in property searches of records Recorder's Offices would be required to keep confidential. It is possible that MN's Safe At Home program would continue to provide the protection that lawmakers deem necessary. Legislation could impact Recorder's Offices, Tax, Assessor, License offices, schools, etc. The Safe at Home records that this county holds are only a handful. If this law or something like it gets passed in our state it would mean thousands of records would be unavailable to the public. PRIA (Property Records Industry Association), of which I am a member, is taking a proactive stance against the total redaction of records and working with legislators to develop an acceptable solution.

Closing

Coming to this department in February 2022, I do not have much information to provide about 2021 other than that which is reflected by numbers. I will spend much of 2022 continuing to get to know my staff and learning office procedures. I have been able to attend both the winter MACO conference and the summer MCRA conference. In addition, I look forward to attending the Trimin User Group meeting in October and the Real Estate Institute in November.

I am currently serving on several committees in MCRA, as well as work groups to improve document indexing standards and moving well certificates to electronic certification. I strongly feel that the way to make your office better is to learn how others are doing things, and the best way to do that is to have conversations with other professionals in the industry. Because of this, the time that is spent at seminars, conferences, and even virtual meetings is invaluable.

Our office continues to work with a reduced staff at times. Still, the staff continues to remain in compliance regarding document recording and provides excellent customer service at the counter and over the phone. We will focus on

this level of service and continue to improve the processes in our office to be more efficient internally and for the public.

Thank you,
Karen M. Long
Chisago County Recorder

July 2022

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TAB #12

Year 2022

County Board of Commissioners Visits

Agenda

1. **Business: Present CMJTS Annual Report to Counties for 2020-2021**
 - Annual Fiscal Audit—CliftonLarsonAllen (Independent Audit Report)
 - Under WIOA Law, County Board's have fiduciary accountability for E&T federal funds
 - Annual Program Performance Report; complete information at www.cmjts.org
 - County Demographics (Luke Greiner, DEED LMI Regional Analyst)
2. **What's Happening In Your County: *A Focus on Programs and Services***
 - Public Assistance Programs – MFIP, DWP, SNAP (Federal)
 - Adult and Dislocated Worker (Federal and State)
 - Youth Programs (Federal and State)
 - Business Services
3. **Q & A**

Corporate Office

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Mora
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North Branch
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AGENDA

Staff Introductions

- **Business: Present CMJTS Annual Report to Counties for 2020-2021**
 - Annual Fiscal Audit: CliftonLarsonAllen (independent audit report)
 - Under WIOA Law, county boards have fiduciary accountability for Employment and Training federal funds.
 - Annual Program Performance Report (tri-fold); complete information at www.cmjts.org.
 - 2022-2023 Commercial Insurance

- **What's Happening In Your County: A Focus on Programs and Services**
 - Public Assistance Programs – MFIP, DWP, SNAP (federal)
 - Adult and Dislocated Worker (federal and state)
 - Youth Programs (federal and state)
 - Business Services (federal and state)

- **Q & A**

CMJTS Joint Powers Board

Years of Service



Chair
Chisago County
Commissioner
Rick Greene (15)



Vice Chair
Sherburne County
Commissioner
Lisa Fobbe (5)



Secretary
Isanti County
Commissioner
Mike Warring (11)



Kanabec County
Commissioner
Les Nielsen (20)



Kandiyohi County
Commissioner
Steve Gardner (2)



McLeod County
Commissioner
Nathan Schmalz (2)



Meeker County
Commissioner
Steve Schmitt (4)



Mille Lacs County
Commissioner
Tim Wilhelm (9)



Pine County
Commissioner
Steve Hallan (9)



Renville County
Commissioner
Greg Snow (4)



Wright County
Commissioner
Christine Husom (9)



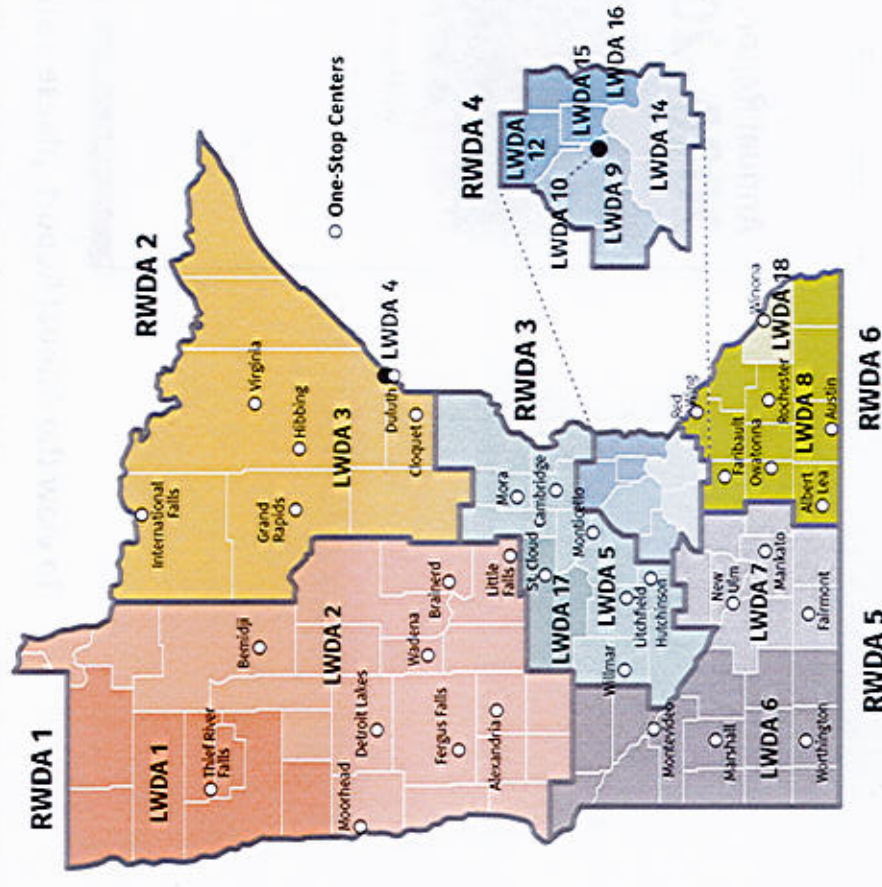
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CEO
Barbara Chaffee (22)



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- Sandstone
- Willmar – Ridgewater College

CMJTS Annual Report



To view the Annual Report, please visit: www.cmjts.org / About / Annual Report

2022-2023 Commercial Insurance

Central MN Jobs & Training Services Schedule of Insurance

Policy Type: Commercial Package Insurance Center: Principal Insurance Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Business Personal Property Deductible Valuation Replacement Cost Business Income General Liability Professional Liability Automobile Liability	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
Policy Type: Workers Compensation Insurance Center: Superior Point (Assigned Risk Fund) Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Workers Compensation - MN Employers Liability - Each Accident Employers Liability - Disease (Policy Limit) Employers Liability - Disease (Each Employee)	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
Policy Type: Commercial Umbrella Insurance Center: Principal Insurance Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Umbrella Liability Self-Insured Retention	\$1,000,000 \$1,000,000
Policy Type: Management Liability Insurance Center: Carolina Casualty Insurance Corp Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Directors & Officers Liability - per occurrence Directors & Officers Liability - aggregate Employment Practices Liability - deductible Employment Practices Liability - aggregate	\$1,000,000 \$1,000,000 \$1,000,000 \$1,000,000
Policy Type: Cyber - Third Party Insurance Center: The Hartford Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Employee Theft - on premises only Deductible	\$1,000,000 \$1,000,000
Policy Type: Disha Bond Insurance Center: Capital Indemnity Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Bond Limit (with release guard)	\$1,000,000
Policy Type: Cyber Insurance Center: Capital Indemnity Policy Number: 00000000000000000000 Policy Term: April 20, 2022-2023	Limit \$1,000,000
Coverage Cyber Liability	\$1,000,000



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What Is Happening In Your County?

Central Minnesota Jobs and Training Services, Inc. Executive Staff



Tricia Bigaouette
Director
Finance Department
Economic Development
Corporate
tbigaouette@cmjts.org



Dina Wuornos
Manager
Adult
Public Assistance
Dislocated Worker
Central Region
dwuornos@cmjts.org



Diana Ristamaki
Manager
Youth Programs
Universal Team
North Region
dristamaki@cmjts.org



Leslie Wojtowicz
Manager
Workforce Development
Division
South Region
lwojtowowicz@cmjts.org



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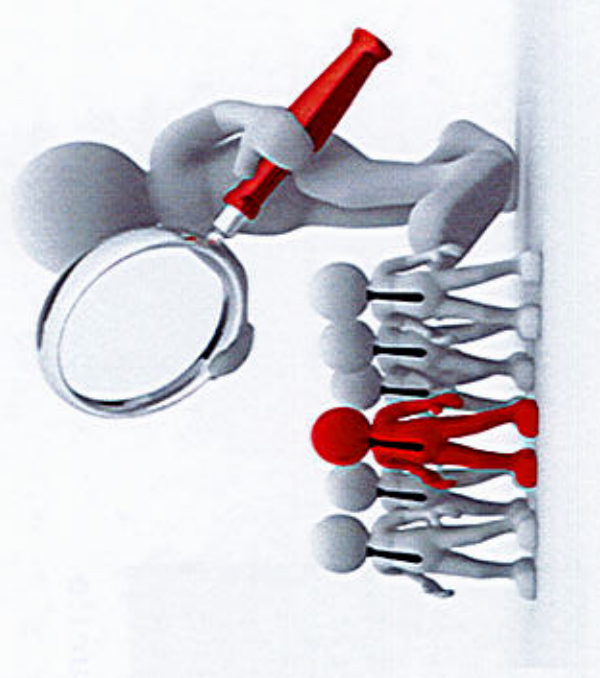
Finance Department and Economic Development



Tricia Bigaouette
Director

Annual Fiscal Audit

- **December of each year**, the JPB reviews the Annual Fiscal Audit with Fiscal Auditors (CLA).
- **What do they review?**
 - Select federal or state-funded programs to review
 - Pull designated case files
 - [Review Internal Controls Manual](#)
 - Look at cost categories/budgets and the laws that govern them
 - Evaluate all fiscal processes, including vendor lists



Annual Fiscal Audit

CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021

Section I – Summary of Auditors' Results	
Financial Statements	
1. Type of Auditors' Report Issued:	Unmodified
2. Internal Control over Financial Reporting:	
• Material Weakness(es) Identified?	Yes ☐ No ☒
• Significant Deficiency(ies) Identified?	Yes ☐ None reported ☒
3. Noncompliance Material to Financial Statements Noted?	
	Yes ☐ No ☒
Federal Awards	
1. Internal Control over Major Programs:	
• Material Weakness(es) Identified?	Yes ☐ No ☒
• Significant Deficiency(ies) Identified?	Yes ☐ None reported ☒
2. Type of Auditors' Report Issued on Compliance for the Major Programs:	
	Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	
	Yes ☐ No ☒
Identification of major programs:	
CEDA Number(s)	Name of Federal Program or Cluster
93 53	MFJP and TANF Youth
Dollar threshold used to distinguish between Type A and Type B programs	\$150,000
Auditee qualified as low-risk auditee?	X Yes ☒ No ☐

Workforce Development Division



Leslie Wojtowicz
Manager

CMJTS Business Services

Strengthening Central Minnesota communities through leadership in workforce excellence.

■ **Connect with Qualified Workers**

- From youth to seniors, entry-level to experienced, our jobseekers are ready to go to work. Many have recently completed an education or training program.

■ **Connect with Employee Training**

- OJT, Work Experience and Transitional Jobs, Incumbent Worker training, link to registered and youth apprenticeship resources

■ **Connect with Business Resources**

- Use CMJTS' offices for your recruitment and interviewing needs
- Visit with our professional staff
- Link to our CareerForce partners



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Incumbent Worker Training Program

- There has been an influx of incumbent worker applications. CMJTS has funded several trainings in the service area to upskill employees, which included:
 - Lean training
 - Supervisory training
 - Machining training (on specific machine)
 - Develop internal apprenticeship program
 - Train the trainer
 - Leadership effectiveness
 - Welding
- Business-driven program designed to provide direct financial assistance to train current employees and improve economic competitiveness of regional businesses.
- The program will provide reimbursements to eligible businesses for specific training costs accrued during the course of training.
- Approved training supplies marketable expertise to employee, builds a quality workforce, and helps employers retain skilled employees.

Business Services Highlight

Rosenbauer USA – Wyoming, MN – Welding Training – Incumbent Worker Training

- 40- to 80-hour training sessions in aluminum and stainless MIG and stainless TIG pipe welding/fitting provided by Lynnes Welding Training.
- Increase the knowledge, skills, and abilities of employees in body fabrication and pumps departments.
- Critical to increasing production efforts, maintaining product integrity, safety, and customer satisfaction, as well as increasing employee motivation, career pathway opportunities, employment reputation and employee retention.
- CMJTS provided \$25,000 reimbursement toward 13 of 20 individuals trained.
- Two trainees promoted into welder positions and received increases of \$4+/hour.
- All trainees remain employed and have received wage increases.
- 19 of 20 received AWS Industry Recognized Certifications.

Youth Programs



Diana Ristamaki
Manager

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Youth Programs

Services provided include:

- Comprehensive career related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticing opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration

- Tutoring, study skills training, instruction lacking prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services financial assistance with certain costs related to gaining employment or completing an educational goal
- Follow up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Felicia Biles

Youth Employment Specialist
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[illegible]

Public Assistance, Adult, and Dislocated Worker Programs



Dina Wuornos
Manager

Adult and Dislocated Worker Programs



- Did you know CMJTS delivers the Workforce Innovation and Opportunity Act Programs?
- Eligibility criteria
 - WIOA Adult – Priority of service for public assistance recipients
 - WIOA and State Dislocated Worker
- Services are tailored to the individual's unique needs and may include:
 - Career planning and counseling
 - Approved training services
 - Job search assistance
 - Support services



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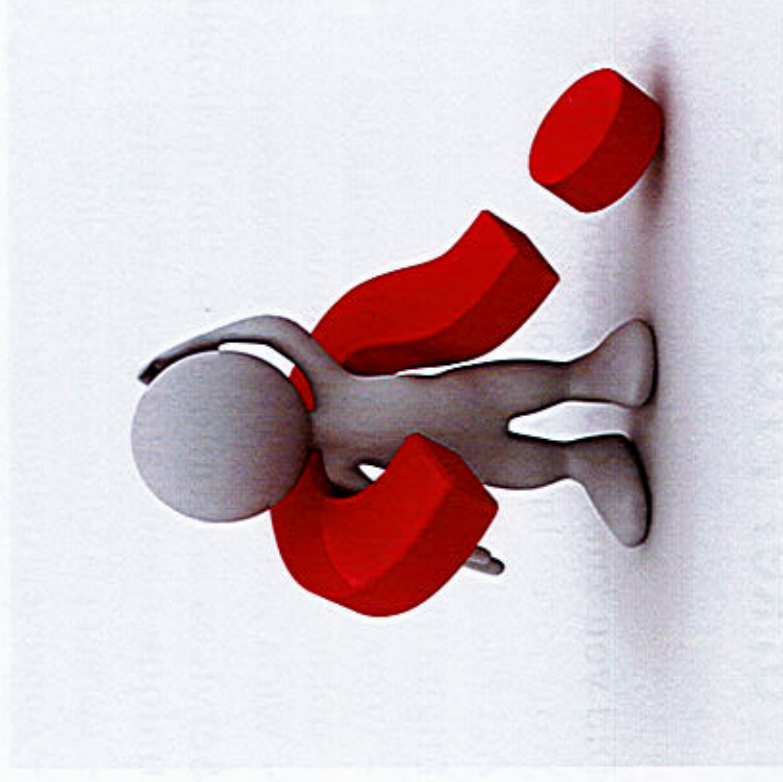
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Questions & Answers

To LWDA 5's 11 counties:

Chisago, Isanti,
Kanabec, Kandiyohi,
Meeker, McLeod, Mille Lacs,
Pine, Renville, Sherburne,
and Wright

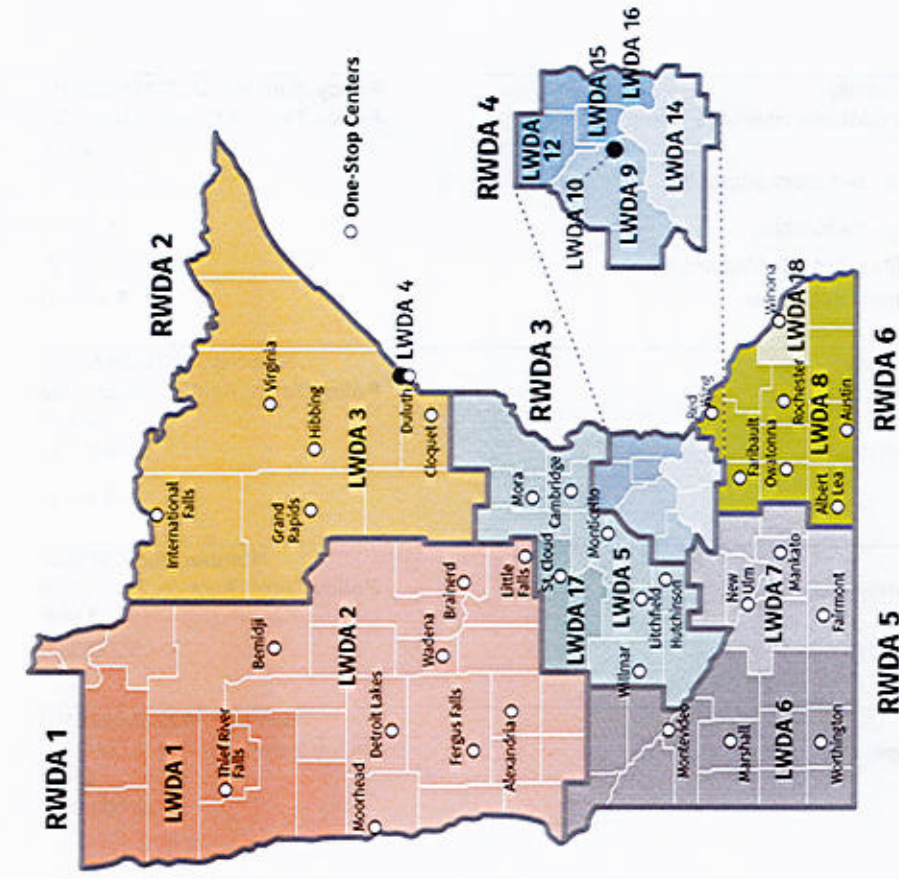
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in workforce development!*



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- Olivia
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- Willmar – Ridgewater College

Central MN Jobs & Training Services

Schedule of Insurance

Policy Type: Commercial Package	Policy Number: PHPK2387071
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Business Personal Property	\$ 788,000
Deductible	\$ 500
Valuation	Replacement Cost
Business Income	\$300,000
General Liability	\$ 1,000,000/\$2,000,000 aggregate
Professional Liability	\$ 1,000,000/\$2,000,000 aggregate
Automobile Liability	\$ 1,000,000
Policy Type: Workers Compensation	Policy Number: 112196.803
Insurance Carrier: Superior Point (Assigned Risk Pool)	Policy Term: April 20, 2022-2023
Coverage	Limit
Workers Compensation – MN	Statutory Limits
Employers Liability – Each Accident	\$ 500,000
Employers Liability – Disease (Policy Limit)	\$ 500,000
Employers Liability – Disease (Each Employee)	\$ 500,000
Policy Type: Commercial Umbrella	Number: PHUB805748
Insurance Carrier: Philadelphia Insurance	Policy Term: April 20, 2022-2023
Coverage	Limit
Umbrella Liability	\$2,000,000
Self-Insured Retention	\$ 10,000
Policy Type: Management Liability	Policy Number: DCP 1763904P1
Insurance Carrier: Carolina Casualty Insurance Comp	Policy Term: April 20, 2022-2023
Coverage	Limit
Directors' & Officers' Liability – per claim/aggregate	\$ 2,000,000
Directors' & Officers' Liability – deductible	\$ 2,500
Employment Practices Liability – per claim/aggregate	\$ 2,000,000
Employment Practices Liability – deductible	\$ 10,000
Policy Type: Crime – Third Party	Number: 41BDDHA5336
Insurance Carrier: The Hartford	Policy Term: April 20, 2022-2023
Coverage	Limit
Employee Theft – on Premise only	\$ 500,000
Deductible	\$ 4,000
Policy Type: ERISA Bond	Number: A270015864
Insurance Carrier: Capitol Indemnity	Policy Term: April 20, 2021-2024
Coverage	Limit
Bond Limit (with inflation guard)	\$ 225,000
Policy Type: Cyber	Number: W3228C220101
Insurance Carrier: Coverage	Policy Term: April 20, 2022-2023
Coverage	Limit
Liability	\$2,000,000

**CENTRAL MINNESOTA JOBS AND TRAINING SERVICES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

Section I – Summary of Auditors' Results

Financial Statements

1. Type of Auditors' Report Issued: Unmodified
2. Internal Control over Financial Reporting:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
3. Noncompliance Material to Financial Statements Noted? Yes X No

Federal Awards

1. Internal Control over Major Programs:
- Material Weakness(es) Identified? Yes X No
 - Significant Deficiency(ies) Identified? Yes X None reported
2. Type of Auditors' Report Issued on Compliance for the Major Programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? Yes X No

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

93.58

MFIP and TANF Youth

Dollar threshold used to distinguish between type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

 X Yes No

Youth Programs



Services provided include:

- Comprehensive career-related guidance and planning
- Employment opportunities linked to academic and occupational learning
- Paid and unpaid work experience opportunities and internships
- Job shadowing
- Occupational skills training
- Apprenticeship and/or pre-apprenticeship opportunities
- Alternative secondary school options to complete high school
- Career pathway and post-secondary training exploration
- Tutoring, study skills training, instruction leading to secondary school completion, including dropout prevention strategies
- Leadership development opportunities
- Mentoring
- Supportive services (financial assistance with certain costs related to gaining employment or completing an educational goal)
- Follow-up services to ensure continued success
- Adult mentoring
- Financial literacy and budgeting assistance
- Entrepreneurial skills development
- Alternative secondary school services

Maurice Johnson

Youth Employment Specialist
mjohnson@cmjts.org ■ 763.333.6381

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Youth Program Eligibility

WIOA OUT-OF-SCHOOL YOUTH

A WIOA Out-of-School Youth is an individual who is:

Age 16–24

Not attending any school (as defined by state law), including either secondary or post-secondary school.

And one or more of the following:

A school dropout

- A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
- A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is either basic skills deficient or an English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care of kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- Pregnant and/or parenting, or
- Individual with a disability, or
- Low income who requires additional assistance to enter or complete an educational program or to secure/hold employment

WIOA IN-SCHOOL YOUTH

A WIOA In-School Youth is an individual who is:

Attending any school (as defined by state law), including secondary and post-secondary school, and

Age 14–21 at time of enrollment. Because age eligibility is based on age at enrollment, participants may continue to receive services beyond the age of 21 once they are enrolled in the program, and

A low-income individual, and

One or more of the following:

- Basic skills deficient
- An English language learner
- An offender
- A homeless individual, a homeless child or youth, or a runaway
- An individual in foster care or who has aged out of the foster care system or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under Sec. 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement
- An individual who is pregnant or parenting, or
- An individual with a disability

TANF

TANF Innovation Project participants must be:

- Ages of 14–24
- Teen parents, ages 16–24, who are receiving cash MFIP benefits, or
- Younger youth, ages 14–18, who are on the grant in MFIP households

MINNESOTA YOUTH PROGRAM (MYP)

Minnesota Youth must meet this criteria:

Age 14–24 at time of enrollment, and

Low-income or one or more of the following at-risk criteria:

- Basic skills deficient
- An offender
- Chemically dependent
- Individual with a disability
- Homeless youth
- Pregnant or parenting youth
- Public assistance recipients
- Foster care youth
- Limited English proficient
- Potential or actual school dropout

PRE-EMPLOYMENT TRANSITION SERVICES

CMJTS is a Limited Use Vendor for the Pre-Employment Transition Services (Pre-ETS) provided under Vocational Rehabilitation Services (VRS). Pre-ETS services are available to students who are eligible and potentially eligible for VRS.

Youth must be between grade 9 and age 21 and a student with disabilities, in a secondary, post-secondary, or other recognized education program who:

- Are eligible for, and receiving, special education or related services under Part B of the Individuals with Disabilities Education Act (IDEA), or
- Is an individual with a disability for purposes of Section 504, or
- Otherwise have a documented disability

YOUTH AT WORK

Age 14–24, and

Economically disadvantaged youth OR at-risk youth (as defined under MYP)

MINNESOTA YOUTH-BUILD PROGRAM

Minnesota Youthbuild Program participants must meet this criteria:

Age 16–24, and

Economically disadvantaged (see Section IV for Income Guideline Information) or eligible for the high school graduation incentives program (Minnesota Statute 2011 124D.68, subdivision 2), and one of the following:

- Youth who are not attending any school and have not received a secondary school diploma or its equivalent, or
- Youth currently enrolled in a traditional or alternative school setting or a GED program that, in the opinion of an official of the school, are in danger of dropping out of school

Youth at-risk for dropping out of school may include:

- Teen parents (male or female ages 16–19)
- Juvenile offenders/diversion program youth
- Chemically dependent youth or children of drug or alcohol abusers/dependents
- Youth receiving public assistance and/or group home services
- Youth with disabilities
- Homeless youth

www.cmjts.org



Equal Opportunity Employer and Program Provider

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10-21

Chisago Co. is a part of Economic Development Region 7E, which is located in the Central Planning Region.



POPULATION CHARACTERISTICS

2021 population: **57,469** people

Chisago Co. enjoyed a natural increase - more births than deaths from 2020 to 2021, but also experienced net in-migration - meaning more people moved in than moved out. In addition to domestic in-migration, Chisago Co. welcomed net international in-migration - gaining new Minnesotans from foreign countries (see Table 1).

Table 1. Cumulative Estimates of the Components of Population Change, 2020-2021

	Total Population Change	April 1, 2020 to July 1, 2021					
		Natural Increase	Vital Events		Net Migration		
			Births	Deaths	Total	International	Domestic
Chisago Co.	848	90	712	622	759	9	750
State of Minnesota	896	12,512	79,493	66,981	-11,734	4,213	-15,947

Source: U.S. Census Bureau, Population Estimates Program

Chisago Co.'s population increased over the past decade, ranking as the 22nd fastest growing of the 87 counties in the state from 2010 to 2020. It is now the 18th largest in the state. Chisago Co.'s population has an older median age than the state and a larger percentage of people aged 65 years and older. The population is aging, especially as the Baby Boom generation moves through the population pyramid (see Figure 1).

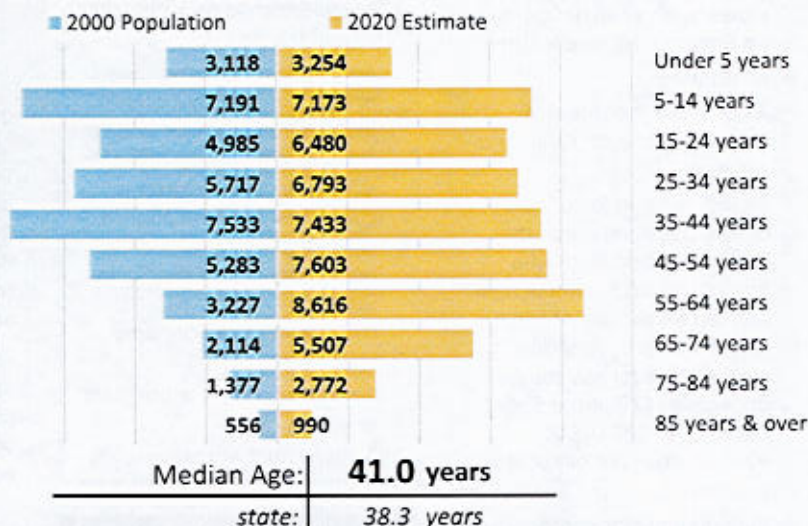
Table 2. Population by Age Group, 2020

	Number	Percent
Under 5 years	3,254	5.7%
5-14 years	7,173	12.7%
15-24 years	6,480	11.4%
25-34 years	6,793	12.0%
35-44 years	7,433	13.1%
45-54 years	7,603	13.4%
55-64 years	8,616	15.2%
65-74 years	5,507	9.7%
75-84 years	2,772	4.9%
85 years & over	990	1.7%
Total Population	56,621	100.0%

Source: U.S. Census Bureau, Population Estimates

Population change, 2010-2020	3,582 people 6.6% increase
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Figure 1. Population Pyramid, 2000-2020



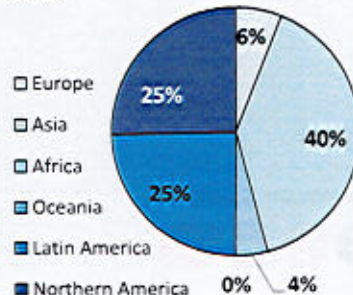
Compared to the state, Chisago Co. has a smaller percentage of foreign-born residents. From 2010 to 2020, Chisago Co. saw an increase in the number of foreign-born residents, which was faster than the statewide increase.

Table 3. Place of Birth for the Foreign Born Population, 2020

	Chisago Co.		Change 2010-2020		Minnesota	
	Number	Percent	Number	Percent	Percent	Change
Foreign-born Population	1,169	2.1%	325	38.5%	8.2%	28.3%
Europe	71	6.1%	-185	-72.3%	9.7%	1.9%
Asia	466	39.9%	181	63.5%	37.1%	28.5%
Africa	49	4.2%	28	133.3%	26.6%	78.2%
Oceania	0	0.0%	-14	-100.0%	0.4%	15.4%
Americas:	583	49.9%	315	117.5%	26.1%	7.8%
<i>Latin America</i>	287	24.6%	55	23.7%	23.6%	9.6%
<i>Northern America</i>	296	25.3%	260	722.2%	2.5%	-6.3%

Source: U.S. Census Bureau, 2016-2020 American Community Survey

Figure 2. Place of Birth for the Foreign Born Population, 2020



Chisago Co.'s population was becoming more racially diverse over time. Since 2010, the county's white population increased and the number of people of other races increased (see Table 4).

Figure 3. Population by Race, 2020

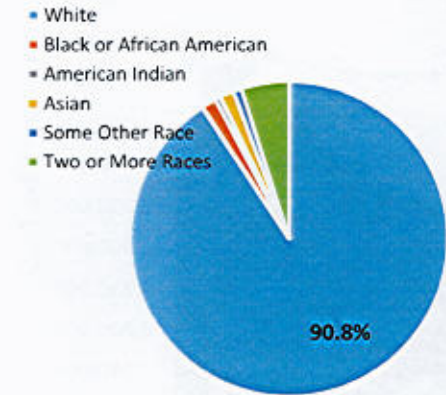


Table 4. Race and Hispanic Origin, 2020	Chisago Co.			Minnesota	
	Number	Percent	Change from 2010-2020	Percent	Change from 2010-2020
Total	56,621	100.0%	7.1%	100.0%	8.9%
White	51,394	90.8%	1.5%	77.5%	-2.6%
Black or African American	853	1.5%	6.0%	7.0%	54.9%
American Indian or Alaska Native	339	0.6%	23.7%	1.2%	24.0%
Asian or Other Pac. Islanders	782	1.4%	54.2%	5.3%	46.4%
Some Other Race	482	0.9%	308.5%	3.0%	122.8%
Two or More Races	2,771	4.9%	473.7%	6.1%	221.3%
Hispanic or Latino origin	1,451	2.6%	57.2%	6.1%	47.9%

Source: U.S. Census Bureau

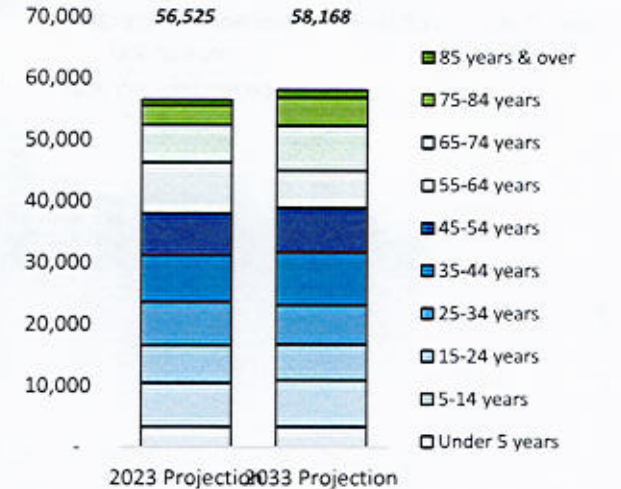
POPULATION PROJECTIONS

According to the Minnesota State Demographic Center, Chisago Co.'s population is expected to grow from 2023 to 2033, with a rate of change that is slower than the projected statewide growth rate (5.6%). In addition to the overall growth, the number of people aged 65 years and older is expected to increase over the next decade (see Figure 4 and Table 5).

Table 5. Population Projections by Age Group, 2023-2033				
Chisago Co.	2023 Projection	2033 Projection	Numeric Change	Percent Change
Under 5 years	3,317	3,324	7	0.2%
5-14 years	7,117	7,566	449	6.3%
15-24 years	6,082	5,818	-264	-4.3%
25-34 years	7,130	6,416	-714	-10.0%
35-44 years	7,580	8,582	1,002	13.2%
45-54 years	6,810	7,227	417	6.1%
55-64 years	8,278	6,076	-2,202	-26.6%
65-74 years	6,107	7,258	1,151	18.8%
75-84 years	3,110	4,509	1,399	45.0%
85 years & over	994	1,392	398	40.0%
Total Population	56,525	58,168	1,643	2.9%

Source: Minnesota State Demographic Center

Figure 4. Projections by Age Group, 2023-2033



EDUCATIONAL ATTAINMENT

Chisago Co. has a higher percentage of adults (18 years & over) with at least a high school diploma than the state (92.8%), and a lower percentage of people with at least some college experience. Chisago Co. also has a higher percentage of people with an Associate's degree and a lower percentage of people with a Bachelor's degree or higher.

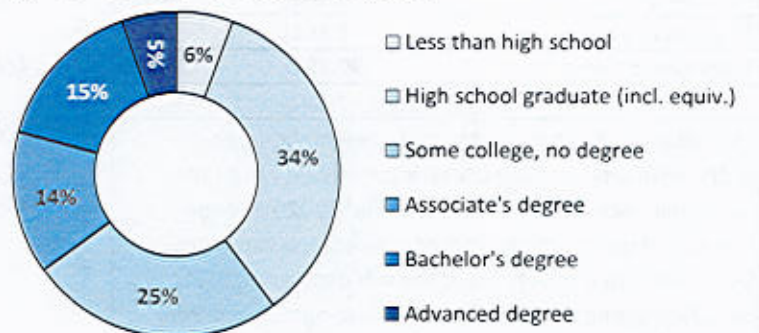
Percentage of the adult population (18 years & over) with at least a high school diploma:

94.4%

College-educated: 60.2%
state: 68.0%

Associate's Degree: 14.2%
Bachelor's Degree: 15.4%
Advanced Degree: 5.4%

Figure 5. Educational Attainment, 2020



Source: U.S. Census Bureau, 2016-2020 American Community Survey

LABOR FORCE TRENDS

At 3.7%, Chisago Co. had a higher unemployment rate than the state in 2021. After the pandemic recession Chisago Co.'s unemployment rate decreased compared to 6.8% in 2020, and declined compared to the 4% rate posted in 2019, pre-pandemic. The number of unemployed workers actively seeking work in Chisago Co. declined over the past year, and is down compared to 2019.

29,423	available workers
Labor Force change, 2006-2021	2,015 workers 7.4% increase
3.7%	unemployment rate
3.4%	state
1,089	unemployed workers

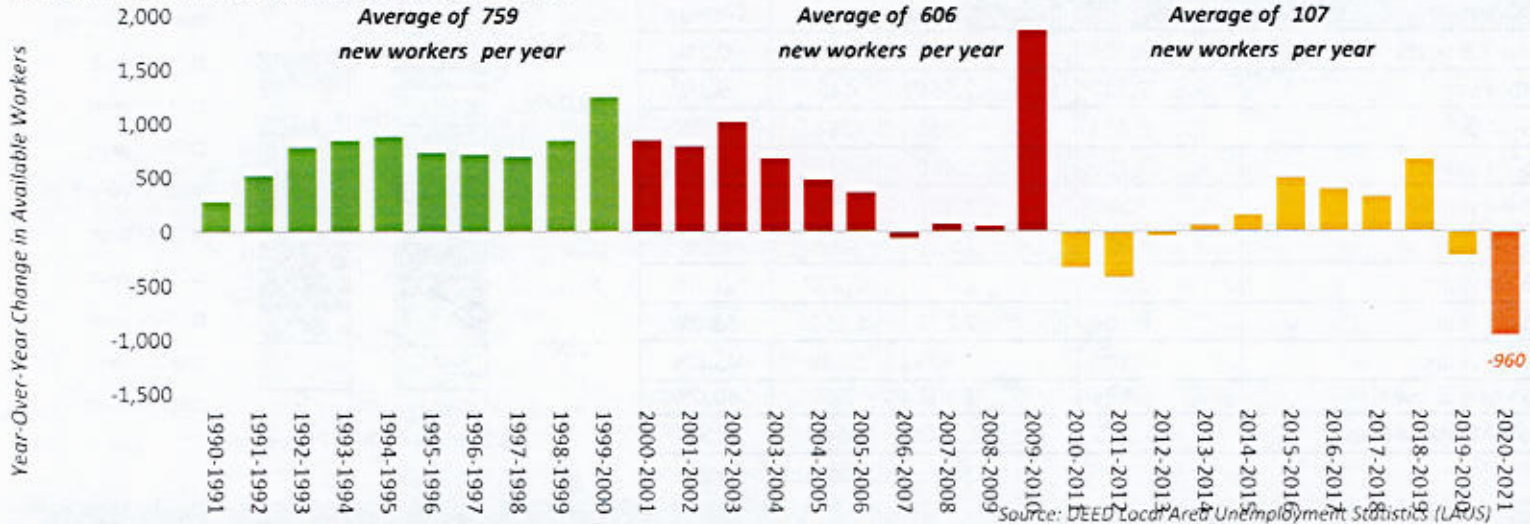
Figure 6. Annual Labor Force Estimates



Source: DEED Local Area Unemployment Statistics

Labor force growth has slowed in recent years. After experiencing a net gain of 758.7 workers each year from 1990 to 2000, Chisago Co. averaged an annual gain of 606.4 new workers from 2000 to 2010, and most recently a gain of 106.9 new workers since 2010 (see Figure 7). Moving forward, Chisago Co. is expected to see a labor force decline from 2023 to 2033 (see Table 6).

Figure 7. Annual Change in Labor Force, 1990-2021



Source: DEED Local Area Unemployment Statistics (LAUS)

Table 6. Labor Force Projections, 2023-2033	Labor Force Projection	
	2023	2033
16 to 24 years	3,577	3,347
25 to 54 years	18,563	19,178
55 to 64 years	6,186	4,541
65 years & over	1,866	2,322
Total Labor Force	30,192	29,388

Source: Minnesota State Demographic Center

The labor market had grown extremely tight in recent years, with less than 1 jobseeker per vacancy until the pandemic recession intervened in early 2020 and the number of unemployed workers spiked. Job vacancies in Central reached new highs in the 4th quarter of 2021, quickly bringing back challenges in finding new workers and the lowest jobseeker-per-vacancy ratio on record (see Figure 8).

Figure 8. Jobseekers Per Vacancy, 2011-2021

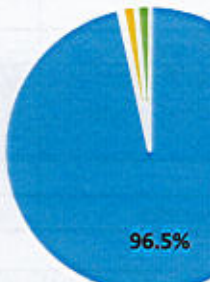


Source: DEED Job Vacancy Survey, LAUS program

LABOR FORCE CHARACTERISTICS

Chisago Co. had a lower labor force participation rate than the state. The labor force in Chisago Co. is less racially diverse than the state (where 84.8% of workers are white alone), but is becoming more diverse over time.

Table 7. Employment Characteristics, 2020

	Chisago Co.			Minnesota		Labor Force by Gender	
	In Labor Force (available workers)	Labor Force Partic. Rate	Unemp. Rate	Labor Force Partic. Rate	Unemp. Rate	Male	Female
Total Labor Force	30,710	68.5%	3.7%	69.7%	3.6%	16,087	14,618
16 to 19 years	1,420	49.2%	7.1%	53.2%	11.0%	676	745
20 to 24 years	2,481	81.8%	5.4%	84.6%	6.0%	1,408	1,073
25 to 44 years	11,877	85.1%	4.1%	88.8%	3.2%	6,089	5,792
45 to 54 years	7,216	88.7%	2.9%	87.6%	2.7%	3,873	3,341
55 to 64 years	6,129	74.7%	3.0%	73.0%	2.8%	3,202	2,926
65 to 74 years	1,228	23.7%	1.3%	27.9%	2.2%	630	598
75 years & over	351	10.2%	0.0%	6.6%	2.4%	209	143
Employment Characteristics by Race & Hispanic Origin						Figure 9. Labor Force by Race, 2020 	
White alone	29,636	69.7%	3.3%	69.3%	3.0%		
Black or African American	55	9.1%	0.0%	71.3%	8.8%		
American Indian & Alaska Native	86	28.9%	0.0%	58.9%	12.6%		
Asian or Other Pac. Islanders	426	77.1%	11.3%	71.2%	4.3%		
Some Other Race	57	95.0%	19.3%	77.7%	6.1%		
Two or More Races	456	57.1%	18.2%	73.6%	7.4%		
Hispanic or Latino	587	68.7%	7.0%	76.5%	6.1%		
Employment Characteristics by Disability							
With Any Disability	1,587	53.3%	12.2%	53.0%	8.6%		
Employment Characteristics by Educational Attainment							
Population, 25 to 64 years	25,230	83.3%	3.5%	84.5%	3.0%		
Less than H.S. Diploma	679	60.3%	3.5%	66.3%	4.2%		
H.S. Diploma or Equivalent	6,824	74.3%	1.4%	78.5%	2.6%		
Some College or Assoc. Degree	11,314	87.1%	3.0%	85.3%	3.0%		
Bachelor's Degree or Higher	6,414	91.8%	3.6%	90.0%	1.7%		

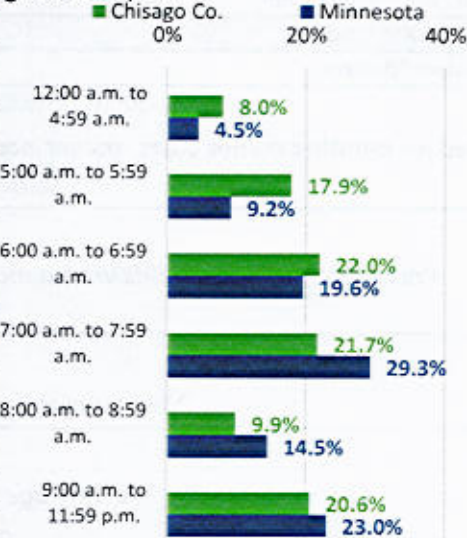
Source: 2016-2020 American Community Survey, 5-Year Estimates

A smaller percentage of workers in Chisago Co. worked in the same county in which they live compared to the state. Chisago Co. also had a longer average commute time than the state.

Table 8. Commuting Characteristics, 2020	Chisago Co.		Minnesota	
	Number	Percent	Number	Percent
Worked in state of residence	28,305	97.3%	2,833,431	97.6%
Worked in county of residence	10,880	37.4%	1,872,503	64.5%
Worked out of county of residence	17,425	59.9%	960,928	33.1%
Worked outside state of residence	785	2.7%	69,675	2.4%
MEANS OF TRANSPORTATION TO WORK				
Car, truck, or van	25,948	89.2%	2,441,512	84.1%
Public transportation (excl. taxicab)	465	1.6%	92,899	3.2%
Other method (walk, bike, taxi, etc.)	640	2.2%	119,027	4.1%
Worked at home	2,036	7.0%	249,667	8.6%
TRAVEL TIME TO WORK				
Less than 10 minutes	2,996	10.3%	455,788	15.7%
10 to 19 minutes	5,876	20.2%	873,835	30.1%
20 to 29 minutes	4,771	16.4%	644,490	22.2%
30 to 44 minutes	5,905	20.3%	574,815	19.8%
45 to 59 minutes	5,062	17.4%	194,508	6.7%
60 or more minutes	4,480	15.4%	162,574	5.6%
Mean travel time to work (minutes)	32.6 minutes		23.8 minutes	

Source: 2016-2020 American Community Survey, 5-Year Estimates

Figure 10. Time Leaving Home to go to Work, 2020



INCOMES, COST OF LIVING, & HOUSING

Chisago Co. had a higher median household income than the state, and a lower percentage of households with incomes below \$50,000. Overall, Chisago Co. had the 16th highest median household income of the 87 counties in the state.

Median Household Income	\$86,900
state	\$73,382
Median Family Income	\$98,595
state	\$92,692
Per Capita Income	\$35,869
state	\$38,881

Source: 2016-2020 American Community Survey

Figure 11. Household Incomes, 2020



Source: 2016-2020 American Community Survey 5-Year Estimates

The cost of living has increased over the past year with costs up in many areas. Chisago Co. had a higher cost of living than the state, with a required hourly wage of \$18.44 for a single person living alone to meet a basic needs cost of living, and an hourly wage requirement of \$20.72 for a typical family with 2 adults and 1 child (see Table 9).

Table 9. Basic Needs Cost of Living Estimates, 2022

Single Adult, 0 children	Single Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Trans- portation	Other	Taxes
Chisago Co.	\$38,352	\$18.44	\$0	\$351	\$161	\$1,066	\$769	\$388	\$461
State of Minnesota	\$33,708	\$16.21	\$0	\$359	\$157	\$903	\$663	\$345	\$382
Typical Family: 2 Adults (1 working full-time, 1 part-time), 1 child	Family Yearly Cost of Living	Hourly Wage Required	Monthly Costs						
			Child Care	Food	Health Care	Housing	Trans- portation	Other	Taxes
Chisago Co.	\$64,636	\$20.72	\$462	\$802	\$575	\$1,348	\$904	\$588	\$707
State of Minnesota	\$60,540	\$19.40	\$579	\$822	\$561	\$1,151	\$772	\$540	\$620

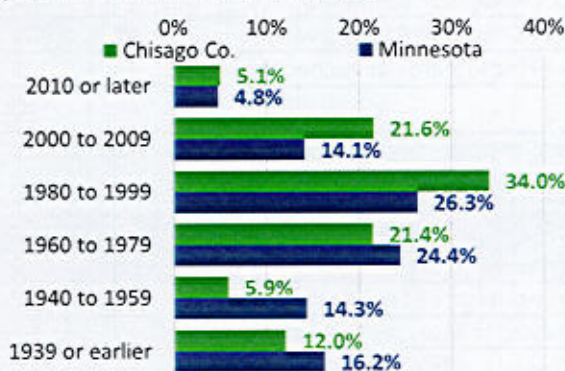
Source: DEED Cost of Living tool

Chisago Co. had a higher median house value than the state, having the 9th highest value of the 87 counties in 2020. Chisago Co.'s housing stock was newer than the state's, with a higher percentage of units built since 2000 (see Figure 12).

Table 10. Estimated Value of Owner-occupied Housing Units, 2020	Chisago Co.		Minnesota
	Total	Percent	Percent
Total	17,606	100.0%	100.0%
Less than \$50,000	713	4.0%	4.3%
\$50,000 to \$99,999	530	3.0%	7.0%
\$100,000 to \$149,999	1,202	6.8%	10.9%
\$150,000 to \$199,999	3,280	18.6%	16.6%
\$200,000 to \$299,999	6,586	37.4%	28.8%
\$300,000 to \$499,999	4,545	25.8%	23.6%
\$500,000 or more	750	4.3%	8.9%
Median (dollars)	\$244,600		\$235,700

Source: 2016-2020 American Community Survey, 5-Year Estimates

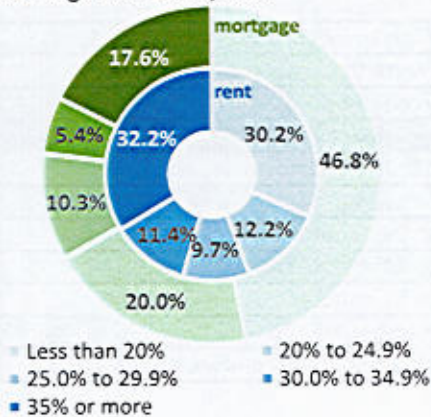
Figure 12. Year Structure Built, 2020



Median monthly owner costs, owner-occupied units with a mortgage	\$1,703
state	\$1,606
Percentage of households with a mortgage spending 30% or more of their income on housing costs	23.0%
state	21.6%
Median monthly rent costs	\$912
state	\$1,010
Percentage of renters spending 30% or more of their household income on rent	43.5%
state	44.8%

Source: 2016-2020 American Community Survey, 5-Year Estimates

Figure 13. Housing Costs as a Percentage of Income, 2020



OCCUPATIONS

At \$21.95 in 2021, wages were lower in Region 7E than the state. Overall, Region 7E had the 6th highest median hourly wage level of the 13 economic development regions in the state. Wages were highest for management occupations (\$40.74) and lowest for food preparation and serving related jobs (\$14.53) (see Table 11).

Table 11. Occupational Employment & Wage Statistics, 2021

Occupational Group	Region 7E				State of Minnesota		
	Median Hourly Wage	Estimated Regional Jobs	Share of Total Jobs	Regional Location Quotient	Median Hourly Wage	State-wide Jobs	Share of Total Jobs
Total, All Occupations	\$21.95	45,770	100.0%	1.0	\$23.81	2,695,450	100.0%
Management	\$40.74	2,350	5.1%	0.8	\$50.51	181,090	6.7%
Business & Financial Operations	\$30.77	1,380	3.0%	0.4	\$38.08	192,700	7.1%
Computer & Mathematical	\$34.07	340	0.7%	0.2	\$48.34	101,560	3.8%
Architecture & Engineering	\$39.22	660	1.4%	0.7	\$39.39	51,970	1.9%
Life, Physical & Social Science	\$33.47	280	0.6%	0.6	\$37.30	26,140	1.0%
Community & Social Service	\$24.73	1,500	3.3%	1.6	\$24.68	53,670	2.0%
Legal	\$30.87	200	0.4%	0.6	\$40.08	19,860	0.7%
Education, Training & Library	\$26.79	3,470	7.6%	1.4	\$24.48	149,990	5.6%
Arts, Design, Entertainment & Media	\$24.10	310	0.7%	0.5	\$26.08	36,710	1.4%
Healthcare Practitioners & Technical	\$38.08	3,290	7.2%	1.0	\$38.73	190,180	7.1%
Healthcare Support	\$15.62	3,280	7.2%	1.2	\$15.37	162,530	6.0%
Protective Service	\$26.58	1,270	2.8%	1.8	\$25.07	40,580	1.5%
Food Preparation & Serving Related	\$14.53	4,570	10.0%	1.4	\$14.65	198,800	7.4%
Building, Grounds Cleaning & Maint.	\$18.30	1,270	2.8%	1.0	\$17.98	75,850	2.8%
Personal Care & Service	\$15.27	1,180	2.6%	1.2	\$15.24	56,580	2.1%
Sales & Related	\$14.83	4,640	10.1%	1.1	\$17.25	245,390	9.1%
Office & Administrative Support	\$22.51	4,890	10.7%	0.9	\$23.12	334,550	12.4%
Farming, Fishing & Forestry	\$19.92	100	0.2%	1.4	\$18.55	4,350	0.2%
Construction & Extraction	\$28.43	2,230	4.9%	1.2	\$30.09	107,180	4.0%
Installation, Maintenance & Repair	\$24.22	1,620	3.5%	1.0	\$25.34	96,660	3.6%
Production	\$20.60	3,690	8.1%	1.1	\$19.59	198,940	7.4%
Transportation & Material Moving	\$18.96	3,270	7.1%	0.9	\$19.30	209,780	7.8%

Source: DEED Occupational Employment & Wage Statistics, Qtr. 1 2021

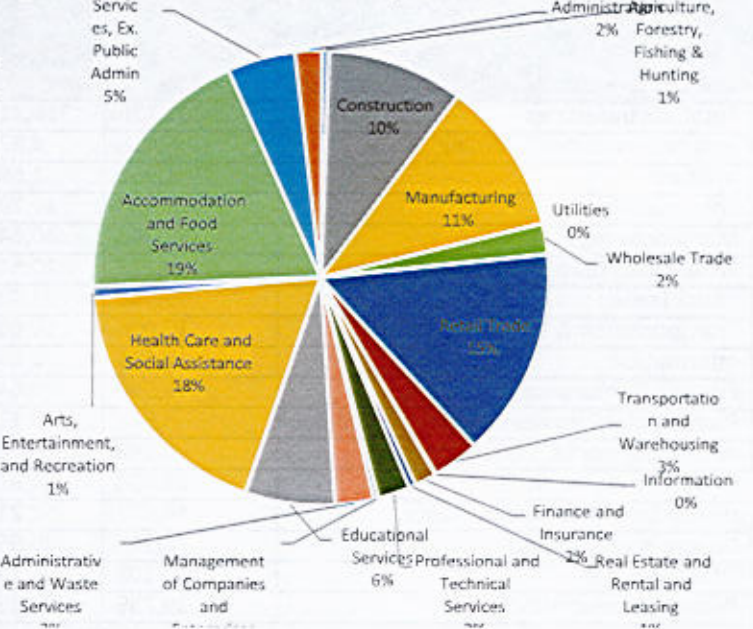
JOB VACANCY SURVEY

Chisago Co. is a part of the Central planning region. There were 21410 job vacancies posted by employers in the 4th Quarter of 2021, indicating extensive opportunity in the region, with openings across several occupations and industries (see Figure 14).

Table 12. Central Job Vacancy Survey Results, Qtr. 4 2021

Occupational Group	Number of Vacancies	Wage Offer
Total, All Occupations	21,410	\$17.26
Management	442	\$28.11
Business & Financial Operations	422	\$26.82
Computer & Mathematical	79	\$29.29
Architecture & Engineering	258	\$20.98
Life, Physical & Social Sciences	79	\$30.71
Community & Social Service	494	\$18.61
Education, Training & Library	894	\$17.28
Healthcare Practitioners & Technical	2,021	\$25.51
Healthcare Support	973	\$15.69
Protective Service	197	\$22.39
Food Preparation & Serving Related	4,417	\$13.19
Building, Grounds Cleaning & Maint.	612	\$14.72
Personal Care & Service	620	\$11.49
Sales & Related	2,028	\$13.02
Office & Administrative Support	865	\$16.78
Construction & Extraction	1,653	\$22.92
Installation, Maintenance & Repair	816	\$18.49
Production	2,175	\$20.13
Transportation & Material Moving	1,922	\$19.18

Figure 14. Job Vacancies by Industry, Qtr. 4 2021



Source: DEED Job Vacancy Survey, Qtr. 4 2021

OCCUPATIONS IN DEMAND

Table 13. Central Occupations in Demand, 2022

Less than High School	High School or Equivalent	Some College or Assoc. Deg.	Bachelor's Degree or Higher
Retail Salespersons \$28,817/yr	Nursing Assistants \$36,077/yr	Registered Nurses \$84,325/yr	Elementary School Teachers, Except Special Education \$58,958/yr
Fast Food and Counter Workers \$25,851/yr	Licensed Practical and Licensed Vocational Nurses \$48,600/yr	Police and Sheriff's Patrol Officers \$67,134/yr	Secondary School Teachers, Except Special and Career/Technical \$64,053/yr
Home Health and Personal Care Aides \$29,471/yr	Machinists \$53,178/yr	Clinical Laboratory Technologists and Technicians \$55,350/yr	General and Operations Managers \$88,723/yr
Heavy and Tractor-Trailer Truck Drivers \$50,278/yr	Automotive Service Technicians and Mechanics \$44,146/yr	Dental Hygienists \$74,817/yr	Accountants and Auditors \$65,308/yr
Cashiers \$27,062/yr	Hairdressers, Hairstylists, and Cosmetologists \$34,024/yr	Radiologic Technologists and Technicians \$69,032/yr	Construction Managers \$92,471/yr
First-Line Supervisors of Retail Sales Workers \$46,230/yr	Medical Assistants \$40,779/yr	Computer Network Support Specialists \$61,398/yr	Project Management Specialists and Business Operations \$61,390/yr
Stockers and Order Fillers \$29,612/yr	Computer User Support Specialists \$53,048/yr	Industrial Engineering Technologists and Technicians \$51,275/yr	Substance abuse, behavioral disorder, and mental health \$52,515/yr
Janitors and Cleaners, Except Maids and \$35,947/yr	Electricians \$64,458/yr	Respiratory Therapists \$73,109/yr	Middle School Teachers, Except Special and Career/Technical \$62,214/yr
Customer Service Representatives \$35,525/yr	Heating, Air Conditioning, and Refrigeration Mechanics and Installers \$53,036/yr	Veterinary Technologists and Technicians \$36,602/yr	Substitute Teachers, Short-Term \$34,900/yr
Teaching Assistants, Except Postsecondary \$33,541/yr	Industrial Machinery Mechanics \$61,862/yr	Library Technicians \$40,330/yr	Preschool Teachers, Except Special Education \$38,097/yr

Source: DEED Occupations in Demand

Chisago Co. is a part of the Central planning region, which is projected to see a 5% increase in employment levels over the next decade. In addition to new jobs created, there will be a much larger number of exit openings (see Figure 15).

Table 14. Regional Industry Employment Projections, 2020-2030

	Estimated Employment 2020	Projected Employment 2030	Percent Change 2020-2030
Central Planning Region			
Total, All Industries	301,170	316,216	5.0%
Natural Resources & Mining	5,416	4,879	-9.9%
Utilities	1,952	1,686	-13.6%
Construction	18,984	19,792	4.3%
Manufacturing	39,543	40,646	2.8%
Wholesale Trade	10,123	10,516	3.9%
Retail Trade	35,588	33,781	-5.1%
Transportation & Warehousing	10,098	10,685	5.8%
Information	2,639	2,842	7.7%
Finance & Insurance, Real Estate	9,550	9,649	1.0%
Professional Services & Mgmt. of Companies	8,562	9,119	6.5%
Admin. Support & Waste Mgmt.	9,545	10,066	5.5%
Educational Services	23,734	24,976	5.2%
Health Care & Social Assistance	46,672	52,213	11.9%
Leisure & Hospitality	21,963	26,961	22.8%
Other Services	10,108	11,290	11.7%
Public Administration	19,239	20,198	5.0%

Source: DEED 2020-2030 Employment Outlook

Figure 15. Regional Occupational Employment Projections, 2020-2030



ECONOMIC CHARACTERISTICS

Coming out of the pandemic recession, after gaining jobs over the past year, Chisago Co. had the 26th largest economy of the 87 counties in the state. Chisago Co. was the 10th fastest growing in the past year and the 4th fastest growing since 2019, prior to the pandemic. From 2019 to 2021, employment in Chisago Co. grew despite the pandemic recession.

1,271business establishments

15,836jobs

Job change,
2019-2021

\$51,049annual average wage

\$808,414,497total industry payroll

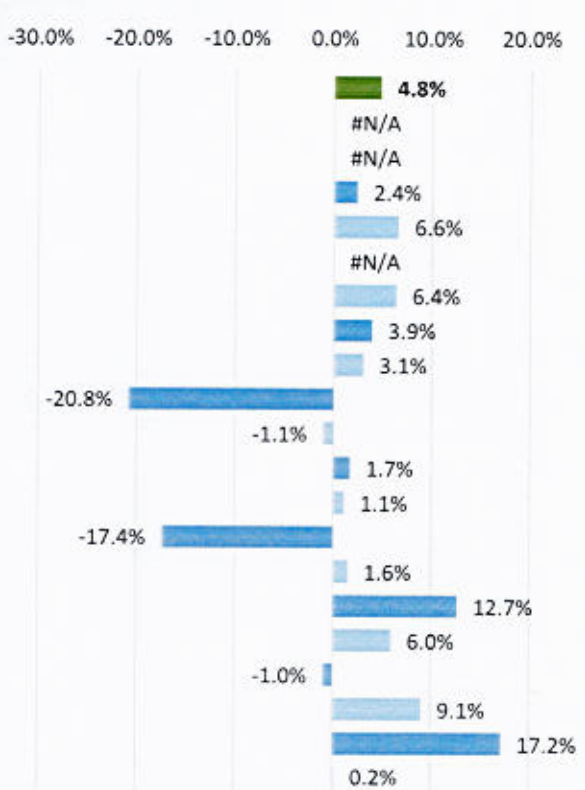
233 jobs
1.5% increase

Figure 16. Industry Employment Statistics, 2006-2021



Table 15. Chisago Co. Industry Employment Statistics, 2021	Number of Jobs	Percent of Total Jobs	Average Annual Wage
Total, All Industries	15,836	100.0%	\$51,049
Agriculture, Forestry, Fish & Hunt	#N/A	#N/A	#N/A
Mining	#N/A	#N/A	#N/A
Construction	1,111	7.0%	\$71,449
Manufacturing	2,421	15.3%	\$55,689
Utilities	#N/A	#N/A	#N/A
Wholesale Trade	383	2.4%	\$27,776
Retail Trade	1,793	11.3%	\$35,721
Transportation & Warehousing	505	3.2%	\$21,534
Information	38	0.2%	\$60,576
Finance & Insurance	188	1.2%	\$60,396
Real Estate & Rental & Leasing	59	0.4%	\$28,259
Professional & Technical Services	706	4.5%	\$130,155
Management of Companies	19	0.1%	\$48,564
Admin. Support & Waste Mgmt. Svcs.	520	3.3%	\$41,349
Educational Services	1,152	7.3%	\$48,330
Health Care & Social Assistance	3,833	24.2%	\$50,710
Arts, Entertainment, & Recreation	308	1.9%	\$18,471
Accommodation & Food Services	1,276	8.1%	\$19,461
Other Services	430	2.7%	\$31,330
Public Administration	1,056	6.7%	\$56,292

Figure 2. Change in Jobs, 2020-2021



For more information on Chisago Co.'s population, labor force, and economic trends, contact:

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web: www.mn.gov/deed/data/regional-lmi/

Data updated: August 1, 2022

Chisago County Request for Board Action

Meeting Date: September 7, 2022	Item Number: 13
Title of Item for Consideration: Discuss and Consider Approval of <i>Preliminary</i> 2023 Levy and Annual Budget	
Action Requested by: County Board of Commissioners (Statutory)/ Budget & Finance Committee	Department: County Board of Commissioners/Administration
Previous Action on this Matter: • Budget Preparation Discussions at previous meetings of the County Board of Commissioners; • Budget & Finance Committee Meetings to craft and review the DRAFT <i>Preliminary</i> 2023 Levy and Annual Operating Budget; • Budget & Finance Committee Workshop meeting on August 24th, to review and discuss the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget.	
Background: Board action is respectfully requested to receive a brief update on the DRAFT <i>Preliminary</i> 2023 Levy and Annual Operating Budget. By state law, the County Board of Commissioners must adopt the <i>Preliminary</i> 2023 Levy by the end of September. The Budget & Finance Committee has reviewed the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget at its August 24 th workshop meeting and recommends the following steps be undertaken at tonight's Meeting: 1) The County Board should receive a brief update from the Committee and staff and then discuss the DRAFT <i>Preliminary</i> 2023 Levy and Annual Budget; and then 2) The County Board should take action on the <i>Preliminary</i> 2023 Levy and Annual Budget via consideration of the attached Resolution. Board action to adopt and certify a proposed property tax levy is required under Minnesota Statute 275.065. Attached for Board consideration is the <i>Preliminary</i> 2023 Levy and Annual Budget, as prepared by County staff and reviewed by the Budget & Finance Committee. The <i>Preliminary</i> 2023 Levy and Annual Budget reflects the work over the past months of County staff, the County Auditor - Treasurer, County Administrator, Department Directors and County Staff; and follows the direction of the Budget & Finance Committee and prior Board review/action. Of note: • With respect to <u>expenditures</u> - changes in 2023 employee compensation and benefits represent <i>by far</i> the largest increase; including a projected COLA, and an increase in health care costs. • Additionally, the County has proposed budgeting for cost increases in non-personnel categories; reflecting increases in fuel, supplies and other consumables (due to inflation);	

- Proposed 2023 Debt Service expenditure reflect current obligations from past County debt issuances and the proposed 2023 Capital budget (CIP/CPA) reflects little change from 2022.

The *Preliminary* 2023 Levy and Annual Budget does include adjustments to various line items undertaken at the direction of the Board and/or the Budget & Finance Committee, including requests for additional funding for select outside organizations/supporting governments, including:

- Adjusting the *Preliminary* 2023 Levy and Annual Budget to reflect the JPA formula-based increase in levy support for the East Central Regional Library, to reflect the contract-based amount for Medical Examiner (ME), and the estimated amount for ME transports.
- Adjusting the *Preliminary* 2023 budgeted support for the Chisago County Soil and Water conservation District (SWCD), U of MN Extension, and Agricultural and Historical Society.

Attachment(s):

- *Draft* Resolution Establishing the Preliminary 2023 Levy for Chisago County
- *Preliminary* 2023 Levy and Annual Operating Budget Summary- DRAFT
- List of Adjustments to the Budget

Action Requested/Recommended: It is respectfully recommended that the County Board receive a short update on the *Preliminary* 2023 Levy and Annual Budget, discuss the same, and approve, if ready, the *Preliminary* 2023 Levy and Annual Budget. Staff *specifically recommends the following affirmative Board consideration:*

- Approval by County Board Resolution of a *Preliminary* 2023 Levy of **\$48,035,501**;
- Approval of a *Preliminary* 2023 Annual Budget of **\$82,989,704**

Following conclusion of the staff update and Board discussion, consideration of the *Preliminary* 2023 Levy and Annual Budget is appropriate, as presented and/or modified at tonight's Meeting, by acting upon the proposed Resolution below:

"Move to approve by Board Resolution the Chisago County Preliminary 2023 Levy and Annual Budget, as presented [and/or "as modified"] at tonight's meeting; to include:"

- ☐ A 2023 *Preliminary* County Levy of \$48,035,501
- ☐ A 2023 *Proposed* Annual Budget with Expenditure of \$82,898,704
- ☐ Establishment of **Wednesday, December 7th, 2022 at 7:00 PM** as the date and time required for public review of and comment on the *Proposed* 2023 Annual Budget & *Final* 2023 Levy

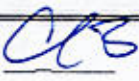
Implications of Action: Affirmative Board action will allow the County to approve the *Preliminary* 2023 Levy, as required by state statute, as well as begin preparations to implement the *proposed* 2023 Annual Budget. Additional action is required at a later date to complete the update to the County's 2023 Capital Improvement Program.

Budget/Financial Implications: Tonight's action is to approve the *Preliminary* 2023 Levy, as

required by state statute. The County Board may consider further changes to the *Final* 2023 Levy, up to and including the recommended December 7th, 2022 public review and comment (Truth In Taxation Hearing). However, the *Final* 2023 Levy cannot be increased beyond the *Preliminary* 2023 Levy approved tonight.

While not statutorily required at this time, adoption of the *proposed* 2023 Annual Budget at tonight's meeting allows the County to begin initial preparations to implement such, starting in early 2023. Increases or decreases to the *proposed* 2023 Annual Budget and adoption of a *Final* 2023 Annual Budget remain at the Board's discretion, subject to certain statutory requirements (such as minimum maintenance requirements for libraries).

Legal/Policy Implications: The proposed activities are in conformity with applicable state statutes and County authority, policies and past practices.

Administrator's Recommendation			
Approve 	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____

**Chisago County
Board of Commissioners**

**ADOPTING THE CHISAGO COUNTY
PRELIMINARY BUDGET AND LEVY FOR 2023**

**RESOLUTION NO. 22/0907-XX
ADOPTING THE CHISAGO COUNTY
PRELIMINARY BUDGET AND LEVY FOR 2023**

WHEREAS, pursuant to Minn. Stat. Sec. 275.065, the Chisago County Board of Commissioners must certify to the County Auditor the proposed tax levy for taxes; and

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* Levy for 2023 of \$48,035,501, with overall 2023 expenditures of \$82,898,704;

NOW BE IT RESOLVED, that the Chisago County Board of Commissioners have moved to adopt the recommended *Preliminary* LID Levy for 2023 of \$327,520;

NOW THEREFORE BE IT FURTHER RESOLVED, that the Chisago County Board of Commissioners hereby establishes Wednesday, December 7th, 2022 at 7:00 PM as the date and time for public review of and comment on the proposed *Final* 2023 Levy and Annual Budget.

2023 PROPOSED SUMMARY BUDGET & LEVY CALCULATION

	2022 Budget Non-Salary Expenditures	2023 Non-Salary Expenditures	Inc/Dec	2022 Budget Non-Levy Revenues	2023 Non-Levy Revenues	Inc/Dec
Assessor	56,476	58,100	1,624	-	-	-
Auditor-Treasurer	38,150	28,110	(10,040)	49,200	49,200	-
Audit	70,000	100,000	30,000	-	-	-
Elections	128,500	131,400	2,900	12,000	10,000	(2,000)
Other Gen Govt	1,200,350	1,049,100	(151,250)	1,697,500	1,788,190	90,690
Non-Co Income/Expense	4,700	4,700	-	-	-	-
E911	137,000	137,000	-	137,000	137,000	-
Economic Development	82,000	70,000	(12,000)	-	-	-
Self Insurance	300,000	300,000	-	300,000	300,000	-
Debt - Road	2,162,979	2,009,910	(153,069)	38,000	-	(38,000)
Debt HHS Building	276,854	261,765	(15,089)	-	-	-
Debt Library	493,238	469,088	(24,150)	-	-	-
Debt Jail	1,047,729	1,048,465	736	628,925	628,925	-
Debt Business Park	267,862	241,815	(26,047)	200,000	200,000	-
Debt 800 Mghz	670,520	667,199	(3,321)	-	-	-
Property Tax - All Funds	-	-	-	400,000	410,000	10,000
AUDITOR-TREASURER TOTAL	6,879,882	6,518,552	(361,330)	3,462,625	3,523,315	60,690
Board of Commissioners	163,750	161,200	(2,550)	-	-	-
Law Library	30,500	30,000	(500)	40,000	40,000	-
County Administrator	38,050	71,800	33,750	7,500	7,500	-
Central Services	114,750	111,250	(3,500)	12,600	3,100	(9,500)
Contingency	109,747	109,747	-	-	-	-
Historical Society	30,210	35,210	5,000	-	-	-
Library	701,000	748,331	47,331	-	-	-
Agricultural Society	16,000	16,000	-	-	-	-
County Extension	133,500	138,700	5,200	-	-	-
Soil & Water	718,700	804,000	85,300	618,700	654,000	35,300
Heartland Express	-	-	-	-	-	-
Building Fund - Gen Gov	-	-	-	-	-	-
Capital Equipment	2,531,752	2,444,232	(87,520)	2,531,752	2,444,232	(87,520)
COUNTY ADMINISTRATION TOTAL	4,587,959	4,670,470	82,511	3,210,552	3,148,832	(61,720)
County Attorney	66,600	71,450	4,850	113,800	133,800	20,000
County Attorney Forfeiture	-	-	-	-	-	-
COUNTY ATTORNEY TOTAL	66,600	71,450	4,850	113,800	133,800	20,000
Data Processing	3,824,069	3,955,609	131,540	347,568	348,873	1,305
Maintenance	1,093,180	1,005,378	(87,802)	-	-	-
ENTERPRISE SERVICES TOTAL	4,917,249	4,960,987	43,738	347,568	348,873	1,305
District Court	216,500	212,500	4,000	76,000	76,000	-
Planning & Zoning	278,200	273,000	(5,200)	926,043	935,043	9,000
Parks	112,150	131,000	18,850	30,000	30,000	-
Water Quality	73,500	76,670	3,170	32,743	32,743	-
Wetland Grant	5,000	5,000	-	27,700	27,700	-
Watercraft Inspection	83,999	83,500	(499)	173,000	172,000	(1,000)
Score Grant	250,250	263,250	13,000	298,760	291,000	(7,760)
Household Hazardous Waste Operations	407,610	721,250	313,640	534,840	489,000	(45,840)
Park Acquisition & Improvement	1,396,802	1,396,802	-	1,187,282	1,187,282	-
Lake Improvement District	308,100	186,000	(122,100)	7,500	-	(7,500)
ENVIRONMENTAL SVC TOTAL	2,915,611	3,136,472	220,861	3,217,868	3,164,768	(53,100)
Veterans Services	32,298	37,150	4,852	17,500	15,500	(2,000)
Income Maintenance	788,892	785,800	(3,092)	2,267,156	2,227,200	(39,956)
Social Services	4,162,278	3,918,493	(243,785)	4,880,071	4,678,297	(201,774)
Collaboratives	-	-	-	-	-	-
Public Health	281,002	348,470	67,468	1,096,886	1,294,513	197,627
HEALTH & HUMAN SERVICES TOTAL	5,264,470	5,089,913	(174,557)	8,261,613	8,215,510	(46,103)
Probation	37,740	37,120	(620)	354,000	359,000	5,000
Electronic Monitoring	22,000	22,000	-	22,000	22,000	-
Caseload Reduction Grant	-	-	-	64,797	64,797	-
PROBATION TOTAL	59,740	59,120	(620)	440,797	445,797	5,000
Recorder	16,950	16,950	-	285,000	285,000	-
Recorder Tech/Compliance	1,500	1,500	-	315,000	315,000	-
RECORDER TOTAL	18,450	18,450	-	600,000	600,000	-
Surveyor	14,050	8,050	(6,000)	15,000	15,000	-
Highway Administration	99,200	38,500	(60,700)	20,000	20,000	-
Highway Engineering	584,450	2,646,450	2,062,000	1,000	2,000,000	1,999,000
Highway Construction	11,350,000	9,500,000	(1,850,000)	8,825,000	7,085,000	(1,740,000)
Highway Maintenance	2,975,800	2,739,300	(236,500)	3,210,000	3,502,000	292,000
Equipment Maintenance/Shop	814,700	898,700	84,000	10,000	230,000	220,000
Traffic Operations	323,000	591,500	268,500	-	-	-
ROAD & BRIDGE TOTAL	16,161,200	16,422,500	261,300	12,081,000	12,852,000	771,000
Sheriff	893,850	961,760	67,910	1,950,460	1,968,250	17,790
Sheriff Forfeitures	-	-	-	-	-	-
Boat & Water	11,000	-	(11,000)	32,400	-	(32,400)
Sheriff's Reserve	-	-	-	-	-	-
Snowmobile Safety	-	-	-	-	-	-
Gun Permits	-	-	-	-	-	-
Project Lifesaver	-	-	-	-	-	-
PS Grants TZD	-	71,700	71,700	-	95,458	95,458
PS Grants Boat & Water	-	25,000	25,000	-	25,000	25,000
PS Grants Snowmobile	-	6,900	6,900	-	6,900	6,900
PS Grants ATV	-	7,100	7,100	-	7,100	7,100
PS Grants Miscellaneous	5,000	-	(5,000)	5,000	-	(5,000)
Coroner	136,869	153,159	16,290	-	-	-
County Jail	773,926	742,150	(31,776)	123,500	111,000	(12,500)
Jail Canteen	-	-	-	-	-	-
Sentence to Serve	76,352	78,986	2,634	-	-	-
Emergency Management	26,500	30,500	4,000	33,500	53,000	19,500
TOTAL SHERIFF	1,923,497	2,077,255	153,758	2,144,860	2,266,708	121,848
TOTAL NON-SALARY EXPENDITURES	\$ 43,067,634	\$ 43,295,769	\$ 228,135	\$ 33,956,683	\$ 34,775,603	\$ 818,920

*Using \$20K
ARPA/\$10k Moved

*Use \$40K fund
balance

2023 Levy Calculation

Total Non-Salary Exp/Non-Levy Rev	43,295,769			34,775,603		
Salary & Benefits/Use of Fund Balance/ARPA		40,434,435		60,000		
Levy Revenues					48,894,601	
	43,295,769	40,434,435	83,730,204	34,835,603	48,894,601	83,730,204

LID						
Non-Salary Exp/Non-Levy Rev	186,000			-		
Salary & Benefits		141,520				
Fund Balance						
Levy Revenue					327,520	
	186,000	141,520	327,520	-	327,520	327,520
2023 LID Levy					\$ 327,520	
2022 Levy						\$309,654
Increase						17,866
						5.77%

General Fund						
Non-Salary Exp/Non-Levy Rev	43,109,769			34,775,603	-	
Salary & Benefits/Use of Fund Balance/ARPA		40,292,915		60,000		
Levy Revenue					48,567,081	
	43,109,769	40,292,915	83,402,684	34,835,603	48,567,081	83,402,684
2023 Levy - Excluding LID					\$48,567,081	
2022 Levy						\$44,476,078
Increase						\$4,091,003
						9.20%

Budget & Finance Budget Changes

Adjustments to Budget

Dept/Description	Acct Code	Expenditures		Revenue		Notes
		Exp Decrease	Exp Inc	Rev Decrease	Rev Increase	
7/13/2022 BF Meeting						
AT-Electricity	01-149-6253	\$ 115,000.00				
AT-Gas	01-149-6255	\$ 20,000.00				
AT-Sewer	01-149-6257	\$ 14,000.00				
Assessor Vehicle Leases	01-050-6630	\$ 4,300.00				
Assessor Mileage	01-050-6330		\$ 3,000.00			
Probation Refunds	01-255-6803	\$ 300.00				
Probation Mileage	01-255-6330	\$ 2,000.00				
Commissioner Mileage	01-003-6330	\$ 1,500.00				
Probation Training	01-255-6245	\$ 1,000.00				
AT Audit Cost	01-042-6211				\$ 20,000.00	Use ARPA
Attorney Misc	01-091-6802	\$ 500.00				
8/10/2022 BF Meeting						
Surveyor	03-105-6501	\$ 2,500.00				
Maintenance	03-330-6513	\$ 6,500.00				
Equip Maint	03-340-6562	\$ 50,000.00				
Traffic Operations	03-345-6273	\$ 10,000.00				
Water Quality Grant	01-611				\$ 40,000.00	Use of Fund Balance
Data Processing Gas & Oil	01-061-6561	\$ 2,000.00				
Soil & Water		\$ 50,000.00				
Historical		\$ 9,790.00				
Library			\$ 47,331.00			
Courts	01-011-6280	\$ 2,000.00				
Courts	01-011-6284	\$ 2,000.00				
8/17/2022 Dept Requests						
HHS Contingency	05-430-700-6826	\$ 5,000.00				Mark Florin email 08/17/22
HHS Purchase of Service	05-430-740-3890-6051		\$ 545.00			Mark Florin email 08/17/22
HHS Purchase of Service	05-430-740-6051	\$ 23,545.00				Mark Florin email 08/17/22
Zoning Prof Svcs	01-127-6271	\$ 25,000.00				Kurt Schneider email 8/11/22
AT-Work Comp Ins	01-149-6179	\$ 18,800.00				Ins quote received from MCIT 8/22
AT-Liability Ins	01-149-6805	\$ 6,100.00				Ins quote received from MCIT 8/22
total		\$ 371,835.00	\$ 50,876.00	\$ -	\$ 60,000.00	

Chisago County Request For Board Action

Meeting Date: September 7, 2022	Item Number: 14
Title of Item for Consideration: HRA-EDA Levy and Budget FY2023	
Action Requested by: Nancy Hoffman Executive Director	Department: Chisago County HRA - EDA
Previous Action on this Matter: Annual request.	
Background: Each year the HRA-EDA requests approval of their Levy and Budget from the Chisago County Board of Commissioners.	
Attachments: HRA-EDA Levy and Budget FY 2023 and Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners consider approval of the HRA-EDA Levy and Budget FY 2023. The suggested motion to accomplish this is as follows:	
<i>“Move to approve the HRA-EDA Levy and Budget FY 2023.”</i>	
Implications of Action: By approving the Levy and Budget, the Board supports the Chisago County HRA-EDA's activities.	
Budget/Financial Implications: HRA-EDA budget approval.	
Legal/Policy Implications: The proposed activities appear to be in conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve _____	Deny _____
Other  _____	
Motion By: _____	Seconded by: _____
To: _____	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Chisago County HRA-EDA 2023 BUDGET	
INCOME:	
County-Wide Levy	600,000
Carry Over Funds	274,345
Total County Funding Subtotal:	874,345
Wyoming Distributions (Housing Trust Fund)	300,000
Interest/Misc. Income	3,000
SBDC Consultant Fees	11,500
NB ESSBY Repayment	225,000
Stacy Broadband Tax Abatement	2,890
Loan Repayment - Lindstrom (Holmquist site)	5,000
Loan Repayment - Rush City (Two building demo)	20,000
Loan Repayment - Rush City (Indust Land)	
Loan Repayment - Taylors Falls	5,000
Loan Repayment - Lindstrom (Panel One site)	10,000
Loan Repayment - Rushseba (windows/boilers)	22,645
Other Funding Subtotal:	605,035
TOTAL INCOME:	1,479,380
EXPENSES:	
Audit	14,000
Office Building Expenses	25,000
Conferences/Training	4,000
Health Insurance	40,680
Board Per Diems	4,800
MCIT Insurance	5,000
Consulting	500
Legal & Development Costs	10,000
Marketing	30,000
SCDP Expenses	100
Misc (Sales Tax + Misc - other)	100
Office Expenses/Supplies	2,500
Office Equipment	3,000
Phones/Internet	4,700
Postage	1,000
Staff Expenses	4,500
Membership Dues & Subscriptions	5,500
Wages (included: wages, taxes, pension)	217,000
Total Operating Expenses:	372,380
	2023
Small Business Development Center	
Central Lakes College (SBA, DEED)	4,000
SBDC Misc	500
SBDC Consultant	7,500
Total SBDC Expenses:	12,000
Program Development	50,000
Business Forgivable Loan	100,000
Housing Trust Fund	100,000
Multi-Family Rental Housing	200,000
Industrial Land/Infrastructure/Redevelopment	500,000
County Business Park - Bond Assistance	145,000
Total Development Expenses:	1,095,000
TOTAL EXPENSES:	1,479,380

**CHISAGO COUNTY HOUSING AND REDEVELOPMENT AUTHORITY -
ECONOMIC DEVELOPMENT AUTHORITY**

RESOLUTION # 2022-0726

**A RESOLUTION LEVYING A SPECIAL BENEFIT TAX
WITHIN THE AUTHORITY'S AREA OF OPERATION**

BE IT RESOLVED by the Board of Directors of the Chisago County Housing and Redevelopment Authority - Economic Development Authority as follows:

1. The Chisago County Housing and Redevelopment Authority - Economic Development Authority, a public body corporate and a political subdivision organized under Minnesota Statutes, Sections 469.001 to 469.047 and 469.090 to 469.1082, pursuant to the authority granted in Minnesota Statutes, Section 469.033, Subdivision 6, hereby levies a special benefit tax in the amount of \$ 600,000.00 within the Authority's area of operation subject to the consent by resolution of the County of Chisago.
2. The Authority hereby requests the County Board to consent by resolution to the levy of the Tax by the Authority.
3. The levy does not exceed 0.0185 percent of taxable market value in the County.
4. The levy, when received by the Authority, shall be deposited in a separate fund to be known as the Housing and Redevelopment Project Fund and shall be expended only for the purposes of Minnesota Sections 469.001 to 469.047.

The motion, made by, Daniel Hoffman, Board Member, for the adoption of the foregoing resolution was duly seconded by Cathy Bennett, Board Member, and upon vote being taken thereon, the following voted in favor thereof: Chad Lindgren, James Stein and the following voted against the same: Nathan Keech; absent: none.

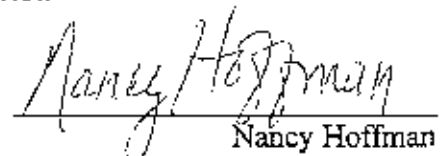
Whereupon said resolution was declared duly passed and adopted this 26th day of July 2022.



James Stein
Chairman

(Official Seal)

Attest:



Nancy Hoffman
Executive Director/Secretary

Chisago County Request for Board Action

Meeting Date: September 7, 2022	Item Number: 15
Title of Item for Consideration: KeySecur Network Encryption Renew	
Action Requested by: Jon Eckel, Director	Department: Enterprise Services
Previous Action on this Matter: Approved in the 2022 DES CIP.	
Background: These devices and software provide and store all of the encryption methods and keys for the entire Chisago County network and SANs storage. Encryption is required by many federal and state laws and rules around data security. This was budgeted in the 2022 DES CIP. However, since the time of the budget the cost as gone up. The 2021 cost was \$90,000.00 since that time the costs have went to \$148,140.00. It requested that the County use \$58,140.00 from the CIP unallocated funds to cover this expense. This is a vital part of the network and is going into end of support, so we have to replace it. Attachment(s): Quote for KeySecur	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the purchase of the KeySecur system for a total cost of \$148,140.00 using unallocated CIP funds to cover the cost increase. The following motion is suggested: <i>“move to approve the purchase of the KeySecur system upgrade for a total cost of \$148,140.00 using unallocated CIP funds to cover the cost increase.”</i>	
Implications of Action: This equipment is required to keep the current data that is encrypted to federal standards available. Budget/Financial Implications: This will use \$58,140.00 of unallocated CIP funds. Legal/Policy Implications: Purchased via a GSA contract held by CDWG.	
Administrator's Recommendation	
Approve 	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

QUOTE CONFIRMATION



DEAR DAN WEBER,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below.
 Please call us to convert your quote to an order.

Thank you. Have a great day!



ACCOUNT MANAGER NOTES:

Adam Flynn
 Executive Account Manager
 866-723-3621
 adamfly@cdwg.com

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MXFP744	8/14/2022	THALES UPGRADE 2	10337145	\$148,140.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
THALES CIPHERTRUST MGR K570 1G NIC Mfg. Part#: 976-000029-001-000 * BUNDLE CIPHERTRUST MANAGER K570 1G NIC V2.0(INCL K7 CARD PED 10 IKEYS) * Contract: MARKET	2	6461747	\$52,000.00	\$104,000.00
Thales Five Support Plan - technical support - for SafesNet NextGen KeySecure Mfg. Part#: 020-000051-001-000 * CIPHERTRUST MANAGER ENHANCED MAINTENANCE OF LIST PRICE 1-2 YEAR * Electronic distribution - NO MEDIA Contract: MARKET	2	6022753	\$11,250.00	\$22,500.00
CipherTrust Manager Flex Ability - license - 1 license Mfg. Part#: 976-000009-001-000 * CIPHERTRUST FLEX ABILITY PERPETUAL * Electronic distribution - NO MEDIA Contract: MARKET	7	6332270	\$500.00	\$3,500.00
THALES PRO SVC KEYSEC TO CIPHER MGR Mfg. Part#: 020-000155-001-000 * PRO SERVICES KEYSECURE TO CIPHERTRUST MIGRATION SERVICE PACK REMOTE * Electronic distribution - NO MEDIA Contract: MARKET	1	6903125	\$17,250.00	\$17,250.00
SafeNet Protect Remote Mfg. Part#: 912-00004-901-000 UNSPSC: 26121636	2	3276755	\$25.00	\$50.00

Chisago County Request For Board Action

Meeting Date: September 7, 2022	Item Number: 16
Title of Item for Consideration: Chisago County HHWF Recycle Yard Bid & Construction Contract Award	
Action Requested by: Kurt Schneider	Department: Environmental Services/Zoning: Solid Waste Division
Previous Action on this Matter: In 2018, the County hired design firm TKDA to complete an analysis and design solutions assessment to upgrade the Household Hazardous Waste Facility (HHWF) in North Branch. TKDA produced a Pre-Design Report which was broken into four phases addressing: warehouse upgrades, office space, cold storage addition, and a public recycling yard drop-off. In June of 2021 the County was awarded a Greater Minnesota Recycling Grant through the Minnesota Pollution Control Agency to build a residential recycling drop-off yard in the rear yard of the HHWF. The Environmental Services Department (ESD) continues to pursue grant and/or State funding assistance for the remaining three facility improvement phases. In June of 2022 TKDA was enlisted to create construction plans and on August 3, 2022, the County authorized release of the completed construction plans for public bidding. The project also received local City of North Branch Conditional Use Permit and Site Plan approval during this timeline. Background: Immediately following August 3, 2022, County Board authorization, public bid and contractor solicitation efforts managed by TKDA and ESD staff were initiated for the HHWF residential recycling drop-off yard project. On Thursday, August 25, 2022, five bids were received and opened with a range from \$130,000 to \$334,000 as detailed on the attached bid tabulation. TKDA has reviewed the apparent low bid from Taylor West and recommends award of the contract to Taylors West, LLC as attached. ESD staff concur with this recommendation and offer the construction contract and full project award with Alternate-1 and \$18 per cubic yard fill as needed (approximately 90 cubic yards total) for County Board approval as attached. Attachment(s): • Bid Tabulation Showing Bids Received • TKDA Bid Award Recommendation Letter • Professional Services Contract - Taylor West, LLC	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners accept the low bid from Taylor West, LLC and approve the construction contract for the construction of the HHWF recycling yard. The suggested motion is as follows: <i>“Move to accept the Taylor West, LLC Household Hazardous Waste Facility Recycle Yard Construction Base Bid of \$130,000; and Alternate-1 Bid of \$5000; and \$18 per cubic yard fill materials as needed, and Authorize and Award the Construction Contract to Taylor West LLC, in the amount of \$135,000 with fill as needed for completion of the Chisago County Recycle Yard as presented and in the best interest of the County”</i>	

Implications of Action: Awarding of the construction contract will enable the project to move forward immediately this fall. State grant deadlines to build, provide public education, and initiate collection before the end of the grant period in May of 2023 will be achieved.

Budget/Financial Implications: The Recycle Yard construction portion of this State Grant includes a maximum of \$156,107 from MPCA grant funds and \$33,513 county match, for a total of \$189,620. Local match dollars are sourced from the *14-Solid Waste Management Fund* and are not direct levy dollars. The low bid submittal from Taylor West, LLC is less than the State Grant budget estimates.

Legal/Policy Implications: The county is required State Statute to have one public drop off location for curbside type recyclables. Building and operating this yard fulfills that obligation. The construction award contract has been reviewed and approved as to form by the County Attorneys office.

Administrator's Recommendation

Approve 	Deny _____	Other _____
Motion By:		Seconded by:
To:		
Action on Motion:	Aye _____	Nay _____ Abstain _____

Chisago County Household Hazardous Waste Facility Site Improvements (QuestCDN No.8270966)

Owner: Chisago County Household Hazardous Waste
Solicitor: TKDA
Date/Time: Thursday August 25, 2022 at 3:30pm (CST)



Item Description	Unit	Qty	Taylor West LLC			Winberg Companies LLC			Forest Lake Contr. Inc.			Dresel Contracting Inc.			Mark Haug Const. Inc.		
			Unit Price	Extension		Unit Price	Extension		Unit Price	Extension		Unit Price	Extension		Unit Price	Extension	
Base Bid Lump Sum Total	LS	1	\$130,000.00	\$130,000.00		\$144,228.00	\$144,228.00		\$153,800.00	\$153,800.00		\$191,695.50	\$191,695.50		\$334,000.00	\$334,000.00	
ADD Alternate 1	LS	1	\$5,000.00	\$5,000.00		\$7,400.00	\$7,400.00		\$7,000.00	\$7,000.00		\$4,968.00	\$4,968.00		\$5,920.00	\$5,920.00	
Import Engineered Fill for Grade Changes by CY	LS	1	\$18.00	\$18.00		\$59.75	\$59.75		\$40.00	\$40.00		\$36.00	\$36.00		\$0.00	\$0.00	
Base Bid Total:				\$130,000.00			\$144,228.00			\$153,800.00			\$191,695.50			\$334,000.00	



444 Cedar Street, Suite 1500
Saint Paul, MN 55101
651.292.4400
tkda.com

August 26, 2022

Ms. Lisa Thibodeau
Solid Waste Administrator – Environmental Services
Chisago County
39649 Grand Avenue
North Branch, Minnesota 55056

Re: Household Hazardous Waste Facility
Bid Award Recommendation
TKDA Project No. 18511.000

Dear Ms. Thibodeau:

On Thursday, August 25, at 3:30 p.m., five bids were received and opened for the Chisago County Household Hazardous Waste Facility Project. The bids appear to be in conformance with the contract documents. Taylor West, LLC is the apparent low bid, with a base bid price of **\$130,000.00**. Additionally, a bid of \$5000 was received for alternate #1. TKDA has discussed the bid and alternate with Taylor West, LLC representative, Project Manager Russell Thole and he confirmed they have reviewed their estimate and are comfortable with their bid, project scope, sub-contractors and the project schedule.

TKDA is recommending award of contract for the full base bid amount of **\$130,000 plus the alternate of \$5000** to Taylor West, LLC.

Sincerely,


Kraig Klund
Project Manager

Enclosures: Bid tab

Project Contract for Chisago County Recycling Yard Construction Project

This Agreement entered into this 8th day of September 2022.

Between the County:

County of Chisago, a body politic and corporate, by and through Chisago County Environmental Services Department, 313 North Main Street, Suite 240, Center City, Minnesota, 55012

and the Contractor:

Taylor West, LLC
1099 Oak Lane, Lino Lakes, MN 55014.

The Project: To provide extraction and to build a fenced in gravel pavement expansion yard at the Household Hazardous Waste Facility for Chisago County.

Department: Chisago County Environmental Services Department
c/o: Lisa Thibodeau, Solid Waste Administrator
39649 Grand Avenue
North Branch, MN 55056

Construction Project Manager: Toltz, King, Duvall, Anderson and Associates, Inc. (TKDA)
444 Cedar Street, Suite 1500, UBS Plaza, Saint Paul, MN 55101
Kraig E. Klung, kraig.klung@tkda.com, 651.292.0083

The County and the Contractor agree as set forth below:

ARTICLE I – THE CONTRACT DOCUMENTS.

- 1.1 The Contract Documents, in order of priority, consist of:
 - (A) This Contract;
 - (B) The Request for Proposal and Instructions to Bidders;
 - (C) The General Conditions of the Contract;
 - (D) Project Manual;
 - (E) Drawings, Schemes and Designs and Specifications;
 - (F) All Addendums, Amendments, or Modifications of this Contract or Contract Documents
 - (G) Bonds and Insurance;
 - (H) The Contractor's final proposal.
- 1.2 The Contract Documents form the Contract, and all are as fully a part of the Contract as if attached to this Contract and repeated herein.
- 1.3 The Contractor understands that all references to "Bidder" in documents attached now refer to the Contractor.

ARTICLE II – THE WORK

2.1 The Contractor shall perform all the Work required by the Contract Documents for the Chisago County Recycling Yard Project, all in conformance with the Contract Documents as listed in Article I.

ARTICLE III – TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

3.1 The Work to be performed under this Contract shall be commenced immediately upon receipt of the fully executed Contract.

Chisago County Project Contract
Chisago County Recycling Yard Project

within one week after the serving of such notice a satisfactory arrangement is made for continuance, this Contract shall terminate.

7.3 Unavoidable Delay. The Contractor shall not be held responsible for damages caused by delay or failure to perform hereunder, when such delay or failure is due to Fires, Strikes, Acts of God, Legal acts of the Public authorities or delays or defaults caused by public carriers, or acts or demands of the Government in time of war or national emergency.

ARTICLE VIII - INSURANCE

8.1 The requisite insurance must be maintained for the duration of this Contract. A Certificate of Insurance for each policy must be on file with the County prior to commencement of any work under this contract. Each certificate must include a 30-day notice of cancellation, nonrenewal, or material change to all named and additional insureds.

8.2 The County reserves the right to rescind any Contract not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the county upon written request. All subcontractors shall provide evidence of similar coverage.

8.3 General Liability Insurance. The Contractor shall maintain General Liability Insurance in the amount of \$500,000 for claims for wrongful death and each person for other claims; \$1,500,000 for any number of claims arising out of a single occurrence; and no less than \$3,000,000 aggregate.

8.4 Business Automobile Liability Insurances. The Contractor shall maintain automobile liability insurance coverage in minimum amounts of at least \$500,000 per claim for wrongful death and each person for other claims; \$1,500,000 on a combined single limit basis; and not less than \$3,000,000 aggregate.

8.5 Chisago County shall be named as an additional insured for all insurance coverages.

8.6 The Contractor shall comply with all Workers' Compensation requirements as mandated by Minnesota Law. The County reserves the right to rescind any contract not in compliance with these requirements and retains all rights thereafter, to pursue any legal remedies against the Contractor.

8.7 In the event the Contractor or any subcontractor maintain liability coverage in excess of the Minnesota Tort limits, pursuant to Minn. Stat. 466, such coverage shall not constitute a waiver of the limits available to the County.

ARTICLE IX - INDEMNIFICATION

9.1 Except as may be caused by the sole negligence of the County or its employees, Contractor shall indemnify and save harmless the County, its employees, and its agents from all claims actions, demands and judgments of any kind arising in whole or in part from any act or omission of Contractor, its subcontractors, and their agents or employees, incidental to the performance of the contract and from all expenses in connection with such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed or provide in connection with such actor omission that negligence of the County or its representatives caused or contributed thereto.

9.2 Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Agreement keep in force policies if insurance indicated in Article VIII.

This provision is not intended to create any cause of action in favor of any third party against the Contractor or the count or to enlarge in any way the Contractor's liability but it is intended solely to provide for indemnification of the County form liability for damages.

ARTICLE X - SUBCONTRACTOR AND ASSIGNMENT

10.1 Prohibition of Assignment. The Contract shall not be assigned by the Contractor without the written consent of the County. The County's consent will be contingent upon the assignee, the County and the Contractor entering into an assignment which binds the assignee to all terms and condition of this Project Contract

1. General. Minnesota R. 5000.3400-5000.3600 implement Minnesota Statute §363A.36. These rules include, but are not limited to: Criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minnesota R. 5000.3400-5000.3600, including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
2. Disabled Workers. The Contractor must comply with the following affirmative action requirements for disabled workers.
 - (a) The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - (b) The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - (c) In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statute §363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.
 - (d) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.
 - (e) The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minnesota Statute §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.
3. Consequences. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the COMMISSIONER, refusal by the COMMISSIONER to approve subsequent plans, and termination of all or part of this contract by the COMMISSIONER or County.
4. Certification. The Contractor hereby certifies it is in compliance with the requirements of Minnesota Statute §363A.36 and Minnesota R. 5000.3400-5000.3600 and is aware of the consequences for noncompliance

ARTICLE XIV – PREVAILING WAGE CONTRACT

14.1 To the extent applicable, Contractor and any subcontractor shall comply with prevailing wage requirements of the Minnesota Prevailing Wage Law.

ARTICLE XV – MISCELLANEOUS PROVISIONS

Chisago County Project Contract
Chisago County Recycling Yard Project

IN WITNESS WHEREOF, the County has caused this Contract to be signed by its duly authorized officers and the Contractor represents that the persons/party executing this Contract is duly authorized to bind the Contractor hereto.

COUNTY OF CHISAGO

BY: _____ Dated: _____
Richard Greene, Chair
Chisago County Board

Attest: _____

Reviewed and Approved as to Form:

JANET REITER
CHISAGO COUNTY ATTORNEY

By: Jeffrey B. Fuge Dated: August 30, 2022
Jeffrey B. Fuge
Assistant County Attorney

CONTRACTOR: TAYLOR WEST, L.L.C

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

By: _____ Dated: _____
(Signature) (Title)

Print: _____

I, _____ (individual's name) the _____ (title) of
_____ (company name), being duly sworn, represent and warrant
that I am authorized by law and all necessary action to execute this agreement on behalf of the
organization/corporation, intending this Agreement to be a legally binding obligation of the entity.

Sworn before me this ____ day of _____, 20__

Notary Public

Chisago County Request For Board Action

Meeting Date: September 7, 2022	Item Number: 17
Title of Item for Consideration: Webster Meadows Final Plat	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: None.	
Background: Property owners Graham and Jeri Webster are requesting Final Plat approval of a 15.89-acre one lot development to be known as Webster Meadows. The subject property is located at 34745 Wild Mountain Road, Shafer Township, (PID #08.00131.10). The Preliminary Plat of Webster Meadows was approved by the Board of Commissioners on July 20, 2022, per Resolution No. 22/0720-4. The Final Plat submitted on August 25, 2022, generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval. A resolution of the Board of Commissioners consistent with that of Final Plat approval is presented for Board consideration. Attachments: - Draft Resolution of Approval - Final Plat Webster Meadows (original full copy provided at the meeting)	
Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the approval ow Webster Meadows Final Plat. The recommended motion is as follows: <i>“Move to Approve Resolution No. 22/0907____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Webster Meadows at 34745 Wild Mountain Road, Shafer Township, (PID #08.00131.10)”</i>	
Implications of Action – Recommended Board action grants approval of the Webster Meadows Final Plat as presented. Once signed and recorded, the new land lot(s) and configurations will take effect. Budget/Financial Implications: None. Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	
Administrator's Recommendation	
Approve	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 22/0907-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING THE FINAL PLAT OF WEBSTER MEADOWS
AS REQUESTED BY THE GRAHAM & JERI WEBSTER LIVING TRUST

WHEREAS, the Graham & Jeri Webster Living Trust, property owner, and Graham Webster & Jeri Webster, applicants, submitted a request for the Final Plat of Webster Meadows on August 25, 2022; and

WHEREAS, the subject site is generally located approximately 660' north of the intersection of Wild Mountain Road / CSAH 16 and 347th Street in Shafer Township and is located in the Rural Residential II (RRII) District / Upper St. Croix Overlay (UO) District; and

WHEREAS, the subject site is 20 acres in size and legally described as:

PID 08.00131.10

That part of the Northwest Quarter of the Northwest Quarter and that part of the Northeast Quarter of the Northwest Quarter of Section 12, Township 34, Range 19, Chisago County, Minnesota described as follows:
Commencing at the northwest corner of said Northwest Quarter of the Northwest Quarter; thence South 0 degrees 48 minutes 19 seconds East along the West line of said Northwest Quarter of the Northwest Quarter, a distance of 168.98 feet to the Point of Beginning of the parcel to be described; thence North 75 degrees 34 minutes 31 seconds East, a distance of 321.83 feet; thence North 0 degrees 13 minutes 03 seconds West, a distance of 81.14 feet to the North line of said Northwest Quarter of the Northwest Quarter; thence South 88 degrees 36 minutes 14 seconds East along said North line of the Northwest Quarter of the Northwest Quarter, a distance of 1019.18 feet to the northeast corner of said Northwest Quarter of the Northwest Quarter; thence South 0 degrees 29 minutes 12 seconds East along the East line of said Northwest Quarter of the Northwest Quarter, a distance of 644.28 feet to a point 660.00 feet North of the southeast corner of said Northwest Quarter of the Northwest Quarter; thence South 44 degrees 35 minutes 16 seconds East along a line if extended would intersect the South line of said Northeast Quarter of the Northwest Quarter at a point 660.00 feet East of the southwest corner of said Northeast Quarter of the Northwest Quarter, a distance of 11.30 feet to the North line of the South Half of said Northeast Quarter of the Northwest Quarter; thence North 88 degrees 38 minutes 47 seconds West along said North line of the South Half of the Northeast Quarter of the Northwest Quarter, a distance of 7.87 feet to the northeast corner of said South Half of the Northwest Quarter of the Northwest Quarter; thence continue North 88 degrees 38 minutes 47 seconds West along the North line of said South Half of the Northwest Quarter of the Northwest Quarter, a distance of 117.00 feet; thence South 0 degrees 29 minutes 12 seconds East, parallel with said East line of the Northwest Quarter of the Northwest Quarter, a distance of 42.62 feet; thence North 88 degrees 38 minutes 47 seconds West, parallel with said North line of the South Half of the Northwest Quarter of the Northwest Quarter, a distance of 861.87 feet to the East line of the West 350.00 feet of said Northwest Quarter of the Northwest Quarter; thence North 0 degrees 48 minutes 19 seconds West along said East line, a distance of 27.07 feet to the North line of the South 637.00 feet of said Northwest Quarter of the Northwest Quarter; thence North 88 degrees 41 minutes 20 seconds West along said North line, a distance of 350.24 feet to the West line of said Northwest Quarter of the Northwest Quarter; thence North 0 degrees 48 minutes 19 seconds West along said West line, a distance of 500.09 feet to the Point of Beginning.

WHEREAS, the Preliminary Plat of Webster Meadows was recommended for approval by the Planning Commission on July 7, 2022 per Resolution No. PC2022-0702 and approved by the Board of Commissioners on July 20, 2022 per Resolution No. 22/0720-4; and

WHEREAS, the Final Plat submitted on August 25, 2022 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the Final Plat of Webster Meadows, subject to the following conditions:

1. The Final Plat is approved as submitted on August 25, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. Parcel A shall be combined with PID 08.00131.20 upon approval and recording of the Final Plat of Webster Meadows. The applicant shall be responsible for facilitating the lot combination.
3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

Commissioner _____ seconded the resolution and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF:

OPPOSED:

ABSENT:

Whereupon the proclamation was declared duly passed and adopted.

Approved: September 7, 2022

Richard Greene
Chair, Board of Commissioners

ATTEST: _____
Chase Burnham
County Administrator

Chisago County Request For Board Action

Meeting Date: September 7, 2022	Item Number: 18
Title of Item for Consideration: Kvale Estates Final Plat	
Action Requested by: Kurt Schneider, Director	Department: Environmental Services and Zoning on behalf of the Chisago County Planning Commission.
Previous Action on this Matter: The Kvale Estates preliminary plat was first submitted to and recommended for approval by the Planning Commission in August 2020 and subsequently approved by the County Board on August 19, 2020. Per Subdivision Ordinance Section 3.06 B., requests for Final Plats must be submitted within one year of Preliminary Plat approval. Because the property owners and applicant did not submit a request for Final Plat within one year, the 2020 Preliminary Plat approval was deemed void. The Kvale Estates preliminary plat was again submitted for public hearing before the Planning Commission on July 7, 2022, and subsequently received approval of the County Board on July 20, 2022.	
Background: Jessica Siverson on behalf of property owners Darrick Kvale and Chantel Kvale is requesting Final Plat approval of 20-acre two lot development to be known as Kvale Estates. The subject property is located at 13995 270th Street, Chisago Lake Township, (PID #02.00226.00). The Preliminary Plat of Kvale Estates was approved by the Board of Commissioners on July 20, 2022, per Resolution No. 22/0720-3A. The Final Plat submitted on August 29, 2022, conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval. A resolution of the Board of Commissioners consistent with that of approval of the Final Plat of Kvale Estates is presented for Board consideration.	
Attachments: • Draft Resolution of Approval • Final Plat Kvale Estates (original full copy provided at the meeting)	
Action Requested/Recommended It is respectfully requested that the Board affirmatively consider the approval of Kvale Estates Final Plat. The recommended motion is presented as follows: <i>“Move to Approve Resolution No. 22/0907____, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Kvale Estates located at 13995 270th Street, Chisago Lake Township, (PID #02.00226.00)”</i>	
Implications of Action – Recommended Board action grants approval of the Kvale Estates Final Plat as presented. Once signed and recorded, the new land lot(s) and configurations will take effect.	
Budget/Financial Implications: None.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	

Administrator's Recommendation

Approve CE

Deny _____

Other _____

Motion By: _____

Seconded by: _____

To: _____

Action on Motion:

Aye _____

Nay _____

Abstain _____

Commissioner _____ offered the following resolution and moved its adoption:

RESOLUTION NO. 22/0907-____
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,
MINNESOTA, APPROVING THE FINAL PLAT OF KVALE ESTATES
AS REQUESTED BY DARRICK KVALE AND CHANTEL KVALE

WHEREAS, Darrick Kvale and Chantel Kvale, property owners, submitted a request for the Final Plat of Kvale Estates on August 29, 2022; and

WHEREAS, the subject site is located at 13995 270th Street in Chisago Lake Township and within the Agricultural (AG) District; and

WHEREAS, the subject site is 20 acres in size and legally described as:

PID 02.00226.00
The East Half of the Northwest Quarter of the Northwest Quarter of the Northeast Quarter
AND
The Northeast Quarter of the Northwest Quarter of the Northeast Quarter
AND
The West Half of the Southeast Quarter of the Northwest Quarter of the Northeast Quarter, all
in Section 22, Township 33, Range 20, Chisago County, Minnesota.

WHEREAS, the Preliminary Plat of Kvale Estates was recommended for approval by the Planning Commission on July 7, 2022 per Resolution No. PC2022-0701 and approved by the Board of Commissioners on July 20, 2022 per Resolution No. 22/0720-3; and

WHEREAS, the Final Plat submitted on August 29, 2022 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the Final Plat of Kvale Estates, subject to the following conditions:

1. The Final Plat is approved as submitted on August 29, 2022. Any deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

Commissioner _____ seconded the resolution and upon a vote being taken thereon, the following voted:

IN FAVOR THEREOF:
OPPOSED:
ABSENT:

Whereupon the proclamation was declared duly passed and adopted.

Approved: September 7, 2022

Richard Greene
Chair, Board of Commissioners

ATTEST:

Chase Burnham
County Administrator

Wednesday, September 7th

Chisago County Board of Commissioners Meeting

6:30 pm Chisago County Boardroom

Tuesday, September 13th

Budget and Finance Committee Meeting/ARPA Meeting

3:00 pm Chisago County Boardroom

Wednesday, September 21st

Chisago County Board of Commissioners Meeting

6:30 pm Chisago County Boardroom

Tuesday, September 27th

Chisago County HRA-EDA

Noon at HRA-EDA Office, 38871 7th Ave., North Branch, MN 55056

2022 Legislative Forum – St. Croix River Education District

5:00 pm at Chucker's Bowl 1270 W 3rd St, Rush City, MN 55069

Wednesday, September 28th

Chisago County Association of Township Officials Meeting (CCATO)

1000

September 1992

Chicago County Board

Ward 1, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

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Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

Chicago County Board, Chicago, Illinois

**INDEPENDENT AUDITOR'S REPORT**

Board of County Commissioners
Chisago County
Center City, Minnesota

Report on the Audit of the Financial Statements***Opinions***

We have audited the financial statements of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Chisago County, Minnesota, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, as listed in the table of contents.

In our opinion, based on our audit and the report of other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of Chisago County as of December 31, 2021, and the respective changes in financial position thereof and the respective budgetary comparisons of the General Fund, Road and Bridge Special Revenue Fund, and Human Services Special Revenue Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the Chisago County Housing and Redevelopment Authority Economic Development Authority (HRA-EDA), the discretely presented component unit, as of December 31, 2021, and the respective changes in financial position thereof for the year then ended. Those statements were audited by other auditors whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the HRA-EDA, is based solely on the report of the other auditors.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the County, and

to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- exercise professional judgment and maintain professional skepticism throughout the audit;
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, no such opinion is expressed;
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements; and

- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the County's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

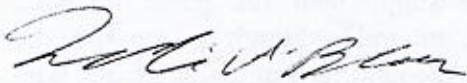
Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Schedule of Changes in Total OPEB Liability and Related Ratios – Other Postemployment Benefits, PERA retirement plan schedules and Notes to the Required Supplementary Information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

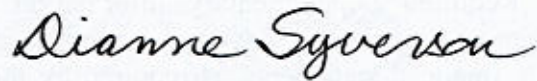
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Chisago County's basic financial statements. The budgetary comparison schedules for the Debt Service Fund and each nonmajor special revenue fund, nonmajor funds combining statements, fiduciary funds combining statements, Schedule of Intergovernmental Revenue, and Schedule of Expenditures of Federal Awards and related notes, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplementary Information as identified above is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 12, 2022, on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance. It does not include the Chisago County Housing and Redevelopment Authority Economic Development Authority, a component unit, which was audited by other auditors.



JULIE BLAHA
STATE AUDITOR



DIANNE SYVERSON, CPA
DEPUTY STATE AUDITOR

August 12, 2022