COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

Chase Burnham
County Administrator

Commissioners:
District 1
Jim Swenson
District 2
Richard Greene
District 3
Marlys Dunne
District 4
Ben Montzka
District 5
Dan Dahlberg

REGULAR MEETING – Wednesday, February 1, 2023
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 Update — TAB 1
- Health and Human Services Overview

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

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

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.)	Payment of County's Warrants and Miscellaneous Bills	TAB 3
4.)	Minutes from the January 18, 2023 Regular Meeting	TAB 4
5.)	ARPA Budget Transfer – Revenue Replacement	TAB 5
6.)	County Auditor-Treasurer to Proceed with Year-End Transfer of Funds	TAB 6
7.)	Budget Transfer – Excess Dividend Income	TAB 7
8.)	Transfer Funds and Annual Carryover of Dedicated Funds	TAB 8

Other County Business:

9.)	Appointment to Planning Commission and 1W1P Policy Committee	TAB 9
10.)	Resolution of Support for New Probation Funding Formula	TAB 10
11.)	Acceptance of Donation for K9 Unit	TAB 11
12.)	2023 Federal Boating Safety Supplemental Equipment Grant	TAB 12

Discussion Items:

- Administrator Updates
- Correspondence
- Commissioner Committee Reports

Announce Closed Meeting (M.S. § 13D.05)

- Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege. Pursuant to Minnesota Statutes section 13D.05, Subd. 3 (b) for the purpose of conferring with outside counsel to receive an opinion concerning litigation strategy that will be adopted in respect to the pending case of *In the Matter of the Application of Jim Goodpaster and Sherry Timmerman Goodpaster for a Conditional Use Permit, Court of Appeals Case No. A22-0982*

Adjourn Meeting of the Board of Commissioners

******* NOTICE*******

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meeting on Wednesday February 1st at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from Silver Lake Resort 7751 Black Lake Road, Kissimmee, Fl 34747, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

#1

CHISAGO COUNTY HEALTH & HUMAN SERVICES

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

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: **January 24, 2023**

I. Department Updates/Highlights:

On January 11, 2023 the US Department of Health and Human Services again extended the federal COVID-19 public health emergency for an additional 90 days. However, this time it has a little different impact, as the federal government has taken action to exempt some past services from the Public Health Emergency Declaration. What this means for Health and Human Services is that some waivers or variances will be expiring in spite of the emergency extension, requiring individuals to recertify for some programs. Additionally, the E-SNAP program is ending March 1st.

DHS continues to report that the MnCHOICES revision project is still on track to launch March 31, 2023 and that counties will have access to the new system on April 3, 2023. We are continuing to have a waiting list for MnCHOICES Assessments here in the County. Currently we are running at about 60 to 75 days for an assessment.

Health and Human Services Aging and Disabilities Unit just completed the Lead Agency Business Process Review. (January 9-13) This was a week-long evaluation of our policies and business practices to identify opportunities for efficiencies in eligibility determination, assessment, and support planning. There is no numerical score for this evaluation, however, it identified some best practices within our work as well as identifying areas where we can increase efficiencies for the individuals we serve.

Our Public Health is continuing their work on the Opioid Settlement plans for the county. The next step will involve creating a committee of community members and partners to make recommendations regarding potential options for addressing opioid use in Chisago County.

Chisago County Public Health continues to offer appointments for the Moderna COVID-19 bivalent booster at the North Branch HHS building. Eligible individuals can schedule an appointment by calling Public Health at 651-213-5233. The Moderna bivalent vaccine is approved for individuals 18 years and older.

II. Financial Notes:

Health and Human Services is wrapping up the end of the year. We will present end of year data to the Board at the March 1st Board Meeting.

We have completed the audit of our Social Security Representative Payee Program. There were no significant issues identified. We are still in the process of the audit of our Revenue Recapture Program.

III. Staffing Updates:

We recently hired a new Behavioral Health Case Manager. We are currently advertising for a Social Services Supervisor in our Aging and Disabilities Division, a Case Aide in child protection, and one Public Health Nurse in Public Health. Additionally, we continue to hold open two .8 Public Health nurse positions for budget considerations.

IV. Power Point Presentation: Overview of Health and Human Services

Power Point presentation for Chisago County Commissioners. This is a broad overview of the Health and Human Services Department. This is presented to help both our new and not-so-new Commissioners with an idea of the work we do. This is an overview and I have not included a lot of specific data. Generally, Health and Human Services presents our annual report at the March Board Meeting, where specific data from the last year will be included.

V. Review of Requests for Board Action:

Chisago County Health and Human Services

Overview for County Commissioners

February 1st, 2023

Health and Human Services Management Team

Health and Human Services Director: Bob Benson
Public Health Administrator: Courtney Wehrenberg
Family Services and Economic Support Division Manager: Todd McMurray
Aging and Disabilities Division Manager: Jolene Thorsen
Fiscal Operations Division Manager: Mark Florin

RAB1
RAB2

Health and Human Services
Public Health

Courtney Wehrenberg

Slide 3

RAB1 Robert A. Benson, 3/2/2021

RAB2 fff
Robert A. Benson, 3/2/2021

Public Health

- Maternal Child Health (home visiting nurses)
- Women, Infant and Children (WIC)
- Child and Teen Checkups
- Disease Prevention and Control
- Emergency Preparedness
- Statewide Health Improvement Partnership (SHIP)
- Community Health

Public Health

- Maternal Child Health: Home visiting nurses for expecting mothers and new mothers (children to age two). Beginning this year our nurses will be using the Maternal Early Childhood Sustained Home-visiting (MECSH) Program. This program allows for a minimum of 25 home visits for families who enrolled prenatally and 22 home visits for families who enrolled postnatally. Nurses bill their time to the home visiting grant or other available pay sources.
- Women, Infants and Children (WIC): WIC is a nutrition and breastfeeding program that provides nutrition education and counseling, nutritious foods, and referrals to health and other social services to eligible pregnant women and mothers. WIC is fully federally funded at this time.
- Child & Teen Checkups (C&TC): Child and Teen Checkups is Minnesota's Early Periodic Screening, Diagnosis, and Treatment program. It is a federally mandated program for children eligible for Medicaid. It is administered by Minnesota DHS with technical and clinical assistance form MDH. C&TC is supported by grant funding from DHS and monitoring from MDH.

Public Health

- Disease Prevention and Control: The Disease Prevention and Control provides immunizations and tuberculosis screening; disease prevention education and consultation to schools and daycares; and works with local clinics to manage the state's free vaccine program. Limited grant funding for some immunizations. Well funded during COVID.
- Emergency Preparedness: The Public Health Emergency Preparedness Program is a required and essential service provided by Public Health. Public Health Emergency Preparedness maintains multiple plans and alert systems for public health emergencies and medical response. They complete trainings, drills and exercises with local, regional, and state partners in healthcare, law enforcement and government sectors. Funding for emergency preparedness has decreased over the years despite the additional demands.
- Statewide Health Improvement Partnership (SHIP): SHIP works to create a healthier community by expanding opportunities for active living, healthy eating, and tobacco-free living. The SHIP grant fully funds this program.

Public Health

- Community Health: In addition to the individual programs in Public Health the Community Health Team evaluates, monitors, and implements activities within the community on an ongoing basis to meet the essential services required of local Public Health Departments. The Local Public Health Grant is used to offset costs not covered by other sources throughout the program. The County must provide at least a 75% match to receive the grant funding.

Health and Human Services
Family Services and Economic Support Division

Todd McMurray

Family Services and Economic Support Division

Family Services

- Child Protection Services
- Child Foster Care Licensing
- Daycare Licensing

Economic Support Services

- Food Support
- Family/Adult Financial Cash Programs
- Medical Assistance Programs
- Child Care Assistance
- Child Support

Child Protection Intake and Assessment

- Intake for Child Protection Services (CPS)
  - Intakes are received 24 hours a day/every day (after hours through our on-call protocol)
  - Also completes intakes for our Substance Use Disorder Assessment and Behavioral Health Services at this time
- Cases are screened by our Intake Screening Team
  - Can be screened in for Family Investigation
  - Can be screened in for Family Assessment
  - Can be referred to Parent Support Outreach Program (PSOP)
  - Can be screened in for Child Welfare Case Management
- Mandated Service. Limited allocation from the state for CPS.

Child Protection Intake and Assessment

- Parent Support Outreach Program (PSOP)
  - PSOP is a voluntary, early intervention program that focusses on a family's strengths and needs to help children and parents.
  - Generally, referrals come from intake assessment regarding cases that do not meet the statutory guidelines to screen in for investigation or Assessment.
  - Preventative services to help parents avoid involvement in the child protection system.
- We do receive a PSOP allocation each year from the state. The amount is generally based on usage from the previous few years. In some cases the worker can bill for Child Welfare Targeted Case Management (CW-TCM).

Child Protection Case Management

- Child Protection Case Management
  - CP Case Managers provide services for individuals/families both referred from Investigation and Intake and voluntary child welfare.
  - Children placed outside the home through Child Protective Services
  - Supervise Interstate Compact on the Placement of Children (ICPC) cases. These are children placed in Chisago County from out of state.
- Manage and finalize all adoptions for children in Chisago County CPS.
- Mandated Service with limited funding. Ability to bill for Child Welfare Targeted Case Management (CW-TCM) in limited number of cases.
- Out of home placements are generally funded almost entirely through local levy.

Child Protection Case Management

- Child Foster Care Licensing and Interstate Compact on the Placement of Children (ICPC)
  - licensing workgroups:
    - Family Child Foster Care Homes
    - Relatives being licensed for Chisago County placements
    - Relatives being licensed for other Minnesota County placements
    - Relatives being licensed for out of state placements (ICPC) in Chisago County
    - Dual foster care homes licensed (adult/child)

Family Services and Economic Support Division
Income Maintenance Intake Applications

- Three Intake workers to process new applications for services
  - Cases that are new to public assistance programs or that have been closed over 30 days
  - Screen new applicants to verify information submitted (first step to minimize fraud)
- All Income Maintenance services are mandated services by law. Funding to recipients is generally state or federal funding. Payments to counties are generated by random moments and periodic data match. Other limited funding available through IVE administration.

Family Services and Economic Support Division
Income Maintenance Family Cash Programs

- Minnesota Family Investment Program (MFIP) is the state's primary program for helping low-income families with children move out of poverty through work.
  - Combines cash and food support with one application/approval
- Divisionary Work Program (DWP) is a four-month program that helps parents find jobs. CMJTS
- Emergency Assistance (EA) program for families
  - once in an 18 month period to assist with unexpected shelter/utility/car repair expenses.
  - Chisago County historically has not spent our entire allocation of these funds.

Family Services and Economic Support Division
Income Maintenance Adult Cash Programs

- Minnesota Supplemental Aid (MSA) provides cash assistance to adults receiving Supplemental Social Security income to assist in meeting basic needs.
  - $81 per month grant
- General Assistance (GA) for individuals not receiving social security who are over 50, unemployable or have a temporary disability.
  - $203 per month grant
- Emergency General Assistance (EGA) can be accessed once in a 12 month period to assist with unexpected shelter/utility expenses for eligible individuals.
- Housing Supports (GRH) pays for room and board for seniors and adults with disabilities who have low incomes.

Family Services and Economic Support Division
Income Maintenance Food Support

- Supplemental Nutrition Assistance Program (SNAP is a federal food program for adults/children not living in a facility.
  - SNAP helps low-income residents obtain food; and supports state and local communities by boosting their economies. Every $5 in SNAP benefits generates approximately $9.20 in total community spending. (state statistic)
  - E-SNAP Program is ending March 1st, 2023. E-SNAP is a pandemic related expansion of the SNAP Program.
  - We are seeing increased demand in SNAP applications.
  - Funding for the program is federally funded. Payments to counties are generated by random moments

Family Services and Economic Support Division
Income Maintenance Medical Assistance

- Minnesota Technical Eligibility System (METS/Public Medicaid)
  - MNSURE Public Program (Medicaid) for under age 65, non-disabled, income qualified individuals.
    - This system was implemented in 2013 (many technical deficiencies still exist)
    - As the Public Health Emergency winds-down we anticipate a significant workload increase in this area. During the PHE, recertification was not required.
- Medical Assistance (MA) old system or cases yet to be converted to METS
  - Includes those over 65, Long Term Care (LTC), disabled, and employed disabled.
    - Again, as the Public Health Emergency winds-down we are anticipating a significant workload increase in this area.

Family Services and Economic Support Division
Income Maintenance Child Care Assistance

- Child Care Assistance (CCA)
  - Childcare subsidies that can be paid out to credentialed, licensed, legal non-licensed, licensed exempt and childcare centers for income eligible families.

- Daycare Licensing
  - Family in-home daycare licensing (Daycare centers are licensed by the state)
  - The number of licensed providers in our county has decreased significantly over the last few years during the pandemic.
  - The licensing process has also become more complex over the last few years.

Family Services and Economic Support Division
Income Maintenance Fraud Prevention

- Fraud investigations for public assistance programs are state grant funded and conducted by the Chisago County Sheriff's Department.
  - HHS receives a $65,000 grant that then gets paid to the Sheriff's Department. The Sheriff's Department is responsible for conducting all investigations into public assistance fraud.

Family Services and Economic Support Division
Child Support

The Child Support Unit strives for a program that allows children to depend on their parents for the support they need. In carrying out its vision, workers promote children's well-being and family self-sufficiency by delivering quality child support services.

- The Child Support Unit is responsible for:
  - Paternity establishment, including custody and parenting time
  - Child support order establishment
  - Modifying court orders
  - Enforcing court orders

Chisago County's program continues to be one of the most cost-effective programs in the state. The Child Support Unit generates sufficient revenue to fund its staff and services.

Health and Human Services
Aging and Disabilities Division

Jolene Thorsen

Aging and Disabilities Division

- MnCHOICES Assessment and Support Planning
- Medicaid Waiver Services (Case Management)
- Behavioral Services
  - Adult Mental Health Case Management
  - Children's Mental Health Case Management
  - Substance Use Disorder (SUD)
- Adult Protection
- Guardianship
- Adult Foster Care and Corporate Foster Care Licensing

Aging and Disabilities Division
MnCHOICES

- MnCHOICES is a web-based application tool for conducting and creating person-centered assessments and support plans.

- MnCHOICES has been in the process of being upgraded for the last 4 years. The current timeline for the new version is April 3rd, 2023

- MnCHOICES Assessors generate revenue sufficient to cover staff costs and additional expenses (technology, mileage, etc.).

Aging and Disabilities Division
Medicaid Waivers

- Programs to provide Home and Community Based Services (HCBS) for people with disabilities and older adults.
  - Medicaid Waivers:
    - BI Brain Injury
    - CAC Community Alternative Care
    - CADI Community Access for Disability Inclusion
    - DD Developmental Disability
    - EW Elderly Waiver
  - Funded by federal and state money
  - Funding is allocated by the state to the counties to manage (Waiver Aggregate) Chisago County current Waiver Aggregate is: $45,645,000
  - Eligibility is determined by the MnCHOICES Assessment
  - A portion of this money comes back into our community through services, employment and other support.

Aging and Disabilities Division
Medicaid Waivers

- Medicaid Waiver Case Management:
  - Chisago County Case Managers manage about two thirds of our current waivers.
  - Chisago County currently contracts out about one third of our waivers to other agencies
  - Some EW waivers transfer to Managed Care Plans
  - Case Managers bill the Waivers for their time. Generally, those payments cover the cost of the staff person and their additional expenses (technology, travel, etc.) as well as some minimal additional revenue for the department.
  - Recently began billing for Relocation services.

Aging and Disabilities Division
Behavioral Health

- The Behavioral Health Unit includes a Supervisor, a Team Lead, 11 Case Managers, and 2 Case Aides.
- Intake for this area is currently conducted through Child Protection
- Adults receive adult mental health case management services
- Children and families receive children's mental health case management services
- Substance Use Disorder (SUD): A Comprehensive Assessment can now be done by virtually any provider, so we have seen a significant reduction in the number of individuals seeking SUD services from the County. We do bill insurance for SUD services when available.

Aging and Disabilities Division
Behavioral Health

The Behavioral Health Unit provides targeted case management to individuals (adults and children) with significant mental health or substance use disorder needs; and collaborates to provide the mental health services in the least restrictive setting.

Individuals engage in an individualized plan of care, meeting with their case manager for support, referrals and resources, crisis services, and collaboration with mental health providers to achieve stability in their lives.

The Behavioral Health Case Managers bill Targeted Case Management for their time. Those payments typically cover the cost of the staff person and a portion of additional expenses (technology, travel, etc.) Additional funding is available through the Adult Mental Health Initiative (AMHI) in some cases.

Aging and Disabilities Division
Adult Protection

- State-wide, all adult protection reports go through the Minnesota Adult Abuse Reporting Center (MAARC). Reports are then referred to the appropriate agency for investigation.
  - Office of the Inspector General for all reports in DHS licensed facilities
  - Minnesota Department of Health for all reports in facilities licensed by MDH
  - Counties and Tribes for all other reports and any report that involves Emergency Protective Services (EPS)
- Adult Protection Reports are received and screened at least once daily by our Adult Protection Team
  - Individuals must meet the statutory definition of a vulnerable adult
  - Cooperation with local Law Enforcement
  - Investigations and/or adult protection case management services are provided

Aging and Disabilities Division
Adult Protection

- Adult Protection Case Management Workgroups
  - Coordinate Services and/or supports
  - Work toward program eligibility for other services
  - Work to resolve the issue(s) that caused the initial report

- Adult Protection is a mandated services that provides very little funding.
  - We do receive an Adult Protective Services Grant ($30,000)
  - In some very limited cases the APS worker can bill for VA/DD Targeted Case Management services.
  - Remainder of the costs are born by the county levy.

Aging and Disabilities Division Guardianship

- Chisago County Social Workers currently provide guardianship services to seven adults who are wards of the state. (DHS Commissioner) (State Guardianship)
- Chisago County contracts with Solid Oak Financial Services and Resource Training and Solutions to provide guardianship/conservatorship services for all other adults requiring guardianship services. (Public Guardianship)
  - Guardianship has been a big expense for Chisago County Health and Human Services.
  - There is no outside funding available for this service. This cost is born by the levy.

Aging and Disabilities Division
Adult Foster Care Licensing

- Chisago County has one Adult Foster Care/Corporate Foster Care Licensor
  - Responsible for licensing all Adult Foster Homes and Corporate Child Foster Homes in the county
  - Variance approval for licensed Adult Foster Care Homes
  - Chisago County Moratorium Liaison for statewide moratorium exceptions for foster care development
  - Division End User for NetStudy 2.0 Background Studies
  - Investigate licensing complaints within adult foster homes in the County
  - Recommend to DHS, any disciplinary measures regarding licensed homes/ providers

Health and Human Services Fiscal Operations Division

Mark Florin

Health and Human Services
Fiscal Operations Division

- Budget Administration
- Accounting/Billing
- Collections
- Contract Management
- Fiscal Host for Chisago County Children's Service Collaborative

Fiscal Operations Division
HHS Budget Administration

- Responsible for overall budget management
  - Coordinate with all Division Managers and HHS Director for Budget Development and budget monitoring throughout the year.
  - Bill for revenue generated through:
    - Waiver Case management Revenue
    - Targeted Case Management Revenue
    - Grant Revenue
    - State and Federal Programs Revenue
    - State and Federal Matching Programs
    - Collections Revenue
  - Process and Pay all HHS bills to outside agencies, local venders, DHS, etc.

Fiscal Operations Division
HHS Accounting/Billing

- Billing all Medicaid Waivers
- Billing from contracts
- Billing from PMAPS, TCM
- Foster Care Billing Payments
- Public Health billing and grant management
- Other miscellaneous billing as required
- Produces all state and federal required reports
- Coordinates with Auditor's Office for all state and federal audit requirements

Fiscal Operations Division
HHS Collections

- Out of Home Placement Fees: 100%
- Detox Fees: 100%
- Medical Assistance Recoveries: 25%
- Fraud/Error: 35%
- Child Support Redirect: 100%
- Housing Support (GRH): 0%
- Miscellaneous: generally 100%

Fiscal Operations Division
HHS Contract Management

- Management of HHS grant and other funding allocation agreements
  - State contracts and funding allocations
  - Federal grants and allocations
- Contracts that HHS has with other vendors or service providers
  - Guardianship
  - Behavioral Health Services/Detox
  - HHS has been working with our local partners to negotiate two-year contracts when beneficial
- Public Health grants and agreements
  - SHIP
  - Other grants or funding agreements

Fiscal Operations Division

- Budget variables...or other impacts on the Health and Human Services Budget
  - State and federal governments operate on different fiscal years
    - State July 1st through June 30th, Federal October 1st through September 30th
    - State and federal funding may be adjusted based on those fiscal years
    - State and federal mandates may change based on congressional or legislative action
  - Health and Human Services deals with the "human factor" which is very unpredictable
  - Some Probation costs come out of the Health and Human Services budget for child placement. Child placement costs are some of the largest expenses we have, and are generally born by the county levy.

Veterans Services

Bryan Brown

Veterans Services

- Chisago County has one Veterans Services Officer and one support staff
- Approximately 7% of Chisago County citizens are veterans
- The Chisago County Veterans Service Officer is responsible for:
  - Assisting veterans in applying for benefits,
  - conducting office visits, phone call requests for services,
  - Completing and submitting forms to the Veterans Administration for veterans,
  - Assisting in filing new claims,
  - Assisting veterans in signing up for VA medical benefits.
- The Veterans Service Office volunteer drivers transport veterans to Minneapolis and St. Cloud to access the VA hospitals and other VA services.

Veterans Services

- Federal benefits paid to Chisago County veterans:
  - Compensation and pensions
  - Education and vocational rehabilitation
  - Insurance and indemnities benefits to surviving spouses
  - Medical Care for Chisago County veterans

- The Veterans Service Officer also conducts monthly "Coffee Talks" with local veterans to keep them updated on current issues that may affect them. Currently these events are held the 2nd and 3rd Tuesdays of each month.

Questions?

CHISAGO COUNTY
BOARD OF COMMISSIONERS
February 1, 2023

TAB # 2

Payment of County's Warrants for HHS

Authorize Payment of County's Warrants for HHS:

Prepared Check Date	Amount	Mail Date	Type of Payment
1/20/2022	$169,577.45		County's Warrants
1/20/2022	$78,782.75	2/1/2023	Auditor's Warrants

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

CHISAGO COUNTY
BOARD OF COMMISSIONERS
February 1, 2023

TAB # 3

Payment of County's Warrants & Miscellaneous Bills

Bills Paid 2/3/2023 $828,083.41

#4

CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, January 18, 2023

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, January 18, 2023 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Assistant County Attorney Jeff Fuge, and Clerk of the Board Christina Vollrath.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday January 18th at 6:30 p.m. via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Fountains 12400 South International Drive Orlando FL 32821, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

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

Commissioner Greene offered a motion to approve the amended agenda. Motion seconded by Dunne, the motion **passed** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board opened the Road and Bridge Committee of the Whole at 6:31 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **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 Greene, seconded by Dunne, the Board moved items 1-6 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to close the Road and Bridge Committee of the Whole at 6:39 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

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

1.) R&B Committee Recommendation – County Engineer's Report
2.) R&B Committee Recommendation – TH 8 RAISE Grant – Letter of Support
3.) R&B Committee Recommendation – Out of State Travel Request – Fargo N.D.
4.) R&B Committee Recommendation – Credit Card Request – Tony Nielsen, Fleet Maint.
5.) R&B Committee Recommendation - FINAL Contract Payment – CP 013-086-022
6.) R&B Committee Recommendation - Equip. Expenditure Request – Sign Truck
7.) Minutes from the January 3, 2023 Organizational Meeting
8.) 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.

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

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

On motion by Dunne, seconded by Greene, the Board moved to approve Resolution No. 23/0118-1, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Timothy and Katherine Albrecht Interim Use Permit (IUP) to allow a Residential Kennel on their 10+/- acre property at 43750 Jess Avenue, Sunrise Township (PID #09.00615.10).

This Interim Use Permit for Residential Kennel allows for the keeping of no more than nine (9) dogs as specifically identified in the application materials dated received October 13, 2022 and kept on file with the Department of Environmental Services, including six (6) companion dogs and three (3) livestock guardian dogs.

1. The six (6) companion dogs shall be housed indoors (dwelling), apart from occasional outdoor activity in which the dogs will be confined to a fenced enclosure or leashed and handled by a resident of the property. No more than two (2) companion dogs shall be outdoors at the same time, whether in the fenced enclosure or leashed and handled by a resident of the property.
2. The three (3) livestock guardian dogs shall be housed indoors (heated and cooled pole building), apart from occasional outdoor activity in which the dogs will be confined to a fenced enclosure or leashed and handled by a resident of the property or their active agricultural service.
3. All dogs shall receive regular veterinary care and be current on vaccinations.

4. The existing dogs shall not be replaced by new dogs as they pass or are otherwise rehoused, unless the number of dogs on the subject site is in compliance with the Chisago County Zoning Ordinance (a number not requiring approval from the Chisago County Board of Commissioners).
5. All dog waste shall be collected daily and disposed of in a legal and appropriate manner so as to avoid undue odor or other negative impacts.
6. The fenced enclosure(s) shall maintain current setbacks, as illustrated on the application materials submitted by the applicant and maintained on file with the Department of Environmental Services. Any expansion or reconfiguration of the fenced enclosure shall only be allowed upon further review by the Planning Commission and approval by the Board of Commissioners by way of an Interim Use Permit Amendment.
7. The permit holder shall control the barking of dogs to the best of their ability while outdoors to avoid undue negative impact to nearby properties. At no time shall any dog barking activity exceed fifteen (15) continuous minutes with less than thirty (30) seconds between each dog bark. Any more than fifteen (15) minutes of continuous barking shall be silenced immediately by a resident of the household. Further, at least one resident of the household must be present any time that one or more dogs are outdoors.
8. To mitigate adverse impacts related to noise, the permit holder shall implement "quiet hours" / "outside hours" for the six (6) companion dogs in which they aren't allowed to be outdoors for longer than six hours a day, aside from brief periods of time for waste elimination. The "outside hours" shall allow for up to three (3) – two (2)-hour periods as follows:

    a. Two (2) hours between the hours of 8:00 am and 12:00 pm;
    b. Two (2) hours between the hours of 12:00 pm and 4:00 pm; and
    c. Two (2) hours between the hours of 4:00 pm and 9:00 pm.

    In no case shall these timeframes be combined to allow the dogs to be outside for longer than two (2) hours at a time.
9. To mitigate adverse impacts related to noise and limit the dogs' view and agitation from activity on neighboring parcels, the permit holder shall plant and maintain additional landscaping along the entire northerly and southerly length of the fenced enclosure. Said landscaping shall include low-growing varieties that provide a visual barrier between the dogs and the neighboring parcels. Planting shall occur within one (1) year of Interim Use Permit approval.
10. There shall be no commercial activity of any kind associated with the Residential Kennel. Commercial activity shall be defined as boarding, grooming, training, or breeding. Further, no "non-resident" dogs or cats shall be housed or otherwise allowed on the subject site.
11. The permit holder shall comply with all relevant Minnesota Statutes and Rules regarding animal welfare and humane standards.

12. Annual certification of the Interim Use Permit is required. The permit holder shall notify the County annually that the activity permitted by the Interim Use Permit is ongoing and the activities being conducted continue to adhere to the conditions of approval. Failure to maintain certification may be a basis to revoke the Interim Use Permit. The property shall be made open and available for regular inspection at any time during reasonable hours by the Chisago County Department of Environmental Services and/or any duly authorized law enforcement agency.
13. This Interim Use Permit shall expire at such time that the number of dogs kept on the subject site has been brought into compliance with the Chisago County Zoning Ordinance through attrition (a number not requiring approval from the Chisago County Board of Commissioners) or at such time that the permit holder sells the property and relocates, whichever comes first.
14. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

The motion **carried** as follows: **IN FAVOR THEREOF:** Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** Swenson

CITIZENS FORUM
TIME – 7:05 p.m. **END TIME** – 7:05 p.m.
# of SPEAKERS – 0

On motion by Dahlberg, seconded by Dunne, the Board moved to approve Resolution No. 23/0118-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Keystone Pines located at 42120 Keystone Avenue / CR 67 in Sunrise Township, (PID #00.00644.00). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve Resolution No. 23/0118-3, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, Approving the Stig A. Larson Family Limited Partnership / Jeanne Larson Rural Retail Tourism Art Studio Conditional Use Permit Amendment to allow the application of the CUP to the reduced size 133.8± acre property at 15326 318th Street, Chisago Lake Township, Parcels 02.00725.00 and 02.00715.00.

1. This Conditional Use Permit amends and supersedes the Conditional Use Permit granted by the Chisago County Board of Commissioners on July 16, 2014 (original CUP) granting approval to operate a Rural Retail Tourism business on property located at 15326 318th Street in Chisago Lake Township. The sole Amendment reflects a modification of the legal description, on which the 2014 approval was granted, following subdivision in 2020.
2. This permit is a Conditional Use Permit for a Rural Retail Tourism business, allowing the permitee to offer the use of the property as a gathering venue for weddings and other social activities.

3. This CUP shall allow year-round use of the property with a curfew/quiet time on the CUP requiring a 10:00 p.m. end-time for weddings and other gatherings featuring music, or any other sound likely to cross the property boundary.
4. Any food preparation and/or sales at the site shall comply with all applicable Minnesota Department of Health regulations.
5. Any liquor service shall be in accordance with all applicable MN Department of Public Safety regulations, and Chisago County liquor licensing requirements.
6. Any excessive impact to the Township Road from traffic generated by this business shall be mitigated through a negotiated agreement between the business operator and the Chisago Lake Township Board, as determined to be necessary by the Township.
7. All necessary building and/or septic codes shall be adhered to (including any necessary retro-fitting of the existing buildings to accommodate the new occupancy, pursuant to review by qualified architect/engineer) and all required permits shall be obtained prior to occupancy.
8. All guest parking shall be accommodated on-premise.
9. The permit holder shall notify the County annually that the activity permitted by the CUP is ongoing, and the activities being conducted continue to adhere to the conditions of approval.

The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board moved to approve the Professional/Technical Services Contract Amendment between Mackenzie Halfen and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board moved to approve late submission of mileage reimbursement by supervisor. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to accept the December 14th Budget and Finance Report, change the County mileage reimbursement rate to reflect the federal rate, $50,000 of the MCIT dividend to County's Ergonomic Fund, Safety Committee, and Wellness Committee, and approve using some of the County's Opioid Settlement funds to pay for the HHS staff committee to the Opioid crisis in Chisago County, $3,508.13. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dahlberg, seconded by Swenson, the Board moved to approve the resolution accepting donations to Chisago County in 2022. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board moved to appoint Mike Mergens and Steve Paquay as representatives on the 1W1P; effective January 18th, 2023

thru December 31, 2024. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Swenson, seconded by Dunne, the Board moved to accept the resignation of Kathy Bloomquist on the Planning Commission and approve advertising for the recent vacancy in District 1 on the Planning Commission.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to authorize execution of Service Contracts with three attorneys to provide Legal Representation for eligible persons in Child Welfare matters under Juvenile Protection Provisions of the Juvenile Court Act. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dahlberg, the Board moved to authorize the payment out of the general fund balance for $132,262.00 to Pinnacle Public Finance with the funds being repaid back to the general fund once the rebate is received.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Law Enforcement Labor Services Licensed Deputy Labor contract as negotiated for the term of three (3) years commencing on January 1, 2023 and expiring on December 31, 2025.
The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **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 Greene, the Board moved to close the County Board meeting at 7:27 p.m. related to litigation, Michelle Jacobson v. County of Chisago (MN) and Richard Duncan, both individually and in his official capacity as Sheriff of Chisago County (MN). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Announce Closed Meeting (M.S. § 13D.05)

Meetings of the Chisago County Board of Commissioners may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege. Minn. Stat. §13D.05, Subd. 3. The Meeting will be closed to allow the County Board to discuss with

legal counsel strategy related to litigation, *Michelle Jacobson v. County of Chisago (MN) and Richard Duncan, both individually and in his official capacity as Sheriff of Chisago County (MN)*

On motion by Greene, seconded by Dahlberg, the Board ended the closed meeting and reconvened the regular meeting at 8:32 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Dahlberg, the Board adjourned the meeting at 8:33 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

_____
Ben Montzka, Chair

Attest:_____
Christina Vollrath
Clerk of the Board

Chisago County Request For Board Action

Meeting Date: February 1, 2023	*Item Number:* 5
Title of Item for Consideration: ARPA Budget Transfer – Revenue Replacement	
Action Requested by: Bridgitte Konrad, County Auditor-Treasurer	*Department:* Auditor-Treasurer
Previous Action on this Matter: At the November 16, 2022 meeting, the Board approved ARPA expenditures totaling $10,600,982.	
Background: Chisago County has received $10,989,807 in Coronavirus State and Local Fiscal Recovery Funds (SLFRF or ARPA). Pursuant to SLFRF guidance, the County has elected to treat $10,000,000 of the total award amount as 'Revenue Replacement'. In order to use SLFRF/ARPA funds as Revenue Replacement, the County must designate what eligible 2022 budgeted item will be replaced with SLFRF/ARPA revenue, so that levy dollars are available to be used to pay for approved expenditures. In 2022, the County spent $1,780,681 on SLFRF/ARPA approved expenditures. It is requested that the Board recognize $1,780,681 of SLFRF/ARPA revenue in 2022 and replace $1,780,681 of salaries and wages in the Sheriff's Office (01-201-6103) with that revenue. This frees up levy dollars of $1,780,681 to pay the approved 2022 ARPA expenses. ***Attachment(s)*:** • List of 2022 ARPA Expenditures	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the ARPA Budget Transfers – Revenue Replacement. The suggested motion is as follows: ***"Move to approve the ARPA Budget Transfers – Revenue Replacement."***	
Implications of Action: If the budget adjustments are approved our financial reporting requirements will be adhered to. ***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 _____

ARPA Expenses
Budget to Actual
As of December 31, 2022

ADMINISTRATION

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0199 ADM	'Old' Jail and White House Demolition	$ 800,000	$ (44,455)	$ -	$ 755,545
ARPA-0335 ADM	Broadband	3,000,000	(79,960)	-	2,920,040
ARPA-0336 ADM	School Grants - Vocational Programs	500,000	(500,000)	-	-
ARPA-0341 ADM	School Grants - Open Use	100,000	(100,000)	-	-
ARPA-0345 ADM	IT Assessment	35,000	(43,244)	-	(8,244)
ARPA-0349 ADM	Employee Engagement Survey	9,300	(8,660)	-	640
ARPA-0354 ADM	ARPA Advisory Consultant	1,775	(1,775)	-	-
ARPA-0356 ADM	Childcare Provider Training Assistance	100,000	-	-	100,000
		$ 4,546,075	**$ (778,094)**	**$ -**	**$ 3,767,981**

ATTORNEY

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0339 ATT	Children's Services Collaborative	$ 118,298	$ (118,298)	$ -	$ -
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(5,575)	-	102,443
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	-	35,823
		$ 277,784	**$ (139,518)**	**$ -**	**$ 138,266**

AUDITOR-TREASURER

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0337 AUD	Tyler Tax/CAMA Software	$ 250,000	$ -	$ -	$ 250,000
ARPA-0347 AUD	Single Use Audit - ARPA Funds	20,000	-	-	20,000
		$ 270,000	**$ -**	**$ -**	**$ 270,000**

EMERGENCY MANAGEMENT

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ -**	**$ -**	**$ 60,000**

ENTERPRISE SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0062 ENTS	Replace ceiling grid and tile in the hallways of the 1989 Courthouse	$ 75,000	$ -	$ -	$ 75,000
ARPA-0092 ENTS	Cisco USC Interconnects / Chassis	229,032	-	-	229,032
ARPA-0093 ENTS	Upgrade Backup Exec Tape Library	75,000	-	-	75,000
ARPA-0101 ENTS	Upgrade data center fabric network switches at the ECC data center	75,000	-	-	75,000
ARPA-0102 ENTS	Upgrade data center fabric network switches at the Courthouse data center	75,000	-	-	75,000
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	-	65,000
ARPA-0202 ENTS	Cisco UCS in DMZ Replacement of Chassis and Fabric Interconnects	53,400	-	-	53,400
ARPA-0352 ENTS	2 Laptops - U of MN Extension	4,200	(2,937)	-	1,263
ARPA-0355 ENTS	Laptop - HHS	1,620	(1,620)	-	-
ARPA-0086 ENTS	*ARPA ARMER* Broadband PTT Solution (ARMER Radio to Smartphone)	15,000	-	-	15,000
ARPA-0087 ENTS	*ARPA ARMER* Increase microwave bandwidth to Nessel ARMER site	1,700	-	-	1,700
ARPA-0261 ENTS	*ARPA ARMER* Upgrade of ARMER Microwave backhaul system- this is a multi year project	800,000	-	-	800,000
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	2,083,300	-	-	2,083,300
		$ 3,553,252	**$ (4,557)**	**$ -**	**$ 3,548,695**

ENVIRONMENTAL SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0117 ENVS	Park Maintenance Cold Storage and Shop	$ 100,000	$ -	$ -	$ 100,000
ARPA-0180 ENVS	Online Permitting/Licensing Module	95,000	-	-	95,000
ARPA-0240 ENVS	Chisago County Mountain Bike Course	75,000	-	-	75,000
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	150,000	-	-	150,000
ARPA-0305 ENVS	Water Resources Grant Match	250,000	-	-	250,000
ARPA-0306 ENVS	Water Resources Truck	50,000	-	-	50,000
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	-	-	121,200
		$ 841,200	$ -	$ -	$ 841,200

HEALTH AND HUMAN SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0350 HHS	Public Health Payroll	$ 8,190	$ (8,190)	$ -	$ -

JAIL

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0348 JAIL	PPE	$ 13,058	$ (13,058)	$ -	$ -

LID

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0353 LID	Canoe, Motor and Batter - LID	$ 2,132	$ (2,104)	$ -	$ 28

MAINTENANCE

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0135 MNT	Repair elevator on 1973 side of Courthouse	$ 50,000	$ -	$ -	$ 50,000
ARPA-0333 MNT	Honeywell Phase II	729,577	(729,577)	-	-
ARPA-0343 MNT	HVAC Replacement - ECC	59,894	(59,894)	-	-
ARPA-0346 MNT	JACE Controller	29,600	(29,600)	-	-
ARPA-0351 MNT	Air Handler - ECC	6,859	(6,859)	-	-
		$ 875,930	$ (825,930)	$ -	$ 50,000

PUBLIC WORKS

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0338 PWKS	Harris Building Improvements - Phase I (Engineering/Architectural Fees)	$ 148,300	$ (9,230)	$ -	$ 139,070

SHERIFF'S OFFICE

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0182 CCSO	Camera Work Station for Jail	$ 5,061	$ -	$ -	$ 5,061
	TOTALS	$ 10,600,982	$ (1,780,681)	$ -	$ 8,820,302

Chisago County Request For Board Action

Meeting Date: February 1, 2023	***Item Number:*** 6
Title of Item for Consideration: County Auditor-Treasurer to Proceed with Year-End Transfer of Funds	
Action Requested by: Bridgitte Konrad, County Auditor-Treasurer	***Department:*** Auditor-Treasurer
Previous Action on this Matter: None.	

Background: Various year-end transfers are required each year. The requests our outlined below:

1. Various departments are reimbursed for services provided throughout the year to the Solid Waste Department. The permanent transfers are part of the 2022 budget.

2. Lake Improvement District programs in 2022 include contributions to the Aquatic Invasive Species program. The permanent transfer is part of the 2022 budget.

3. County Program Aid funds were allocated in 2022 to cover a portion of the Public Safety Center Bonds. The permanent transfer from the capital equipment fund is part of the 2022 budget.

Attachment(s):

- Transfer Requests

Action Requested/Recommended: The County Board is respectfully requested to approve the above noted transfers. The following motion is recommended;

"Move to authorize the County Auditor-Treasurer to transfer the above-noted funds."

Implications of Action: If the transfer is approved our financial reporting requirements will be adhered to.

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 _____

2022 Permanent Transfer Requests
Effective 12/31/2022

Solid Waste

Fund From	Fund To	Reason	Amount
Solid Waste	Revenue	Amount due for Solid Waste Services to Environmental Services Director ($20,000), Environmental Service Code Enforcement ($12,500), Auditor-Treasurer ($6,000), and Sheriff ($55,000) for 2022	$93,500.00

LID

Fund From	Fund To	Reason	Amount
Lake Improvement District	Revenue	Amount due from the Lake Improvement District for the 2022 expenses for Watercraft Inspection vehicle expenses ($3,000) and Water Festival expenses ($1,500)	$4,500.00

Jail Debt

Fund From	Fund to	Reason	Amount
Capital Equipment Fund	Public Safety Center-Debt Service	Transfer of funds from the Capital Equipment Fund per the County CIP plan allocated to pay a portion of the 2022 principal and interest on the Public Safety Center Bonds	$628,925.00

Board Approved on _____, 2023

Chisago County Request For Board Action

Meeting Date: February 1, 2023	*Item Number:* 7
Title of Item for Consideration: Budget Transfer – Excess Dividend Income	
Action Requested by: Kristin Waddell, Chief Deputy Auditor-Treasurer	*Department:* Auditor-Treasurer
Previous Action on this Matter: The Budget Committee recommended approval of the usage of the MCIT dividend at the January Budget and Finance Committee meeting.	
Background: Each year Chisago County receives a dividend from our insurance carrier, MCIT, that represents unused worker's compensation claims. In 2022, the County budgeted $123,900, however received $232,029 (a regular dividend of $128,169 and a special one-time payout of $103,860). It is proposed that the County allocate $50,000 of the $108,129 excess to Wellness, Safety and Ergonomics to fund those programs over the next two years (2023 and 2024). The allocations are split as follows: Wellness - $24,000, Safety - $20,000, and Ergonomics - $6,000. Attachment(s): • Budget Adjustment Request	
Action Requested/Recommended: The County Board is respectfully requested to approve the above noted transfers. The following motion is recommended; ***"Move to authorize the County Auditor-Treasurer to transfer the above-noted funds."***	
Implications of Action: If the budget adjustments are approved our financial reporting requirements will be adhered to. ***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 CMS	Deny _____	Other _____
Motion By:	Seconded by:	
To:		
Action on Motion:	Aye _____	Nay _____	Abstain _____

Budget Adjustment Request

2022
year

this form MUST be completed electronically

Department Name: AUDITOR-TREASURER

Department Head: BRIDGITTE KONRAD (KRISTIN WADDELL)

Reason and description of the proposed change to the Budget:

It is proposed that the County allocate $50,000 of the $108,129 excess Dividend to Wellness, Safety and Ergonomics to fund those programs over the next two years (2023 and 2024). The allocations are split as follows: Wellness - $24,000, Safety - $20,000, and Ergonomics - $6,000.

	Yes/No
Is this proposed budget change a net expenditure to the county?	No
If yes, can other expenditures be cut from this department to offset this net expenditure?	
If a net expenditure, can this change be deferred until next budget year?	

Auditor-Treasurer's comments:

This is not a budgeted expense, however the revenue received was over the budgeted amount so this is a net zero to the County.

	Account #					Additional $ Amounts	
Account Description	Fund	Dept	Program	Service	Object	Revenue	Expenditure
WELLNESS	01	149	000	0000	6889		($24,000)
SAFETY COMMITTEE	01	149	000	0000	6891		($20,000)
ERGONOMICS	01	149	000	0000	6892		($6,000)

Chisago County Request For Board Action

Meeting Date: February 1, 2023	*Item Number:* 8
Title of Item for Consideration: Transfer Funds and Annual Carryover of Dedicated Funds	
Action Requested by: Kristin Waddell, Chief Deputy County Auditor-Treasurer	*Department:* Auditor-Treasurer
Previous Action on this Matter: None.	

Background: Governmental Accounting Standards give the County Auditor-Treasurer authority to designate the restricted and assigned dedicated funds for the County Balance Sheet. However, in order to easily track these funds a budget adjustment to the current budget needs to be made and for transparency purposes the Board should approve these adjustments that outline the carryover amounts from the 2022 budget into the 2023 budget.

Attachment(s):

- Transfer Requests

Action Requested/Recommended: The County Board is respectfully requested to approve the transfers and budget adjustments. The following motion is suggested;

"Move to approve the transfer and budget adjustments."

Implications of Action: If the transfers and budget adjustments are approved our financial reporting requirements will be adhered to.

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

Budget Adjustment Request

this form MUST be completed electronically

2023
year

Department Name: AUDITOR-TREASURER

Department Head: KRISTIN WADDELL

Reason and description of the proposed change to the Budget:

TO ADJUST 2023 BUDGET FOR DEDICATED FUNDS CARRIED OVER FROM THE 2022 BUDGET.

	Yes/No
Is this proposed budget change a net expenditure to the county?	YES
If yes, can other expenditures be cut from this department to offset this net expenditure?	
If a net expenditure, can this change be deferred until next budget year?	

Auditor-Treasurer's comments:

THESE CHANGES ARE NECESSARY TO TRACK THESE DEDICATED FUNDS IN ORDER TO ENSURE NO ADDITIONAL MONEY IS SPENT IN ANY OF THESE CATEGORIES WITHOUT BOARD APPROVAL.

	Account #					Additional $ Amounts	
Account Description	Fund	Dept	Program	Service	Object	Revenue	Expenditure
LAW LIBRARY - BUDGET CARRYOVER	01	25	0	0	6899		(131,092)
COUNTY WIDE HR TRAINING - BUDGET CARRYOVER	01	65	0	0	6898		(2,339)
ELECTIONS - BUDGET CARRYOVER	01	71	0	0	6898		(71,325)
ATTORNEY FORFEITURES - BUDGET CARRYOVER	01	93	0	0	6898		(29,417)
RECORDER COMPLIANCE - BUDGET CARRYOVER	01	103	0	0	6899		(1,698,216)
RECORDER EQUIPMENT - BUDGET CARRYOVER	01	103	0	0	6898		(570,602)
SHERIFF ARMER USER FEE - BUGET CARRYOVER	01	201	0	0	6898		(30,000)
SHERIFF FORFEITURES - BUDGET CARRYOVER	01	203	0	0	6898		(35,320)
SHERIFF RESERVE - BUDGET CARRYOVER	01	207	0	0	6898		(10,903)
SHERIFF CONTINGENCY - BUDGET CARRYOVER	01	210	0	0	6898		(4,828)
GUN PERMITS - BUDGET CARRYOVER	01	211	0	0	6898		(181,846)
PROJECT LIFESAVER - BUDGET CARRYOVER	01	212	0	0	6898		(5,121)
BOAT & WATER SAFETY - BUDGET CARRYOVER	01	220	101	0	6898		(12,555)
SNOWMOBILE SAFETY - BUDGET CARRYOVER	01	220	102	0	6898		(12,378)
JAIL CANTEEN - BUDGET CARRYOVER	01	252	0	0	6898		(136,391)
EMERGENCY MANAGEMENT - BUDGET CARRYOVER	01	281	0	0	6898		(12,856)
E911 - BUDGET CARRYOVER	01	287	0	0	6898		(234,715)
CONTROLLED SUBSTANCE - BUDGET CARRYOVER	01	290	0	0	6898		(3,730)
WATER PLAN TRUST - BUDGET CARRYOVER	01	611	0	0	6898		(263,787)
WATER FESTIVAL - BUDGET CARRYOVER	01	611	0	0	6898		(18,632)
SEWER GRANTS - BUDGET CARRYOVER	01	614	0	0	6898		(43,344)
WATERCRAFT INSPECTION - BUDGET CARRYOVER	01	619	0	0	6898		(58,231)
ERGONOMICS - BUDGET CARRYOVER	01	149	0	0	6898		(6,492)
LABOR MGMT/WELLNESS - BUDGET CARRYOVER	01	149	0	0	6898		(23,976)
SAFETY - BUDGET CARRYOVER	01	149	0	0	6898		(18,765)
BUILDING CIP - BUDGET CARRYOVER	11	5	0	0	6898		(524,750)
BLDG HHW - BUDGET CARRYOVER	11	390	0	0	6601		(17,000)
CIP ADMIN - BUDGET CARRYOVER	12	31	0	0	6898		(25,000)
CIP TECHNOLOGY - BUDGET CARRYOVER	12	61	0	0	6898		(165,650)
SHERIFF'S OFFICE - BUDGET CARRYOVER	12	201	0	0	6898		(130,014)
CIP ARMER RADIO - BUDGET CARRYOVER	12	225	0	0	6898		(230,930)
CIP HWY ADMIN - BUDGET CARRYOVER	12	310	0	0	6898		(424,530)
CIP PARKS - BUDGET CARRYOVER	12	523	0	0	6898		(232,824)
					Total Revenue & (Expenditures)	$0	(5,367,559)
					Net Revenue/ (Expenditure) change vs. Current Budget		(5,367,559)

	YES	NO		*dd/mo/yr*
County Administrator approval			Date	
Board approval			Date	

After the above approvals have been received, the Auditor-Treasurer's department will forward a copy of this document along with a copy of the "revised" Current Budget schedule to the department head requesting the change.

Chisago County Request for Board Action

Meeting Date: February 1, 2023	***Item Number:*** 9
Title of Item for Consideration: Appointments to Planning Commission and One Watershed One Plan (1W1P) Policy Committee	
Action Requested by: Board of Commissioners	***Department:*** Admin./Clerk of the Board
Previous Action on this Matter: Annually, the Board of Commissioners is asked to appoint citizens to specific County Committees by reviewing citizen's application and then appointing eligible applicants to each Board/ Committee/Commission.	

Background: The Board of Commissioners establishes committee assignments every year. A motion, voted on by the entire Board, is required to appoint a citizen to a committee. There are currently seven Boards/Committees/Commissions that require appointments/reappointments.

Planning Commission – District 1:

- District 1 – 3-year term 2/1/2023 – 12/31/2025

One Watershed One Plan Policy Committee:

- At Large – 2-year term 1/7/2023 – 12/31/2024

The Planning Commission shall be responsible for the following: ◦The Planning Commission shall work in conjunction with the Zoning Administrator and other staff in preparing and recommending to the board for adoption, comprehensive plans and recommendations for plan execution in the form of official controls and other measures, and amendments thereto.

The Planning Commission shall review, hold public hearings, and make recommendations to the County Board on all applications for zoning amendments, rezonings, subdivisions, and interim or conditional use permits using the criteria in the County Ordinance.

Since 2017, the Chisago County Board of Commissioners has worked together with Counties, Soil and Water Conservation District, and Watershed Management Organizations located within the Lower St. Croix River Watershed to develop a new watershed based management plan with basin-wide priorities and goals through a One Watershed One Plan (1W1P) Process. The new Lower St. Croix River Comprehensive Watershed Management Plan will replace the current Chisago County Local Water Management Plan. Policy committee members will serve as liaison to their respective local governing boards.

Attachments:

- Citizen Applications

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners appoint/reappoint citizens to the designated open Boards/Committees/Commissioners for the identified terms. The following motion is suggested to appoint/reappoint each individual:

"Move to appoint _____ as the District 1 representative on the Planning Commission; effective February 1st, 2023 thru December 31, 2025 and move to appoint Lance Petersen to the 1W1P Policy Committee"

Implications of Action: If the recommended actions are undertaken, the County Board will have appointed citizens to its various Boards/Committees/Commissions for the proper durations.

Budget/Financial Implications: None. Applicable per diems and mileage accounts have been established and approved as part of the 2023 Budget for the identified Boards/Committees/ Commissions.

Legal/Policy Implications: The proposed activities are 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 _____

2023 Citizen Committee Applications
February 1, 2023

PLANNING COMMISSION

DISTRICT 1:

Name:	Nathan Keech
Address:	[redacted]
City:	North Branch
State:	MN
Zip:	55056
Cell Phone:	6517640909
Fax No.:	*Field not completed.*
Email Address:	nkeech01@gmail.com
In which Commissioner District do you reside?	District #1
If you reside in a Township, please list:	*Field not completed.*
List experience or skills you have relating to the appointment you are seeking:	Current: President of the Oakdale Chamber of Commerce, Vice-Chair of the Chisago County HRA-EDA, Chair of the North Branch Water & Light. Past: various boards for Chambers of Commerce, soil and water conservation district (Goodhue County), Airport board (Red Wing, MN).
List special or personal interests relating to the appointment you are seeking:	N/A
Why do you want this appointment?	Looking to serve the county I live in and offer experience and solid business acumen to the board.

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	Since May 2018
2. Where do you reside? (Please check one)	City
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	Some experience. City of North Branch. Zoning for various businesses coming to town. Understanding of the principles behind zoning and some good practices.
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	North Branch Water & Light. Chisago County HRA / EDA
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?	Yes
7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes

Last Name:	James McCarthy
Address:	[redacted]
City:	North Branch
State:	MN
Zip:	55056
Home Phone:	6513360628
Business Phone:	6513360628
Cell Phone:	6513360628
Fax No.:	*Field not completed.*
Email Address:	camcreek@gmail.com
In which Commissioner District do you reside?	District #5
If you reside in a Township, please list:	Sunrise
List experience or skills you have relating to the appointment you are seeking:	I have 15 years of experience on the Chisago Co Planning Commission and have been working on the rewrite of the new County Zoning Code for the last two years. I have served 1 term as the Chair of the Planning Commission and two terms as the Vice-Çhair. Prior to serving on the Planning Commission I served two terms on the Board of Adjustment
List special or personal interests relating to the appointment you are seeking:	I have practice Civil Engineering with special emphasis on transportation planning and traffic engineering for the past forty years and bring extensive knowledge on the relationship of transportation to land use.
Why do you want this appointment?	I want to complete the zoning code, facilitate its approval by the county board, and help implement the new code effectively. I think my extensive experience will greatly enhance these activities

ADDITIONAL INFORMATION REQUIRED FOR COMMITTEE APPOINTMENT

If you are interested in appointment to the Planning Commission OR the Board of Adjustment, please complete the following information.

1. How long have you been a resident of Chisago County?	31 years
2. Where do you reside? (Please check one)	Township
3. Do you have experience with or knowledge about land use/zoning issues?	Yes
If YES, please explain your knowledge and/or experience:	15 years on Chisago Planning Commission and 6 years on Chisago Board of Adjustment
4. Have you ever served or do you currently serve on a local town board, city council or local planning commission?	Yes
If YES, please tell us where you served and how long you served:	Minneapolis Rezoning Commission, Sunrise Township Planning Commission
5. During the past two years, have you received any substantial portion of income from business operations involving the development of land?	No
If YES, please explain:	*Field not completed.*
6. Regular attendance at monthly meetings of the Planning Commission and/or the Board of Adjustment is very important. Can you commit to attendance at monthly meetings?	Yes
7. Special meetings also occur throughout the year, usually in the evenings, for the Planning Commission. Can you commit to attendance at special meetings with proper notice?	Yes

Lower St. Croix River Comprehensive Watershed Management Plan - Policy Committee (1W1P)

At Large:

Last Name:	Lance Petersen
Address:	6596 525th Street
City:	Rush City
State:	MN
Zip:	55069
Home Phone:	6125320069
Business Phone:	*Field not completed.*
Cell Phone:	*Field not completed.*
Fax No.:	*Field not completed.*
Email Address:	petersenfarmsofrc@gmail.com
In which Commissioner District do you reside?	District #5
If you reside in a Township, please list:	Rusheba
List experience or skills you have relating to the appointment you are seeking:	Farmer in Northern Chisago County using spring strip till with banded fertilizer application to promote soil health and water quality benefits while producing a crop on the land we operate for the past decade. Minnesota Ag Water Quality Certified Farm since 2017. 2018 Regional Finalist for Minnesota Association of Soil and Water Conservation Districts annual meeting.
List special or personal interests relating to the appointment you are seeking:	Collaborator for farmer networks looking to implement conservation farming on their acres. Regularly attend production ag conferences pertaining to nutrient management, conservation tillage, and soil health practices to learn the latest information to use on our farm and present to others.

Why do you want this appointment?	I feel it is important for a farmer voice on water quality issues impacting our watershed that allows for attainable goals through available modern practices for production agriculture. I hope that I can bring my experiences as a conservation minded producer to the group as we navigate realistic goals and expectations for the local agriculture community to be the best stewards that we can be.

Chisago County Request for Board Action

Meeting Date: February 1, 2023	***Item Number:*** 10
Title of Item for Consideration: Resolution Urging the Legislature to Pass a New Funding Formula and Significant Appropriation during the 2023 Legislative Session	
Action Requested by: Chase Burnham, County Administrator	***Department:*** County Administration
Previous Action on this Matter: None.	

Background: The Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers.

The Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe.

Attachment(s):

- Resolution
- One-Page Handout

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolution endorsing the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session. The following motion is suggested:

"Move to approve the resolution endorsing the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session."

Implications of Action: Approval will endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

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 _____

RESOLUTION NO. 23/0201-XX
A RESOLUTION URGING THE LEGISLATURE TO PASS A NEW FUNDING FORMULA AND SIGNIFICANT APPROPRIATION DURING THE 2023 LEGISLATIVE SESSION

WHEREAS, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

WHEREAS, community supervision includes services such as probation, supervised release, and intensive supervised release; and

WHEREAS, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

WHEREAS, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for the operation of local programs; and

WHEREAS, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

WHEREAS, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

WHEREAS, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services, regardless of local capacity to pay; and

WHEREAS, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

WHEREAS, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provides counties with the resources needed to keep communities safe; now, therefore,

BE IT RESOLVED, the Chisago County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

Association *of* Minnesota Counties

Probation in Minnesota

What is Probation?

Probation is one form of community supervision, which is an umbrella term that includes probation, supervised release, and pre-trial services. Many people use the term probation and community supervision interchangeably. Throughout this document, probation is used to refer to all parts of the community supervision system which are defined below.

Pre-Trial Supervision

Pretrial supervision is community supervision of person that has not yet been convicted of a crime. Agents ensure clients show up to court, comply with conditions of release, and connect them with voluntary services like substance use disorder and mental health treament.

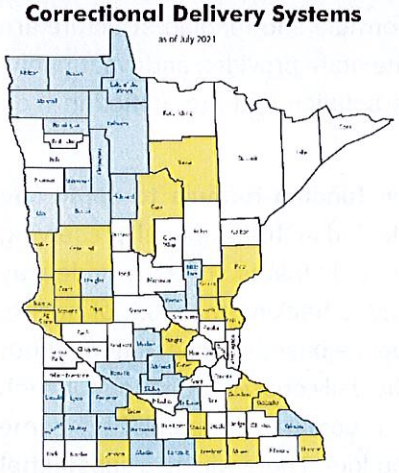
Supervised Release

Community supervision for those who committed felony offenses are released from prison on their court-ordered release date. In Minnesota, state law requires most people serve two-thirds of their sentence in prison and one-third in the community under supervision. Some people who require greater supervision are placed on intensive supervised release.

Probation

A community supervision sanction imposed on a person by the court as an alternative to or in conjunction with confinement or intermediate sanctions. They may be convicted of felony, gross misdemeanor, or misdemeanor offenses

Correctional Delivery Systems



There are three probation delivery systems in Minnesota that use a combination of state and county provided services. **Counties provide about 80% of the probation and supervised release services in the state and the Department of Corrections (DOC) provides the other 20%.**

DOC
State Corrections Department provides all supervision services.

DOC/CPO
State Corrections Department provides services for adult felons; county provides services for juveniles/adult non-felons.

CCA
Community Corrections Act provides all supervision services.

How is Probation Funded in Minnesota?

Every probation delivery system has its own method of funding.

- The DOC receives a direct agency appropriation from the Legislature and is included in the Governor's budget request to the Legislature. The Legislative funding is the main source of funding for the DOC. For DOC contract counties, the DOC provides all supervision services and bills the county for juvenile and adult non-felony cases. The county is eligible for a 50% reimbursement of costs just like the CPO Counties described in the next paragraph.

- CPO counties provide and pay for probation services for juveniles and adult non-felons, which is reimbursable up to 50% from the DOC. If the Legislature does not appropriate enough money to the DOC to reimburse the entire 50% of costs, the DOC pro-rates the reimbursements. CPO counties have not received the complete reimbursement amount since the 1990's.

- CCA counties receive a subsidy from the Legislature after it passes through the DOC budget. The subsidy is distributed to the CCA counties through a complicated formula considering population, case filings, criminal defendants that are not sent to prison, and adjusted net tax capacity. In most counties, the state subsidy does not cover more than 1/3 of costs for probation that is provided by the county on behalf of the DOC — well below the intended 50% cost-share by the state.

The Problem – Confusion and Underfunding

The three different funding mechanisms used to fund Minnesota's probation systems are not only difficult to understand but also create inequalities in service and outcomes. Every year, the three delivery systems approach the Legislature separately for funding to provide an essential public safety service. Counties are at a disadvantage because they are not at the table as a state agency therefore, they must rely on the DOC to include county funding in the governor's proposed budget. If that does not happen, counties must bring an independent bill to ask for funding. When choosing between the state budget and county subsidies and reimbursements, legislators often cut the county funding proposals, which means that counties — who deliver more than 80% of the State's probation services — are consistently underfunded. Even when the DOC field services budget gets an increase, it has not been enough to hire additional field agents.

Minnesota is last in the nation when it comes to general fund spending on corrections. The impact is felt severely by smaller counties with fewer resources. Without proper resources, probation staff cannot do their job effectively which impacts public safety in every county regardless of delivery system.

The Solution – More Funding and a New Formula Created by Counties

AMC has gone to the Legislature year after year for funding to support better outcomes but has been unsuccessful in obtaining any meaningful changes. Until the outdated formula and funding structure are amended, counties will be required to make up the difference between what the state provides and what public safety necessitates through increased property tax levies. Counties have the solution and are unified in their proposal to fix the probation funding formula.

The AMC Community Supervision Workgroup is creating a better probation funding formula to apply one method of funding for all counties. All three probation delivery systems are retained in this proposal, preserving county choice. The simplified formula will be based on data from a workload study that is currently underway and will be used to calculate the actual cost for probation. The workload study is tracking the work of agents throughout the state to determine how many staff are required to provide evidence-based practices throughout the state. Once the required staffing is determined, the Workgroup determine the daily cost of probation for each case which will be the basis for legislative appropriations. This will ensure that counties are part of the same funding stream as the DOC, so the entire system is funded as part of the state budget. **There will be a substantial appropriation request** in addition to the proposed formula **to ensure that all counties can maintain a base level of probation** and evidence-based practices that are proven to reduce the rate of reoffence.

The Resolution

AMC is asking for the support of all 87 counties to support the efforts of the Community Supervision Workgroup to create a more effective probation system in Minnesota. A resolution by all 87 counties is a message to legislators that they can no longer ignore this critical aspect of Minnesota's public safety system and must do their job in 2023 by passing a new formula and accompanying funding.

If you have questions or would like more information, please contact Carli Stark, AMC Public Safety Policy Analyst and MACCAC Director, at 651-789-4335 or cstark@mncounties.org.

December 2022

Chisago County Request For Board Action

Meeting Date: February 1, 2023	*Item Number:* 11
Title of Item for Consideration: Acceptance of Donation for K9 Unit	
Action Requested by: Chase Burnham, County Administrator	*Department:* Administration

Previous Action on this Matter: On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.

Background: The County has received an anonymous $1,000 donation for the Chisago County Sheriff's Office K-9 Unit. The County Board of Commissioners must approve accepting the donation via the attached resolution.

Attachment(s):

- Resolution

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolution accepting the donation for the Chisago County Sheriff's Office K-9 Unit. The suggested motion to approve is:

"Move to approve the resolution accepting the donation for the Chisago County Sheriff's Office K-9 Unit."

Implications of Action: Acceptance of the donation via the attached resolution will allow the County to accept the financial donations for the program.

Budget/Financial Implications: There are no budgetary or financial consequences to this the passing of the Resolution.

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 _____

Chisago County
Board of Commissioners

Acceptance of Donations by Chisago County for 2023

RESOLUTION NO: 23/0201-X
ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY

WHEREAS, the Chisago County Board of Commissioners adopted Resolution No. 060419-3 on April 19, 2006 which established a policy regarding the acceptance of gifts by Chisago County; and

WHEREAS, the County has received a donation from a business or private individual in Chisago County and is requesting formal acceptance by the County Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2023:

- Anonymous $1,000 for CCSO K9 Unit

Chisago County Request for Board Action

Meeting Date: February 1, 2023	*Item Number:* 12
Title of Item for Consideration: 2023 Federal Boating Safety Supplemental Equipment Grant	
Action Requested by: Sheriff Brandon Thyen	*Department:* Sheriff's Office
Previous Action on this Matter: None.	

Background: The Sheriff's Office applied for and received the 2023 Federal Boating Safety Supplemental Equipment Grant to purchase a new Watercraft. The Grant is to purchase a 2023 River Raptor "Rescue Raptor" jet boat not to exceed $70,096.00

Attachment(s):

- 2023 Federal Equipment Grant
- Initial quote from Raptor Design & Engineering

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the 2023 Federal Boating Safety Grant and boat purchase. The following motion is suggested:

"Move to Approve the Acceptance of the 2023 Federal Boating Safety Supplemental Equipment Grant and purchase of the 2023 River Raptor Jet boat."

Implications of Action: Accepting this Grant will allow for the purchase of a specialty shallow water boat to improve patrol and rescue operations.

Budget/Financial Implications: Funding will be provided by this grant not to exceed $70,096.00

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 _____

RAPTOR
DESIGN & ENGINEERING

Estimate

375 New Holland Drive
Suite A
Belleville, PA 17004

Date	Estimate No.
1/18/2023	212

Name/Address

Chisago County Sheriff's Office
Deputy Ron Istvanovich
15230 Per Road
Center City, MN 55012

Project
2023 SR-XR8 Rescue Raptor

Item	Description	Qty	U/M	Rate	Total
SR-XR8 2272 - .190-310	2023 SR-XR8 Rescue Raptor 2272 - .190 Bottom - 310HP Indmar Ecoboost - American Turbine SD203 Pump	1	ea	67,985.00	67,985.00T
LED Light Bars - Bow Re...	3 - LED Light Bars Bow Recessed	1	set	1,485.00	1,485.00T
	REINFORCE COCKPIT FLOOR FOR FISHMASTER T-TOP TO BE ADDED AT A LATER DATE. MUST TAKE DELIVER BY 8/1/2023.				
	Pricing is for project picked up at our location.				
	Tax Exempt Entity			0.00%	0.00

We look forward to working with you!

Total	$69,470.00

Phone #	E-mail	Web Site
717-935-2175	info@raptordesignandengineering.com	www.raptordesignandengineering.com

DEPARTMENT OF NATURAL RESOURCES

2023 STATE OF MINNESOTA

FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT

GRANT CONTRACT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract #: 223579 **PO #:** 3-223776

State Accounting Information

Dept. ID	PC Bus. Unit	Fiscal Year	Source Type	Vendor Number
R29	R2901	2023	REIMB	0000197284-001

Total Amount	Project ID	Billing Location	UEI
$70096	R29CG70CBLA21	R297000221	GVHPL2BDV794

Accounting Distribution

Fund	Fin. Dept. ID	Approp. ID	Category	Account	Amount	Activity
3000	R2937715	R297227	84101501	441302	$70096	A7CG002
3000	R2937715	R297227	84101501	441302	$0	A7CG004

Grant Begin Date	Grant End Date
January 1, 2023	August 1, 2023

Grantee Name and Address:

Chisago County Sheriff's Office
313 N. Main St. #100
Center City, MN 55012

Payment Address:
(where DNR sends the check)

Chisago Co. Treasurer
313 N. Main St. #274
Center City, MN 55012

2023 STATE OF MINNESOTA
FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT
GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Chisago County Sheriff's Office, 313 N. Main St. #100, Center City, MN 55012 (UEI GVHPL2BDV794) ("Grantee"). The payment address for this grant agreement is Chisago Co. Treasurer, 313 N. Main St. #274, Center City, MN 55012.

Recitals

1. Under Minnesota Statute §84.026, §86B.101 and Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 the State is empowered to enter into this grant contract agreement. This grant contract agreement is a non-research and non-developmental grant.
2. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 ***Effective date*:** January 1, 2023, Per Minn. Stat.§16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.

1.2 ***Expiration date:*** August 1, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant contract agreement as specified herein.

1.3 ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1). Grantee will be reimbursed, as specified in Exhibit A which is attached and incorporated into this grant contract agreement, for the purchase of the items noted there. The Grantee will submit to the State the required documents noted in Exhibit A which is attached and incorporated into this grant contract agreement. The State will make available supplementary funding in the amount noted in this grant contract agreement to cover the cost of the specific items for recreational boating safety noted in Exhibit A which is attached and incorporated into this grant contract agreement. See Exhibit A which is attached and incorporated into this grant contract agreement for life jacket wear policy requirement and allowable expenditures specific to this grant. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract agreement. The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

Reporting Requirements: The Grantee is bound to financial and performance requirements as noted in this grant contract agreement and Exhibit A which is attached and incorporated into this grant contract agreement.

3 Time

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

4 Consideration and Payment

4.1 ***Consideration***. The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) ***Compensation.*** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant contract agreement up to Seventy thousand ninety-six dollars ($70,096).

(b) ***Total Obligation.*** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Seventy thousand ninety-six dollars ($70,096).

4.2 ***Payment***

(a) ***Invoices.*** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted timely in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this grant contract agreement. Invoice procedures are specified in Exhibit A which is attached and incorporated into this grant contract agreement.

(b) ***Federal funds.*** Payments under this grant contract agreement will be made from federal funds obtained by the State through the U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110. See Exhibit B which is attached and incorporated into this grant contract agreement for specific federal requirements that affect this grant contract agreement. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

4.3 Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) The grantee must not contract with vendors who are suspended or debarred in MN: http://www.mmd.admin.state.mn.us/debarredreport.asp

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Authorized Representative

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Brandon Thyen, Chisago County Sheriff's Office, 313 N. Main St. #100, Center City, MN 55012 or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Agreement Complete

7.1 ***Assignment.*** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

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

7.3 ***Waiver.*** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 ***Grant Contract Agreement Complete.*** This grant contract agreement, including Exhibits A and B which are attached and incorporated into this grant contract agreement, contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract 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 State's failure to fulfill its obligations under this grant contract agreement.

9 Audits (State and Single)

Under Minn. Stat. §16B.98, Subd. 8 and 2 CFR 200.331, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

All state and local governments, colleges and universities, and non-profit organizations that expend $750,000 or more of Federal awards in a fiscal year must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit, and Administrative Awards Requirements for Federal Awards. This is $750,000 total Federal awards received from all sources. If an audit is completed, forward a copy of the report to both the State's Authorized Representative and the State Auditor.

10 Government Data Practices

10.1 ***Government Data Practices***. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11 American Disabilities Act

The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

12 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

(a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

(c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

(d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

(e) Any other applicable non-discrimination law(s).

13 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 State 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 State's obligation or responsibility.

14 Publicity and Endorsement

14.1 ***Publicity***. Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State'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 grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

14.2 ***Endorsement***. The Grantee must not claim that the State endorses its products or services.

15 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16 Termination

16.1 ***Termination by the State.*** The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

16.2 ***Termination for Cause.*** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16.3 ***Termination for Insufficient Funding.*** The State may immediately terminate this grant contract agreement if:
(a) Funding for grant from U.S. Coast Guard, Department of Homeland Security – through the Recreational Boating Safety Financial Assistance program to states, commonwealth and territories (FAIN 3319FAS190127), (CFDA number 97.012) in U.S.C. 13101-13110 is withdrawn.
(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

19.1 The prospective lower tier participant certifies, by submission of this agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

(a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).

(b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.

(c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

_____A. Federal Grant Agreement
_____B. Exhibit A
_____C. Exhibit B
_____D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Statutes 16A.15 and 16B.98.

Signed: Pamela D. Brisson Digitally signed by Pamela D. Brisson Date: 2023.01.19 15:03:20 -06'00'

Date: 1/19/2023

SWIFT Contract # 223579

Purchase Order # 3-223776

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Title: Director, Enforcement Division – Central Office

Date: _____

Distribution:
Agency
Grantee
State's Authorized Representative

EXHIBIT A **Chisago County**

2023 STATE OF MINNESOTA FEDERAL BOATING SAFETY SUPPLEMENTAL EQUIPMENT GRANT CONTRACT AGREEMENT (CFDA #97.012)

1. The purpose of this grant is to provide supplementary funding to the Grantee, not exceeding the amount specified in Clause 4 of the grant contract agreement, to purchase the following specific equipment or other items that will be used for recreational boating safety activities:

   - 2023 SR-XR8 Rescue Raptor 2272 -.190 Bottom - 310HP Indmar Ecoboost - American Turbine SD203 Pump w/3 LED Light Bars

   ** means trade-in or cost share by county*
   *** means 25% county dive equipment cost share requirement*

2. The program shall begin on January 1, 2023 or date grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. The purchase, delivery and payment of approved items must be completed by August 1, 2023. An extension beyond that date for purchase, delivery and payment may be granted, if requested by the Grantee in writing to the State's representative. If approved by the State's representative, an amendment form is created which requires signatures by Grantee and State's representative. Requests submitted after August 1, 2023, that have not been granted an extension from the State, are not eligible for reimbursement and will become the Grantee's sole responsibility. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant.

3. The Grantee must first purchase the item as specified in this grant, follow any specific county purchasing procedures and pay for it from the Grantee's funds. The Grantee must then submit the following for reimbursement by the deadline noted in #2 above:

   a. An invoice from the Grantee, dated no earlier than January 1, 2023 or date grant is fully executed and not later than August 1, 2023, with a description of all the item(s) being requested for reimbursement. The purchase/invoice deadline may be modified if an extension, as noted in clause #2 above, is granted and approved by the State's representative.
   b. A copy of the invoice(s) from the vendor(s) showing the amount the Grantee actually paid, including shipping, sales tax and any setup costs.
   c. If the item is valued over $5,000, the Grantee's asset number(s) & equipment serial number(s) must also be included on the invoice.
   d. All reimbursement requests must be sent to: kelly.affeldt@state.mn.us

4. County life jacket wear policy required for personnel working in boat and water. Policy must be submitted to State before DNR grant contract agreement approval.

5. Aids to navigation purchased through this grant must comply with the requirements in Minnesota Rule 6110.1500. Watercraft purchased through this grant must be registered with the State and display registration numbers and validation decals as noted in Minnesota Rule 6110.0100 - .0900.

6. The Grantee agrees that, when requested by the State, they will promptly complete an inventory on items purchased at a cost of more than $5,000 and forward it to the State's representative.

7. The State will supply a special label that will need to be applied to each item of equipment that exceeds $5,000. This label indicates that federal boating safety funds were used for all or a portion of the purchase.

8. Items purchased under this grant may not be sold, traded or disposed of without prior written permission and instructions from the State as to the disposition of the item(s), and any funds derived from their sale or

trade. The Grantee must promptly notify the State's representative if any item over $5,000 purchased through this grant is lost or stolen.

9. By accepting this grant, the Grantee agrees, when requested, to accurately & promptly complete and return to the state any reports required by the State or the cognizant federal agency regarding activities, expenditures or accomplishments for the recreational boating safety program.

10. In any reference to this grant, it should be referred to as: "A federal boating safety sub grant through the Minnesota Department of Natural Resources."

EXHIBIT B **Chisago County**

2023 FEDERAL ASSURANCES
NON-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et sq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et. seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1et seq.).

14. Will comply with P.L. 93-248 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments and Non-Profit Organizations." *(see below).

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

**If the COUNTY (as defined on page 1 of this grant) expends more than $500,000 in federal assistance per year, it agrees to have a program-specific or single audit made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 – "Audits of States, Local Governments and Non-Profit Organizations." Copies of the audit report are required to be sent to the following: 1) Office of the State Auditor – Single Audit Division, Suite 500, 525 Park Street, St. Paul, MN 55103, 2) Minnesota Department of Natural Resources, Internal Audit Section – Office of Management & Budget Services 500 Lafayette Road, St. Paul, MN 55155 and 3) The Federal Single Audit Clearinghouse located at: Bureau of the Census, Data Preparation Division, 1201 East 10th Street, Jeffersonville, IN 47132.*

DEPARTMENT OF NATURAL RESOURCES

Conflict of Interest Disclosure

Conflict of Interest:

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative (AR):

I certify that we will maintain an adequate Conflict of Interest Policy and throughout the term of our agreement we will monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative.

I also certify that I have read and understand the description of conflict of interest above and as of this date

(Check one of the two boxes below):

☐ I do not have any conflicts of interest relating to this project.

☐ I have an actual, potential, perceived, or organizational *(circle)* conflict of interest. The nature of the conflict is as follows:

If at any time during the grant project I discover a conflict of interest, I will disclose that conflict immediately to the State's Authorized Representative.

Grantee AR's Printed Name: _____ Date: _____

Grantee AR's Signature: _____

Organization Name: _____

Project Name: **2023 MN DNR Federal Boating Equipment Grant**

State AR's Printed Name: _____ Date: _____

State AR's Signature: _____