



Chase Burnham
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

Chisago County Government Center
313 North Main Street, Room 172
Center City, MN 55012-9663

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

REGULAR MEETING – Wednesday, June 5, 2024 County Board Room, Room 172

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

Health and Human Services Committee of the Whole:

Discussion

- 1.) Director's Report TAB 1

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

- 2.) Payment of County's Warrants for HHS TAB 2
3.) SHIP 234, 235, 236, 237 Grant Agreements TAB 3
4.) MDH Grant Project Amend. – Public Health Emergency Preparedness (PHEP) TAB 4
5.) St. Kate's University for Clinical Field Experiences for Students in Nursing TAB 5
6.) NEXT CHAPTER TECHNOLOGY (NCT) Subscription Services Agreement for 2024 TAB 6

Board of Commissioners' Business Meeting

Consent Agenda:

- 1.) HHS Committee Recommendation – Director's Report TAB 1
2.) HHS Committee Recommendation – Payment of County's Warrants for HHS TAB 2
3.) HHS Committee Recommendation – SHIP 234, 235, 236, 237 TAB 3
4.) HHS Committee Recommendation – MDH Grant Project Amend. – PHEP TAB 4
5.) HHS Committee Recommendation – St. Kate's University for Clinical Field Experiences TAB 5
6.) HHS Committee Recommendation – NCT Subscription Services Agreement for 2024 TAB 6
7.) Minutes from the May 15, 2024 Meeting TAB 7
8.) Payment of County's Warrants and Miscellaneous Bills TAB 8
9.) Recognition of County Staff June Anniversaries TAB 9
10.) Reschedule Chisago County General Election Canvassing Board Meeting TAB 10
11.) Application for Abatement (reduction) of Property Taxes TAB 11
12.) 2024 Budget Adjustment – Employee Recognition TAB 12

Other Business of the County Board

- 13.) Prof. Serv. Agmt. w/ Collins Engineering, Inc. for Annual Bridge Inspection Program TAB 13
14.) Out of State Travel Request – National APCO and Motorola, Orlando, FL – Mike Parker TAB 14
15.) Chisago County Branding Policy and Brand Guide TAB 15
16.) Sigma Tactical Wellness Program – CCSO TAB 16
17.) Out of State Travel – DRE Certification, Philadelphia PA – CCSO TAB 17

7:00 p.m. Public Hearing

- 18.) County State Aid Highway Funding Transfer TAB 18

Citizen's Forum

"The Citizen's Forum is provided so you may make a comment, statement, question or proposal. 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."

Discussion Items:

- Correspondence
- Administrator Updates
- Commissioner Committee Reports

CORR.

Close Session

Pursuant to Minnesota Statutes section 13D.05, Subd. 3 (c), the County Board of Commissioners will convene in closed session concerning the real properties of 02.00951.00; 02.00958.00; 02.00960.00; and 02.00936.00, to review confidential or protected appraisal data and to consider and develop purchasing strategies and purchase offers concerning such properties.

Following said closed session, the County Board of Commissioners will reconvene in open session to announce any action taken in closed session and to consider and act on matters noticed on the agenda for consideration or action in open session.

Adjourn Meeting of the Board of Commissioners

Upcoming Schedule

- Thursday, June 6th – Chisago County Planning Commission Meeting at 7:00 p.m. in the Chisago County Boardroom at 313 N. Main St. Center City, MN 55012
- Friday, June 7th – Ribbon Cuttings
 - 10:00 a.m. at Ki Chi Saga Park to explore Mountain Bike Course
 - 12:30 p.m. at Meet at Sunrise Prairie Regional Trailhead (Harris) for refreshments
- Monday, June 10th – AMC District 5 Meeting – 8:00 – 12:00 a.m. at the Chisago County Law Enforcement Center at 15230 Per Road, Center City, MN 55012
- Wednesday, June 12th – Budget and Finance Workshop at 3:00 p.m. at the Chisago County Boardroom
- Tuesday, June 18th – Chisago County Board of Commissioner's Meeting at 6:30 p.m. in the Chisago County Boardroom



CHISAGO COUNTY HEALTH & HUMAN SERVICES

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

TAB 1

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

Memo To: Chisago County Commissioners

From: Robert Benson; Health and Human Services Director

RE: Report of the Health and Human Services Department

Date: May 29th, 2024

I. Department Updates/Highlights:

We were scheduled for a Public Health Board for this meeting, but unfortunately, due to some unforeseen issues we had a late change in that plan. So we have a relatively short Board Report for now, and will plan on rescheduling the Public Health Board for next month.

The Legislature adjourned with a flurry of activity in the closing hour. We are sorting through all of the legislative actions to evaluate the impact on Health and Human Services and to plan for upcoming changes.

Despite it being a bonding year, no bonding bill was passed this year.

The Minnesota African American Family Preservation Act and Child Welfare Disproportionality Act did pass both houses. It does require a phase in plan, with Hennepin and Ramsey Counties beginning in January 2025 and all other counties beginning in January 2027. The legislature did allocate funding for DHS to begin the implementation (\$2.37 million FY 25, \$3.25 million FY 26, and \$3.11 million FY 27), however no funding was allocated to counties.

The legislature did allocate \$10 million to DHS to begin the work of updating or replacing the Social Service Information System (SSIS). The legislation does require DHS to consult with counties in the process.

Funding was allocated for the study of the current child maltreatment reporting system (\$136,000) and Child Mortality Review Panel modifications (\$275,000-FY 25, \$638,000-FY 26-27). We expect that over the next couple of years we will potentially see some significant changes to the state's child protection system.

Targeted Case Management redesign received funding to continue. The final result of the redesign will likely impact Chisago County HHS and our billing directly.

The area of priority admissions to state hospitals did see a lot of attention with the continuation of the Priority Admissions Task Force, expanding access to Direct Care and Treatment (DCT), and the Carlton CARES facility to remain open, as well as some minimal additional funding for forensic services. How much this will address the overall issues is still in question. The bill did not include the expansion of the number of beds to the degree as recommended by the Priority Admissions Task Force. The bill did create new criteria for prioritizing the waitlist into AMRTC for people awaiting transfer from jails. The bill also calls for the Commissioner of Human Services to approve an exception to add up to ten patients who have been civilly committed and are in hospital settings to the waiting list for admissions to medically appropriate direct care and treatment beds. This is meant as a relief valve for some of the highest need individuals. Unfortunately, the bill does not make permanent the elimination of certain does not meet medical criteria (DNMC) county cost shares.

These are a few of the highlights from the legislature. We are continuing to work through all of the legislative actions to determine what the impact will be on the department and possible costs and benefits.

Public Health held the two-day Mental Health and Resiliency workshop last week. It was well attended, with over 160 people on the Monday and over a 100 participated in the training and Leadership Round Table on the second day. Feedback from participants was overwhelmingly positive, with many people requesting that we establish this as an annual event.

II. Financial Notes:

Health and Human Services is currently on track with our 2024 budget. As we are working on the 2025 budget, we are reviewing the legislative changes and the potential impact on the work we do and the funding changes.

III. Staffing Updates:

Health and Human Services is currently posting for two supervisor positions. The new Aging and Disabilities Supervisor and the new Behavioral Health Supervisor. We are only posting those positions internally, as we have many qualified staff persons.

We have hired the two Planner positions in Public Health as well.

Review Requests for Board Action:



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
June 5, 2024**

TAB # 2

Payment of County's Warrants for HHS

Human Services Warrants

Check Date	Amount	Board Date	Type of Check/Payments
06//07/2024	\$ 27,278.78	6/5/2024	Commissioners Warrants
5/17/2027	\$195,706.03		Auditor Warrants
	\$222,984.81	Total	

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

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*** **Chisago County** ***



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 1

Print List in Order By: 1
1 - Fund (Page Break by Fund)
2 - Department (Totals by Dept)
3 - Vendor Number
4 - Vendor Name

Explode Dist. Formulas?: Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D
D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N

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5 Health And Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
1	9297 Allen/Theresa		201.95	TRAVEL EXPENSE-MILEAGE		
	05-430-700-0127-6335			04/08/2024 05/08/2024	Mh Travel	N
	9297 Allen/Theresa		201.95	1 Transactions		
6	10292 AMAZON CAPITAL SERVICES					
	05-451-430-0000-6401		37.27	SUPPLIES	11JJ-194J194J-PP3P	General Supplies N
				05/15/2024 05/15/2024		
4	05-451-480-0000-6846		334.35	SUPPLIES	16PH-6QHF-Y9QF	Workforce Grant Expense N
				05/12/2024 05/12/2024		
3	05-420-600-0000-6401		8.87	SUPPLIES	17TM-KTTH-MXLK	General Supplies N
				05/15/2024 05/15/2024		
3	05-430-700-0000-6401		13.31	SUPPLIES	17TM-KTTH-MXLK	General Supplies N
				05/15/2024 05/15/2024		
9	05-420-600-0000-6401		45.59	SUPPLIES	1FHN-NT4R-9KDQ	General Supplies N
				05/18/2024 05/18/2024		
9	05-430-700-0000-6401		93.86	SUPPLIES	1FHN-NT4R-9KDQ	General Supplies N
				05/18/2024 05/18/2024		
9	05-451-430-0000-6401		128.73	SUPPLIES	1FHN-NT4R-9KDQ	General Supplies N
				05/18/2024 05/18/2024		
10	05-420-600-0000-6401		63.99-	SUPPLIES	1H37-LV1Y-G7C1	General Supplies N
				05/18/2024 05/18/2024		
5	05-420-600-0000-6401		15.26	SUPPLIES	1HCC-D4YP-MGNP	General Supplies N
				05/15/2024 05/15/2024		
5	05-430-700-0000-6401		22.88	SUPPLIES	1HCC-D4YP-MGNP	General Supplies N
				05/15/2024 05/15/2024		
2	05-420-600-0000-6401		64.12	SUPPLIES	1NRR-PLMP-WCGK	General Supplies N
				05/12/2024 05/12/2024		
2	05-430-700-0000-6401		96.19	SUPPLIES	1NRR-PLMP-WCGK	General Supplies N
				05/12/2024 05/12/2024		
8	05-420-600-0000-6401		29.66	SUPPLIES	1PFH-PH4Q-KJDK	General Supplies N
				05/19/2024 05/19/2024		
8	05-430-700-0000-6401		61.07	SUPPLIES	1PFH-PH4Q-KJDK	General Supplies N
				05/19/2024 05/19/2024		
8	05-451-430-0000-6401		83.75	SUPPLIES	1PFH-PH4Q-KJDK	General Supplies N
				05/19/2024 05/19/2024		
7	05-420-600-0000-6401		127.80	SUPPLIES	1XH6-MJTL-L6VF	General Supplies N
				05/15/2024 05/15/2024		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
	10292	AMAZON CAPITAL SERVICES		1,098.72	16 Transactions			
11	10183	AMERICAN SOLUTIONS FOR BUSINESS						
		05-420-600-0000-6401		168.19	IFS CHECKS	7413585	General Supplies	N
					05/14/2024	05/14/2024		
11		05-430-700-0000-6401		252.28	IFS CHECKS	7413585	General Supplies	N
					05/14/2024	05/14/2024		
	10183	AMERICAN SOLUTIONS FOR BUSINESS		420.47	2 Transactions			
12	5202	ANDERSON/ALISON						
		05-430-700-0137-6335		99.23	TRAVEL EXPENSE-MILEAGE		Adult Services Travel	N
					03/28/2024	04/25/2024		
13		05-430-700-0137-6335		26.00	TRAVEL EXPENSE-PARKING		Adult Services Travel	N
					03/20/2024	03/22/2024		
	5202	ANDERSON/ALISON		125.23	2 Transactions			
14								
		05-451-480-0000-6846		1,800.00	WORKFORCE ANALYSIS&DEVELOPEMEN		Workforce Grant Expense	Y
					03/01/2024	03/31/2024		
				1,800.00	1 Transactions			
15	1194	BACH/SARAH						
		05-430-700-0128-6335		37.94	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
					04/24/2024	05/20/2024		
	1194	BACH/SARAH		37.94	1 Transactions			
16								
		05-460-310-0000-6111		65.00	05/16/2024 PER DIEM		Per Diems for Opioid Council	Y
					05/16/2024	05/16/2024		
				65.00	1 Transactions			
20	1198	BOOKER/KIMBERLY						
		05-430-700-0000-6241		18.90	CLIENT MEAL REIMBURSEMENT		General Administration	N
					04/22/2024	05/01/2024		
17		05-430-700-0128-6335		57.00	TRAVEL EXPENSE-PARKING		Child Prot Staff Travel	N
					04/22/2024	05/01/2024		
18		05-430-700-0128-6335		60.21	TRAVEL EXPENSE-MEALS		Child Prot Staff Travel	N
					04/22/2024	05/01/2024		
19		05-430-700-0128-6335		15.54	RENTAL CAR FUEL		Child Prot Staff Travel	N
					04/22/2024	05/01/2024		

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
1198	BOOKER/KIMBERLY		151.65		4 Transactions		
21	9375 Cannon Consulting & Creative Solutions 05-451-480-0000-6846		450.00	MH RESILIENCE WORKSHOP 05/20/2024 05/20/2024		Workforce Grant Expense	Y
	9375 Cannon Consulting & Creative Solutions		450.00	1 Transactions			
22	3756 CHILDREN'S DENTAL SERVICES 05-451-480-0000-6841		259.49	TRANSPORTATION-HYGIENE TEAM 04/04/2024 04/04/2024		Community Services	N
	3756 CHILDREN'S DENTAL SERVICES		259.49	1 Transactions			
23	30069 CHISAGO COUNTY PRESS 05-121-000-0000-6850		200.00	COFFEE TALK ADVERTISEMENT 04/30/2024 04/30/2024	166296-50	Op Enhancement Grant Expense	N
	30069 CHISAGO COUNTY PRESS		200.00	1 Transactions			
24	203004 CHISAGO COUNTY SHERIFF'S OFFICE 05-420-640-0000-6385		60.00	[REDACTED] 05/03/2024 05/03/2024	24-1077	Cc Sheriff Sop & Bailiff	N
25	05-420-640-0000-6385		60.00	[REDACTED] 05/16/2024 05/16/2024	24-1185	Cc Sheriff Sop & Bailiff	N
	203004 CHISAGO COUNTY SHERIFF'S OFFICE		120.00	2 Transactions			
26	9348 Choosing Happiness LLC 05-451-480-0000-6846		1,000.00	MH RESILIENCE WORKSHOP 05/20/2024 05/20/2024		Workforce Grant Expense	Y
	9348 Choosing Happiness LLC		1,000.00	1 Transactions			
27	30177 CINTAS CORPORATION 05-420-600-0000-6241		6.88	WEEKLY RUG SERVICE 05/13/2024 05/13/2024	4192477703	General Administration	N
27	05-430-700-0000-6241		13.76	WEEKLY RUG SERVICE 05/13/2024 05/13/2024	4192477703	General Administration	N
27	05-451-430-0000-6800		15.57	WEEKLY RUG SERVICE 05/13/2024 05/13/2024	4192477703	Other Expense	N
28	05-420-600-0000-6241		6.88	WEEKLY RUG SERVICE 05/20/2024 05/20/2024	4193178790	General Administration	N
28	05-430-700-0000-6241		13.76	WEEKLY RUG SERVICE 05/20/2024 05/20/2024	4193178790	General Administration	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
28	05-451-430-0000-6800		15.57	WEEKLY RUG SERVICE 05/20/2024 05/20/2024	4193178790	Other Expense	N
29	05-420-600-0000-6241		4.75	WEEKLY RUG SERVICE 05/28/2024 05/28/2024	4193890362	General Administration	N
29	05-430-700-0000-6241		9.50	WEEKLY RUG SERVICE 05/28/2024 05/28/2024	4193890362	General Administration	N
29	05-451-430-0000-6800		10.75	WEEKLY RUG SERVICE 05/28/2024 05/28/2024	4193890362	Other Expense	N
30177	CINTAS CORPORATION		97.42	9 Transactions			
5160	DHS MAPS						
30	05-420-640-0000-6298		751.60	04/2024 FEDERAL OFFSET FEES 04/01/2024 04/30/2024	A300C413213	Fed Tax Offset	N
31	05-430-720-3140-6051		2,136.00	BSFE CO MATCH 04/01/2024 04/30/2024	A300MC13255I	Pos Other Child Care	N
5160	DHS MAPS		2,887.60	2 Transactions			
1926	DNA DIAGNOSIS CENTER						
33	05-420-640-0000-6264		222.00	GENETIC TESTING 05/01/2024 05/01/2024	12256142024	Paternity Costs	Y
32	05-420-640-0000-6264		54.00	GENETIC TESTING 05/01/2024 05/01/2024	12305142024	Paternity Costs	Y
1926	DNA DIAGNOSIS CENTER		276.00	2 Transactions			
9213	Dwyer/Samantha						
34	05-430-700-0137-6335		122.60	TRAVEL EXPENSE-MILEAGE 04/02/2024 04/29/2024		Adult Services Travel	N
9213	Dwyer/Samantha		122.60	1 Transactions			
35	05-451-480-0000-6846		2,750.00	MH RESILIENCE WORKSHOP 05/20/2024 05/20/2024		Workforce Grant Expense	N
			2,750.00	1 Transactions			
36	05-451-440-0000-6837		2,390.63	CONTRACTED COMMUNITY HEALTH 05/06/2024 05/19/2024		Federal Vaccine Grant Exp 04/21-12/21	Y
			2,390.63	1 Transactions			

70145 GLOCKENSPIEL INC

Chisago County Board of Commissioners
June 5th 2024

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
37	05-451-480-0000-6800		1,819.50	WORKSHOP RESILIENCE TRAINING 05/20/2024 05/20/2024	13447	*** Other Expndires ***	N
	70145 GLOCKENSPIEL INC		1,819.50	1 Transactions			
38	05-460-310-0000-6111		65.00	05/16/2024 PER DIEM 05/16/2024 05/16/2024		Per Diems for Opioid Council	Y
			65.00	1 Transactions			
39	05-430-700-0134-6335		31.19	TRAVEL EXPENSE-MILEAGE 04/05/2024 05/10/2024		DD Worker Travel	N
40	05-430-700-0137-6335		72.77	TRAVEL EXPENSE-MILEAGE 04/05/2024 05/10/2024		Adult Services Travel	N
	9139 Heckel/Sara		103.96	2 Transactions			
41	05-460-310-0000-6111		65.00	05/16/2024 PER DIEM 05/16/2024 05/16/2024		Per Diems for Opioid Council	Y
			65.00	1 Transactions			
42	05-121-000-0000-6850		120.00	WINDSHIELD REPAIR 05/07/2024 05/07/2024	110023365	Op Enhancement Grant Expense	N
	90012 INDIANHEAD GLASS INC		120.00	1 Transactions			
45	05-420-600-0000-6401		38.64	SUPPLIES 05/14/2024 05/14/2024	4539418	General Supplies	N
45	05-430-700-0000-6401		79.54	SUPPLIES 05/14/2024 05/14/2024	4539418	General Supplies	N
45	05-451-430-0000-6401		109.09	SUPPLIES 05/14/2024 05/14/2024	4539418	General Supplies	N
43	05-451-430-0000-6401		244.67	PUBLIC HEALTH SUPPLIES 05/14/2024 05/14/2024	4539421	General Supplies	N
44	05-451-430-0000-6401		33.16	PUBLIC HEALTH SUPPLIES 05/15/2024 05/15/2024	4539788	General Supplies	N
46	05-420-600-0000-6401		83.61	SUPPLIES 05/28/2024 05/28/2024	4549430	General Supplies	N
46	05-430-700-0000-6401		125.42	SUPPLIES	4549430	General Supplies	N

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5 Health And Human Services

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	90061 INNOVATIVE OFFICE SOLUTIONS LLC		714.13	05/28/2024 05/28/2024 7 Transactions			
47	3836 JENSEN/KYLE 05-430-700-0128-6335		134.00	TRAVEL EXPENSE-MILEAGE 04/17/2024 05/03/2024 1 Transactions		Child Prot Staff Travel	N
	3836 JENSEN/KYLE		134.00				
48	9028 Johanson/Brittany 05-430-700-0134-6335		23.32	TRAVEL EXPENSE-MILEAGE 05/08/2024 05/23/2024		DD Worker Travel	N
49	05-430-700-0137-6335		54.40	TRAVEL EXPENSE-MILEAGE 05/08/2024 05/23/2024 2 Transactions		Adult Services Travel	N
	9028 Johanson/Brittany		77.72				
82	9377 Koolmo/Ashley 05-430-700-0128-6335		20.00	TRAVEL EXPENSE-PARKING 03/22/2024 03/22/2024 1 Transactions		Child Prot Staff Travel	N
	9377 Koolmo/Ashley		20.00				
50	7327 LEWIS/NICOLE 05-430-700-0134-6335		43.96	TRAVEL EXPENSE-MILEAGE 05/06/2024 05/21/2024		DD Worker Travel	N
51	05-430-700-0137-6335		102.56	TRAVEL EXPENSE-MILEAGE 05/06/2024 05/21/2024 2 Transactions		Adult Services Travel	N
	7327 LEWIS/NICOLE		146.52				
52	5203 LUNDGREN/LISA 05-430-700-0128-6335		130.55	TRAVEL EXPENSE-MILEAGE 03/14/2024 04/30/2024 1 Transactions		Child Prot Staff Travel	N
	5203 LUNDGREN/LISA		130.55				
53	5177 MADSEN/DEBRA K 05-451-470-0000-6335		40.20	TRAVEL EXPENSE-MILEAGE 05/20/2024 05/21/2024 1 Transactions		Worker Travel	N
	5177 MADSEN/DEBRA K		40.20				
54	4488 MARANATHA ASSEMBLY OF GOD 05-451-480-0000-6846		2,950.00	MH RESILIENCE WORKSHOP 05/20/2024 05/21/2024		Workforce Grant Expense	Y

*** Chisago County ***



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
4488	MARANATHA ASSEMBLY OF GOD		2,950.00	1 Transactions			
56	3843 Martinka/Kari						
	05-430-700-0000-6241		5.99	CLIENT MEAL REIMBURSEMENT		General Administration	N
				03/28/2024 03/28/2024			
55	05-430-700-0128-6335		120.12	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
				03/28/2024 05/09/2024			
	3843 Martinka/Kari		126.11	2 Transactions			
57	[REDACTED]						
	05-460-310-0000-6111		65.00	04/18/2024 PER DIEM		Per Diems for Opioid Council	Y
				04/18/2024 04/18/2024			
58	05-460-310-0000-6111		65.00	05/16/2024 PER DIEM		Per Diems for Opioid Council	Y
				05/16/2024 05/16/2024			
	[REDACTED]		130.00	2 Transactions			
59	5070 METRO LEGAL SERVICES INC						
	05-420-640-0000-6269		75.00	[REDACTED]	3500043	Proff Process Servers	Y
				05/06/2024 05/06/2024			
60	05-420-640-0000-6269		135.00	[REDACTED]	3503399	Proff Process Servers	Y
				05/23/2024 05/23/2024			
	5070 METRO LEGAL SERVICES INC		210.00	2 Transactions			
61	7957 NOTEBAART/STACY						
	05-430-700-0131-6335		10.72	TRAVEL EXPENSE-MILEAGE		Clerical Travel	N
				05/20/2024 05/20/2024			
	7957 NOTEBAART/STACY		10.72	1 Transactions			
62	6257 PERSPECTIVE ENTERPRISES INC						
	05-451-472-0000-6435		390.00	DORAN ADULT DIGITAL SCALE	63989	Public Health Supplies	N
				05/03/2024 05/03/2024			
	6257 PERSPECTIVE ENTERPRISES INC		390.00	1 Transactions			
63	9144 Peterson/Samantha						
	05-430-700-0128-6335		53.60	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
				05/06/2024 05/06/2024			
64	05-430-700-0128-6335		33.50	TRAVEL EXPENSE-MILEAGE		Child Prot Staff Travel	N
				05/13/2024 05/13/2024			
	9144 Peterson/Samantha		87.10	2 Transactions			

*** Chisago County ***

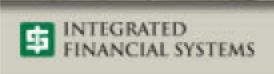


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
65	16055 PITNEY BOWES INC					
	05-420-600-0000-6401		64.02	CONNETPLUS RED FL INK CTG	1025343656	General Supplies N
			05/13/2024 05/13/2024			
65	05-430-700-0000-6401		131.80	CONNETPLUS RED FL INK CTG	1025343656	General Supplies N
			05/13/2024 05/13/2024			
65	05-451-430-0000-6401		180.75	CONNETPLUS RED FL INK CTG	1025343656	General Supplies N
			05/13/2024 05/13/2024			
	16055 PITNEY BOWES INC		376.57	3 Transactions		
66	[REDACTED]					
	05-451-480-0000-6846		750.00	MH RESILIENCE WORKSHOP		Workforce Grant Expense Y
			05/20/2024 05/20/2024			
	[REDACTED]		750.00	1 Transactions		
67	16085 POST-HASTE BUSINESS SOLUTIONS					
	05-451-480-0000-6800		85.00	MH RESILIENCE WORKSHOP	51524	*** Other Expendires *** N
			05/15/2024 05/15/2024			
	16085 POST-HASTE BUSINESS SOLUTIONS		85.00	1 Transactions		
68	9373 Present Well-Being LLC					
	05-451-480-0000-6846		2,250.00	WORKSHOP RESILIENCE TRAINING	207	Workforce Grant Expense N
			04/26/2024 04/26/2024			
	9373 Present Well-Being LLC		2,250.00	1 Transactions		
69	6838 RAMSEY COUNTY SHERIFF					
	05-420-640-0000-6267		90.00	[REDACTED]	202404689	Other Co Sheriff Sop N
			04/15/2024 04/15/2024			
70	05-420-640-0000-6267		90.00	[REDACTED]	202405789	Other Co Sheriff Sop N
			05/06/2024 05/06/2024			
	6838 RAMSEY COUNTY SHERIFF		180.00	2 Transactions		
71	5138 REEVERTS/LANAY A					
	05-430-700-0129-6335		251.85	TRAVEL EXPENSE-MILEAGE		Cd & Lic Travel N
			04/15/2024 05/06/2024			
	5138 REEVERTS/LANAY A		251.85	1 Transactions		
72	[REDACTED]					
	05-460-310-0000-6111		65.00	05/16/2024 PER DIEM		Per Diems for Opioid Council Y
			05/16/2024 05/16/2024			

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5 Health And Human Services

*** **Chisago County** ***



Audit List for Board **COMMISSIONER'S VOUCHERS ENTRIES**

Page 10

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
				65.00	1 Transactions			
73	7247	ST LOUIS COUNTY SHERIFF DEPT VIRGINIA 05-420-640-0000-6267		5.00	05/06/2024 05/06/2024 1 Transactions	2401123	Other Co Sheriff Sop	N
	7247	ST LOUIS COUNTY SHERIFF DEPT VIRGINIA		5.00	1 Transactions			
74	9374	Top 20 Training 05-451-480-0000-6846		1,000.00	WORKSHOP RESILIENCE TRAINING 05/16/2024 05/16/2024 1 Transactions	5747	Workforce Grant Expense	Y
	9374	Top 20 Training		1,000.00	1 Transactions			
77	9261	Wiger/Annalise 05-451-440-0000-6245		114.89	TRAVEL EXPENSE-LODGING 04/30/2024 05/01/2024		Conference, Training & Dues	N
75		05-451-440-0000-6335		150.65	TRAVEL EXPENSE-MILEAGE 04/01/2024 04/29/2024		Mileage/Travel	N
76		05-451-440-0000-6335		52.00	TRAVEL EXPENSE-MEALS 04/30/2024 05/01/2024 3 Transactions		Mileage/Travel	N
	9261	Wiger/Annalise		317.54	3 Transactions			
78	8918	WILKINSON/LEIGH 05-430-700-0134-6335		17.29	TRAVEL EXPENSE-MILEAGE 03/13/2024 03/26/2024		DD Worker Travel	N
80		05-430-700-0134-6335		43.50	TRAVEL EXPENSE-MILEAGE 04/02/2024 04/30/2024		DD Worker Travel	N
81		05-430-700-0137-6335		101.49	TRAVEL EXPENSE-MILEAGE 04/02/2024 04/30/2024		Adult Services Travel	N
79		05-430-700-0137-6335		40.33	TRAVEL EXPENSE-MILEAGE 03/13/2024 03/26/2024 4 Transactions		Adult Services Travel	N
	8918	WILKINSON/LEIGH		202.61	4 Transactions			
5 Fund Total:				27,278.78	Health And Human Services	49 Vendors	101 Transactions	
Final Total:				27,278.78	49 Vendors	101 Transactions		

*** **Chisago County** ***

Audit List for Board

COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>Amount</u>	<u>Name</u>
5	27,278.78	Health And Human Services
All Funds	27,278.78	Total

Approved by,

.....
.....
.....

Chisago County Request for Board Action

Meeting Date: June 5, 2024	Item Number: 3
Title of Item for Consideration: SHIP 234, 235, 236, 237 Grant Agreements – Family Pathways Chisago City, Wyoming Elementary (x2) and Deutschland Meats	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: None.	
Background: Chisago County Health & Human Services has been awarded funding from the Minnesota Department of Health to work with communities, schools, healthcare and worksites to promote policy, system and environmental changes with a focus on improving nutrition, increasing physical activity and decreasing tobacco use and exposure. Grants will be awarded to various approved grant applicants to assist them in these efforts. Grantees are required to provide a minimum of 10% in-kind matching funds toward the completion of their project as a condition of grant acceptance. Attachment(s): <i>(Grant Agreements with the Clerk of the Board)</i> - SHIP 234 Grant Agreement – Family Pathways Chisago City - SHIP 235 Grant Agreement – Wyoming Elementary - SHIP 236 Grant Agreement – Wyoming Elementary - SHIP 237 Grant Agreement – Deutschland Meats	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the SHIP Grant Agreements 234, 235, 236 and 237 – Family Pathways Chisago City, Wyoming Elementary and Deutschland Meats. The following motion is suggested: <i>“Move to approve the SHIP Grants 234, 235, 236, and 237 Agreements – Family Pathways Chisago City, Wyoming Elementary and Deutschland Meats.”</i>	
Implications of Action: Approval of the 234 SHIP grant agreement will allow Family Pathways to enhance the Chisago City food Shelf into a Super Shelf, there has been an increase in shoppers and transformation will be needed to accommodate everyone, there will be updates made so that new bread racks are added, bins, shelf liner, paint bulletin boards and so much more. Approval of the 235 SHIP grant agreement will allow Wyoming Elementary to purchase wellness super stickers, the stickers will be used to promote wellness activities throughout the school hallways, the activities for students are color runs, ninja warrior day, and other events. Approval of the 236 SHIP grant agreement will allow Wyoming Elementary to purchase wooden panels, materials, and sequence wall fabric, this will be used to hold different sensory tools for the students to use in the hallway when a student needs a break, posters will be hung up as well so that students understand the expectations that need to be met. Approval of this 237 SHIP grant agreement will allow Deutschland Meats to create and supply an	

area for breastfeeding, the area will be secure, comfortable and in a private location, equipped and supplied with a rocking chair, table, fan, mini fridge, window coverings, ottoman, and curtain rods.

Budget/Financial Implications: The budget for 234 will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$6,560.89.

The budget for 235 will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$2,999.00.

The budget for 236 will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$2,999.00.

The budget for 237 will be fulfilled by State grant funding, from the Statewide Health Improvement Funds (SHIP) in the amount of \$1,000.00.

Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.

Administrator's Recommendation

Approve CEB

Deny _____

Other _____

Motion By:

Seconded by:

To:

Action on Motion:

Aye _____

Nay

Abstain _____

Chisago County Request for Board Action

Meeting Date: June 5, 2024	Item Number: 4
Title of Item for Consideration: Minnesota Department of Health Community Health Board Grant Project Amendment – Public Health Emergency Preparedness (PHEP)	
Action Requested by: Robert Benson, Director	Department: Health & Human Services
Previous Action on this Matter: Approval of a Public Health Emergency Preparedness grant project agreement dated 2022.	
Background: Since 2002, Chisago County Public Health has entered into an agreement with the Minnesota Department of Health to perform grant duties for the health of the population of Chisago County. These grant funds are intended to assist in increasing and maintaining operational readiness across the following six domain areas: - Community resilience - Incident management - Information management - Counter measures and mitigation - Surge management - Bio surveillance Attachment(s): - Minnesota Department of Health Community Health Board Grant Project Amendment – Public Health Emergency Preparedness (PHEP)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Minnesota Department of Health Community Health Board Grant Project Amendment – Public Health Emergency Preparedness (PHEP). The suggested motion is as follows: <i>“Move to Approve the Minnesota Department of Health Community Health Board Grant Project Amendment – Public Health Emergency Preparedness (PHEP)”</i>	
Implications of Action: Approval of this grant project agreement will allow Chisago County Health & Human Services to receive funding to ensure operational readiness and PHEP Plan execution in a public health emergency. Budget/Financial Implications: This Grant is to be funded by the MN Department of Health. 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 <u>CEB</u>	Deny _____
Other _____	

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

Minnesota Department of Health

Grant Project Agreement Cover Sheet

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

ATTACHMENT: Grant Project Agreement

CONTACT FOR MDH: Sandra Hanson, (651) 201-3619, sandra.hanson@state.mn.us

Grantee SWIFT Information	Grant Project Agreement Information	Program & Funding Information
Name of MDH Grantee: Chisago County Community Health Board	Grant Project Agreement Number: Enter Agreement Number	MDH Program Name: Emergency Preparedness and Response
Grantee SWIFT Vendor Number: 0000197284 SWIFT Vendor Location Code: 001	Effective Date: 7/1/2024, OR the date all signatures are collected, and the agreement is fully executed, whichever is later. Expiration Date: 6/30/2029	Total State Grant Funds: \$0.00 Total Federal Grant Funds: \$59,613.00 Total Grant Funds (all funds): \$59,613.00

Annual Funding Notification

The Public Health Emergency Preparedness (PHEP) Grant period is July 1, 2024 through June 30, 2029. This Grant Award Cover Sheet includes your grant allocation for Budget Period 1, which ends 6/30/2025. MDH will determine budget allocations annually and notify Grantee prior to each Budget Period.

Notice to Grantee about Federal Funds

You have received a sub-award of federal financial assistance from MDH. Information about the sub-award is being shared with you per [2 CFR § 200.332](#). Please keep a copy of this cover sheet with the grant project agreement.

Grantee Unique Entity Identifier (UEI) Name and Number	UEI Name: Chisago, County of UEI Number: GVHPL2BDV794
Grantee's Approved Indirect Cost Rate for the Grant	10%
Is this award for Research and Development?	☐ Yes ☒ No
Project Description	Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal and Territorial Public Health

Name of Federal Awarding Agency	Centers for Disease Control and Prevention (CDC)
Assistance Listing Name and Number (formerly <i>Catalog of Federal Domestic Assistance</i> , "CFDA")	Assistance Listing Name: Public Health Emergency Preparedness (PHEP) Cooperative Agreement Assistance Listing Number: 93.069

Federal Award Identification Number (FAIN)/ Grantor's Pass-through Number	You can find this in MDH's Notice of Award from the federal awarding agency. If you do not have access to this information, check with your supervisor.
Federal Award Date (Date MDH received federal grant)	You can find this in MDH's Notice of Award from the federal awarding agency. If you do not have access to this information, check with your supervisor.
Total Amount of Federal Award Received by MDH	\$0.00
Amount of funding from this federal award MDH is issuing to Grantee:	\$59,613.00

Minnesota Department of Health

Grant Project Agreement

This Grant Project Agreement, and amendments and supplements, is between the State of Minnesota, acting through its Commissioner of Health (“MDH”) and Chisago County Community Health Board, an independent organization, not an employee of the State of Minnesota, address 313 N. Main St., Rm 239 Center City, MN 55012, (“Grantee”).

Recitals

1. MDH is empowered to enter into this grant project agreement under Minn. Stat. §§ [144.05](#) and [144.0742](#). This preparedness program is authorized under Section 319C-1 of the Public Health Service (PHS) Act (47USC§247d-3a), as amended. If applicable, contingent supplemental emergency response awards are authorized under 317 (a) and 317 (d) of the PHS Act [42 USC § 247b (a) and (d) subject to available funding and other requirements and limitations.
2. MDH and Grantee have entered into Master Grant Contract number 12-700-00064 (“Master Grant Contract”) effective January 1, 2020, or subsequent Master Grant Contracts and amendments and supplements thereto;
3. Grantee represents that it is duly qualified and willing to perform the activities described in accordance with the terms of this grant project agreement. Pursuant to [Minn. Stat. § 16B.98](#), subd 1, Grantee agrees to minimize administrative costs as a condition of this grant project agreement.

Grant Project Agreement

NOW, THEREFORE, it is agreed:

1. Incorporation of Master Grant Contract

All terms and conditions of the Master Grant Contract are hereby incorporated by reference into this grant project agreement.

2. Term of Agreement

2.1. *Effective date*

July 1, 2024, or the date MDH obtains all required signatures under [Minn. Stat. § 16B.98](#), subd. 5(a), whichever is later. Per [Minn. Stat. § 16B.98](#), subd. 7, no payments will be made to the Grantee until this grant project agreement is fully executed. Grantee must not begin work until this grant project agreement is fully executed and MDH’s Authorized Representative has notified Grantee that work may commence.

2.2. *Expiration date*

June 30, 2029, or until all obligations have been fulfilled to the satisfaction of MDH, whichever occurs first, except for the requirements specified in this grant project agreement with completion dates which extend beyond the termination date specified in this sentence.

3. Activities

3.1. *MDH’s Activities.*

MDH activities, in accordance with the Minnesota Department of Administration's Office of Grants Management's policies and federal regulations, may include but are not limited to financial reconciliations, site visits, programmatic monitoring of activities performed, and grant activity evaluation.

3.2. *Grantee's Activities.*

Grantee, who is not a state employee, shall conduct the activities specified in Exhibit A, which is attached and incorporated into this grant agreement.

4. **Award and Payment**

MDH will award funds to Grantee for all activities performed in accordance with this grant project agreement.

4.1. *Grant award.*

Reimbursement will be in accordance with the agreed-upon budget submitted by Grantee to MDH prior to each Budget Period.

4.1.1. Grantee will be notified of their allocated grant award each Budget Period.

4.1.2. Each Budget Period award is available only for the specific Budget Period for which it is awarded.

Funds remaining and not fully expended at the end of each Budget Period will be cancelled and will not be available to the GRANTEE in any subsequent Budget Period. Grantee shall maintain separate accounting records and source documentation for each award; funds may not be comingled.

4.2. *Budget modifications*

Grantee may modify any line item in the most recently agreed-upon budget by up to 10 percent without prior written approval from MDH. Grantee must notify MDH of any modifications up to 10 percent in writing no later than the next invoice. Grantee must obtain prior written approval from MDH for line-item modifications greater than 10 percent. Grantee's failure to obtain MDH's prior approval may result in denial of modification request, loss of funds, or both. The total obligation of MDH for all compensation and reimbursements to Grantee shall not exceed the total obligation listed in the annual award letter provided to Grantee by MDH.

4.3. *Total Obligation.*

The total obligation of MDH for all compensation and reimbursements to Grantee under this grant agreement will not exceed the amount specified in the annual award letter provided to Grantee by MDH.

4.4. *Terms of Payment*

4.4.1. *Invoices.* MDH will promptly pay Grantee after Grantee presents an itemized invoice for the activities actually performed and MDH's Authorized Representative accepts the invoiced activities. Invoices must be submitted at least quarterly or according to a schedule agreed upon by the Parties. The final invoice is due 30 calendar days after the expiration date of the grant agreement.

4.4.2. *Federal Funds.* Payments under this grant project agreement will be made from federal funds obtained by MDH through Title 47, Assistance Listing (formerly known as CFDA) number 93.069 of the Public Health Service (PHS) Act (47 USC § 247D-3a), including public

law and all amendments. The Notice of Grant Award (NGA) number is pending. 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.). 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.

5. **Conditions of Payment**

All activities performed by Grantee pursuant to this grant agreement must be performed in accordance with the terms of this grant agreement, as determined in the sole discretion of MDH's Authorized Representative. Furthermore, all activities performed by Grantee must be in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. MDH will not pay Grantee for work that MDH determines is noncompliant with the terms and conditions of this grant agreement or performed in violation of federal, state, or local law, ordinance, rule, or regulation.

6. **Ownership of Equipment and Supplies**

- 6.1. **Equipment.** "Equipment" is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000. MDH shall have the right to require transfer of all Equipment purchased with grant funds (including title) to MDH or to an eligible non-State party named by MDH. MDH may require the transfer of Equipment if the grant program is transferred to another grantee. At the end of this grant agreement, grantee must contact MDH's Authorized Representative for further instruction regarding the disposition of Equipment.
- 6.2. **Supplies.** "Supplies" is defined as all tangible personal property other than those described in the definition of Equipment. Grantee must notify MDH's Authorized Representative regarding any remaining Supplies with an aggregate market value of \$5,000 or more for further instruction regarding the disposition of those Supplies. For the purpose of this section, Supplies includes but is not limited to computers and incentives.

7. **Authorized Representatives**

7.1. *MDH's Authorized Representative*

MDH's Authorized Representative for purposes of administering this grant project agreement is Sandra Hanson, Public Health Emergency Preparedness Section Manager, MN Department of Health, (651) 201-3619, sandra.hanson@state.mn.us, or their successor, and has the responsibility to monitor Grantee's performance and the final authority to accept the activities performed under this grant project agreement. If the activities performed are satisfactory, MDH's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2. *Grantee's Authorized Representative*

Grantee's Authorized Representative is Courtney Wehrenberg, CHS Administrator, 6133 402nd Street North Branch, MN 55056, 651-213-5217, and Courtney.Wehrenberg@chisagocountymn.gov, or their successor. Grantee's Authorized Representative has full authority to represent Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If Grantee selects a new Authorized Representative at any time during this grant project agreement, Grantee must immediately notify MDH's Authorized Representative.

8. Termination

8.1. *Termination by the MDH or Grantee*

MDH or Grantee may cancel this grant project agreement at any time, with or without cause, upon 30 days' written notice (e.g., by mail, email, or both) to the other party.

8.2. *Termination for Cause*

If Grantee fails to comply with the provisions of this grant project agreement, MDH may terminate this grant project agreement without prejudice to the right of MDH to recover any money previously paid. The termination shall be effective five business days after MDH sends written notice (e.g., mail, email, or both) of termination to Grantee.

8.3. *Termination for Insufficient Funding*

MDH may immediately terminate this grant project agreement if it does not obtain funding from the Minnesota Legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this grant project agreement. Termination must be by written notice to Grantee; e.g., mail, email, or both. MDH is not obligated to pay for any work performed after notice and effective date of the termination. However, Grantee will be entitled to payment, determined on a pro rata basis, for activities satisfactorily performed to the extent that funds are available. MDH will not be assessed any penalty if this grant project agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MDH must provide the Grantee notice of the lack of funding within a reasonable time of MDH receiving notice of the same.

8.4. *Termination by Commissioner of Administration*

The Commissioner of Administration may unilaterally and immediately cancel this grant agreement if, in the Commissioner's sole discretion, further performance does not serve MDH's purposes or is not in the best interests of the State of Minnesota.

9. Publicity

Any publicity given to the program, publications, or activities performed resulting from this grant agreement, including but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for Grantee or its employees individually or jointly with others, or any subgrantees, must identify MDH as the sponsoring agency. If publicity is not specifically authorized under this grant agreement, Grantee must obtain prior written approval from MDH's Authorized Representative. As federal funding is being used for this grant project agreement, the federal program must also be recognized.

10. Clerical Error

Notwithstanding Clause "Assignment, Amendments, Waiver, and Grant Agreement Complete" of this grant agreement, MDH reserves the right to unilaterally fix clerical errors, defined as misspellings, minor grammatical or typographical mistakes or omissions, that do not have a substantive impact on the terms of the Grant Agreement without executing an amendment. MDH must inform Grantee of clerical errors that have been fixed pursuant to this paragraph within a reasonable period of time.

11. Telecommunications Certification

By signing this agreement, Grantee certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, [Pub. L. 115-232](#) (Aug. 13, 2018), and [2 CFR § 200.216](#), Grantee will not use any funding covered by this grant agreement to procure or obtain,

or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses “covered telecommunications equipment or services” (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Grantee will include this certification as a flow down clause in any contract related to this grant agreement.

12. Voter Registration Services Requirement

If this grant agreement will disburse any state funds (as indicated on the Award Cover Sheet); AND Grantee is a local unit of government, city, county, township, or non-profit organization, then Grantee is required to comply with [Minn. Stat. § 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

13. Incentives

When included in the approved Work Plan and or Budget, the following language applies.

13.1. *Handling of Incentives.*

Grantee is required to have policies and procedures in place addressing the purchasing, security, distribution, and asset tracking of incentives. All grantee staff involved in the purchase, distribution, security, and reconciling of incentives must be trained on the grantee’s policies and procedures prior to the grantee placing any order for incentives. Those policies and procedures must, at a minimum, include the following:

13.2. *Separation of duties*

- a) More than one Grantee staff person must be involved in the management and handling of the incentives.
- b) The Grantee staff who authorizes the purchase of incentives must not have sole physical access to the incentives.
- c) The Grantee staff who will have physical access to the incentives cannot have sole access to modify the incentives records.
- d) Handoff of incentive from one person to another must be documented.

13.3. *Distribution of Incentives (incentives may only be used for approved purposes by MDH)*

- a) Only one incentive can be given to an individual per occurrence/event.
- b) Undistributed incentives must always be kept in a secure location. Incentive instruments must never be stored in any personal homes, they must always be securely stored in the grantee’s business space.
- c) Grantee will purchase and have on hand no more than three months’ worth of incentives at any given time. The three months’ worth must be based off the most currently approved workplan. All incentives must be distributed prior to grantee purchasing additional incentives.
- d) Grantee will be responsible for the costs of any incentives that remain undistributed at the end of the grant agreement.
- e) If MDH provided the grantee with the incentives, the return of undistributed incentives to MDH must occur in person with the State’s Authorized Representative within 30 calendar days of the grant expiration date. If in-person return is not possible, the grantee must return undistributed incentives via courier or via US Mail that requires signatures and a tracking number within 30 calendar days of the grant expiration date.
- f) The tracking log must be returned separately from the physical cards. Electronic return is the preferred method for the tracking log.

13.4. *Incentive tracking documentation.*

The tracking documentation the Grantee must maintain must not contain any private data.

The tracking system must record the following:

- a) Number of incentives on hand, including starting balance and any additional incentives purchased.
- b) Description of the incentives
- c) Quantity of incentive(s) distributed to each participant.
- d) The last four digits of any pre-paid card number.
- e) Value/amount
- f) A unique non-identifiable data point for each participant (e.g. case number, file number),
- g) Date participant received incentive(s), and
- h) Signature of Grantee staff member providing incentive(s) to participant(s)

13.5. *Reconciliation.*

At least two different Grantee staff must reconcile the incentives at least quarterly. The Grantee staff conducting the reconciliation must not also be the handlers of the incentives. The reconciliation must include the dates and signature of the two people who perform the reconciliation. Grantee must submit the reconciliation documentation to the State's Authorized Representative no less than two weeks after each reconciliation.

13.6. *Subcontracting/Subgranting.*

The Grantee must communicate and verify that their subcontracts/subgrants will only use incentives for MDH approved purposes. The Grantee will be responsible for monitoring, oversight, and reconciliation of any incentives that its subcontractors or subgrantees purchase and distribute and will include this same language in any of its subgrants or subcontracts that it enters as part of its work for MDH.

13.7. *Lost or stolen incentives.*

The Grantee bears all financial responsibility for any unaccounted for, lost, or stolen incentives.

13.8. *Invoicing.*

If the Grantee purchased the incentives themselves, the Grantee must only invoice MDH for the incentives after they've been distributed.

13.9. *Failure to Comply.*

For grantees who do not have effective written policies and procedures in place before purchasing incentives, MDH reserves the right to withhold payment and or request reimbursement in the amount equal to the unallowable costs. Withheld payments will be released when the grantee provides documentation to MDH that it has written effective policies and procedures in place. Grantees who do not comply with this requirement may be subject to increased monitoring and will be offered technical assistance. MDH also reserves the right to terminate a grant agreement for failure to comply with these requirements.

[Signatures on following page]

APPROVED:

1. State Encumbrance Verification

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

Signature: _____

SWIFT Contract & Initial PO: _____

2. Grantee

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

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____

Signature: 

Title: Chisago County Attorney

Date: 5/29/2024

3. Minnesota Department of Health

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

Signature:
(with delegated authority) _____

Title: _____

Date: _____

Distribution:

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

Exhibit A – Grantee Activities and Responsibilities

Programmatic

- Workplan. Grantee shall complete a detailed workplan of planned activities by each Budget Period. After a workplan is approved, no revisions can be made without MDH approval.
- Grantee shall complete all programmatic duties, assigned by MDH. Programmatic duties for each budget period will be posted electronically at MDH's SharePoint or successor site. The grantee is responsible for all information posted at MDH's SharePoint or successor site. Grantee shall begin performing programmatic duties on July 1 of each year or when the grant project agreement is fully executed, whichever is later. All activities are required to be completed within each individual budget period. The programmatic activities for each budget period are fully incorporated by reference. Grantee shall provide requested programmatic reporting information by the dates provided by MDH.
- Grantee is responsible for actively managing and monitoring each project, program, workplan component, function or activity supported by the award to ensure timely completion and submission of all grant deliverables.
- The Grantee shall provide copies of any plans, annexes, or supporting documentation to MDH or federal funder for review, inspection and evaluation as directed by MDH or federal funder.

Financial

- Budget. Grantee shall create and submit a detailed budget proposal for each budget period by the dates provided by MDH. Any revisions to the original budget must be reviewed and approved by MDH.

Budget Period 1	July 1, 2024 - June 30, 2025	\$
Budget Period 2	July 1, 2025 - June 30, 2026	\$ To Be Determined
Budget Period 3	July 1, 2026 - June 30, 2027	\$ To Be Determined
Budget Period 4	July 1, 2027 - June 30, 2028	\$ To Be Determined
Budget Period 5	July 1, 2028 - June 30, 2029	\$ To Be Determined

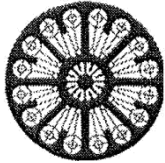
- Travel reimbursement. Grantee must include written justification for travel in their budget proposal. Grantee shall submit the Out-of-State Travel Request for national conferences, trainings and events not conducted by MDH for review in accordance with directions on the form. Travel outside of the United States is prohibited with grant funds.
- Grantee shall appropriately obligate, budget and spend grant funds by the end of each budget period as directed by MDH. Payments under this grant will be made from federal funds obtained by MDH through Title 42 United States Code, of the Public Health Service (PHS) Act as amended. Grantee shall accept sole financial and legal responsibility for any requirements, fines, penalties, or sanctions imposed by the Grantee's failure to comply with any or all applicable federal or state requirements including actions of a sub-grantee or independent contractors paid in whole or in part from grant funds.
- Grantee shall provide requested financial reporting information by the dates provided by MDH.
- Grantee shall maintain separate accounting records and source documentation for each award; funds may not be comingled.
- Grantee shall maintain original source documentation for all grant funds and grant related activities. The Grantee shall ensure that these records will be provided to MDH or federal funder immediately upon request.
- Grantee shall fully participate in site visits, monitoring calls, monitoring visits, technical assistance consultations, operational readiness reviews, technical

assistance planning sessions or reviews, financial and programmatic reviews, evaluations, state scheduled events or exercises, surveys, assessments, conference calls and meetings as requested or required by MDH or federal funding Agency.

- Grantee must submit clear, concise, and complete invoices, general ledgers and supporting documentation as directed by MDH.

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 5
Title of Item for Consideration: Contract between Chisago County and St. Catherine University for the provision of Clinical Field Experiences for Students in Nursing	
Action Requested by: Robert Benson, Director	Department: Health and Human Services
Previous Action on this Matter: None.	
Background: Chisago County Public Health has offered a clinical fieldwork experience for qualified nursing students preparing for nursing careers at St. Catherine's University.	
Attachment(s): - Contract between Chisago County, through Chisago County Health and Human Services and ST Catherine University for the provision of clinical field experiences for students in nursing - EXHIBIT A	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the contract between Chisago County, through Chisago County Health and Human Services and St. Catherine University for the clinical field experiences for students in nursing. The suggested motion is as follows:	
<i>“Move to Approve the Contract between Chisago County, through Chisago County Health and Human Services and St. Catherine University for the clinical field experiences for students in nursing.”</i>	
Implications of Action: Approval of this contract will allow Chisago County and St Catherine University to continue to work cooperatively to offer clinical field experiences for students preparing for nursing careers.	
Budget/Financial Implications: None.	
Legal/Policy Implications: The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____



ST. CATHERINE UNIVERSITY

AGREEMENT FOR FIELDWORK OR SERVICE-LEARNING EXPERIENCE

This Agreement (“Agreement”), effective May 14, 2024 is between ST. CATHERINE UNIVERSITY at 2004 Randolph Avenue, St. Paul, MN 55105 (the "University") and Chisago County by and through Chisago County Public Health at 6133 402nd St, North Branch, MN, 55056, and such affiliated sites/organizations as are identified in writing and approved in advance by the University (the “Facility”).

Students enrolled in educational programs offered by the University are required to participate in one or more field or service learning experiences and the Facility wishes to assist in the provision of such experiences.

Field or service-learning includes instructional experiences which may be called “clinical field experience,” “practicum,” “fieldwork,” “service- learning”, “community engaged learning” or “internship,” by a specific program of the University.

The University and the Facility wish to enter into this Agreement to outline the terms under which students enrolled in the program(s) listed in the attached Exhibit A ("Program(s)") may participate in a field or service-learning experience at the Facility.

Accordingly, the University and the Facility agree as follows:

1. Administration of the Program

The University is responsible for developing the Program’s curriculum, determining prerequisites and eligibility requirements for students to participate in the Program, determining academic credit for participation in the Program, evaluating and grading students’ performance, and otherwise administering the Program. The Facility will designate a liaison to serve as the principal contact person between the Facility and the University concerning the University’s oversight and administration of the Program.

2. Placement of Students

The Facility will allow placement of students into the Program, subject to conditions that include:

- a. The Facility’s liaison and applicable faculty or staff member from the University will confer concerning the placement of students from a specified department of the University into the Program and will agree in writing as to the number of students accepted, starting date, and duration of the experience.
- b. The University, with input from participating students, will furnish the Facility with written objectives for each student’s field or service-learning experience as well as clear guidelines and processes for securing feedback on the student’s performance from the administrator or designee of the Program. The University’s faculty will utilize this feedback as a factor in evaluating students’ progress and success in the Program.

- c. The Facility will provide feedback and reports on students' progress and performance in the Program.

3. Contract Period

This Agreement is effective beginning May 14, 2024 and will renew automatically for succeeding academic years unless either party gives the other written notice on or before August 1 that it will not renew the Agreement for the academic year beginning the following September.

4. Insurance

The parties will maintain the following types of insurance covering each faculty member and student participating in a fieldwork or service-learning experience at the Facility in the Program(s).

- a. The University will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- b. The University will maintain professional/medical malpractice insurance in an amount not less than two million dollars (\$2,000,000) for each claim and four million dollars (\$4,000,000) annual aggregate.
- c. The Facility will maintain general liability insurance in the amount not less than one million dollars (\$1,000,000) for each occurrence and annual aggregate.
- d. The Facility will maintain workers' compensation that covers the students in the Program if required by applicable laws.
- e. Students will carry their own health insurance while enrolled in the health professions programs at St. Catherine University.

5. Supervision

- a. The University's faculty members will plan, oversee, and evaluate student activities as part of the Program and collaborate on each student experience with the Facility's liaison.
- b. The Facility and the University will agree to a fieldwork or service-learning plan that includes the details of supervision, the goals and experiences for students, schedule and hours, access to space or other resources if relevant, and communications among students, the Facility, and the University.
- c. The Facility will designate a contact person for student questions, concerns, support, attendance, and ongoing communication. This person will provide feedback about the students' performance as needed.

6. Orientation and Facility Policies

- a. The Facility will orient students to the Facility and provide students and the University with applicable rules and policies of the Facility that are relevant to the student's experience at the Facility, including the Facility's policies regarding patient or client records, patient confidentiality (if applicable), health and safety rules, infection control, dress codes, and conduct ("Facility Policies"). Students and University faculty (when engaged in activities involving the Facility) shall be subject to Facility Policies.
- b. The Facility may require each student participating in a fieldwork or service-learning experience to acknowledge in writing that s/he agrees to be bound by such rules and policies.
- c. Unless specifically notified by the University to the contrary, transportation to the Facility is not provided by the University and is the responsibility of participating students.

7. Documentation of Health Status

The Facility will identify any health, safety, and orientation requirements of the Facility, such as a background study, immunizations, or specific training for the student. The University will require students participating in the Program to comply with the Facility's health, safety, and orientation requirements.

8. Confidentiality of Health/Client Information

The parties to this Agreement shall comply with applicable federal laws concerning the use and disclosure of individually identifiable health information, including the Health Insurance Portability and Accountability Act and associated regulations (HIPAA). Students shall be instructed by the University prior to beginning a field or service-learning experience at the Facility concerning any information of the Facility's patients or clients that may be subject to HIPAA. For purposes of compliance with HIPAA, students shall be considered part of the Facility's work force as that term is defined in HIPAA to include trainees and students. Students are not considered work force or employees of the Facility for other purposes, including but not limited to tax or employment law purposes. The Facility shall provide training to students participating in the Program regarding information that is subject to HIPAA and the Facility's policies and procedures in complying with HIPAA.

9. Confidentiality of Student Information

The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to protect and ensure the confidentiality of any and all information in its possession regarding the University's students who are engaged in a Program at the Facility pursuant to this Agreement.

10. Nondiscrimination

The parties shall comply with their respective internal policies of nondiscrimination and with the anti-discrimination provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, the Americans with Disabilities Act, Fair Credit Reporting Act, and other applicable federal, state and local laws.

The Facility agrees to cooperate with the University in its investigations of any claims of discrimination or harassment. The Facility shall report to the University any incident involving a student in which violence, sexual misconduct, discrimination, stalking or other illegal or inappropriate behavior occurs or is alleged.

11. Licensure/Legal Compliance

The Facility will maintain all licensure required by applicable law in order to provide services at the Facility, and the Facility will comply with all applicable laws, including without limitation, the Fair Labor Standards Act and the rules and regulations of the U.S. Department of Labor governing the use of unpaid interns volunteers in the private, public and “non-profit” charitable sectors.

12. Responsibility for Care

The Facility will retain responsibility for the care of patients and clients who have contact with the University’s students participating in the Program. The Facility will maintain administrative and professional supervision of students insofar as the presence of the educational program affects the operation of the Facility and/or direct or indirect care of patients and clients. The Facility will provide to the students, to the extent possible, first aid for any injuries or illness that may occur while the student is at the Facility.

13. Right to Terminate Participation

The Facility, in maintaining its standard of care and safety, reserves the right to terminate the participation of any student or instructor from the Facility and to refuse any such person further participation in an experience under this Agreement if such student or instructor fails to adhere to the Facility’s standard of care and safety. The University may request termination of the participation for any student not complying with University guidelines and procedures for the Program or other University academics or disciplinary rules, policies, standards or requirements.

14. Background Studies

Notwithstanding anything herein to the contrary, the University agrees and represents that it will conduct Minnesota Department of Human Services or other background checks required by applicable state law for all Henrietta Schmoll School of Health students; provided, however, that the Facility agrees to advise the University of the background checks required by applicable law for that Facility and agrees to do so sufficiently in advance of the start of the field or service-learning experience so as to enable them to be completed on a timely basis.

Background study clearances will be kept onsite at the University for the time periods required by applicable laws. If copies are needed, the Facility is responsible for obtaining a copy from the student. Both parties agree to protect the confidentiality and properly dispose of such background studies in their possession, all in the manner and as required by applicable laws.

15. Miscellaneous

- a. The University and the Facility shall each bear their own costs associated with this Agreement. The Facility is not obligated to pay the University or students, nor are the University or students obligated to pay the Facility with respect to the client or service-learning experience referenced in this Agreement.
- b. The parties each represent that its policy is to comply with applicable laws, including non-discrimination laws, in carrying its responsibilities under this Agreement.
- c. This Agreement may be amended at any time upon the mutual consent of the parties. All such amendments must be in writing and signed by the authorized representatives of the parties.
- d. In the event that any provision hereof is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement are nonetheless enforceable.
- e. This Agreement and questions arising in connection with it are governed by the laws of the State of Minnesota. Any dispute arising under or in connection with this Agreement shall be resolved in Ramsey County (Minnesota) District Court.
- f. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this Agreement shall not be construed a partnership, joint venture or any other relationship, other than that of independent contractors.

ST. CATHERINE UNIVERSITY

Dated: _____

Tracey Gran
Senior Vice President and Chief Financial Officer

FACILITY

Chisago County Public Health

Dated: _____

Administrator or Designee, Facility/Organization

Printed Name and Title

Reviewed as to Form:



Date 5/29/2024

EXHIBIT A

Agreement for Field or Service-Learning Experience effective May 14, 2024 between ST. CATHERINE UNIVERSITY and Chisago County Public Health

Participating University Program

ASL/English Interpreting
Community Work and Learning
Echocardiography - ECHO
Exercise and Sports Science
Master Health Informatics
Holistic Health Studies
Library and Information Science
Nursing- Certified Nursing Assistant - CNA
Nursing-Informatics
Nursing-RN to BS
Nursing-RN to BA
Nursing – Mental Health
Nursing-MSNEL
Nursing-NP-Adult Gero/Pediatrics
Nursing-Nurse Educator
Nursing-NP
Nursing-DNP
Nutrition and Dietetics
Occupational Therapy Assistant
Occupational Therapy Assistant-Online
Occupational Therapy –MAOT
Occupational Therapy – OTD
Physical Therapist Assistant
Physical Therapy-DPT
Physician Assistant
Public Health/Community Health Worker
Master Public Health
Radiography
Radiation Therapy
Respiratory Care
Social Work-MSW
Social Work-BSW
Sonography

Administrator responsible to executed the attached field or service learning agreement and amendments to its.

University
Tracey Gran
Senior Vice President and Chief Financial Officer

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 6
Title of Item for Consideration: NEXT CHAPTER TECHNOLOGY (NCT) Subscription Services Agreement for 2024	
Action Requested by: Robert Benson, Director	Department: Health and Human Services
Previous Action on this Matter: None.	
Background: NCT will provide an Electronic Document Management System (EDMS) & workflow automation solution for their Chisago County Health and Human Services Child Support Unit. Attachment(s): NCT Subscription Service Agreement for 2024	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the NCT System Subscription Service Agreement for 2024. The suggested motion is as follows: <i>“Move to approve the NCT System Subscription Service Agreement for 2024.”</i>	
Implications of Action: Approval will allow NCT to provide programming to Chisago County in order to enhance the Child Support Departments Caseworks software.	
Budget/Financial Implications: Budgeted levy dollars of \$75,000.00.	
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 <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Subscription and Services Agreement

This Subscription and Services Agreement (this "Agreement") is dated June 15, 2024 (the "Effective Date") and is entered into by and between Next Chapter Technology, Inc. (NCT) located at 7700 Equitable Drive, Suite 200, Eden Prairie, MN ("Licensor") and Chisago County, located at 313 N Main Street, Center City, MN 55012 ("Customer"). This Agreement shall govern Customer's initial purchase on the Effective Date (set forth on Customer's initial Order) as well as any future purchases made by Customer for the Products listed on an Order on a subscription basis (each, a "Subscription"). The term of each Subscription is designated in the applicable Order (each, a "Subscription Term").

As part of each Subscription, Licensor provides the standard support and maintenance services described in Exhibit D attached hereto.

1. **Definitions.** Capitalized terms shall have the meaning defined herein.

Confidential Information means any and all non-public, confidential and proprietary information, furnished by the Disclosing Party or any of its Representatives to the Receiving Party or any of its Representatives, that is marked in writing (including e-mail), or in other tangible form, as "confidential" or "proprietary" or otherwise should be reasonably understood to be confidential from the nature of such information itself and/or the circumstances of such information's disclosure. Confidential Information may include, without limitation, such marked disclosures that relate to patents, patent applications, trade secrets, research, product plans, products, developments, know-how, ideas, inventions, processes, design details, drawings, sketches, models, engineering, software (including source and object code), algorithms, business plans, sales and marketing plans. Any Confidential Information disclosed orally shall be identified as confidential at the time of disclosure and confirmed as "confidential" in writing within thirty (30) days. Notwithstanding the foregoing, Confidential Information shall expressly include the terms of this Agreement (and any Agreement of which it is a part), the Products, Customer Data, the Documentation, and all know-how, techniques, ideas, principles and concepts which underlie any element of the Products or the Documentation and which may be apparent by use, testing or examination.

Customer means the Customer identified on the applicable Order Form.

Customer Data means all information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or a User through the Products.

Documentation means the product documentation made available by Licensor to Customer.

Intellectual Property Rights means any patents, patent rights, design rights, copyrights, database rights, trade secrets, know-how, trademarks, trade names, service marks and other intellectual property embodied therein and all applications and rights to apply for registration or protection rights pertaining thereto, in existence at the date hereof or created in the future.

Order Form means an order form that references this Agreement and has been executed by both parties.

Product(s) means the software product(s) described as the CaseWorks Software (CaseWorks Financial Services, Child Support, METS/MNsure, Social Services, Accounting, and/or Workforce Edition(s); CaseWorks Connect and the CaseWorks Self-Service Portal) to which you acquire the applicable license(s) as listed on an Order Form.

Representatives means as to any person, such person's affiliates and its or their directors, officers, employees, agents, and advisors (including, without limitation, financial advisors, counsel and accountants) bound by a written agreement or other legal obligation to maintain the confidentiality of the Confidential Information disclosed to them as required by the terms of this Agreement.

Third Party means any third party (i) to which Customer provides access to Customer's Product accounts or (ii) for which Customer uses the Products to collect information on the third party's behalf.

Use means to install, execute, and/or display the Products.

User means an individual authorized by Customer to use the Products directly or an individual authorized by Customer to perform code commits into a source control management system. The licensed User quantity is the total number of unique Users of the Products calculated over the course of the entire Subscription Term.

2. **Grant of License.** Subject to all of the terms and conditions of this Agreement, during the Subscription Term, Licensor grants to Customer a non-transferable, non-sublicensable, non-exclusive, limited license to Use the Products specified in an Order Form and for Customer's employees to Use the Products for Customer's own internal use, but only in accordance with (i) the Documentation, (ii) this Agreement, and (iii) the Subscription Term and other restrictions set forth in the applicable Order Form. Customer may use the Products to conduct internal performance testing and benchmarking studies. Customer may only publish or otherwise distribute the results of such studies to third parties if Customer provides a copy of such study to legal@nctinc.com prior to distribution and only if Licensor has reviewed and approved of the methodology, assumptions and other parameters of the study. Customer acknowledges and agrees that, as between Licensor and Customer, Licensor owns all right, title, and interest, including all Intellectual Property Rights, in and to the Products and Documentation, and Licensor shall, notwithstanding any other term of this Agreement, remain the owner of the Products and Documentation. Unless otherwise expressly provided in this Agreement, Customer shall not acquire any proprietary right, title or interest in or to any Intellectual Property Rights in the Products or Documentation. All rights not expressly granted by Licensor herein are reserved.
3. **License Restrictions.** Customer shall not, on its own or through any parent, subsidiary, Affiliate, agent or other third party: (a) sell, lease, license, distribute, sublicense or otherwise transfer in whole or in part, any of the Products or the Documentation to a third party; (b) decompile, disassemble, translate, reverse engineer or otherwise attempt to violate or circumvent any technological use restrictions or derive source code from the Products, in whole or in part, nor will Customer use any mechanical, electronic or other method to trace, decompile, disassemble, or identify the source code of the Products or encourage others to do so; (c) transfer license keys to any other person or entity or allow access to or permit use of the Products by any users other than Users, or any use which violates the technical restrictions of the Products, any additional licensing terms provided by Licensor via the Documentation, or the terms of this Agreement; (d) use the Products to develop, test, host or run and operate applications on behalf of third-parties, without Licensor's written consent; (e) use, post, transmit or introduce any device, software or routine which interferes or attempts to interfere with the operation of the Products; (f) use the Products to provide third-party training; (g) modify or create derivative works based upon the Products, or modify or remove any proprietary notices or markings on or in the Products; (h) mine cryptocurrency using computing resources of the Products or any other Licensor computing resources; (i) load cryptocurrency mining code, scripts or malware into any Products or any other Licensor computing resources, (j) copy, republish, upload, post or transmit the Products in any way, (k) use the Products on a rental or managed services basis or to create a competitive offering, other software, products or technologies, or (l) use the Products for any purposes prohibited by applicable law. Customer agrees not to use or permit use of the Products to display, store, process or transmit any Customer Data that may (i) menace or harass any person or cause damage or injury to any person or property, (ii) involve the publication of any content that is false, defamatory, harassing or obscene, (iii) violate privacy rights or promote bigotry, racism, hatred or harm, (iv) constitute bulk e-mail, "junk mail," "spam" or chain letters, (v) constitute an infringement of Intellectual Property Rights or other proprietary rights; or (vi) otherwise violate applicable laws, ordinances or regulations. If Licensor suspects any breach of the restrictions set forth in this Section 3, including without limitation by Users, Licensor reserves the right to suspend access to the Products without advance notice, in addition to any other remedies Licensor may have at law or equity.
4. **Product Account, Password and Security.** To register for the Products, Customer must complete the registration process by providing accurate information as prompted by the registration form, including Customer's email address (username) and password. Customer will protect its passwords, license files, and take full responsibility for its own use, and third party use, of the Products and related accounts. Customer is solely responsible for any and all activities that occur under Customer's accounts.
5. **Subscription Term and Renewals.** The length of the Subscription Term shall be designated in the Order Form. Unless the Order Form states otherwise, the default Subscription Term shall be twelve months, and each Subscription Term will automatically renew for subsequent twelve-month Subscription Terms unless Customer notifies Licensor of its intent not to renew in writing at least sixty (60) days prior to the end of the Subscription Term. Except as set forth on the applicable Order Form, the rates for any Subscription Term renewals shall be Licensor's then-current Subscription rates.
6. **Payment Terms.** All fees are as set forth in the applicable Order Form and shall be paid by Customer. All payments are non-refundable. Except as set forth on the applicable Order Form, all payments are due in full within thirty (30) days. Licensor may terminate the Agreement for

Customer's failure to pay amounts due within thirty five (35) days of written notice. Interest accrues on outstanding amounts at the rate of 1% per annum or the maximum rate allowed by law. Any outstanding balance becomes immediately due and payable upon termination of this Agreement and any collection expenses (including attorneys' fees) incurred by Licensor will be included in the amount owed by Customer. If Customer is required to pay any withholding tax, charge or levy in respect of any payments due to Licensor hereunder, Customer agrees to gross up payments actually made such that Licensor shall receive sums due hereunder in full and free of any deduction for any such withholding tax, charge or levy. Payments will be made without right of set-off or chargeback. If payment of any fee is overdue, Licensor may suspend provision of the support until such delinquency is corrected.

7. **Software Verification and Audit.** During the Subscription Term Customer will maintain accurate records of use of the Products sufficient to show compliance with the terms of this Agreement. During this period, Licensor will have the right to audit Customer's use of the Products to confirm compliance with the terms of this Agreement. Each audit is subject to reasonable notice by Licensor and will not unreasonably interfere with Customer's business activities. Licensor may conduct no more than one (1) audit in any twelve (12) month period, and only during normal business hours. Customer will reasonably cooperate with Licensor and any third-party auditor and will, without prejudice to other rights of Licensor, address any non-compliance identified by the audit by promptly paying additional fees.

Pursuant to Minnesota statute 16C.05 Subd. 5, the County or any of its duly authorized representatives shall have access to any books, documents, papers and records of NCT which are directly pertinent to the performance of this Agreement for the purpose of making audit, examination, excerpts and transactions to verify compliance with this Agreement.

8. **Confidentiality Obligations.** Unless otherwise agreed to in writing by the party to this Agreement that furnished the Confidential Information ("Disclosing Party"), the party to this Agreement receiving the Confidential Information ("Receiving Party") agrees (a) to keep all Confidential Information in strict confidence and not to disclose or reveal any Confidential Information to any person (other than such Receiving Party's Representatives who (i) are actively and directly involved in providing or receiving products under this Agreement (or the Agreement of which it is a part), and (ii) have a need to know the Confidential Information), and (b) not to use Confidential Information for any purpose other than in connection with fulfilling obligations or exercising rights under this Agreement (or the Agreement of which it is a part). The Receiving Party shall treat all Confidential Information of the Disclosing Party by using the same degree of care, but no less than a reasonable degree of care, as it accords its own Confidential Information. The parties agree to cause their Representatives who receive Confidential Information to observe the requirements applicable to the Receiving Party pursuant to this Agreement with respect to such information, including, but not limited to, the restrictions on use and disclosure of such information contained in this Section 8. Unless otherwise agreed, in advance and in writing, in the event that County or any employee or agent of County suggests any improvements and modifications to the Software, County acknowledges and agrees that, whether such improvements and/or modifications are implemented by NCT in whole or part, it assigns all right, title and interest, including copyrights, patents, trade secrets, and all other intellectual property rights, in any such suggestions, improvements and modifications to NCT without payment or compensation of any kind.
9. **Non-Confidential Information and Permitted Disclosures.** Notwithstanding Section 8, the obligations of the parties set forth herein shall not apply to any information that: was in the public domain at the time it was disclosed or has entered the public domain through no fault of the Receiving Party or any of its Representatives; was known to the Receiving Party free of any obligation of confidentiality before or after the time it was communicated to the Receiving Party by the Disclosing Party; is independently developed by the Receiving Party without use of or reference to the Disclosing Party's Confidential Information; is disclosed with the prior written approval of the Disclosing Party; or is disclosed pursuant to an order or requirement of a court, administrative agency or other governmental body; provided however, that the Receiving Party shall provide prompt written notice of such court order or requirement to the Disclosing Party to enable the Disclosing Party the possibility to seek a protective order or otherwise prevent or restrict such disclosure, and shall use reasonable efforts to cooperate with the Disclosing Party (at the Disclosing Party's expense) to obtain such protective order or other appropriate remedy. In the event that such protective order or other remedy is not obtained, or the Disclosing Party waives compliance in whole or in part, with the terms of this Agreement, the Receiving Party and its Representatives shall use reasonable efforts to disclose only that portion of the Confidential Information that is legally required to be disclosed or is the subject of such waiver, and to ensure

that all Confidential Information that is so disclosed shall be accorded confidential treatment. The terms and obligations pertaining to confidentiality in this Agreement shall survive and remain in full force and effect for a period of three (3) years from the termination or expiration of this Agreement, unless the Disclosing Party expressly agrees in writing to release all or part of its Confidential Information from the restrictions imposed by this Agreement before such period has elapsed.

10. **Services.** If Customer orders professional Services pursuant to an SOW, the following terms shall apply. Customer will cooperate reasonably and in good faith with Licensor in the execution of Services by, without limitation: (i) allocating sufficient resources and timely performing any tasks reasonably necessary to enable Licensor to perform its obligations under each Order; (ii) timely delivering any materials and other obligations specifically required under each Order; (iii) timely responding to Licensor's reasonable inquiries related to the Services; (iv) actively participating in relevant scheduled meetings; (v) providing information, data and feedback that is complete, accurate and timely in all material respects. Customer acknowledges that in the course of performing any Services, Licensor may create software or other works of authorship (collectively "Work Product"). Subject to Customer's rights in Customer Confidential Information, Licensor shall own all right title and interest in such Work Product, including all intellectual property rights therein and thereto. If any Work Product is delivered to Customer pursuant to or in connection with the performance of Services (a "Deliverable"), except for any products made available under a separate license, Licensor grants to Customer an irrevocable, perpetual, nonexclusive, worldwide, royalty-free right and license to use, execute, reproduce, display, perform, distribute (internally and externally), transfer, exploit and make derivative works of any such Deliverables. Subject to Customer's rights in the Customer Confidential Information, Licensor and/or its successors and assigns shall be considered, forever and for all purposes throughout the universe, the author of the Work Product and the sole copyright owner thereof, and the owner of any rights therein, whether or not copyrightable, all proceeds derived therefrom.

11. **Indemnification.**

- a. Intellectual Property Infringement Indemnification. Licensor shall defend, indemnify and hold harmless the Customer, its directors, officers, employees, affiliates and agents at NCT's expense from and against any suit, claim, action or proceeding brought against Customer by a third party that is not a party to this Agreement or an affiliate of a party to this Agreement ("Third Party Claim") alleging that the Products as provided by Licensor infringes upon a United States or Canadian patent, copyright, trademark or trade secret of that third party, subject to the procedures set forth in subsection 11(c). For the avoidance of doubt, under the foregoing indemnity Licensor will, where applicable, pay any damages and costs awarded against Customer by final judgment of a court, or the amount of any agreed settlement regarding any such Third Party Claim. Licensor shall have no liability for settlements, obligations or costs incurred without its prior written consent. Should Customer's use of the alleged infringing Product be enjoined, or in the event that Licensor desires to minimize its potential liability hereunder, Licensor will, at its option and expense, (a) substitute non-infringing Product with functionality which is substantially similar to that of the allegedly infringing Product; (b) modify the infringing Product so that it no longer infringes but its functionality remains substantially equivalent; or (c) obtain for Customer the right to continue use of such Product. If, in Licensor's sole discretion, none of options set forth in the foregoing sentence is commercially reasonable, Licensor will terminate this Agreement respect to the allegedly infringing Product(s) and refund to Customer on a pro-rated basis, any pre-paid fees for the allegedly infringing Product(s). Licensor shall have no obligation to defend and indemnify any Third Party Claim to the extent the claim alleges: (i) any combination by Customer of equipment, processes, content or software with Licensor's Product, if such claim would have been avoided but for such combination; (ii) modification of the Product(s) by a party other than Licensor, if such claim would not have occurred but for such modification; or (iii) Customer's failure to use updated or modified product which is provided by Licensor at no cost to Customer to avoid or cure such claim, after notice by Licensor to Customer of the availability of such updated or modified product. The foregoing states the entire liability and obligations of Licensor and Customer's sole remedy for infringement, alleged infringement, or any breach of warranty of non-infringement, express or implied.
- b. General Indemnity. Each of Customer and Licensor, at their own expense, will indemnify, defend, and hold harmless the other party, its subsidiaries, affiliates and assigns, and its and their respective directors, officers, employees, and agents (each, an "Indemnitee") from and against any Third Party Claims (including reasonable attorney's fees and expenses arising therefrom) relating to or incurred in connection with any arising out of or related to the

Indemnifying Party's actual or alleged: (a) breach of its obligations under this Agreement; or (b) its Gross Negligence. "Gross Negligence" means a blatant violation of a legal duty with respect of the rights of others, being a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both. Gross negligence involves conduct that is extreme, when compared with ordinary negligence. A mere failure to exercise reasonable care shall not be a gross negligence.

- C. Procedure.** In the event a party seeks indemnity under this Section 11, as the case may be (the "Indemnified Party"), the Indemnified Party will give prompt written notice to the other party (the "Indemnifying Party") of the claim against which it seeks to be indemnified. (The failure by an Indemnified Party to give such notice will not relieve the Indemnifying Party of its obligations under this Section 11, except to the extent, if any, that the Indemnifying Party is materially prejudiced by such failure or delay.) The Indemnified Party will allow the Indemnifying Party to direct the defense and settlement of any such claim, with counsel of the Indemnifying Party's choosing, and will provide the Indemnifying Party, at the Indemnifying Party's sole cost and expense, with information and assistance that are reasonably necessary for the defense and settlement of the claim. The Indemnified Party will have the right to retain separate counsel and to participate in (but not control) any such action, but the fees and expenses of such counsel will be at the expense of the Indemnified Party unless: (a) the retention of counsel by the Indemnified Party has been authorized in writing by the Indemnifying Party; (b) the Indemnified Party has been advised by its counsel in writing that there is a conflict of interest between the Indemnifying Party and the Indemnified Party in the conduct of the defense of the action, in which case the Indemnifying Party will not have the right to direct the defense of the action on behalf of the Indemnified Party unless it is able to engage counsel who is not subject to so conflicted); or (c) the Indemnifying Party has not in fact retained counsel to assume the defense of the action within a reasonable period of time following receipt of the notice given pursuant to this paragraph, in each of which cases the fees and expenses of such counsel will be at the expense of the Indemnifying Party. The Indemnifying Party shall have the right to settle any such claim without the consent of the Indemnified Party only so long as such settlement does not admit to any wrongdoing by any Indemnified Party, does not impose any liability or obligation (whether financial or otherwise) on any Indemnified Party and fully releases all Indemnified Parties from liability in connection with such claim. The Indemnifying Party will not be liable for any settlement of an action effected without written consent of its duly authorized representative (which consent will not be unreasonably withheld or delayed). No Indemnifying Party will consent to the entry of any judgment or enter into any settlement that does not include as an unconditional term thereof the giving by the claimant or plaintiff to the Indemnified Party a release from all liability with respect to the claim.
12. **Third Parties.** Customer shall not use the Products on behalf of a Third Party. This Agreement benefits solely Licensor and Customer, and their respective permitted successors and assigns, and nothing in this Agreement, express or implied, confers on any other person or party any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
13. **Termination.** This Agreement (and any applicable Order Form) and the licenses and access granted hereunder may be terminated by either party upon written notice if the other party has materially breached this Agreement (or any Order Form) and failed to cure such breach within thirty (30) days written notice from the non-breaching party. In no event will termination relieve Customer of the obligation to pay any fees due to Licensor under this Agreement.
14. **Effect of Termination.** All licenses will terminate immediately upon termination of this Agreement. Upon expiration or termination of a Subscription Term, the license to the applicable Product granted in Section 2 of this Agreement shall terminate immediately, and Customer shall immediately cease use of all such Products and Documentation. During the thirty (30) days following termination and subject to the payment of all fees owed under this Agreement, Licensor will make Customer's Data available for export and download by Customer. In no event will termination relieve Customer of the obligation to pay any fees due to Licensor under this Agreement.
15. **Warranty Disclaimer.** EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, THE PRODUCTS, SERVICES, AND SUPPORT ARE PROVIDED "AS IS." LICENSOR DOES NOT WARRANT THAT THE PRODUCTS, SERVICES AND SUPPORT PROVIDED TO CUSTOMER UNDER THIS AGREEMENT WILL OPERATE UNINTERRUPTED, THAT THEY WILL BE FREE FROM DEFECTS, OR THAT THE PRODUCTS ARE DESIGNED TO MEET CUSTOMER'S BUSINESS REQUIREMENTS. LICENSOR DOES NOT MAKE ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING BUT NOT LIMITED TO

IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT.

16. **LIMITATION OF REMEDIES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY LOSS OF USE, LOST DATA, FAILURE OF SECURITY MECHANISMS, INTERRUPTION OF BUSINESS, OR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, GOODWILL) ARISING FROM THIS AGREEMENT, WHETHER UNDER THEORY OF CONTRACT, TORT, INCLUDING NEGLIGENCE, OR OTHERWISE, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES IN ADVANCE.
17. **LIMITATION OF LIABILITY.** LICENSOR'S TOTAL AGGREGATE LIABILITY FOR CLAIMS ARISING HEREUNDER SHALL BE LIMITED TO DIRECT DAMAGES CAUSED BY LICENSOR IN AN AMOUNT NOT TO EXCEED THE AMOUNT PAID BY CUSTOMER TO LICENSOR DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE DATE OF THE CLAIM GIVING RISE TO THE CAUSE OF ACTION. The provisions of this Section allocate risks under this Agreement between Customer and Licensor. Licensor's fees for the Subscriptions reflect this allocation of risks and limitation of liability.
18. **STATUTE OF LIMITATIONS; JURY WAIVER.** NEITHER PARTY SHALL BRING ANY CLAIM BASED ON THE SUBSCRIPTIONS OR SUPPORT PROVIDED HEREUNDER MORE THAN TWELVE (12) MONTHS AFTER THE CAUSE OF ACTION ACCRUES. BOTH PARTIES HEREBY IRREVOCABLY WAIVE ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATED TO THIS AGREEMENT.
19. **Marketing Support.** Customer agrees that Licensor may publish a brief description of its relationship with Customer as a licensee of the Products or Licensor customer, including by identifying Customer and using Customer's name or logo, on any of Licensor's websites, client lists, press releases, or other marketing materials.
20. **Compliance with Laws.** The parties shall abide by applicable federal, state or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This shall include obtaining all licenses, permits or other rights required for the provision of services contemplated by this agreement. During the performance of this agreement, Licensor agrees that no person shall, on the grounds of race, color, religion, age, sex, disability, marital status, status with regard to public assistance, criminal record, familial status, sexual orientation, creed or national origin be excluded from full employment rights or be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination. Specifically, Licensor agrees: (i) that, in the hiring of common or skilled labor for the performance of work under this Agreement or any subcontract, no contractor, material supplier, or vendor shall by reason of race, color, religion, age, sex, disability, marital status, status with regard to public assistance, criminal record, familial status, sexual orientation, creed or national origin discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (ii) that no contractor, material supplier or vendor shall, in any manner, discriminate against or intimidate or prevent the employment of such person or persons identified in this clause (i), or on being hired, prevent or conspire to prevent the persons or persons from the performance of work under any contract on account of race, color, religion, age, sex, disability, marital status, status with regard to public assistance, criminal record, familial status, sexual orientation, creed or national origin; (iii) that a violation of clause i. or ii. is a misdemeanor; and (iv) this Agreement may be cancelled or terminated by the County and all money due or to become due may be forfeited for a second or any subsequent violation of this Agreement.
21. **Data Privacy and Security.** In collecting, storing, using and disseminating data on individuals in the course of providing services hereunder, Licensor agrees to abide by all applicable state and federal statutes, rules and regulation covering data privacy under which Customer is obligated, including but not limited to HIPAA, the Minnesota Data Practices Act and all rules promulgated pursuant thereto by the Commissioner of the Department of Administration and shall not release any such data in a manner which would be prohibited to the Customer.
22. **Amendments; Waivers.** No supplement, modification, or amendment of the terms of this Agreement shall be binding, unless executed in writing by a duly authorized representative of each party to this Agreement. No waiver will be implied from conduct or failure to enforce or exercise rights under this Agreement, nor will any waiver be effective unless in a writing signed by a duly authorized representative on behalf of the party claimed to have waived. No provision of any purchase order or other form employed or provided by Customer will supersede the terms and

conditions of this Agreement, and any such document relating to this Agreement shall be for administrative purposes only and shall have no legal effect.

23. **Entire Agreement.** This Agreement, together with any other documents incorporated by reference and all related Appendices, Exhibits, Order Forms, and Statements of Work , as applicable, constitutes the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements and communications relating to the Products subscription, unless such terms and conditions are expressly stated as an amendment to this Agreement and duly signed on behalf of both parties. In the event of any inconsistency between the statements made in the body of this Agreement, the related Appendices, Exhibits, Order Forms, Statements of Work and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; (ii) second, the Appendices, Exhibits, Order Forms, Statements of Work attached to or incorporated into this Agreement as of the Effective Date; and (iii) third, any other documents incorporated herein by reference.
24. **Force Majeure.** Neither party shall be liable to the other for any delay or failure to perform any obligation under this Agreement (except for a failure to pay fees) if the delay or failure is due to events which are beyond the reasonable control of such party, including but not limited to any strike, blockade, war, epidemic, pandemic, act of terrorism, riot, natural disaster, failure or diminishment of power or of telecommunications or data networks or services, or refusal of approval of a license by a government agency.
25. **Assignment.** Neither party may assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party, which shall not be unreasonably withheld, delayed or conditioned and any such assignment in violation of this Section 25 shall be void, except that the transfer of this Agreement or rights granted hereunder to a successor entity in the event of a merger, corporate reorganization, or acquisition shall not constitute an assignment for purposes of this Section 25. This Agreement shall inure to the benefit of and be binding upon the parties hereto, and their permitted successors and permitted assigns.
26. **Subcontractors.** Licensor shall not employ any subcontractor to perform any services in the scope of this Agreement, unless said subcontractor is approved in writing by the Customer. Any such subcontractor shall be paid by Licensor.
27. **Independent Contractor.** Licensor is an independent contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between the Customer and Licensor or Licensor agents, servants or employees. Licensor shall at all times be free to exercise initiative, judgment, and discretion as to how to best perform or provide services. Licensor acknowledges and agrees that Licensor, Licensor's agents, servants and employees, are not entitled to receive any of the benefits received by Customer's employees and is not eligible for workers' or unemployment compensation benefits. Licensor also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due Licensor and that it is Licensor's sole obligation to comply with applicable provisions of all federal and state tax laws.
28. **No Agency.** The relationship between Licensor and the Customer shall not be that of partners or agents of one another or considered a joint venture, and nothing contained in this Agreement shall be deemed to constitute a partnership or agency agreement between them. Neither party shall have the authority to assume or create any obligation on behalf of, in the name of, or binding upon the other party.
29. **Governing Law, Venue, and Arbitration.** This Agreement shall be governed by the laws of the State of Minnesota and the United States without regard to conflicts of laws provisions thereof, and without regard to the United Nations Convention on the International Sale of Goods or the Uniform Computer Information Transactions Act (UCITA). Any controversy or claim arising out of or relating to this Agreement shall be determined by final and binding arbitration administered by JAMS under its Comprehensive Arbitration Rules and Procedures or its Streamlined Arbitration Rules & Procedures ("Rules"). The award rendered by the arbitrator shall be final, non-reviewable, non-appealable, and binding on the parties and may be entered and enforced in any court having jurisdiction. There shall be one arbitrator agreed to by the parties within twenty (20) days of receipt by respondent of the request for arbitration or in default thereof appointed by the JAMS in accordance with its Rules. The seat or place of arbitration shall be Cambridge, Minnesota. The arbitration shall be conducted, and the award shall be rendered, in the English language. Except as may be required by law, neither a party nor the arbitrator may disclose the existence, content or results of any arbitration without the prior written consent of both parties, unless to protect or pursue a legal right. The arbitrator will have no authority to award damages exceeding the amount identified in Section 18 of this Agreement, Limitation of Liability.

30. **Authorized Representative.** Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this agreement or in a modification of this Agreement.

Next Chapter Technology, Inc.:

Cathy Wassenaar, CEO
7700 Equitable Drive, Suite 200,
Eden Prairie, MN 55344

Customer: Chisago County:

Robert Benson, Director - Health & Human Services
313 N Main Street
Center City, MN 55012

31. **Survival.** Sections 15 (Warranty Disclaimer), 16 (Limitation of Remedies), 17 (Limitation of Liability), 18 (Statute of Limitations; Jury Waiver), and Section 29 (Governing Law, Venue, and Arbitration) shall survive any termination or expiration of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed this Subscription and Services Agreement as of the Effective Date.

Customer: Chisago County

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Next Chapter Technology, Inc.

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Customer's attorney -
Reviewed Agreement as to Form:



Chisago County Attorney - Janet Reiter Date 5/29/2024

Exhibit A

Statement of Work

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Document Overview

The objective of this document is to record project goals, in scope and out of scope activities, roles and responsibilities, and assumptions for implementing the Caseworks Software, Child Support Edition solution within Chisago County Health & Human Services, specifically the Child Support Unit.

Project Overview

The County is seeking to implement an Electronic Document Management System (EDMS) & workflow automation solution for their Child Support Unit. The Caseworks Software integrates back office data from the County's case management System of Record with SharePoint collaboration technologies – combining them with the County's business processes to create a productivity solution that transforms the way the aforementioned units complete their work.

The overall Project Process is summarized below:



Project Goals

Goal 1: Implement an Electronic Document Management System that supports today's Programs and Services, is flexible to support future changes in State and Federal programs; and facilitates productivity gains in order to handle (some, not all) increases in case growth in the County's Child Support Unit.

Goal 2: Implement an Electronic Document Management System which serves as a catalyst to streamline business process, improves the sharing and the security of the electronic document across all locations, and improve compliance within the County's Child Support Unit.

Goal 3: Provide an Electronic Document Management System which will significantly reduce manual processing of paper (copying, handling, searching, and filing) by capturing the paper at the point of initial contact with the document; and by providing the capability to route, store, and retrieve the electronic documents after capture.

Goal 4: Provide an Electronic Document Management System which greatly improves the Worker's efficiency and effectiveness in the handling of their tasks; ultimately resulting in improved Customer Service.

Goal 5: Provide an intuitive, easy to use, and "friendly" Electronic Document Management System which greatly improves the employee experience resulting in improved employee morale and retention.

Goal 6: Provide application software and hardware which leverages the investment in the County's technology platforms standards.

Project Assumptions

- Prism is the Case Management System and the "System of Record" for Child Support
- CaseWorks is hosted by NCT in AZURE GovCloud for all editions
- A Quality Assurance Team will be identified to assist in Discovery, Process Reviews, and QA Reviews (CSE)
- A "Hybrid" Model will be implemented (support for Team and Individual Case Management models)
- County business process will change to align with the application software features and workflows
- Workflows based on other MN County EDMS implementations
- Chisago County will utilize the "local" forms already in CaseWorks, as much as possible
- Documents can be migrated from the current document management system (Cost estimate for NCT Migration Services is included, however, **cost estimate for 3rd Party extract from legacy system is not** included in this model)
- Network infrastructure in place to support EDMS (e.g., Bandwidth, Connectivity, User Security, etc.)
- Off-site workers are fully supported, both during implementation and after Go Live
- All Status Meetings, Process & Forms Reviews, Training, and Support will be accomplished virtually

Project Deliverables

- When completed, the County's Health & Human Services Department will have a fully implemented and supported CaseWorks Edition operational in their Child Support Unit. This includes CaseWorks - Child Support Edition.
- Business Process Review and Business Process Documents
- Document Management Solution that supports:
 - Prism Case Documents
 - Prism Person Documents
 - Scanning Solution
 - Electronic Forms Management Solution
 - Resident Portal with Identity Management
 - County Attorney Features and Support (Child Support)
 - Court Appearances Support (Child Support)
 - E-Filing Support (Child Support)
 - Privileged Case Management
 - Support for automated Record Retention Process
 - Capture Solution (Print2CaseWorks)
 - CaseWorks Archiving
- Implementation Team
- Virtual Training and Go Live Support
- Virtual Refresher Training
- Ongoing support includes:
 - Help Desk Support (Tickets and/or Phone Calls)
 - Break/Fix Support
 - Feature Enhancements
 - Forms Maintenance
 - New User Training – (Quarterly)
 - Knowledge base
 - Training Video Library
 - User Group

In Scope Activities

Activity	Description
Project Management	• Create and maintain project plan, including tracking timeline and task completion • Coordinate resources and activities • Review and manage NCT Professional Services budget • Facilitate the Weekly Status Meeting with Project Team to provide updates on next step tasks, current topics, scheduling, and overall project status.
Business Process Review	• Facilitate the Review of the current manual process • Document the new process representing the business processes after CaseWorks Software Go Live
System Install and Configuration	• Install and Configure CaseWorks Software Edition CSE) – Insertion of existing state and local forms – Implementation of the forms management solution – Setting up the users and DocBoxes – Establishing the workflow activities within the system – Initiating the document management capabilities – Integrating the scanning solution – Initiating the Web Services with the State systems – Setting up email integration – Implement Resident Self-Service Portal • Support any uniqueness uncovered during Discovery • Add County Specific Forms uncovered during Discovery (County agrees to use other agency forms already in CaseWorks as much as possible)
Solution Deployment	• Conduct Quality Assurance Review – Provide a QA Review for the Quality Assurance Team to ensure that CaseWorks is functioning as expected, based on Discovery and Planning – Resolve issues (within project scope) identified during the QA Review
Training	• Training – Provide Training Materials – Conduct Virtual End User Training • Provide virtual training to Read-only users • Provide virtual ongoing training during go live week
Documentation	• End user documentation • Administrator documentation
Migration - Load	• Load data & document extract from legacy system. (NOTE: NCT does NOT prepare the data & document extract)

Out of Scope Activities

Activity	Description
Migration - Data Extract	• Work outlined in this SOW does not include data extract from existing or legacy systems,
3 rd Party integrations	• Integration efforts with solutions <i>other than SMI</i> are considered out of scope.
Other Divisions and Departments	• Activities related to the implementation of Caseworks Software – CSE other than Health & Human Services is considered out of scope.

Roles and Responsibilities

Common roles and responsibilities are defined so every resource will understand what is expected of them on this project. Upon joining the project, a resource will be assigned one or more of the following roles. Resources that have been assigned multiple roles are expected to meet all the responsibilities for those roles.

NCT Engagement Manager (Dani Gorman)

The Engagement Manager provides high-level oversight and guidance to the Project Team to ensure that the project meets overall schedule and cost objectives.

NCT Project Manager (TBD)

The Overall Project Manager is the individual responsible for the project implementation and will manage the day-to-day activities of the project for Chisago County, as well as for NCT activities.

County Project Manager (TBD)

The Project Manager will assist in the management of internal tasks and resources to ensure a successful implementation of the Caseworks Software Child Support Edition solution.

NCT Technical Architect/Lead (Clayton Ostler)

The NCT Technical Architect is the individual responsible for the design, configuration, and installation of the Caseworks Software –, Child Support Edition solution.

Project Sponsor (Robert Benson)

The Project Sponsor provides high-level oversight and guidance for the project to ensure that the project solution meets overall schedule and cost objectives.

Quality Assurance Team (TBD)

The Quality Assurance team provides ongoing business expertise and insight on business processes, including input/feedback on current business processes. For the purpose of this project, this group is referred to as the Quality Assurance Team.

Information Technology Subject Matter Experts – Hardware/OS, Desktop, LAN Admin (TBD)

Information Technology Subject Matter Experts/Resources provide initial and ongoing technical expertise. They will provide technical insight and serve as the liaison between NCT and County IT resources.

Exhibit B

Insurance Requirements

Next Chapter Technology (NCT) shall not commence work under the Contract until it has obtained at its own cost and expense all insurance requirements herein. All insurance coverage is subject to approval of County and shall be maintained by NCT until final completion of the work.

- A. Comprehensive General Liability: Coverage shall have minimum limits of \$1,500,000 per occurrence; \$3,000,000 aggregate, Combined Single Limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations (if applicable); Contractual Liability; "XCU." Hazard Liability (if applicable); Personal Injury Liability, and Aircraft and Watercraft Liability (if applicable).
- B. Commercial Auto Liability: Coverage shall have minimum limits of \$1,500,000 per occurrence; \$3,000,000 aggregate, Combined Single Limit for Bodily Injury Liability and Property Damage.
- C. Liability: This shall include: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership.
- D. Professional Liability: Coverage shall have minimum limits of \$1,500,000 per occurrence; \$3,000,000 aggregate.
- E. Special Requirements: County is to be included as an **Additional Insured** on both the Comprehensive General Liability and Commercial Auto Liability Policies.

Current, valid insurance policies meeting the requirements herein identified shall be filed with County before NCT commences a project and maintained during the named project's duration. Renewal Certificates shall be sent to County within thirty (30) days prior to any expiration date. There shall also be a thirty (30) days notification to County in the event of cancellation or modification of any stipulated insurance coverage.

It shall be the responsibility of NCT to insure that any and all subcontracts comply with the same insurance requirements that NCT is required to meet.

Exhibit C

Project Schedule

Child Support Edition (CSE)

Task No.	Task	Resources	Start Date	End Date	Comment
1	Pre-planning - Kick-off Meeting	Both	6/24/2024	6/28/2024	Coordinate project schedule; kickoff planning
2	Project Management/Weekly Status Meetings	NCT	TBD	TBD	Once infrastructure tasks completed, IT need only attend as requested
3	All Team - Kick-off Meeting	Both	7/8/2024	7/12/2024	Communicate project plan; key dates; sneak peek demo of CW
4	Migration Mapping	Both	TBD	TBD	
5	Technical Review	Both	TBD	TBD	
6	User Matrix	Both	TBD	TBD	
7	Forms Review	Both	TBD	TBD	
8	Server Hardware & OS Software Review & Setup	Both	TBD	TBD	
9	Create Local Forms	NCT	TBD	TBD	
10	Establish SMI data connection	NCT	TBD	TBD	Prism
11	Data Integration	NCT	TBD	TBD	
12	Application Software Set-up & Configuration	NCT	TBD	TBD	
13	Workstation Setup (Users)	County	TBD	TBD	Workstation setup for all CSE users
14	Business Process Reviews and Documentation	Both	TBD	TBD	
15	Identify & Review AutoSend Copy List	County	TBD	TBD	
16	Application Software Configuration	NCT	TBD	TBD	
17	Quality Assurance Review - Internal	NCT	TBD	TBD	
18	End User Access Sessions	Both	TBD	TBD	
19	Request 2nd PRISM download	County	TBD	TBD	
20	Quality Assurance Review - External	Both	TBD	TBD	Utilize Quality Assurance Team
21	End User Training	NCT	9/30/2025	10/4/2025	Multiple session offerings; total 1.5 days training for all users
22	Go Live	Both	10/7/2025	10/7/2025	
23	Post Go Live Support	NCT	10/7/2025	10/11/2025	
24	Migration	NCT	TBD	TBD	

Exhibit D

Software Support Agreement

Definitions: As used in this Agreement, the following terms shall have the following meanings:

- a. "Documentation" shall mean the written or electronic materials provided with CaseWorks Software, provided by Licensor.
- b. "CaseWorks Software (Financial Services, Child Support, METS/MNsure, Social Services, Accounting, and/or Workforce Edition)" or "CaseWorks Connect" or "CaseWorks Portal" or "CaseWorks Software" or "Software" shall mean the components of the Licensor Product as described in the Agreement.
- c. "Designated Representatives" shall mean the Customer employee(s) who is trained and continues to keep updated with the ongoing product details of the CaseWorks Software.
- d. "Error" shall mean material failure of the CaseWorks Software to conform substantially to its functional specifications described in its user documentation which failure is repeatable, reproducible and caused by the CaseWorks Software.

All other terms used herein shall be as defined in the Agreement.

1. Services Provided. Licensor will provide software support services as set forth in this Exhibit D. All software support services shall be provided on a remote basis unless specific arrangements are made for on-site support as described in Section 3(d) herein below. The Customer's right and ability to receive software support services is based on Customer's ability to access the Licensor CaseWorks Software and the servers on which it runs, via a secure Internet connection.
 - a. Telephone Support. Telephone assistance for the Licensor's Products will be available Monday through Friday (except County holidays as identified on the County website) between the hours of 8:00 a.m. and 5:00 p.m., Central Time. Requests for support outside normal support hours may be made by requesting that support on the Licensor support number, or by sending an email to Licensor. Licensor will use commercially reasonable efforts to respond to requests for Product support services outside of normal hours within eight (8) business hours of its actual receipt and knowledge of such voice mail or email. After hour support for non-critical issues will be provided for an additional cost calculated at Licensor's then-current hourly rate (presently \$150 per hour).
 - b. Error Corrections. Licensor will use commercially reasonable efforts to correct any Errors in the CaseWorks Software, replace the CaseWorks Software with functionally equivalent software, or provide a work-around or patch for the portion of the CaseWorks Software containing or causing the Errors, hereinafter "Error Corrections". Error Corrections will be made in the manner provided for in 3(a) above. Error Corrections will be deemed part of the Products licensed under the Agreement, and shall be provided subject to the terms and conditions contained in such Agreement.
 - c. Updates. From time to time during the term of the Software Support Agreement, Licensor may provide the Customer with enhancements to or fixes of the existing version of the Products and related Documentation (hereinafter "Updates"), which are released by Licensor as part of the Licensor support program. Any such Updates will be provided at no additional charge to the Customer who are then-receiving continuous software support services at time the Update is released and are not in default hereunder or under the Agreement. All Updates will be deemed part of the Products licensed under the Agreement, and shall be provided subject to the terms and conditions contained in such Agreement. Nothing herein shall be construed as requiring Licensor to provide enhancements, versions, or updates that are generally not made available free of charge to all other clients of Licensor.
 - d. Online Support Options. Online support documentation is available on a 24 hours-a-day, 7 days-a-week basis. The information available online will, at Licensor's option, include, timesaving technical tips, online support, a download library of Updates, and Documentation associated with the Products.

- e. Response Levels. Licensor will respond to service related incidents and/or requests for support relating to Errors submitted by the Customer within the following timeframes:
 - i. 0-8 business hours (during business hours for issues classified as Severity 1 priority.
 - ii. Within 16 business hours (2 working days) for issues classified as Severity 2 priority.
 - iii. Within 40 business hours (5 working days) for issues classified as Severity 3 priority.
2. Severity Definitions & Resolution Times.
- a. Severity 1: Due to Errors, CaseWorks is completely unavailable for all critical business units, or greater than 75 percent of all production users. Only a production incident can be classified this severely. Licensor will use commercially reasonable efforts to resolve Severity 1 issues within 8 business hours. If a Severity 1 Error will take longer than 8 business hours to correct, Customer shall be notified of the proposed Error Correction and Error Correction completion time within 8 business hours.
 - b. Severity 2: Due to Errors, the supported solution is intermittently unavailable for all users, or there is serious performance degradation to the point where the system is unusable. A critical module is unavailable or over 50 percent of all end users are experiencing the same symptoms. Single user issues can be escalated to this severity if the issue is preventing a critical business function. Only a production incident can be classified this severely. Licensor will use commercially reasonable efforts to resolve Severity 2 issues within 16 business hours. If a Severity 2 Error will take longer than 16 business hours to correct, Customer shall be notified of the proposed Error Correction and Error Correction completion time within 16 business hours.
 - c. Severity 3: Due to Errors, CaseWorks is experiencing minor to moderate issues. Single user issues can be escalated to this severity if it is preventing a critical business function at the Customer. A Severity 1 or 2 issues could be downgraded to this severity if a temporary work-around is available. Customer will use commercially reasonable efforts to resolve Severity 3 issues within 40 business hours
3. Limitations. Software support services shall not apply to the following:
- a. New Products. Any product or module, which is designated by Licensor as a new product, will not be included in software support services. Where Licensor makes a new product available, the Customer may obtain such product from Licensor pursuant to its regular purchasing practices. Upon purchasing the new product, the Customer already obtaining software support services may extend those software support services to the new product by paying an additional mutually agreed upon fee, at the then-current fees, for such new product software support services. All additional software support services will be provided pursuant to the terms hereof.
 - b. Obsolete NCT Software. A version of a Product will be deemed obsolete one hundred twenty (120) days following receipt by the Customer of a new update superseding the prior version of the Product. Licensor will not support obsolete versions of the Products provided, however, that if installation of the new version requires the Customer to pay a new license purchase price, the Customer may choose not to purchase the new version and shall receive support through the end of the current support agreement period. In no event, however, shall Licensor be required to support an obsolete version of the Product for more than twelve (12) months from the date of release of an Update superseding the prior version of the Product.
 - c. Misuse. Licensor will not provide software support services with respect to problems with the Product or other product which results from any negligent conduct or misuse by the Customer, its employees or agents, or any other third party or for any reason beyond Licensor's control, including without limitation,
 - i. damage caused by accidents, abuse, neglect, relocation or other movement;
 - ii. services which are performed by other than by Licensor;
 - iii. a failure to maintain proper environmental conditions, including malfunction or modification of the Customer's systems or failure of the Customer to maintain the required configuration environment (i.e., memory disk capacity, operating system revision level, prerequisite items) specified in the Documentation or to supply adequate backups; or
 - iv. a failure to use the Product in accordance with the applicable Documentation.

In addition to the specific examples identified above "misuse" shall also include any use of the product in violation of the requirements of the Agreement.
 - d. On Site Support. All software support services will be provided remotely via an online connection. Software support services, including all diagnostic and remedial assistance at the Customer facilities or other remote locations is not included within the software support services provided hereunder. Such diagnostic and remedial assistance at the Customer facilities or other remote

locations may be obtained by the Customer by purchasing separate consulting services from Licensor at Licensor's then-existing rates, plus expenses.

- e. Network. The Customer shall take full responsibility for all maintenance and support of any network linked to the CPU containing the Product.
- f. Reporting. The Customer shall keep an accurate event log showing the incident of trouble, the action taken by the Customer personnel with respect to the incident, as well as report of trouble by the Customer to Licensor. Upon request by Licensor, the Customer shall provide a report to Licensor relating to the foregoing. Licensor shall keep an accurate event log showing the incident of trouble, the action taken by Licensor's personnel with respect to the incident, as well as a report by Licensor to the Customer.
- g. No Expansion of Software Support Services. No action by Licensor in the performance of software support services shall be deemed to expand the scope of software support services as defined herein.
- h. Exclusions. Software support services shall not include (a) support of accessories, alterations, and attachments, other devices or peripheral equipment (including without cabling not furnished by Licensor), and (b) electrical work external to the Product in this Agreement.

Exhibit E

Order Form

Customer: Chisago County		Order Information	
Address:	313 N Main Street	Payment Terms:	Net 30
City:	Center City	Payment Method:	Check/ACH
State:	MN		
Zip:	55012		

Billing Contact

Name: TBD
 Title:
 Email:
 Phone:

Primary Contact

Name: Robert Benson
 Title: Director, Health & Human Services
 Email: Robert.benson@chisagocountymn.gov
 Phone: 651-213-5600

Product Subscription Licenses

Description	# of Licenses	Year 1 Subscription Cost
CaseWorks Child Support Edition (CSE)	14	\$32,480*
CaseWorks Client Portal	1	Included in above cost

*Prorated based on schedule below

Subscription Billing Schedule (CSE)

Subscription Term	CSE	Total
July 1 – Dec 31, 2024	\$16,240*	\$16,240*
Jan 1 – Dec 31, 2025	\$32,480	\$32,480
Jan 1 – Dec 31, 2026	\$34,104	\$34,104
Jan 1 – Dec 31, 2027	\$35,809	\$35,809
Jan 1 – Dec 31, 2028	\$37,600	\$37,600

*Prorated based on project Pre-Planning Kickoff

Professional Services *(Deliverables per SOW Exhibit A)*

Description	Amount
Implementation Services (CSE)	\$38,976

Professional Services Billing Schedule

Category	Terms
Implementation Services	• 50% upon contract signing and receipt of invoice. • 25% upon completion of Business Process Reviews and preparation of Business Process Documents. • 25% upon completion of Go-Live and Go Live Support
Migration Services	• 50% upon Go-Live • 50% upon migration completion

**CHISAGO COUNTY
BOARD OF COMMISSIONERS
UNOFFICIAL PROCEEDINGS
Wednesday, May 15, 2024**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, May 15, 2024 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham and County Attorney Janet Reiter.

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

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

On motion by Dahlberg, seconded by Montzka, the Board opened the Road and Bridge Committee of the Whole at 6:32 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 Assistant County Engineer Ben Hobert. *No action was taken.*

On motion by Greene, seconded by Swenson, the Board moved item 1 to the consent agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, 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 Montzka, seconded by Dahlberg, 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.) Minutes from the May 1, 2024, County Board Meeting
 - 3.) Payment of County’s Warrants and Miscellaneous Bills **\$584,918.52**
- 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.

4.) Snowmobile Maintenance and Grooming Applications

RESOLUTION NO. 24/0515-1
AUTHORIZING SPONSORSHIP OF SNOWMOBILE TRAILS
OPERATED BY THE WILD RIVER SNOWMOBILE CLUB, RUSH CITY SNO-
BUGS, AND NORTH BRANCH SNO-BARONS

BE IT RESOLVED, that the Chisago County Board of Commissioners act as the legal sponsor for the applications for funding to the State of Minnesota Department of Natural Resources for maintenance and grooming of snowmobile trails managed by the Wild River Snowmobile Club, Rush City Sno-Bugs, And North Branch Sno-Barons

BE IT FURTHER RESOLVED, that upon approval of the applications by the state, the Chisago County Board of Commissioners may enter into agreements with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreements.

BE IT FURTHER RESOLVED, that the County Auditor is hereby authorized to serve as the fiscal agent for the above referenced projects.

PRESENTATION:

2023 Annual Midwest Medical Examiner's Office Report

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 Montzka, 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 Dahlberg, seconded by Swenson, the Board moved to approve Resolution No. 24/0515-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Garrett and Brianna Schueller Interim Use Permit (IUP) to allow an accessory structure on their 10-acre property without the presence of a principal dwelling / single-family dwelling. The subject property is located at xxxx 440th Street, Fish Lake Township, (PID #03.00299.00). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

RESOLUTION NO. 24/0515-2
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO
COUNTY, MINNESOTA, APPROVING AN INTERIM USE PERMIT
ALLOWING AN ACCESSORY STRUCTURE WITHOUT THE PRESENCE OF

**A PRINCIPAL USE STRUCTURE ON PROPERTY IDENTIFIED AS PID
03.00299.00 IN FISH LAKE TOWNSHIP**

WHEREAS, property owners Garrett Schueller & Brianna Schueller submitted an application dated received March 6, 2024 and considered complete on March 13, 2024 for an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on property located at xxxx 440th Street in Fish Lake Township; and

WHEREAS, the subject site is located in the Agricultural (AG) District; and

WHEREAS, the subject site is 10.00± acres in size and legally described as:

PID 03.00299.00

The East 330 feet of the West 660 feet of the Southeast Quarter of the Southwest Quarter (SE ¼ of SW ¼) of Section Twenty-two (22), Township Thirty-six (36), Range Twenty-two (22),

Chisago County, Minnesota

WHEREAS, notice was provided and on May 2, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, property owner G. Schueller, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit with conditions per Resolution No. PC2024-0501; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its May 15, 2024 meeting and made the following findings per Zoning Ordinance Section 8.04-1, C.:

Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;

Finding #1 The Chisago County Comprehensive Plan does not specifically address the proposed use; however, the Zoning Ordinance (development policy) allows the proposed use in the Agricultural (AG) District with issuance of an Interim Use Permit. Therefore, the County finds that the proposed use is consistent with the County's development policies.

Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;

Finding #2 Being that the proposed use is intended solely for residential storage purposes, the County finds that the proposed use will not create any demand on existing parks, schools, streets, or other public facilities or utilities which serve the subject site.

- Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;
- Finding #3 Given the size of the subject site, the existing vegetation on and adjacent to the subject site, the size of adjacent properties and the fact that the structure will meet or exceed all required setbacks, the County finds that the subject site is sufficiently separated by distance and screening from adjacent development so as to neither cause undue negative impact nor deter future development.*
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
- Finding #4 The Chisago County Zoning Ordinance does not identify any aesthetic requirements for accessory structures within the Agricultural (AG) District; therefore, the County finds that there is no evidence to suggest that the structure will have an appearance which will cause adverse effects upon adjacent properties.*
- Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;
- Finding #5 The Chisago County Zoning Ordinance allows a singular accessory structure without the presence of a principal use structure in the Agricultural (AG) District with issuance of an Interim Use Permit; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County's official land use controls.*
- Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- Finding #6 See Finding #5.*
- Factor #7 The proposed use will not cause traffic hazard or congestion; and
- Finding #7 The proposed accessory structure is intended for personal use and storage in conjunction with the property owners' residence which is located within 1,000' of the subject site. The County finds that the accessory structure will create minimal traffic – consistent with traffic associated with a single family dwelling – and will not cause traffic hazard or congestion. Further, the road authority – being Fish Lake Township – has not communicated any concerns related to traffic hazards or congestion.*
- Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.

Finding #8 The proposed use is consistent with accessory structures allowed in and located in the Agricultural (AG) District and will be sufficiently separated from neighboring properties by distance and vegetation; therefore, the County finds that the accessory structure will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the request for Interim Use Permit, subject to the following conditions:

1. This approval allows for a singular accessory structure for personal use and storage without the presence of a principal use structure, subject to the conditions below. The accessory structure shall be constructed in general conformance with the site plan dated received March 6, 2024 and kept on file with the Chisago County Department of Environmental Services. Any significant deviation from the approved site plan, as determined by the Department of Environmental Services, shall require further consideration by the Planning Commission and determination by the County Board of Commissioners.
2. No overnight or residential living quarters / use shall be allowed within the accessory structure.
3. No sanitary facilities shall be allowed within the accessory structure until and unless the property is further developed with a principal use structure.
4. Any change to the approved accessory structure involving enlargements, intensification or expansion of use, or change not specifically permitted by this Interim Use Permit, shall require an Interim Use Permit Amendment.
5. 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.
6. This Interim Use Permit shall expire at such time that the current or future property owner(s) construct a principal use structure.
7. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

On motion by Dahlberg, seconded by Greene, the Board moved to approve Resolution No. 24/0515-3, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Kyle Hay and Kelly Zaiser Interim Use Permit (IUP) to allow an accessory structure on their 34-acre property without the

presence of a principal dwelling / single-family dwelling. The subject property is located at xxxx Anchor Avenue, Fish Lake Township, (PID #03.00278.00). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

RESOLUTION NO. 24/0515-3
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING AN INTERIM USE PERMIT ALLOWING AN ACCESSORY STRUCTURE WITHOUT THE PRESENCE OF A PRINCIPAL USE STRUCTURE ON PROPERTY IDENTIFIED AS PID 03.00278.00 IN FISH LAKE TOWNSHIP

WHEREAS, property owners Kyle Hay & Kelly Zaiser submitted an application dated received and considered complete on March 27, 2024 for an Interim Use Permit allowing an accessory structure without the presence of a principal use structure on property located at xxxxx Anchor Avenue in Fish Lake Township; and

WHEREAS, the subject site is located in the Agricultural (AG) District; and

WHEREAS, the subject site is 34.00± acres in size and legally described as:

PID 03.00278.00

The Northeast 1/4 of the Southwest 1/4 of Section 21, Township 36, Range 22, Chisago County, Minnesota.

EXCEPT the following described parcels of land: Commencing at the Northwest corner of the NE1/4 of the SW1/4 of said section township and range; thence South along the West line thereof a distance 600 feet; thence Northeasterly to a point on the East-West Quarter line 150 feet east of the Northwest corner of said NE1/4 of the SW1/4; thence West along the Quarter line a distance of 150 feet to the point of beginning.

AND ALSO EXCEPTING:

The West 1/2 of the Southwest 1/4 of the Northeast 1/4 of the Southwest 1/4, Section 21, Township 36, Range 22, Chisago County, Minnesota

WHEREAS, notice was provided and on May 2, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, property owner Hay, and invited members of the public to comment; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit with conditions per Resolution No. PC2024-0503; and

WHEREAS, the Board of Commissioners considered the request and the Planning Commission's recommendation at its May 15, 2024 meeting and made the following findings per Zoning Ordinance Section 8.04-1, C.:

- Factor #1 The [proposed action is consistent with the] Comprehensive Plan and development policies of the County;
- Finding #1 The Chisago County Comprehensive Plan does not specifically address the proposed use; however, the Zoning Ordinance (development policy) allows the proposed use in the Agricultural (AG) District with issuance of an Interim Use Permit. Therefore, the County finds that the proposed use is consistent with the County's development policies.*
-
- Factor #2 The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area;
- Finding #2 Being that the proposed use is intended solely for residential storage purposes, the County finds that the proposed use will not create any demand on existing parks, schools, streets, or other public facilities or utilities which serve the subject site.*
-
- Factor #3 The proposed use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development does not suffer undue negative impact and there will be no significant deterrence to future development;
- Finding #3 Given the size of the subject site, the existing vegetation on and adjacent to the subject site, the size of adjacent properties and the fact that the structure will meet or exceed all required setbacks, the County finds that the subject site is sufficiently separated by distance and screening from adjacent development so as to neither cause undue negative impact nor deter future development.*
-
- Factor #4 The proposed use and site will have an appearance that will not have an adverse effect upon adjacent properties;
- Finding #4 The Chisago County Zoning Ordinance does not identify any aesthetic requirements for accessory structures within the Agricultural (AG) District; therefore, the County finds that there is no evidence to suggest that the structure will have an appearance which will cause adverse effects upon adjacent properties.*
-
- Factor #5 The proposed use, in the opinion of the County, is reasonably related to the overall land use goals of the County and to the existing land use;
- Finding #5 The Chisago County Zoning Ordinance allows a singular accessory structure without the presence of a principal use structure in the Agricultural (AG) District with issuance of an Interim Use Permit; therefore, the County finds that the proposed use is in compliance with land use goals and regulations established by the County's official land use controls.*

- Factor #6 The proposed use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use;
- Finding #6 *See Finding #5.*
- Factor #7 The proposed use will not cause traffic hazard or congestion; and
- Finding #7 *The proposed accessory structure is intended for personal use and storage in conjunction with the property owners' current and future uses of the subject site. The County finds that the accessory structure will create minimal traffic – consistent with traffic associated with a single family dwelling – and will not cause traffic hazard or congestion. Further, the road authority – being Fish Lake Township – has not communicated any concerns related to traffic hazards or congestion.*
- Factor #8 The proposed use will not adversely impact existing nearby properties by intrusion of noise, glare or general unsightliness.
- Finding #8 *The proposed use is consistent with accessory structures allowed in and located in the Agricultural (AG) District and will be sufficiently separated from neighboring properties by distance and vegetation; therefore, the County finds that the accessory structure will not adversely impact nearby properties by intrusion of noise, glare or general unsightliness.*

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Chisago County, Minnesota hereby approves the request for Interim Use Permit, subject to the following conditions:

8. This approval allows for a singular accessory structure for personal use and storage without the presence of a principal use structure, subject to the conditions below. The accessory structure shall be constructed in general accordance with the application materials dated received March 27, 2023 and kept on file with the Chisago County Department of Environmental Services. Any significant deviation from the approved request, as determined by the Department of Environmental Services, shall require further consideration by the Planning Commission and determination by the County Board of Commissioners.
9. No overnight or residential living quarters / use shall be allowed in the accessory structure.
10. No sanitary facilities shall be allowed within the accessory structure until and unless the property is further developed with a principal use structure.
11. Any change to the approved accessory structure involving enlargements, intensification or expansion of use, or change not specifically permitted by this Interim Use Permit, shall require an Interim Use Permit Amendment.
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 current or future property owner(s) construct a principal use structure.
14. Violations of the conditions contained herein shall be cause for the revocation of the Interim Use Permit upon action of the County Board.

On motion by Dahlberg, seconded by Swenson, the Board moved to accept the recommendation by the Implementation Policy Committee and to approve the Amendment to the Lower St. Croix Comprehensive Watershed Management Plan (LSC CWMP), FY23 Watershed Based Implementation Funding Work Plan and Budget to host the Lower St. Croix Agronomy Outreach Specialist as a local staff position rather than as an embedded position with the University of Minnesota Extension. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Dahlberg, the Board moved to accept the May 8th Budget and Finance Report, approve selling the Rush City Shop to Rush City for \$40,000, approve the use of \$75,000 from the HHS Income Maintenance Fund Balance to finance the transition of the Child Support unit to a paperless solution, approve the creation of 2 supervisor positions, one in Aging and Disabilities and one in Behavioral Health, and eliminate the final two Social Services Lead Workers, to use the ‘official’ flag within the Chisago County buildings and direct staff to explore creating a maximum license number of Cannabis retail business in the County ordinance. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to approve the Tuberculosis Services Agreement Between Chisago County and Hennepin County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve the SHIP Grant Agreement 227, 228, 229, 230, 231, 232, and 233. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Montzka, the Board moved to authorize the Chisago County Recorder to attend the Property Records Industry Association’s Annual meeting in Cleveland OH from 8/19/2024 – 8/23/2024. 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 Firearms Storage grant agreement between Chisago County and Office of Justice Programs in the Minnesota Department of Public Safety. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dahlberg, seconded by Montzka, the Board moved to approve the Intensive Comprehensive Peace Officer Education & Training Hiring Grant agreement between Chisago County, MN, and Office of Justice Programs in the Minnesota Department of Public Safety. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to approve the 2024 Pathways to Policing Hiring Grant agreement between Chisago County and Office of Justice Programs in the Minnesota Department of Public Safety. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Montzka, seconded by Greene, the Board moved to authorize the DES Director to issue the associated PO's and sign any needed documents to proceed with the Security Camera System Upgrade. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

CITIZENS FORUM

TIME – 7:31 p.m. **END TIME** – 7:36 p.m.

of SPEAKERS – 1

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

Attest: _____

Marlys Dunne, Chair



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
June 5, 2024**

TAB # 8

Payment of County's Warrants & Miscellaneous Bills

Bills Paid 6/6/2024 \$1,141,349.64

Recap by Fund	<u>Fund</u>	<u>Amount</u>	<u>Name</u>	
	1	834,004.95	General Revenue Fund	
	3	261,523.62	Road And Bridge Fund	
	12	17,626.60	Capital Equipment Fund	
	14	25,515.25	Solid Waste Fund	
	18	1,964.78	Lake Imprvmnt Distr Maint	
	76	714.44	Employee Recognition Agency Fu	
	All Funds	1,141,349.64	Total	Approved by,

Special Payment: WageWorks \$299.25



**CHISAGO COUNTY
BOARD OF COMMISSIONERS
June 5, 2024**

TAB # 9

**Recognition of Years with the County
June**

THANK YOU FOR MANY YEARS OF PUBLIC SERVICE

Employee	Job	Years of Service
Jon E.	DES Director	33
Jeff F.	Wetlands/Water Specials	30
Brenda L.	Eligibility Worker	28
Robert B.	Division Sergeant	28
Brian S.	Equipment Operator Hwy	27
Steve P.	Division Sergeant	26
Lisa T.	Solid Waste Officer	25
DeAnna L	Elec Serv/Rec Mgmt Mgr	24
Jay H.	Deputy Sheriff	23
Patrick P.	Sr. Deputy Assessor	20
Patrick L.	Investigator	18
Monica K.	Water Resource Specialist	16
Chase P.	Asst County Assessor/CAMA	15
Kelly I.	Soc Wrkr Team Lead ADU	14
Dave J.	Lead Maintenance Parks	13
Justin C.	Building Official	12
Jennifer B.	PHN Team Lead	9
Angelia O.	Case Aide	9

Sarah P.	Public Health Nurse	9
Kyle J.	Senior Social Worker	8
Dionne C.	Telecommunicator	8
Mary M.	Eligibility Worker	7
Kayla F.	Corrections Officer	6
Christina V.	Clerk of Board/HR Asst	6
Jessica G.	Deputy Sheriff	6
Jeff F.	Asst County Attorney I	5
Nicole T.	Eligibility Worker	4
Michelle B.	Eligibility Worker	4
Barbara S.	Financial & Off Mgr- PW	4
Rikee D	Social Worker - MSW	4
Randall K.	Veteran Driver	2
Breanna P.	Social Worker - MSW	2
Elizabeth S.	SHIP Coordinator	2
Kira K.	Eligibility Worker	2
Lisa I.	Office Support Spec HHS	2
Karen S.	PHN - RN	1
Samantha D.	Social Worker	1

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 10	
Title of Item for Consideration: Reschedule Chisago County General Election Canvassing Board Meeting		
Action Requested by: Bridgitte Konrad, County Auditor-Treasurer	Department: Auditor-Treasurer	
Previous Action on this Matter: At the January 17, 2025 County Board meeting Commissioners Green and Dunne were appointed to the County Canvassing Board and the dates for the 2024 Canvassing Board Meetings were set.		
Background: In the 2024 Election Omnibus Bill that was adopted last week there was a change made to the timeline for the County and State Canvassing Board to meet the Federal Electoral Count Reform Act. The County is now required to hold the general election canvassing meeting between the third and eighth day following the state general election. Previously the canvassing board meeting for the general election was set for 10 a.m. on November 14. This will not meet the new requirements. I recommend the General Election Canvassing Board meeting be changed to November 12 at 10 a.m. to comply with the new timelines established by the Legislature. The Canvassing Board consists of two County Commissioners who will not be on the ballot in 2024, the Court Administrator, the County Auditor-Treasurer and the mayor of the largest municipality. Attachment(s): • Minnesota Statutes 204C.31		
Action Requested/Recommended: It is respectfully requested that the County Board change the General Election Canvassing Board meeting to November 12 at 10 a.m. The suggested motion is as follows: “Move to change the 2024 General Election County Canvassing Board meeting to November 12, 2024 at 10 a.m.”		
Implications of Action: Approval will change the 2024 General Election County Canvassing Board meeting to November 12, 2024 at 10 a.m. Budget/Financial Implications: The request will have minimal impact on the county budget if any. Legal/Policy Implications: The statutory requirement of M.S. 204C.31 will be met.		
Administrator's Recommendation		
Approve <u>CEB</u>	Deny _____	Other _____
Motion By:		Seconded by:
To:		

Action on Motion:	Aye _____	Nay _____	Abstain _____
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Chisago County Request for Board Action

Meeting Date: June 5, 2024	Item Number: 11
Title of Item for Consideration: Application for Abatement (reduction) of Property Taxes	
Action Requested by: Bridgitte Konrad, County Auditor/Treasurer	Department: Auditor/Treasurer
Previous Action on this Matter: From time to time the Board of Commissioners is asked to address individual Abatement requests.	
Background: The applications are for the abatement (reduction) of property tax for tax payable in 2024. They are recommended by the Assessor's office and Auditor's office for approval. The reductions meet the County's policy for such actions. The following parcels are requesting abatement; Kathleen Bowen; 15.00447.00	
Attachment(s): Applications for Abatement (<i>available with Clerk of the Board</i>)	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the applications of abatement of taxes for the tax parcels. The suggested motion is as follows:	
<i>"Move to approve the application of abatement of taxes for the following tax parcel; 15.00447.00."</i>	
Implications of Action: By approving the application, the property owner will be paying the appropriate property tax in 2024.	
Budget/Financial Implications: Minimal impact on the County finances and budget.	
Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____ Nay _____ Abstain _____

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 12
Title of Item for Consideration: 2024 Budget Adjustment – Employee Recognition	
Action Requested by: Chase Burnham, County Administrator	Department: County Administration
Previous Action on this Matter: Board Accepted Grant on October 18 th , 2023.	
Background: On October 18th, 2023, the Board accepted a \$10,000 grant from the Initiative Foundation for the Chisago County Cohesion Initiative. Those funds were not spent in 2023 or carried over into 2024. Two items are enclosed: 1. 2024 Permanent Transfer Request from the General Fund (where the grant funds were receipted into) to the Employee Recognition Fund (where the grant funds were applied for and intended to be expended from). 2. 2024 Budget Adjustment Request to show the increase in expenditure for 2024 in the Employee Recognition Fund that was not in the Board Adopted 2024 Budget. Attachment(s): • Transfer Request and Budget Adjustment Request	
Action Requested/Recommended: The County Board is respectfully requested to approve the Budget Adjustment and Transfer from the Revenue Fund to the Employee Recognition Fund. The following motion is recommended; <i>“Move to approve the Budget Adjustment and Transfer from the Revenue Fund to the Employee Recognition Fund.”</i>	
Implications of Action: If the budget adjustment is approved our financial reporting requirements will be adhered to. Budget/Financial Implications: None Legal/Policy Implications: The proposed activity is in conformity with applicable state statutes and County authority and policies.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

2024 Permanent Transfer Request
Effective 06/30/2024

Revenue to Employee Recognition

Fund From	Fund To	Reason	Amount
Revenue	Employee Recognition	Initiative Foundation Grant – funds receipted into General Fund intended to be spent out of Employee Recognition Fund	\$10,000.00

Board Approved on _____, 2024

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 13
Title of Item for Consideration: Professional Services Agreements with Collins Engineering, Inc. for Annual Bridge Inspection Program	
Action Requested by: Joe Triplett, P.E.	Department: Public Works
Previous Action on this Matter: None.	
Background: As a part of the Chisago County bridge program, Mndot and FHWA require annual bridge safety inspections to be conducted by a qualified licensed Bridge Safety Inspector. Attachment(s): Contract for Bridge Inspection Services	
Action Requested/Recommended: The County Board is respectfully requested to approve the annual bridge inspection program with Collins Engineering Inc. The following motion is suggested: <i>“Move to approve the annual bridge inspection program with Collins Engineering Inc.”</i>	
Implications of Action: Board approval at tonight’s meeting will authorize the County to enter into contracts with Collins Engineering Inc. for bridge inspection services. Budget/Financial Implications: Contract services will be paid from 03-320-6273. Legal/Policy Implications: The proposed activities are in general conformity with applicable state statutes and County authority and policies. The County Attorney has approved as to form.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

COLLINS ENGINEERS, INC.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, entered on the 3rd day of May 2024, by and between Chisago County, hereinafter called "CLIENT," and COLLINS ENGINEERS, INC., hereinafter called "COLLINS," is as follows:

The CLIENT engages COLLINS to perform professional services for a project known and described as 2024 Bridge Safety Inspections, hereinafter called the "PROJECT." The CLIENT and COLLINS, for mutual consideration hereinafter set forth, agree as follows:

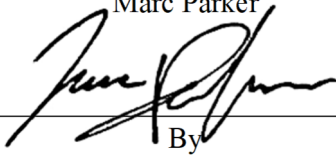
- A. COLLINS agrees to provide and perform certain professional services for CLIENT upon the PROJECT. The Scope of Services and the period during which services are to be provided are specified in **Exhibit A** to this Agreement, which is made a part hereof.
- B. The CLIENT's responsibilities shall be as set forth in **Exhibit A** to this Agreement.
- C. The CLIENT agrees to pay COLLINS as compensation for its services as set forth in **Exhibit B**.

The Standard General Terms and Conditions and the Exhibits constitute the full and complete Agreement between the parties and may be changed, amended, added to, suspended, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistencies between the Standard General Terms and Conditions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, the Standard General Terms and Conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms, conditions, and provisions stated, both above and included in the STANDARD GENERAL TERMS AND CONDITIONS and EXHIBITS, which are made a part hereof, the day and year above written. Upon execution of this Agreement by CLIENT, COLLINS will proceed with the services in accordance with the provisions of this Agreement.

COLLINS ENGINEERS, INC. (COLLINS)

Marc Parker



By

Regional Manager

Title

5/3/2024

Date

Joe Triplett

By

Chisago County Engineer

Title

Date

STANDARD GENERAL TERMS AND CONDITIONS

ARTICLE 1 – SERVICES OF COLLINS

COLLINS' Scope of Work (Work) shall be limited to those services expressly set forth in EXHIBIT A and is subject to the terms and conditions set forth herein.

COLLINS shall procure and maintain the appropriate business and professional licenses and registrations necessary to provide its services. Upon CLIENT's request (and for additional compensation, if not already included in COLLINS' Work), COLLINS shall assist CLIENT in attempting to obtain, or on behalf of CLIENT and in CLIENT's name attempt to obtain, those permits and approvals required for the project for which COLLINS' services are being rendered.

If conditions actually encountered at the project site differ materially from those represented by CLIENT and/or shown or indicated in the contract documents, or are of an unusual nature which materially differ from those ordinarily encountered and generally recognized as inherent for the locality and character of the services provided for in COLLINS' scope of work, COLLINS' compensation and schedule shall be equitably adjusted.

Without increasing the scope of work, price, or schedule contained in EXHIBIT A, COLLINS may employ such subcontractors as it deems necessary to assist in furnishing its services.

ARTICLE 2 – FEES FOR ADDITIONAL SERVICES

Fees for COLLINS' services attributable to any additional services provided by COLLINS which are not specifically included in EXHIBIT A will be based on the actual time expended on the project, including travel, by our personnel and will be computed by multiplying the actual number of hours worked times the applicable hourly rate listed on COLLINS' Standard Table of Rates. Reimbursable expenses will be based on the rates listed on COLLINS' Standard Table of Rates. COLLINS will not commence work on any additional services without the written consent of the CLIENT.

ARTICLE 3 – TIMES FOR RENDERING SERVICES

COLLINS shall perform its services in accordance with the schedule set forth in EXHIBIT A and in keeping with the Standard of Care. COLLINS shall not be responsible for damages or be in default, or be deemed to be in default, by reason of delays in performance by reason of strikes, lockouts, accidents, acts of God and other delays unavoidable or beyond COLLINS' reasonable control or delays caused by failure of CLIENT, CLIENT's agent or CLIENT's Contractor to furnish information or to approve or disapprove COLLINS' work promptly, or due to late or slow, or faulty performance by CLIENT, other contractors, or governmental agencies, the performance of whose work is precedent to or concurrent with the performance of COLLINS' work. In the case of the happening of any such cause of delay, the time of completion and compensation shall be equitably adjusted.

ARTICLE 4 – PAYMENTS TO COLLINS

Invoices for fees and other charges shall be prepared in accordance with COLLINS' standard invoicing practices and shall be submitted to CLIENT not more frequently than monthly for all services rendered as the work progresses, and the net amount shall be due within 30 days at COLLINS' offices in Chicago, Illinois, and CLIENT's obligation to pay under this Agreement. Payments on invoices submitted by COLLINS for services performed shall not be delayed, postponed or otherwise withheld pending completion or success of construction, or receipt of funding from lending institutions, government grants or other sources. Invoices for payment shall not be offset by any claims for withholding or deductions by CLIENT unless COLLINS agrees or has been finally determined liable for such amounts.

Invoices are due and payable within 30 days of receipt. If CLIENT fails to pay COLLINS' invoice within 30 days after receipt, the amounts due COLLINS shall accrue interest at the rate of one and one-half percent (1.5%) per month (or the maximum rate of interest permitted by law, if less) after the 30 days. In the event any portion of the account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Records of COLLINS' direct and indirect costs and expenses pertinent to its compensation under this Agreement shall be kept in accordance with generally accepted accounting practices and applicable federal, state, or local laws and regulations.

ARTICLE 5 – SUSPENSION OF SERVICES

The CLIENT may, at any time, by written notice, suspend further work by COLLINS. The CLIENT shall remain liable for, and shall promptly pay COLLINS for all services rendered to the date of suspension of services, plus suspension charges, which shall include the cost of assembling documents, personnel and equipment, rescheduling or reassignment, and commitments made to others on CLIENT's behalf.

CLIENT shall pay COLLINS pursuant to the rates and charges set forth in EXHIBIT B. COLLINS will submit monthly invoices to CLIENT for services rendered and expenses incurred. If CLIENT does not pay invoices within 30 days of submission of invoice, COLLINS may, upon written notice to the CLIENT, suspend further work until payments are brought current. The CLIENT agrees to indemnify and hold COLLINS harmless from any claim or liability resulting from such suspension.

ARTICLE 6 – STANDARD OF CARE/ABSENCE OF WARRANTIES/NO RESPONSIBILITY FOR SITE SAFETY OR CONTRACTOR'S PERFORMANCE

Standard of Care

The standard of care for all professional services performed or furnished by COLLINS, its employees, independent professional associates, and subconsultants under this Agreement shall be the skill and care ordinarily exercised by other members of COLLINS' profession, providing the same or similar services, under the same or similar circumstances, at the same time and locality as the services were provided by COLLINS. COLLINS shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.

COLLINS and CLIENT will use reasonable care to comply with applicable laws in effect at the time the services are performed hereunder, which to the best of their knowledge, information and belief, apply to their respective obligations under this Agreement.

No Warranties

COLLINS makes no guarantees or warranties, expressed or implied, under this Agreement or otherwise, in connection with COLLINS' services.

Client-Furnished Documents

COLLINS may use requirements, programs, instructions, reports, data, and information furnished by CLIENT to COLLINS in performing its services under this Agreement. COLLINS may rely on the accuracy and completeness of requirements, programs, instructions, reports, data, and other information furnished by CLIENT to COLLINS. CLIENT shall, to the fullest extent permitted by law, waive any claims against COLLINS and its subconsultants, and indemnify and hold COLLINS and its subconsultants harmless from any claims, liability, or expenses (including reasonable attorneys' fees and costs) arising from COLLINS' reliance on CLIENT furnished information, except to the extent of COLLINS' and its subconsultant's negligent or wrongful acts, errors, omissions, or breach of contract.

Opinions of Probable Costs

When required as part of its work, COLLINS will furnish opinions of probable cost, but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by COLLINS hereunder will be made on the basis of COLLINS' experience and qualifications and will represent COLLINS' judgment as an experienced and qualified design professional. However, users of the probable cost opinions must recognize that COLLINS does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

Review of Contractor's Shop Drawings and Submittals

If review of a contractor's shop drawings and submittals are included in COLLINS' scope of services, COLLINS shall review and take appropriate action on the contractor's submittals, such as shop drawings, product data, samples, and other data, which the contractor is required to submit, but solely for the limited purpose of determining general overall conformance with COLLINS' design concept. This review shall not include a review of the accuracy or completeness of details, such as quantities; dimensions; weights or gauges; fabrication processes; construction means, methods, sequences or procedures; coordination of the work with other trades; or construction safety precautions, all of which are the sole responsibility of the contractor. COLLINS' review shall be conducted with reasonable promptness while allowing sufficient time, in COLLINS' judgment, to permit adequate review. Review of a specific item shall not be construed to mean that COLLINS has reviewed the entire assembly of which the item is a component. COLLINS shall not be responsible for any deviations by the contractor in the shop drawings and submittals from the construction documents, which are not brought to the attention of COLLINS by the contractor in writing.

Construction Phase Services

If construction observation is included in COLLINS' scope of services, COLLINS shall visit the project site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and COLLINS, in order to observe and keep CLIENT reasonably informed about the progress and quality of the portion of the work completed, and report to CLIENT (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the contractor, and (2) defects and deficiencies observed in the work. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of any contractor's work, but rather are to allow COLLINS, as a professional, to become generally familiar with the work in progress in order to determine, in general, whether the work is progressing in a manner indicating that the work, when fully completed, will be in accordance with COLLINS' general overall design concept. If CLIENT desires more extensive project observation or full-time representation, the CLIENT shall request that such services be provided by COLLINS as Additional Services in accordance with the terms of this Agreement.

If COLLINS performs any services during the construction phase of the project, COLLINS shall not supervise, direct, or have control over Contractor's work. COLLINS shall not have authority over or responsibility for the construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the work of the Contractor. COLLINS does not guarantee the performance of the construction contract by the Contractor and does not assume responsibility for the Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

If COLLINS is not retained to provide construction observation of the implementation of its design recommendations, CLIENT shall, to the fullest extent permitted by law, waive any claims against COLLINS, and indemnify and hold COLLINS harmless from any claims, liability, or expenses (including reasonable attorneys' fees and costs) arising from the implementation of COLLINS' design recommendations, except to the extent of COLLINS' negligent or wrongful acts, errors, omissions, or breach of contract.

No Responsibility for Site Safety

Except for its own subconsultants and employees, COLLINS shall not: supervise, direct, have control over, or authority to stop any contractor's work; have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by any contractor; be responsible for safety precautions and programs incidental to any contractor's work; or be responsible for any failure of any contractor to comply with laws and regulations applicable to the contractor, all of which are the sole responsibility of the construction contractors. This requirement shall apply continuously, regardless of time or place, and shall in no way be altered because a representative of COLLINS is present at the project site performing his/her duties. Notwithstanding anything to the contrary, COLLINS shall never be deemed to have assumed responsibility for the project's site safety by either contract or conduct. No act or direction by COLLINS shall be deemed the exercise of supervision or control of any contractor's employees or the direction of any contractor's performance.

Approval of Contractor's Applications for Payment

If approvals of a contractor's applications for payment are included in COLLINS' scope of work, COLLINS shall review the amounts due the contractor and issue a recommendation about payment to CLIENT. COLLINS' review shall be limited to an evaluation of the general progress of the work and the information contained in the contractor's application for payment and a representation by COLLINS that to the best of the COLLINS' knowledge, information, and belief, the contractor has performed work for which payment has been requested, subject to further testing and inspection upon substantial completion. The issuance of a recommendation for payment shall not be construed as a representation that: COLLINS has made an exhaustive check or a detailed or continuous observation of the quality or quantity of the contractor's work; approved the contractor's means, methods, sequences, procedures, or safety precautions; or that contractor's subcontractors, laborers, and suppliers have been paid.

ARTICLE 7 – CONFIDENTIALITY AND USE OF DOCUMENTS**Confidentiality**

COLLINS agrees to keep confidential and not to disclose to any person or entity, other than COLLINS' employees, subconsultants, and the general contractor and subcontractors, if appropriate, any data or information not previously known to or generated by COLLINS or furnished to COLLINS and marked CONFIDENTIAL by the CLIENT. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict COLLINS from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency, or other legitimate authority, or if disclosure is reasonably necessary for COLLINS to defend itself from any legal action or claim. CLIENT agrees that COLLINS may use and publish CLIENT's name and a general description of COLLINS' services with respect to the project in describing COLLINS' experience and qualifications to others.

Copyrights and Patents

COLLINS shall indemnify, and hold harmless CLIENT from, damages, expenses (including reasonable attorneys' fees and costs), losses, and liabilities to the extent that any services furnished by COLLINS infringe any patent, trademark, trade name, or copyright.

Use of Documents

All documents prepared by COLLINS are instruments of service with respect to the project, and COLLINS shall retain a copyrighted ownership and property interest therein (including the right of reuse) whether or not the project is completed.

COLLINS shall grant, upon full payment to COLLINS for services rendered, to CLIENT a non-exclusive, irrevocable, unlimited, royalty-free license to use any documents prepared by COLLINS for CLIENT. CLIENT may make and retain copies of such documents for their information and use. Such documents are not intended or represented to be suitable for reuse by CLIENT, or others, on extensions of the project, or on any other project. Any such reuse without written verification or adaptation by COLLINS, as appropriate for the specific purpose intended, shall be at CLIENT's sole risk, and CLIENT shall, to the fullest extent permitted by law, waive any claims against COLLINS and its subconsultants, and defend, indemnify and hold COLLINS and its subconsultants harmless from any claims, liability, or expenses (including reasonable attorneys' fees and costs) arising from such reuse. Any verification or adaptation of the documents for extensions of the project or for any other project by COLLINS shall entitle COLLINS to additional compensation to be agreed upon by CLIENT and COLLINS.

Copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by COLLINS. Text, data, or graphics files in electronic media format are furnished solely for the convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

Because of the potential that the information presented in the electronic files can be altered, modified and/or added to, unintentionally or otherwise, COLLINS reserves the right to remove all reference of its ownership and/or involvement for each electronic file. Data, plans, specifications, reports, documents or other information recorded on or transmitted as electronic media are subject to undetectable alteration, either intentional or unintentional due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the electronic documents provided are for informational purposes only and are not intended as an end-product.

When transferring documents in electronic media format, neither CLIENT nor COLLINS makes any representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used for the documents' creation.

ARTICLE 8 – INSURANCE

COLLINS shall purchase and maintain during the term of this contract, the following insurance coverage at its sole expense:

Commercial General Liability - \$1,000,000 each occurrence/\$2,000,000 annual general aggregate Bodily Injury/Property Damage covering liability arising from premises, operations, personal injury and advertising injury, products and completed operations, and contractual liability.

Auto Liability - \$1,000,000 Bodily Injury/Property Damage Combined Single Limit including Owned, Hired, and Non-Owned Liability coverage.

Umbrella Liability - \$2,000,000 per occurrence and in the aggregate excess of Commercial General Liability, Auto Liability, and Employers' Liability.

Workers' Compensation & Employer's Liability - Workers' compensation shall be maintained at statutory minimums. Employer's Liability will be maintained in an amount not less than \$1,000,000 per accident/\$500,000 per disease/\$1,000,000 disease policy aggregate, including if applicable, U.S. Longshoreman & Harbor Workers coverage.

Professional Liability - \$2,000,000 per claim/\$2,000,000 annual aggregate for professional errors and omissions and including Contractors Pollution Liability coverage.

If required by contract with CLIENT, COLLINS shall name CLIENT as an additional insured on its Commercial General Liability policy.

If requested in writing by CLIENT, COLLINS shall deliver to CLIENT certificates of insurance evidencing such coverage. Such certificates shall be furnished before commencement of COLLINS' services.

CLIENT shall cause COLLINS and its subcontractors to be listed as additional insured's on any Commercial General Liability insurance carried by CLIENT that is applicable to the project.

CLIENT shall require the project owner to require the general contractor on the project to purchase and maintain Commercial General Liability, Automobile Liability, Workers' Compensation, and Employer's Liability insurance, with limits no less than set forth above, and to cause COLLINS and its subconsultants to be listed as additional insureds on that Commercial General Liability insurance. CLIENT shall require the project owner to include the substance of this paragraph in the prime construction contract.

ARTICLE 9 – HAZARDOUS ENVIRONMENTAL CONDITIONS**Disclosure of the Existence of Hazardous Environmental Conditions**

CLIENT has disclosed to COLLINS all data known to CLIENT concerning known or suspected hazardous environmental conditions, including but not limited to the existence of all asbestos, PCBs, petroleum, hazardous waste, radioactive material, or other hazardous materials, as defined by Federal, State and local laws or regulations (collectively, “Hazardous Materials,” if any, located at or near the project site, including its type, quantity, and location, or has represented to COLLINS that, to the best of CLIENT’s knowledge, no hazardous environmental conditions exist at or near the project site.

The scope of COLLINS’ services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.

ARTICLE 10 - ALLOCATION OF RISK**Indemnification of CLIENT**

COLLINS agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, and employees (collectively, CLIENT) against damages, liabilities, or costs, including reasonable attorney’s fees and defense costs, to the extent caused by COLLINS’ negligent acts or omissions under this Agreement and that of anyone for whom COLLINS is legally liable. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or statute of limitations.

Indemnification of COLLINS

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless COLLINS, its officers, directors, employees and subconsultants (collectively, COLLINS) against damages, liabilities, or costs, including reasonable attorney’s fees and defense costs, to the extent caused by CLIENT’s negligent acts or omissions in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable. It is the intent of CLIENT to indemnify COLLINS against whatever percentage of the above described losses are attributable to parties (including CLIENT) other than COLLINS.

ARTICLE 11 – AGREED REMEDY

To the fullest extent permitted by law, the total liability, in aggregate of COLLINS and COLLINS’ officers, directors, employees, agents, and consultants to CLIENT and anyone claiming by, through or under CLIENT, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to COLLINS’ services, the Project or this Agreement, from any cause or causes whatsoever, including but not limited to strict negligence, strict liability, breach of contract or warranty, shall not exceed COLLINS’ total fee received under this Agreement. The CLIENT agrees to bring any claims against COLLINS, not any individual owners, directors or employees of COLLINS.

Consequential Damages

Neither CLIENT nor COLLINS shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of, or connected in any way to, the Project or this Agreement. This mutual waiver includes, but is not limited to, damages related to loss of use, loss of profits, loss of income, loss of reputation, unrealized savings or diminution of property value and shall apply to any cause of action including negligence, strict liability, breach of contract and breach of warranty.

ARTICLE 12 – MISCELLANEOUS**Termination**

This Agreement may be terminated without further obligation or liability by either party, with or without cause (for convenience), upon 30 days prior written notice to the other. COLLINS shall be entitled to compensation for all services performed prior to the termination of this Agreement. This Agreement may be terminated by the non-breaching party upon any breach of this Agreement that remains uncured after 10 days written notice to the breaching party by the non-breaching party. Upon payment of all amounts due COLLINS, CLIENT shall be entitled to copies of COLLINS’ files and records pertaining to services performed prior to the termination of this Agreement.

Successors, Assigns, and Third Parties

This Agreement shall be binding upon each party’s assigns, successors, executors, administrators, and legal representatives.

Neither CLIENT nor COLLINS may assign or transfer any rights under or interest in this Agreement without the written consent of the other. No assignment shall release or discharge the assignor from any duty or responsibility under this Agreement, and such consent will not be unreasonably withheld.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or COLLINS. COLLINS’ services hereunder are being performed solely for the benefit of the CLIENT, and no other entity shall have any claim against COLLINS because of this Agreement or COLLINS’ performance of services hereunder.

Governing Law

The laws of the State of Minnesota shall exclusively govern the validity, interpretation and performance of this Agreement.

Any applicable Statute of Limitation shall be deemed to commence running on the date which the claimant knew, or should have known, of the facts giving rise to their claims, but in no event later than the date of substantial completion of COLLINS’ services under this Agreement. To the maximum extent permitted by law, as a condition precedent to commencing a judicial proceeding, a party shall give written notice of their claims, including all amounts claimed, and the factual basis for their claims, to the other party within one (1) year of when the claimant knew, or should have known, of the facts giving rise to their claims, but in no event later than one (1) year from the date of substantial completion of COLLINS’ services under this Agreement.

Invalid Terms

In the event any of these Contract Provisions are found to be illegal or otherwise unenforceable, the unenforceable Contract Provision will be stricken. Striking such a Contract Provision shall have no effect on the enforceability of the remaining Contract Provisions and those remaining Contract Provisions shall continue in full force and effect as if the unenforceable Contract Provision were never included in the Agreement.

Mediation

The CLIENT and COLLINS agree to submit all claims and disputes arising out of this Agreement to non-binding mediation prior to the initiation of legal proceedings. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.

Waiver

A waiver of any of the terms and conditions or breaches of this Agreement shall not operate as a subsequent waiver.

Headings

The headings used in this agreement are for general ease of reference only. They have no meaning and are not part of this Agreement.

Integration

This Agreement, together with all exhibits hereto, are incorporated by reference into each other, and supersedes all prior written and oral discussions, representations, negotiations, and agreements on the subject matter of this Agreement and represent the parties' complete, entire, and final understanding of the subject matter of this Agreement.

Survival

Notwithstanding completion or termination of this Agreement for any reason, all representations, limitations of liability, and indemnification obligations contained in this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

END OF STANDARD GENERAL TERMS AND CONDITIONS

EXHIBIT A

SCOPE OF SERVICES



May 3, 2024

Mr. Joe Triplett, PE
Public Works Director/County Engineer
Chisago County
313 North Main Street - Room 400
Center City, MN 55012

Re: 2024 Annual Bridge Inspections

Dear Mr. Triplett:

On behalf of Collins Engineers, Inc. (Collins) I am pleased to submit this proposal to provide professional engineering services as they relate to bridge inspections in Chisago County. There are 51 bridges for which the County has inspection-reporting jurisdiction. 20 of these bridges are due for inspection in 2024. Bridge L0145 is scheduled to be replaced in 2024 and therefore will not require inspection. The total number of bridges for this contract is 19. Refer to the attachment for a list of Bridge Inspections Due in August and September 2024. Additionally, Structures 13J09, 13J21, and 13J23 require SNBI data collection during this inspection cycle.

Collins is proposing to provide the following scope of services:

- Perform bridge inspections and submit inspection reports to MnDOT for the 20 bridges outlined in the attached inspection due report, with the exception of L0145 (19 inspections).
- Collect required SNBI data from culvert structures 13J09, 13J21, and 13J23.
- A qualified Professional Engineer certified as a Bridge Safety Inspector Team Leader will perform the inspections, as required by MnDOT.
- The inspections will be performed in accordance with current MnDOT and FHWA inspection procedures.
- Program Administrator duties as required by MnDOT such as audits and scour reporting are included.

COLLINS ENGINEERS^{INC.}

- An Inspection Summary Report for all of the Chisago County Bridges will be provided. This report will summarize the conditions of the bridges and provide priorities for replacement or rehabilitation.
- As an added value, Collins will make minor repairs such as clearing debris and tightening nuts where required and where possible.

Collins will complete the above tasks on a lump sum cost of \$18,650 or \$950 per bridge and an additional \$200 per structure requiring SNBI data collection. The proposed work will be completed before the individual bridge inspection due dates listed in the attached inspection due report.

Thank you for the opportunity to continue to be of service to you. Please do not hesitate to contact me at (651) 204-9101 with any questions or comments.

Sincerely,

Collins Engineers, Inc.



Marc Parker, PE
Regional Manager

MINNESOTA DEPARTMENT OF TRANSPORTATION
04/04/2024
BRIDGE INSPECTIONS DUE BY FEB 15, 2025
CHISAGO COUNTY

SORTED BY INSPECTION DATE

BR NO	AGCY BR NO	TOWNSHIP	FACILITY	LRS MILE PT INC/DEC	ROADWAY NAME	FEATURE INTERSECTED	YEAR BUILT	OVERALL COND*	LAST INSP DATE	INSP FREQ	NEXT INSP DUE DATE
13J09		CHISAGO LAKE	CSAH 9	5.72/5.72	OASIS RD	STREAM	2004	Good	08/20/2020	48	08/20/2024
13530		RUSHSEBA	CR 93	2.37/2.37	500TH ST	RUSH CREEK	2020	Good	09/20/2022	24	09/20/2024
13J03		NESSEL	CSAH 4	9.76/9.76	CSAH 4	STREAM	2003	Fair	09/20/2022	24	09/20/2024
13J21			CSAH 39	0.33/0.33	CSAH 39	RUSH CREEK	2020	Good	09/20/2022	24	09/20/2024
13J23		RUSHSEBA	CR 56	3.72/3.72	RIVER RD	RUSH CREEK	2022	Good	09/20/2022	24	09/20/2024
L5979		RUSHSEBA	T 57	2.05/2.05	GOVERNMENT RD	RUSH CREEK	1975	Fair	09/20/2022	24	09/20/2024
4028			CSAH 30	0.29/0.29	CSAH 30	S BR SUNRISE RIVER	1948	Fair	09/21/2022	24	09/21/2024
13512		FISH LAKE	T 74	0.72/0.72	GOOSE LAKE NARROWS	GOOSE LAKE CHANNEL	1988	Good	09/21/2022	24	09/21/2024
13515			PEDESTRIAN	/	PEDESTRIAN	S BR SUNRISE RIVER	1997	Good	09/21/2022	24	09/21/2024
13510		SUNRISE	T 1098	2.91/2.91	WILCOX RD	SUNRISE RIVER	1978	Fair	09/22/2022	24	09/22/2024
13J05		SUNRISE	T 150	0.76/0.76	TWP 150	N BR SUNRISE RIVER	2004	Good	09/22/2022	24	09/22/2024
13J07		AMADOR	CSAH 9	9.76/9.76	CSAH 9 (SUNSHINE RD)	STREAM	2004	Fair	09/22/2022	24	09/22/2024
13J10		AMADOR	CR 70	3.37/3.37	ORIOLE AVE	STREAM	2004	Good	09/22/2022	24	09/22/2024
13J11		AMADOR	CR 81	1.42/1.42	CNTY RD 81	STREAM	2004	Good	09/22/2022	24	09/22/2024
97349		SUNRISE	T 1098	1.55/1.55	WILCOX RD	HAY CREEK	1992	Good	09/22/2022	24	09/22/2024
~~L0145~~		~~SHAFER~~	~~CSAH 16~~	~~4.99/4.99~~	~~CSAH 16~~	~~DRY CREEK~~	~~1945~~	~~Fair~~	~~09/22/2022~~	~~24~~	~~09/22/2024~~
13516			PEDESTRIAN	/	PEDESTRIAN	W BR SUNRISE RIVER	1997	Good	09/29/2022	24	09/29/2024
13517		CHISAGO LAKE	CSAH 14	4.47/4.47	CSAH 14	SUNRISE RIVER	2001	Good	09/29/2022	24	09/29/2024
13526		CHISAGO LAKE	CSAH 20	0.72/0.72	CSAH 20	STREAM	2018	Good	09/29/2022	24	09/29/2024
95137		SUNRISE	T 190	1.53/1.53	VIBO TR	STREAM	1978	Fair	09/29/2022	24	09/29/2024

20 BRIDGE INSPECTIONS DUE BY FEB 15, 2025

L0145 to be replaced in 2024. No inspection required.

SNBI data collection required for 13J09, 13J21, and 13J23

EXHIBIT B

COMPENSATION

CLIENT agrees to compensate COLLINS as follows:

LUMP SUM

CLIENT shall pay COLLINS for Services set forth in EXHIBIT A, Collins will complete the above tasks for \$950 per bridge. The additional cost for SNBI data collection at structures 13J09, 13J21, and 13J23 will be \$200 each. The total lump sum cost will be \$18,650.

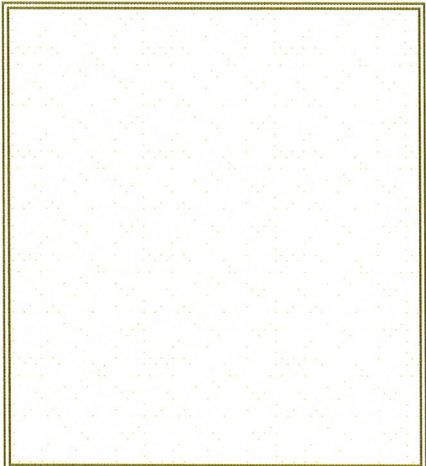
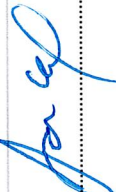
The Lump Sum includes compensation for all COLLINS' services included in EXHIBIT A and incorporates COLLINS' labor, overhead, profit, Reimbursable Expenses, and COLLINS' outside services if any.

The portion of the Lump Sum amount billed for COLLINS' services will be based upon COLLINS' estimate of the proportion of the overall services actually completed during the billing period to the total Lump Sum.

Chisago County Request for Board Action

Meeting Date: June 6, 2024	Item Number: 14
Title of Item for Consideration: Out of State Travel Request – National APCO and Motorola, Orlando, FL	
Action Requested by: Jon Eckel, Director	Department: Enterprise Services Department.
Previous Action on this Matter: Included in 2024 approved budget	
Background: The National APCO, and National Motorola trunked user group is an opportunity for training and development for the staff who support and manage the critical communications infrastructure used by all public safety agencies in Chisago County and across the State of MN, both E-911 and ARMER. This opportunity provides a method to connect the people and technologies charged with ensuring that the most crucial communications—supporting public safety, governments, healthcare and other critical-infrastructure sectors—work at all times, even under the most difficult circumstances. The event is held in Orlando FL, August 4-9, 2024. Attachment(s): Out of State Travel Request	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the out of state travel for Enterprise Services Emergency Communications Systems Manager, Jake Thompson to attend the National APCO and Motorola Trunked User Group training. The following motion is suggested: <i>“move to approve the out of state travel request for Mike Parker to attend the National APCO and Motorola Trunked User Group training.”</i>	
Implications of Action: By attending this event Mike Parker will have a better understanding of the upcoming technologies that will need to be used by the public safety responders in Chisago County and be better able to position Chisago County to plan for these implementations. Budget/Financial Implications: Included in the 2024 board approved budget. Legal/Policy Implications: All county policies, as well as State or Federal laws will be adhered to.	
Administrator’s Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Out-of-State Travel Request

Date Submitted	5/21/2024	
Employee Name	Mike Parker	
Department	DS - Emergency Communications Services	
Destination	Orlando, FL	
Purpose of Travel	2 conferences - APC Interational's Annual Conference & Expo & MTUG National conference	
Departure Date	8/4/2024	
Return Date	8/9/2024	
Total Travel Expenses		\$2,486.45
Supervisor Name (PRINT)	Jon Eckel	
Supervisor's Signature		Date Approved 5-28-24
County Board Signature		Date Approved

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare	Round trip MSP to MCO			\$596.95
Ground Transportation	From and to MCO airport		1	\$80.00
Conference/Registration Fees	APCO fee		1	\$475.00
Lodging			5	\$845.00
Meals	4 days \$64, 2 travel days \$51.75		1	\$359.50
Mileage	Mileage to and from off site Airport parking & Parking		1	\$130.00
Grand Total				\$2,486.45

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 15
Title of Item for Consideration: Chisago County Branding Policy and Brand Guide	
Action Requested by: Chase Burnham, County Administration	Department: Administration
Previous Action on this Matter: The Board of Commissioners approved the Chisago County Brand Platform project on October 11th, 2023. At the May 1, 2024 Board of Commissioner's meeting, the Board of Commissioners approved the proposed 'new' County logo.	
Background: The Chisago County Brand Platform project has spanned 8 months and included committee members from 5 departments and 2 commissioners. The overall project included many phases and resulted in a comprehensive brand guide, a fresh logo, and a policy to help maintain the brand integrity. The purpose of the Chisago Brand Guide, logo and visual identity elements is to create a professional graphic representation of Chisago County as a county government. Consistent use of the Brand Guide, designated logos and branding elements strengthen their value, the County's ability to protect them from unauthorized use and promotes the professional image of the County. The policy provides the rules and guidelines that govern the usage of all Chisago County logos and branding elements that are developed by the County and authorized by the County Board for all county departments and employees to use. This policy applies to all Chisago County logos and branding elements for any purpose and this policy applies to the entire Chisago County government, its county departments, county department units and employees of Chisago County. Attachment(s): • Chisago County Brand Guide • Chisago County Brand Policy	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners move to adopt the new Chisago County brand guide, and Chisago County Brand Policy. The suggested motion is as follows: <i>“Move to adopt the new Chisago County brand guide, and Chisago County Brand Policy.”</i>	
Implications of Action: Adoption of this policy and brand guide would mean that the entirety of Chisago County moves towards implementing the new brand and logo immediately. Budget/Financial Implications: None. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	

<i>Administrator's Recommendation</i>			
Approve <u>CEB</u>	Deny _____	Other _____	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye _____	Nay _____	Abstain _____



Chisago County Brand Guidelines

Final Version | May 2024

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Brand Platform

The Chisago County Brand Platform is the foundation upon which all Chisago County brand messaging is built and communicated to attract new residents, businesses, and tourism. It includes a positioning statement, unique value proposition, personality, tone of voice, key message themes, and values. Use the Chisago County Brand Platform as a compass guiding any brand-related activities.

Purpose

A statement that defines the “why” or
Chisago County’s fundamental reason for being.

To become a **magnetic destination**
for those seeking a better approach
to life, business, and adventure.

Components

Product

A robust area to live, work, and play.

Audience

Families, new companies, and adventurous spirits.

Category

A County of small communities.

Benefits

Small town ideals, natural beauty, and rich history less than an hour from the Twin Cities.

How

By thriving, engaging, and becoming Minnesota's best place to be for an hour, weekend, or lifetime.

Positioning Statement

Chisago County's introduction to the audience. A positioning statement shapes perception and understanding by answering who the product/service is for, what category it fits into, what it does, and how it delivers on its promise.

Chisago County is a quilted marvel for families, remote employees, emerging companies, and adventurous spirits seeking a rural experience that's close to the Twin Cities. They're drawn to the small town ideals, natural beauty, and rich heritage that shapes our culture. It's a unique destination within Minnesota, offering opportunities for an hour, weekend, or lifetime.

Unique Value Proposition

Answers the question, why Chisago County? A unique value proposition declares how a product distinguishes itself from other options the audience may consider.

An outstate experience in every way
with big spaces to build a life, business,
or adventure, without the commute.

Personality

The distinctive qualities Chisago County should consistently convey and deliver in every audience interaction.

Chisago County is **timeless** — like a **warm neighbor** you naturally gravitate toward. It's **intentional** with choices and **devoted** to causes. A character of substantial **charm** guided by a **deep love of community and country**.

Tone of Voice

The purposeful, consistent expression of Chisago County through words and prose styles that engage and motivate.

Chisago County is straightforward and down to earth, speaking kindly with the humble confidence, heartiness, and hope of a farmer. Strongly opinionated, but hesitant to engage in divisive debate. We settle differences quickly, while being masters of the long goodbye.

Key Messaging Themes for All

Chisago County's response to the audiences' needs. Key message themes speak compellingly to address points of competitive advantage and audience interest.

An Intentional Place

We choose to be here. We forgo minor conveniences to realize a larger dream.

Upward and Onward

Chisago County continues to grow without feeling larger. We improve our small towns by protecting their character, ideals, and charms.

A Natural Treasure

All of Minnesota's wonders can be found in Chisago County; sky blue lakes, lush woodlands, wild prairies, wetlands, and the awe-inspiring St. Croix River Valley lined by iconic sandstone cliffs.

Shaped by Heritage

The spirit of Native American, Swedish, and farm family histories compel us to work hard, dream big, and lean into tomorrow while holding true to our past.

Rural Near Urban

Escape to a place that seems a full day's drive away but is just a 40-minute commute to the Twin Cities.

Know Your Neighbors

Welcome back to small towns with close communities that take care of each other.

A Place to Grow

For citizens, businesses, and tourists, Chisago County provides the roots of happiness.

Key Messaging Themes for Tourism

Minnesota's Secret Playground

Bike, climb, swim, ski, fish, boat, camp, hike, golf, and more — Chisago County has your favorite way to play outdoors.

More Time to Play

A quick 40-minute drive from the Twin Cities leaves more time in the day for adventures.

Adorable Downtowns

Mainstreet shops, local owners, unique products, and not a chain store in sight. When you shop Chisago County, you're shopping local.

Chisago County's response to the audiences' needs. Key message themes speak compellingly to address points of competitive advantage and audience interest.

Regional Originals

Sip a local wine, step into the town brewery, tempt yourself with local dishes, or lounge on the deck during a paddle boat cruise.

Paddle the Trail

Grab a map and explore the Chisago Lakes Water Trail linking 11 bodies of water into a one-of-a-kind paddling experience.

Park it Here

More than twenty state, County, and private campgrounds give lovers of the outdoors plenty of places to stay and play.

Key Messaging Themes for Business

Chisago County's response to the audiences' needs. Key message themes speak compellingly to address points of competitive advantage and audience interest.

Where Businesses Take Root

Find the land, labor, incentives, transportation, and proximity to the Twin Cities that emerging companies need.

Make it in America

Chisago County is home to a large and growing labor force, skilled tradespeople, and young workers eager to join the manufacturing workforce.

A Healthy Business Climate

Healthcare is the largest industry in the County with expanding hospitals, clinics, and specialty providers.

Visitors Welcome

Tourism is a cornerstone of the Chisago County experience, featuring established destinations and big opportunities for new attractions and lodging.

A Lease on Life

Multi-unit housing developers are eagerly welcomed to add affordable housing for young adults and aging seniors across the growing County.

Key Messaging Themes for Residents

Chisago County's response to the audiences' needs. Key message themes speak compellingly to address points of competitive advantage and audience interest.

Life Made Better

The natural beauty and quaint main streets are enjoyed most by the citizens of Chisago County. What visitors experience for a weekend, residents choose for a lifetime.

Safety Around Every Corner

Come home to a place where safety is prioritized, law enforcement respected, and neighbors look out for each other.

Healthy for All

Rest easy knowing there's exceptional medical care and specialty services for everyone.

Find Your Spiritual Community

Practice your faith at one of 30+ places of worship.

Let's Go

Chisago County celebrates our region all year round with community events, art festivals, pottery and barn quilt tours, farmer's markets, cultural experiences, and so much more.

Values

These are what Chisago County stands for and the characteristics that matter most. Values should be easily identified and validated.



Kindness

We may not always agree, but we always find the goodness in each other.



Proudly American

We wear our love of country, veterans, and freedoms on our sleeve.



Self Motivated

We go about things our way and endeavor to exceed our own standards.



Full Hearted

Our communities offer helping hands to those who deserve it and seek support. We are at our strongest when united by purpose.



Guardians of Legacy

From the natural resources to our rich heritage and small town charm, we value all of the gifts we enjoy today. We serve as their mindful guardians ensuring the area will remain uniquely Chisago County.



Visual Identity

Images and graphic elements that express who Chisago County is — while also differentiating it from others.

Primary Logo

The Chisago County logo embodies a rich tapestry of regional symbolism. It is a tribute to the area's natural beauty, values, and optimism.

Know Your Neighbors

The script-font flows together just as neighbors and communities also come together to take care of each other.

Optimism Abounds

An inspiring pumpkin tone boldly represents positive feelings about the area and ambitions for the future.

Upward and Onward

A rising sun radiates confidence that each day offers new opportunities. The moving waters reflect that Chisago County is a region in motion, flowing toward our aspirations.

A Natural Treasure

Sunshine, water, and pines represent that the best of Minnesota's wonders are found in Chisago County.

Proudly American

Adding "USA" proclaims Chisago County's love of country, veterans, and freedoms. It puts us on the national map, suggesting ambitions that reach beyond Minnesota's borders.

Loyalty Prevails

A confident plum underscores how the communities hold true to their roots and act full-heartedly toward each other.



VISUAL IDENTITY

Logo Suite

The logo must be present on the first page or view of all materials. See subsequent pages for further guidance on placement and size.

Always use the primary logo when possible. Only use the logo mark as a stand-alone element if and when the primary or secondary logo is present (exceptions allowed for social media avatars and favicons).

Whenever possible, the logos must be in plum and pumpkin brand colors. The logo can be shown as only plum, white, or black if plum and pumpkin are unavailable. Tints and shades are not permitted.



Primary Logo



Secondary Logo



Logo Mark

The logo mark should never be used as an icon embellishment, background element, or container. Use only for social media avatars or a favicon.

Spacing & Size

Clear Space

The area around the department logo must be free of other graphic elements such as headlines, text, or an outside edge/border. The required clear space is 1/4 of the logo's height (shown as X).



Minimum Size

All versions of the logo have a minimum width requirement that ensures legibility and maintains brand recognition. Follow the minimum size requirements listed to the right. Never compromise the integrity or legibility of the logo.



Print 1"



Digital 72px



Print .5"
Digital 36px

Exception for
favicon. Minimum
size is 16px.

VISUAL IDENTITY

Color Variations

One-color black, reverse white, or plum version is only allowed when the application does not allow for full color due to legibility or production limitations.

Full Color Logo

Use this colorway whenever possible.

Reversed/White Logo

Use on dark backgrounds where the full-color logo would not be legible.

Plum Logo

Use on light backgrounds where the full-color logo would not be legible.

One Color/Black Logo

Use on light backgrounds where the full-color or plum logo would not be legible.



X



X

X

VISUAL IDENTITY

Incorrect Usage

Here is a list of common things to avoid.
It should be applied in conjunction with
all other defined guidelines.



DO NOT apply one color (other than black, white, or plum) to the logo.



DO NOT apply a drop shadow or special effects to the logo.



DO NOT skew or distort the logo.



DO NOT cut or crop the logo.



DO NOT place the logo on backgrounds that limit legibility.



DO NOT add graphics or clip art to the logo.

VISUAL IDENTITY

Department Logos

Chisago County department logos consist of two elements — the secondary version of the Chisago County logo and the department name. All usage and print guidelines that apply to the primary logo also apply to department logos.

Departments with proper names that include an ampersand (&) should also use "&" in their identifier. Names that include the word "and" have the preferred option of using "&" in their identifier. Avoid using symbols other than "&" to represent "and" such as "+."

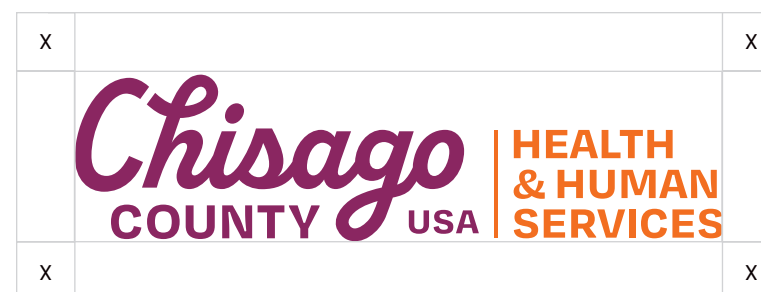
Use the primary/horizontal department logo whenever possible. Use the secondary/vertical department logo only when absolutely necessary to address space limitations.

Multi-Word Departments

For departments consisting of multiple words, you'll arrange the phrase in a stacked format.

Clear Space

The area around the department logo must be free of other graphic elements such as headlines, text, or an outside edge/border. The required clear space is 1/4 of the logo's height (shown as X).



VISUAL IDENTITY

Department Logos

Chisago County department logos consist of two elements — the secondary version of the Chisago County logo and the department name. All usage and print guidelines that apply to the primary logo also apply to department logos.

Use the primary/horizontal department logo whenever possible. Use the secondary/vertical department logo only when absolutely necessary to address space limitations.

Single-Word Departments

For departments composed of a single word, the logo should only be placed within the Vertical Department Logo, not Horizontal.

Clear Space

The area around the department logo must be free of other graphic elements such as headlines, text, or an outside edge/border. The required clear space is 1/4 of the logo's height (shown as X).



Clear Space Guide

VISUAL IDENTITY

Department Logo Creation: Primary Logos

*For marketing team use only: Logos are to be created exclusively by the Chisago County marketing team.



Step 1: Import the Plum secondary logo (EPS) into your Adobe Illustrator file.



Step 2: Add guidelines (using the ruler tool). The guides should sit against the baseline and x-height of "Chisago" and "County USA" as well as the vertical guides on the "C" in "County" and "A" in "USA."



Step 3: The space between "Chisago" and "County USA" should be the same for the space between "County USA" and the department name. Create a guide for that spacing (shown as X).



Step 4: On the right side of the "X" markers, create a 10px Pumpkin line. This should reach the x-height of "Chisago" and the baseline of "County."



Step 5 (Departments with three or more words): Duplicate the "X" marker to the other side of the Pumpkin line. Type the department name in **Degular Variable-Text** typeface. This will span the guidelines from the x-height of "Chisago" and the baseline of "County."



Step 6 (Departments with two words): Duplicate the "X" marker to the other side of the Pumpkin line. Type the department name in **Degular Variable-Text** typeface. This will span the guidelines from the x-height of "Chisago" and the baseline of "County."



Step 7: Outline and export the logo. Select the department name, select "Type" in the toolbar, and click on "Create Outline." Next, select the vertical Pumpkin bar, go to "Object" in the toolbar, select "Path" -> "Outline Stroke."

Next, select the logo's artboard, select "File" in the toolbar, and select "Export" -> "Export As." You can then export your logo files as PNG and SVG files.

VISUAL IDENTITY

Department Logo Creation: Secondary Logos

Secondary logo creation is necessary for departments with one-word names. This secondary logo will serve as the primary logo for these departments, as the horizontal version is not suitable for their format. Follow these step-by-step guides to ensure the secondary logo fits seamlessly within the Chisago County logo suite.

***For marketing team use only: Logos are to be created exclusively by the Chisago County marketing team.**



Step 1: Import the Plum secondary logo (EPS) into your Adobe Illustrator file.



Step 2: Add guidelines (using the ruler tool). The guides should sit against the baseline and x-height of "Chisago" and "County USA" as well as the vertical guides on the "C" in "County" and "A" in "USA."



Step 3: The space between "Chisago" and "County USA" should be the same for the space between "County USA" and the department name. Create a guide for that spacing (shown as X).



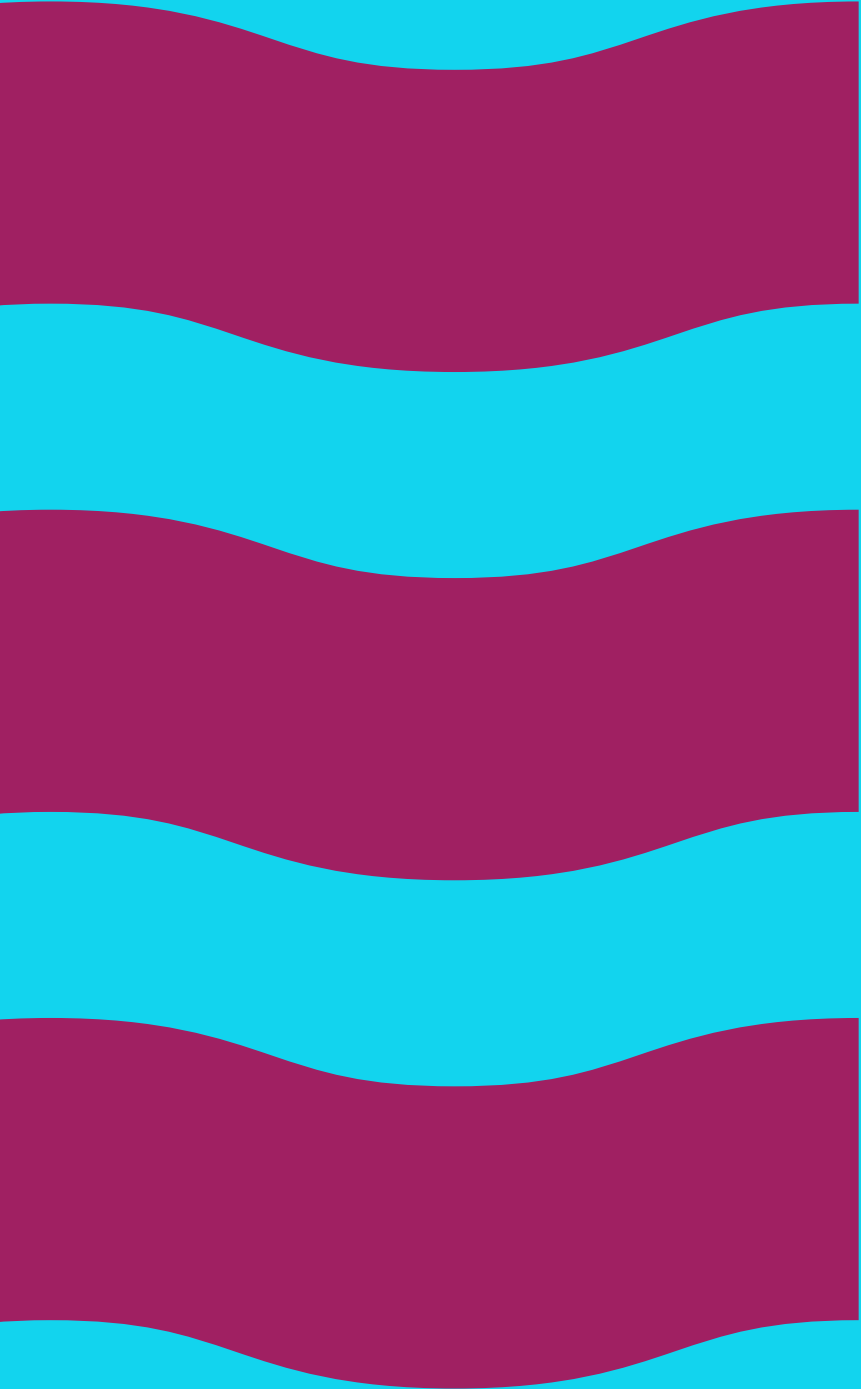
Step 4 (Departments with one word, less than 10 letters): Type the department name in **Degular Variable-Text** typeface. This will go along the bottom guideline. Create a vertical guideline against the "Y" in "County." Align the end of the name to the end of the "Y" in "County."



Step 5 (Departments with one word, more than 10 letters): Type the department name in **Degular Variable-Text** typeface. This will go along the bottom guideline. Create a vertical guideline against the intersection of "G" in "Chisago." Align the end of the name to end of the "G" guideline.



Step 6: Select the department name, choose "Type" in the toolbar, and click on "Create Outline." Next, select the logo's artboard, go to "File" in the toolbar, and choose "Export" -> "Export As." You can then export your logo as PNG and SVG files. SVG files should only be for the design team. PNG files will be sent directly to each department.



Color & Typography

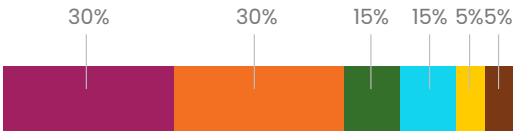
Key components that make communication
immediately recognizable as Chisago County.

Color Palette

Nearly as important as our logo are our established brand colors. This color palette was carefully crafted, keeping hierarchy and overall aesthetic in mind.

Our colors are a distinct and crucial part of our identity, as they make our brand instantly recognizable. When applied consistently, our colors also provide a strong visual link across various materials and communications and set our County apart from competitors. No colors other than the ones specified may be used (aside from white and black).

Use this brand color balance guide to allocate design percentages.



Plum

CMYK 45 98 35 14
RGB 138 37 97
PMS 242 C
HEX #8A2561

Our primary brand colors represent the fresh distinctiveness of our brand and stands out from more traditional palettes.

Pumpkin

CMYK 0 70 100 0
RGB 243 111 33
PMS 158 C
HEX #F36F21

Our primary brand colors represent the fresh distinctiveness of our brand and stands out from more traditional palettes.

Fern

CMYK 72 35 98 23
RGB 74 112 50
PMS 364 C
HEX #4A7032

Sky blue

CMYK 45 0 4 0
RGB 128 211 237
PMS 636 C
HEX #80D3ED

Sunshine

CMYK 0 20 96 0
RGB 255 203 27
PMS 123 C
HEX #FFCB1B

Chestnut

CMYK 38 72 93 43
RGB 107 60 29
PMS 1545 C
HEX #6B3C1D

Shades & Tints Palette

Use the tints and shades chart when additional colors are required. Each primary color has three tints and one shade. The approved shades and tints should never take priority over the primary colors, use them only as accents (i.e., charts and graphs, backgrounds, detailed graphics, etc.).

Primary Colors



Secondary Colors

Shade 1 CMYK 52 96 45 39 RGB 97 26 68 PMS 229 C HEX #611A44	Shade 1 CMYK 24 78 100 15 RGB 170 78 23 PMS 160 C HEX #AA4E17	Shade 1 CMYK 74 45 96 45 RGB 52 78 35 PMS 5743 C HEX #344E23	Shade 1 CMYK 67 30 28 1 RGB 90 148 166 PMS 7696 C HEX #5A94A6	Shade 1 CMYK 15 30 100 0 RGB 220 174 0 PMS 110 C HEX #DCAE00	Shade 1 CMYK 49 71 82 68 RGB 64 36 17 PMS 4975 C HEX #402411
Tint 1 CMYK 39 80 25 2 RGB 161 81 129 PMS 682 C HEX #A15181	Tint 1 CMYK 0 55 76 0 RGB 245 140 77 PMS 164 C HEX #F58C4D	Tint 1 CMYK 60 28 76 9 RGB 110 141 91 PMS 7490 C HEX #6E8D5B	Tint 1 CMYK 36 14 0 RGB 153 220 241 PMS 304 C HEX #99DCF1	Tint 1 CMYK 0 15 82 0 RGB 255 213 73 PMS 128 C HEX #FFD549	Tint 1 CMYK 38 57 71 22 RGB 137 99 74 PMS 876 C HEX #89634A
Tint 2 CMYK 22 47 12 0 RGB 197 146 176 PMS 680 C HEX #C592B0	Tint 2 CMYK 133 43 0 RGB 249 183 144 PMS 1555 C HEX #F9B790	Tint 2 CMYK 38 17 44 0 RGB 165 184 153 PMS 5645 C HEX #A5B899	Tint 2 CMYK 22 0 3 0 RGB 192 233 246 PMS 317 C HEX #C0E9F6	Tint 2 CMYK 18 54 0 RGB 255 229 141 PMS 1205 C HEX #FFE58D	Tint 2 CMYK 31 36 42 1 RGB B59E8E PMS Warm Gray 5 C HEX #B59E8E
Tint 3 CMYK 7 17 3 0 RGB 232 211 223 PMS 670 C HEX #E8D3DF	Tint 3 CMYK 112 14 0 RGB 253 226 211 PMS 705 C HEX #FDE2D3	Tint 3 CMYK 13 5 15 0 RGB 219 226 214 PMS 7541 C HEX #DBE2D6	Tint 3 CMYK 8 0 2 0 RGB 230 246 251 PMS 656 C HEX #E6F6FB	Tint 3 CMYK 0 2 20 0 RGB 255 245 209 PMS 7499 C HEX #FFF5D1	Tint 3 CMYK 11 13 14 0 RGB 225 216 210 PMS 7604 C HEX #E1D8D2

Color Combinations: Typography

Always ensure typography meets accessibility standards to ensure content is legible for all users, regardless of their visual abilities.

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Chisago County

Typography

The brand font, Poppins, is a fundamental part of our visual style that helps achieve a unique and consistent look across our materials.

When Poppins is unavailable, you may use Century Gothic as a font alternative. This substitution should only be made when Poppins cannot be used, such as in certain Microsoft programs. Follow the same guidelines in terms of usage, headlines, etc., as shown for Poppins.

Century Gothic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

DOWNLOAD POPPINS

Google Fonts: <https://fonts.google.com/specimen/poppins>

Adobe Fonts: <https://fonts.adobe.com/fonts/poppins>

Poppins Light

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Medium

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Semibold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Extrabold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Black

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Light Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Regular Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Medium Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Semibold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Extrabold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

Poppins Black Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789!@#%&?()&,"

COLOR & TYPOGRAPHY

Typography Hierarchy

Always follow the typographic hierarchy. While different applications and interfaces may have different sizing, strive to maintain the overall proportions shown here.

“Pull quote lorem ipsum dolor sit amet, consectetur adipiscing lorem.”

For pull quotes:

Poppins – Regular or Medium Sentence Case
Leading: font size + 3 (use best judgment)
Kerning: 0
Colors: fern, plum, sky blue, white, black

Pull quotes have some leeway when it comes to styling. If you want the quote to stand out, use a brand color that contrasts from the background color. If you want it to have less visual weight, keep it the same color as the copy.

For hero copy or headlines:

Poppins – Medium or Semibold, Title Case
Leading: font size (use best judgment)
Kerning: 0
Colors: plum, pumpkin, white, black

For subheadings:

Poppins – Regular or Light, Sentence Case
Leading: font size + 2pt
Kerning: 25
Colors: white, black

For eyebrows:

Poppins – Semibold or Bold, All Caps
Leading: font size (use best judgment)
Kerning: 40
Colors: plum, pumpkin, white, black

H2–H4 Headline:

Poppins – Regular, Medium, or Semibold Title Case
Leading: font size (use best judgment)
Kerning: 0
Colors: plum, pumpkin, white, black

Body Copy:

Poppins – Regular, Sentence Case
Leading: font size + 5
Kerning: 0
Colors: white, black

Headline

Subheading

EYEBROW HERE LOREM IPSUM

H2 Headline

H3 Headline

H4 Headline

H5 Headline

Body copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

COLOR & TYPOGRAPHY

Typography Incorrect Usage

Adhere to the do's and don'ts associated with using the Chisago County Poppins typeface.

- **DO** use only the approved Chisago County typefaces
- **DO** left align copy (center is acceptable for certain compositions)
- **DO** use only approved colors

EYEBROW

Headline Goes Here

Subheading goes here

Body copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et **in text callout** aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.



- **DO NOT** use unapproved brand typefaces.
- **DO NOT** use cursive font.
- **DO NOT** right align copy.
- **DO NOT** use unapproved colors.
- **DO NOT** distort the typeface by adding special effects (drop shadows, skew, rotation, etc.).
- **DO NOT** show type in all caps (exceptions allowed for eyebrows).

EYEBROW

Headline Goes Here

SUBHEADING GOES HERE

Body copy lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Typography Application Examples

All applications should use the primary Chisago County brand colors, secondary colors (as needed), and fonts.





Iconography

Adding depth and personality to the Chisago County story.

ICONOGRAPHY

Iconography

The Chisago County iconography is influenced by Chisago County's natural wonders, thriving communities, and Swedish motifs. Clean lines and minimalistic shapes characterize these icons, reflecting simplicity and functionality.

Any color from the color palette is acceptable for general use on the icons. Follow department color guidance for further instruction.

The icons shown represent only a fraction of the extensive icon collection available.



ICONOGRAPHY

Department Iconography: Color Guide

If your department is listed below, adhere strictly to the specified color guidelines for icons. Do not use any other color combinations except those listed.

Department(s)	Icon Colors
Wellness Committee	Sky Blue or Fern 
Recognition Committee	Sky Blue or Plum 
Planning Commission	Sunshine or Chestnut 
Board of Adjustment & Appeals	Sunshine or Plum 
County Attorney County Sheriff Probation	Pumpkin or Chestnut 
County Administration Recorder Auditor/Treasurer Assessor	Sky Blue or Pumpkin 
Human Resources Board of Commissioners Health & Human Services Enterprise Services	Sunshine or Fern 
Public Works Maintenance Household Hazardous Waste Zoning	Pumpkin or Plum 
Environmental Services Parks & Trails Water Resources Soil & Water Conservation District Lake Improvement District Watercraft Inspector	Sky Blue and Fern 

ICONOGRAPHY

Department Iconography: Icon Guide

Each department will have a specific icon representing their line of work. These icons should be used consistently across all materials where an icon is needed. Departments must follow their color guide (refer to the previous page) when selecting a color for their icon. Maintaining consistency in the use of these icons is crucial to uphold the integrity of our brand.



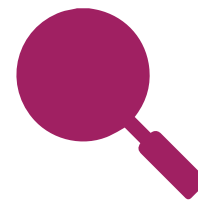
Wellness Committee
Sky Blue or Fern



Recognition Committee
Sky Blue or Plum



Planning Commission
Sunshine or Chestnut



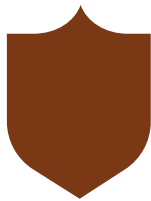
Board of Adjustment
& Appeals
Sunshine or Plum



County Attorney
Pumpkin or Chestnut



County Sheriff
Pumpkin or Chestnut



Probation
Pumpkin or Chestnut



County Administration
Sky Blue or Pumpkin



Recorder
Sky Blue or Pumpkin



Auditor/Treasurer
Sky Blue or Pumpkin



Assessor
Sky Blue or Pumpkin



Human Resources
Sunshine or Fern



Board of Commissioners
Sunshine or Fern



Health & Human Services
Sunshine or Fern



Enterprise Services
Sunshine or Fern

ICONOGRAPHY

Department Iconography: Icon Guide

Each department will have a specific icon representing their line of work. These icons should be used consistently across all materials where an icon is needed. Departments must follow their color guide (refer to the previous page) when selecting a color for their icon. Maintaining consistency in the use of these icons is crucial to uphold the integrity of our brand.



Public Works
Pumpkin or Plum



Maintenance
Pumpkin or Plum



Household Hazardous
Waste
Pumpkin or Plum



Zoning
Pumpkin or Plum



Environmental Services
Sky Blue or Fern



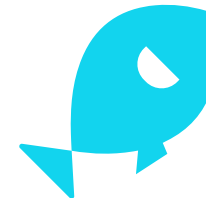
Parks & Trails
Sky Blue or Fern



Water Resources
Sky Blue or Fern



Soil & Water
Conservation District
Sky Blue or Fern



Lake Improvement District
Sky Blue or Fern



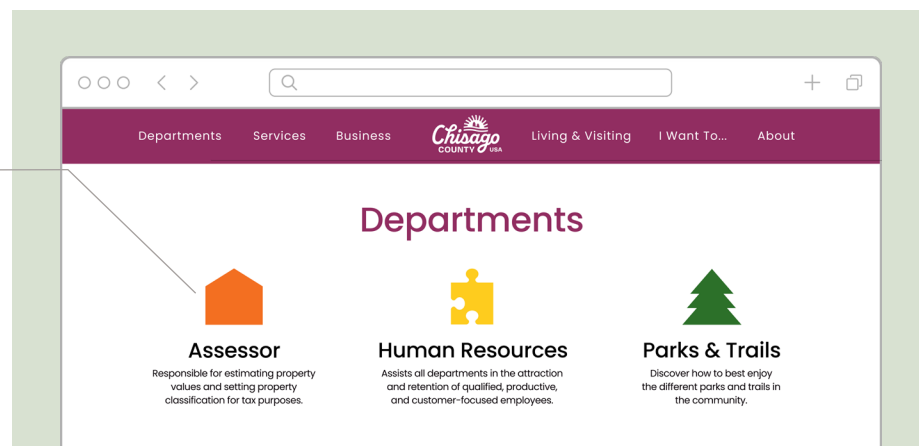
Watercraft Inspector
Sky Blue or Fern

ICONOGRAPHY

Department Iconography: Icon Usage

Department icons should be used exclusively for embellishments (refer to page 36 and 37 for details). An icon must always be accompanied by text and should appear only once per piece of material or collateral.

Pair icons with text to create dual-channel communication that appeals to both the eye and mind, enhancing comprehension.



Use icons to add needed pops of visual interest or to draw attention to a particular area.



DO NOT use department icons as background accents.



DO NOT use department icons as full-bleed containers (exceptions allowed for the four approved containers).



DO NOT use the same department icon more than once on any single piece of material or collateral.

ICONOGRAPHY

General Iconography Purpose

General brand icons are valuable tools for enhancing your layouts by visually supporting and clarifying the story or copy. However, to maintain a clean and effective design, it's important to use these icons thoughtfully and sparingly.



Water

Reflects the abundance of lakes and water trails while highlighting the region's unique geographical features and recreational opportunities.



Sunrise & Sunset

Marks the end of one successful era and the beginning of a new opportunity. These icons symbolize Chisago County's continuous progress.



Trees & Flora

Portrays growth, renewal, and resilience, as well as the beauty and vitality of Chisago County. These icons communicate a message of optimism and our deep respect for nature.

General Iconography Purpose

General brand icons are valuable tools for enhancing your layouts by visually supporting and clarifying the story or copy. However, to maintain a clean and effective design, it's important to use these icons thoughtfully and sparingly.



Swedish Motifs

Visual representations of Chisago County's Scandinavian heritage. These icons pay homage to the first immigrants by preserving their culture for future generations.



Quilting

Connotes feelings of coziness and nostalgia. These icons remind residents and visitors alike of the comforts of home and belonging to a community.



Moon & Stars

Symbolizes hope, guidance, and inspiration. These icons represent beacons of inspiration and the lodestar by which we navigate toward tomorrow.

ICONOGRAPHY

General Iconography Purpose

General brand icons are valuable tools for enhancing your layouts by visually supporting and clarifying the story or copy. However, to maintain a clean and effective design, it's important to use these icons thoughtfully and sparingly.



Wildlife

Homages to the region's fauna. These icons showcase the biodiversity and living beauty of Chisago County.



American Pride

Saluting the patriotic spirit and devotion to our nation. These icons symbolize our shared history, values, and unity as a nation.



Community

Celebrating Chisago County residents' deep commitment to each other and the common good. These icons embody the virtues of love, service, and inclusivity.

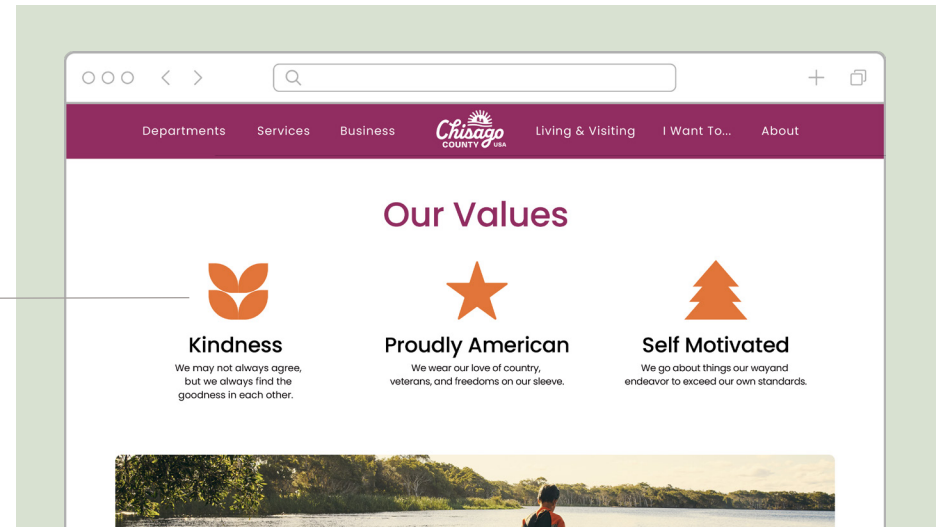
General Iconography Application: Embellishment

Incorporate icons as intuitive visual elements that enhance written content or accentuate designs. These icons serve as recognizable symbols that enrich the overall visual experience.



The logo mark should never be used as an icon embellishment, background element, or container. Use only for social media avatars or a favicon.

Pair icons with text to create dual-channel communication that appeals to both the eye and mind, enhancing comprehension.



Use icons to add needed pops of visual interest or to draw attention to a particular area.



ICONOGRAPHY

Containers

Add a distinctive touch to design elements to deepen visual impact. This treatment creatively integrates text and imagery to punctuate key messages.

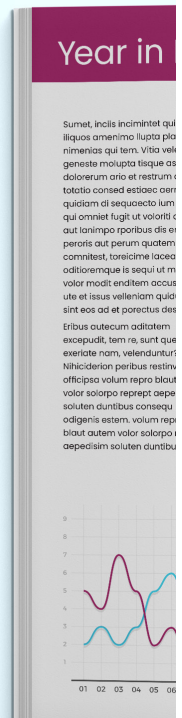
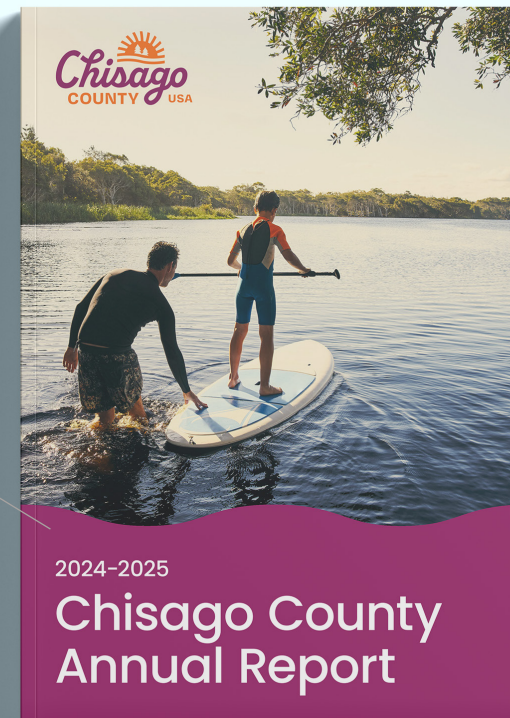


The logo mark should never be used as an icon embellishment, background element, or container. Use only for social media avatars or a favicon.

Icon used to highlight a callout.



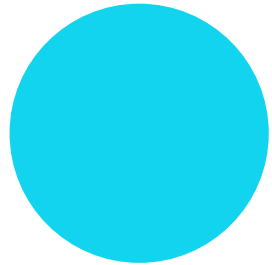
Full-bleed water icon is used as a background component. This approach creates an interesting visual component rather than utilizing a straight line.



ICONOGRAPHY

Callout Container Guidelines

Use these specific icons from the icon library for callout containers. Adherence to these guidelines is crucial to avoid confusion and ensure the icons do not distract from important content on the page. Only use the designated icons shown here, and no others. Any color from the color palette is acceptable for use on the icons. Keep color contrast in mind.



Icon



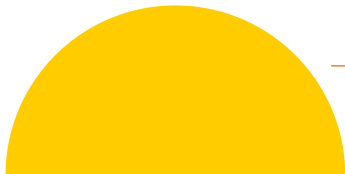
Callout Container Example



Icon



Callout Container Example



Icon



Callout Container Example



Icon



Callout Container Example



DO NOT use unapproved icons as callout containers.



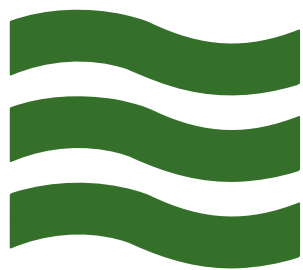
DO NOT rotate or distort callout containers.



DO NOT fill icon with too much copy.

Full-Bleed Container Guidelines

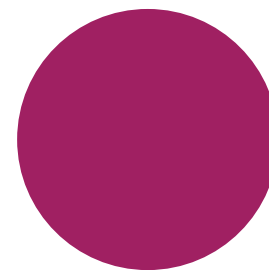
Use these specific icons from the icon library, extending them to full bleed to add visual interest to the text overlay, rather than using a box as the container. Adherence to these guidelines is crucial to avoid confusion and ensure the icons do not distract from important content on the page. Only use the designated icons shown here, and no others. Any color from the color palette is acceptable for use on the icons. Keep color contrast in mind.



Icon



Full-Bleed Container



Icon



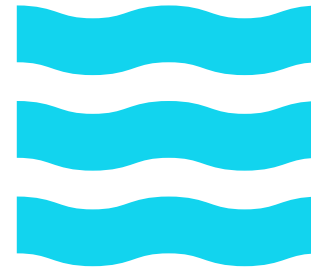
Full-Bleed Container



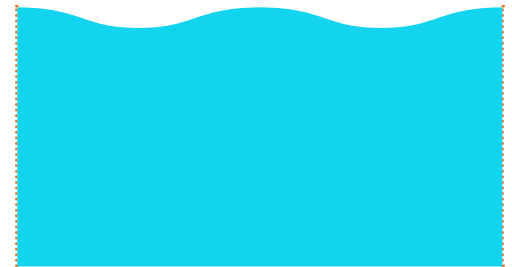
Icon



Full-Bleed Container



Icon



Full-Bleed Container



DO NOT use unapproved icons as full-bleed containers.



DO NOT rotate or distort full-bleed containers.



DO NOT use the icon file. Use the approved container templates.

Full-Bleed Container Guidelines

Use the cropping guide for all approved full-bleed containers.

Crop Option 1 (full-width icon)



Crop Option 2



Crop Option 3 (should not include text overlay)



ICONOGRAPHY

Background Accents

Use icons as background elements to infuse brand colors and depth. Experiment with opacities, scale, and layering techniques to boost visual impact and content accessibility.



The logo mark should never be used as an icon embellishment, background element, or container. Use only for social media avatars or a favicon.

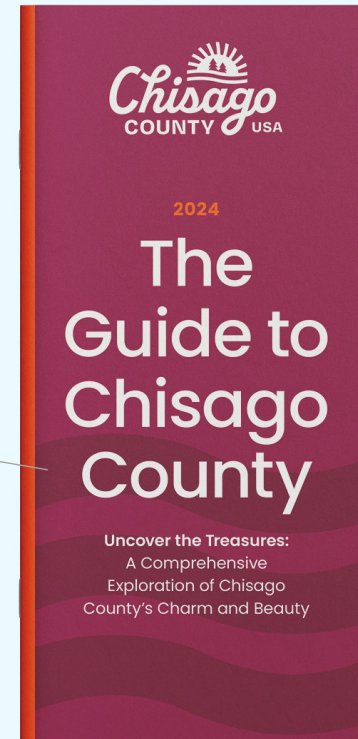
The icon provides depth while also breaking up large areas of negative space.

Pumpkin Shade 1 from the secondary palette at 40% opacity.



The icon provides depth while also breaking up large areas of negative space.

Plum Shade 1 from the secondary palette at 20% opacity.



Background Accent Guide

When incorporating icons as background accents, it's essential to adhere to specific guidelines to maintain the integrity of our brand. Use only the icons provided specifically for background accents, ensuring a uniform look and feel. All colors from the palette are available for use. **Do not use department icons, the icon mark, or icons not listed below as background accents, as these elements are reserved for other specific uses.**

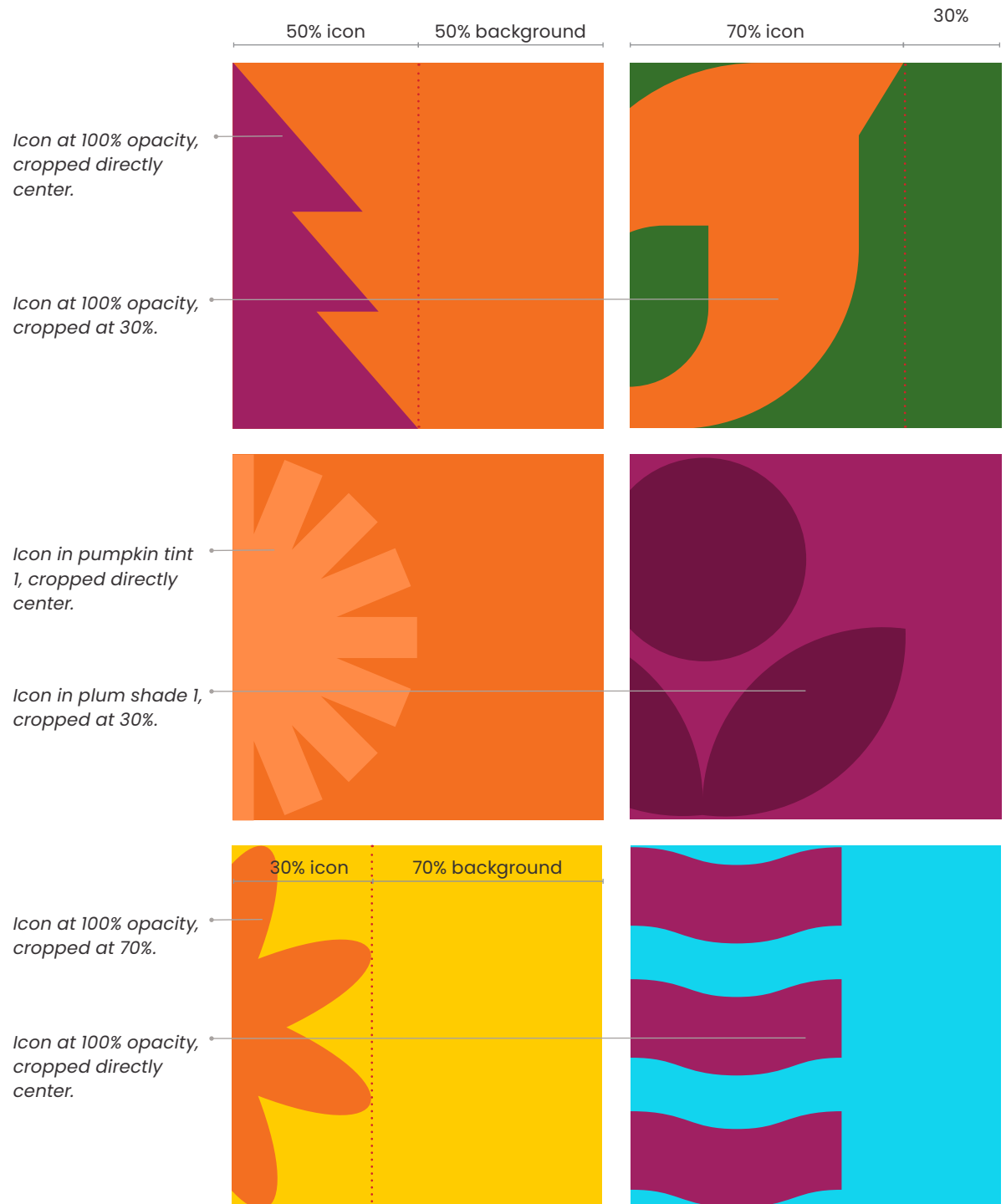


ICONOGRAPHY

Background Accents: Compositions

Icons should always be subtle or prominent. Explore compositions where icons are integrated with tints and shades of the same color, adding depth without dominating. Conversely, create icons and backgrounds or complimentary Chisago County brand colors for dynamic visuals.

Use only tints and shades of the same color for icons and backgrounds. For example, you can use a Plum Shade 1 icon with a Plum background, but not a Plum Shade 1 icon with a Pumpkin background.



Background Accents: Color Guide

Always select color combinations using at least one of the primary Chisago County brand colors (plum or pumpkin). They are the visual cornerstones of the identity. Use these suggested color combinations as a guide for graphics, but not text (see typography color combinations: text for text guidance).





Photography

Images evoke powerful emotions and create recognition.
Selecting the proper photographs to represent Chisago
County is essential to attracting audience attention.

PHOTOGRAPHY

Photography Overview

Imagery plays a significant role in conveying the Chisago County brand personality. Photos should reflect Chisago County's brand values and personality.

Lighting and Background

Feature photography that is natural and grounded. Only utilize realistic shots with ample natural lighting to create an upbeat feel.

Motion

Make photography more dynamic by adding people in motion/moments. Lean heavily on incorporating candid shots.

Depth of Field

Select photographs with a depth of field that pulls a viewer into the image. Use selective focus to create compelling moments of attention and clarity.



PHOTOGRAPHY

Photography Categories: People

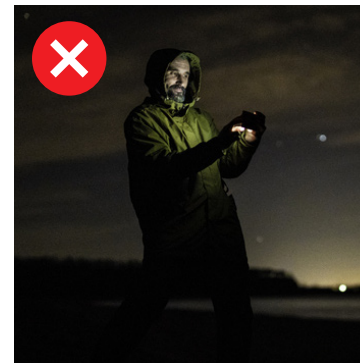
Look for moments when the subject is comfortable and engaged with a task, activity, or conversation. Avoid photographs where subjects look directly at the camera (except for announcement photographs).

Shoot photographs in an environment that lends itself to the story you're creating. Look for elements related to what the subject does, their accomplishments, or items that add interest.

Strive to use natural lighting. Avoid overly dramatic scenery or dark locations. Do not use black and white or filtered images.



DO NOT overly crop or show subject too close.



DO NOT capture the subject in a dark, overly dramatic scene.



DO NOT stage a photo (exceptions allowed for announcements).

150

PHOTOGRAPHY

Photography Categories: Group Photos

When posed photography is required, make sure subjects are in clear view. Photographs should celebrate their passion and community spirit. Do not use black and white or filtered images.



DO NOT capture subjects at unnatural angles.



DO NOT choose an environment that does not reflect our County's personality.



DO NOT use images that are void of emotion.

PHOTOGRAPHY

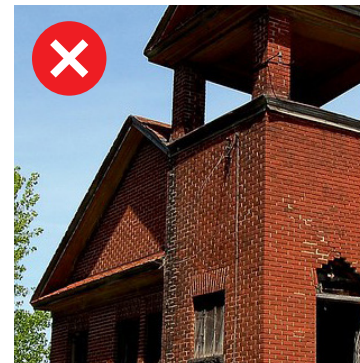
Photography Categories: Environments

When photographing architecture, spaces, and places throughout Chisago County, start with the light. Look to shoot early in the morning or late in the afternoon for the best results. This time of day creates beautiful shadows and the ideal depth and dimension to bring the images to life. Architecture is often amplified by exterior lighting that gives buildings a glow against a twilight sky. Do not use black and white or filtered images.

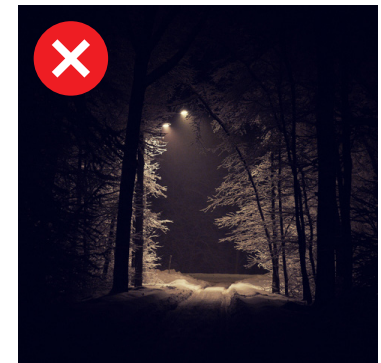
Incorporate seasonality into exterior/ environmental photographs to showcase the full range of seasons that enrich the Chisago County experience.



DO NOT capture lifeless and “empty” compositions.



DO NOT use tightly cropped photos unless you're looking for architectural detail.



DO NOT capture the environment in overly dark, or dramatic settings.

PHOTOGRAPHY

Photography Incorrect Usage



DO NOT use an excessive filter or black and white photography (exceptions allowed for images not created by the marketing team—use best judgment).



DO NOT use overly cliché photography or stock imagery.



DO NOT use silhouetted figures, photographic overlays, or effects.



DO NOT lose focus of the subject with overly blurry images.



DO NOT use images that appear cool-toned.



DO NOT over-complicate or layer multiple images as one.

Address

313 N Main Street
Center City, MN 55012

Phone 651-257-1300

Fax 651-213-8876

For all marketing and communication questions, contact our
marketing coordinator at marketing@chisagocountymn.gov



CHISAGO COUNTY BRAND POLICY

1. PURPOSE AND POLICY STATEMENT

- I. The purpose of the Chisago Brand Guide, logo and visual identity elements is to create a professional graphic representation of Chisago County as a county government. Consistent use of the Brand Guide, designated logos and branding elements strengthen their value, the County's ability to protect them from unauthorized use and promotes the professional image of the County. Toward that objective, the County Board has adopted this policy and the Chisago County Brand Guide, which is incorporated into this policy as Appendix 1.
- II. This policy provides the rules and guidelines that govern the usage of all Chisago County logos and branding elements that are developed by the County and authorized by the County Board for all county departments and employees to use. This policy applies to all Chisago County logos and branding elements for any purpose and this policy applies to the entire Chisago County government, its county departments, county department units and employees of Chisago County. The policy is both an operational policy and a personnel policy. Use of a Chisago County logo or brand contrary to the provisions of this policy or the provisions of the Brand guide is a violation of policy. Employees who violate the terms and provisions of this policy, or the provisions of the Chisago County Brand Guide, are subject to disciplinary action and such disciplinary action may include termination, as appropriate for the violation.

2. SCOPE

The Chisago County logo and brand elements may only be used by departments and employees in strict accordance with this policy and the provisions contained in the Chisago County Brand Guide.

3. GENERAL RULES

- I.** No Chisago County logo or elements may be altered or combined with any other mark or element without County Board approval.
- II.** A department or employee may use the Chisago County logo or embellishments only as outlined in this policy and the Chisago County Brand Guide.
- III.** The Chisago County logo is required on all official internal and external communications, regardless of paper or electronic form.
- IV.** The use of Chisago County letterhead and business cards is required in all matters of official Chisago County business.
- V.** Use of Chisago County logo and brand elements in print and electronic materials including email and social media must conform to the Chisago County Brand Guide and the branding requirements found in the Chisago County Brand Guide.

4. PERMISSIBLE USE OF LOGOS & BRANDING ELEMENTS

- I. By Chisago County Departments:** County Departments and Units of County Departments are required to use the Chisago

County logo in connection with their respective official County business. Each department and department unit has unique needs and contributions in delivering their respective programs and service to the overall County and County Departments are encouraged to develop their respective departmental marketing programs. To ensure that departmental marketing programs are consistent with this policy and the Chisago County Brand Guide, this policy directs departments to resource the County Administration for brand integration when developing their marketing program. The use of the Chisago County log shall not be used in altered form without County Board approval.

- II. **By Individuals:** Individuals may use the Chisago County logo or branding elements only for official Chisago County business.

5. **PROHIBITED USES OF LOGO & BRANDING ELEMENTS**

- I. **In General** – Neither the Chisago County name, logo, or elements may be used in any manner that could adversely affect the County’s image or standing.
- II. **No Endorsements** – No department, unit or employee may use the Chisago County logo or branding elements to indicate support or endorsement of anything that is something other than official Chisago County business. Neither the name of Chisago County nor the Chisago County logo, embellishments, including colors, may be used in any way that states or implies endorsement of a product, service, political stance, gives a false impression, is misleading, or could cause confusion regarding the County’s relationship with any person or entity.

- III. Logomark** – The logo that consists of the Chisago County name and emblem is a distinctive graphic design that is unique to Chisago County and cannot be replicated in type.

APPENDIX 1

****Insert Complete Chisago County Brand Guide**

Chisago County Request for Board Action

Meeting Date: June 5, 2024	Item Number: 16
Title of Item for Consideration: Sigma Tactical Wellness Program – CCSO	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: At the April 10th Budget & Finance meeting, Sheriff Thyen presented the various cardiac screening services that Sigma provides for public safety workers. The Sheriff's Office continues to make plans for Sigma to provide these services to Sheriff's Office employees as part of our employee wellness program. Attachment(s): Sigma Service Agreement	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the Sigma service agreement. The following motion is suggested: <i>“Move to approve the Sigma Service Agreement for the Chisago County Sheriff's Office.”</i>	
Implications of Action: Approval of this agreement will allow the Sheriff's Office to progress with the final planning needed to bring Sigma services to the Sheriff's Office. Budget/Financial Implications: Any fees incurred to Chisago County for Sigma's services will be covered by Public Safety Funds. Legal/Policy Implications: This Agreement has been reviewed and has been found to be in compliance with Chisago County policies, as well as all Local, State, and Federal Laws. The County Attorney has approved as to form.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is entered into as of _____ (the "**Effective Date**") by Chisago County, a municipal corporation, by and through the Chisago County Sheriff's Office, located at 15230 Per Rd., Center, City, Minnesota ("**Client**") and JS MD Sigma PLLC ("**Sigma**"), located at 1 Championship Dr., Austin, TX 78738. Client and Sigma may be referred to individually as a "**Party**" and collectively as the "**Parties**." The Parties agree as follows:

1. **SIGMA'S SERVICES.** Sigma will perform the services as specified in **Exhibit A** (collectively, the "**Services**").

2. **BILLING, TAXES, AND INSURANCE**

2.1. As consideration for the Services provided, Client shall pay Sigma fees in accordance with the fee schedule set forth in **Exhibit A ("Fee Schedule")**. Unless otherwise provided in the Fee Schedule, Sigma will invoice Client for the Services provided, and Client shall pay Sigma's invoices for any undisputed service and corresponding fee within thirty-five (35) days of receipt of invoice, consistent with Minnesota Statute §471.425. Any late payment will be subject to an interest penalty of the lower of: (a) one percent (1.0%) per month or (b) the maximum rate permissible by law, until paid in full. Client shall complete the Account Set-up Form attached hereto as **Exhibit B** and provide other billing information requested by Sigma.

2.2. Client is a tax-exempt municipal corporation. In the event taxes are lawfully applied to the services received, the Client acknowledges it will be responsible for applicable taxes (including without limitation sales tax) imposed by any federal, state, or local governmental entity on the transactions contemplated by this Agreement, excluding only Sigma's income taxes.

2.3 Sigma agrees to maintain at its sole cost and expense during the term of this Agreement adequate insurance to cover Sigma's operations and exposure to liability. Sigma agrees to maintain minimum limits of liability insurance consistent with the Client's exposure per the Minnesota Tort Claims Act, Minnesota Statute 466.04:

- \$1.5 million each occurrence
- \$3 million general aggregate
- \$3 million products and completed operations aggregate.

Each Party shall furnish to the other Party, at such Party's request, certificates of insurance and Sigma will name Chisago County as an Additional Insured. Any insurance coverage maintained by Sigma greater than the Minnesota Tort Claim limits shall not constitute a waiver of any liability limits available to or asserted by the Client.

3. **CLIENT'S OBLIGATIONS** 3.1 Client shall (i) allow Sigma to conduct presentations and workshops to educate Client and its workforce regarding the services offered by Sigma; (ii) be responsible for providing, at no cost to Sigma, all equipment, facilities, supplies, utilities, including high speed internet and telephone service, and other services as Sigma shall reasonably determine from time to time to be necessary for the performance of Services. Client shall consult and collaborate with Sigma with respect to operational needs related to equipment, facilities, supplies, utilities around other services to be provided pursuant to this Section.

3.1. Client shall be solely responsible for ensuring that all required patient consents and/or acknowledgments are obtained and documented in accordance with best practices and applicable laws and shall inform Sigma immediately of all communications received from regulatory authorities, notices of claims or

potential claims related to any Services, and forward any \Hitten communications related thereto to Sigma.

4. **COLLABORATION.** Client will meet with Sigma from time to time as requested to collaborate and coordinate on the delivery of the Services.

QUALITY AND COMPLIANCE

- 4.1. Each Party shall comply with all applicable laws and regulations in effect.
- 4.2. Client agrees to maintain books, records and accounts relating to the receipt of the Services, and Sigma and its auditors shall be provided reasonable access to such books, records, and accounts and the right to perform a limited business review to verify compliance with this Agreement. Likewise, books, records, documents and accounting procedures and practices of the Sigma relevant to this Agreement, shall be subject to examination by the County and any county, state, or legislative auditor, for a minimum of six (6) years following transaction and following termination of the Agreement, pursuant to Minn. Stat. §16C.05, Subd. 5.
- 4.3. The Parties agree that (i) the benefits to each Party under this Agreement do not require, are not payment for, and are not in any way contingent upon referring an individual to a person for the furnishing or arranging for the furnishing of any health care item or service or ordering of any health care item or services; and (ii) the compensation payable under this Agreement is based solely on the fair market value for the Services provided and not upon the volume or value of referrals or any business, if any, generated between the Parties.
- 5-4. Nothing in these terms and conditions shall be construed as permitting Client to exercise control over the professional judgment or professional methods of Sigma and its professionals.

5. INTELLECTUALPROPERTY

- 5.1. Sigma owns all right, title and interest (including patent rights, copyrights, trade secret rights, mask work rights, trademark rights, and all other intellectual property rights of any sort throughout the world) in and to the Services and documentation and derivative works thereof. Any use by Client of Sigma's then-current names, marks, logos, and other identifiers for the Services (i) requires Sigma's prior written approval, (ii) shall comply with Sigma's standards and usage guidelines for such use, and (iii) shall cease upon expiration or termination of this Agreement.
- 5.2. Client agrees to comply with Sigma's branding guidelines with respect to the Services. Client shall not issue any press releases or similar public communication relating to this Agreement or the Services without the prior written approval of Sigma.

6. CONFIDENTIALITY

- 6.1. The Parties shall each take all reasonable efforts to ensure that this Agreement and any information related to the business, plans, technology, products, or other information of the other Party acquired by virtue of this Agreement shall be kept confidential and shall not be disclosed or made use of except as necessary for the acquiring Party to perform its obligations under this Agreement. The provisions of this clause shall not apply to the extent that the information (i) is required to be used or disclosed to comply with applicable laws or regulations or with a court order, (ii) was in the public domain prior to its use or disclosure, (iii) was

independently developed or discovered without use of the other Party's confidential information, or (iv) was revealed by a third party having no obligation of confidentiality with regard to the information.

The Parties shall protect the privacy of all patient health information in accordance with the Privacy and Security Rules promulgated under the Health Insurance Portability and Accountability Act ("HIPAA") as well as other applicable federal and state laws. A Party having knowledge of any unauthorized or improper uses or disclosures made while performing hereunder shall promptly report such unauthorized use or disclosure to the other Party.

7. DISCLAIMERS AND LIMIT OF LIABILITY

7.1. SIGMA DISCLAIMS ANY REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, THAT (I) THE RESULTS OF THE SERVICES SHALL BE FIT FOR ANY PARTICULAR PURPOSE, OR (II) THE SERVICES WILL PRODUCE A PARTICULAR RESULT OR BE 100% SUCCESSFUL OR ACCURATE.

7.2. In the event of any deficiently performed Services, Client's sole remedy against Sigma in such instance shall be for Sigma to re-perform the Services at its own cost, and Sigma's total liability to Client (whether for breach of contract, negligence or otherwise) with respect to the Services under the Agreement shall be limited to the revenue it received from Client during this Agreement. Except for damages arising out of willful or reckless conduct or a violation of applicable law, neither Party shall be liable to the other for indirect, incidental, consequential, exemplary or special damages, including without limitation damages for lost profit, regardless of the form of action, whether contract, warranty, strict liability or tort.

7.3. Client represents and warrants that, as of the Effective Date and during the term of this Agreement: (i) Client possesses and agrees to maintain all licenses, registrations and approvals necessary for its performance of this Agreement, and (ii) Client is not precluded by any contract or other obligation from entering into or performing under this Agreement.

9- TERM AND TERMINATION

9.1. The initial term of this Agreement commences on the Effective Date and terminates upon the completion of Services 04-18-2025 ^{the} or , whichever occurs first.

9.2. Either Party may terminate this Agreement without cause upon sixty (60) days' prior written notice. A Party may terminate this Agreement upon providing the other Party $\frac{1}{2}$ Titten notice of breach of this Agreement by the other Party, if the other Party fails to cure the breach within fifteen (15) days of receiving the notice of breach. In the event of termination of this Agreement, all compensation for Services performed prior to the date of termination shall be payable to Sigma in accordance with this Agreement.

1. All obligations of a Party set forth in this Agreement that by their nature continue beyond expiration, termination, or cancellation of this Agreement (including, without limitation, the warranties, indemnification obligations, confidentiality requirements and ownership and property rights) shall survive any such expiration, termination or cancellation shall survive expiration, termination, or cancellation of this Agreement for any reason.

2. **NOTICES.** Any notices, demands or consents required or permitted under this Agreement ("**Notices**") shall be in

writing in English, addressed as set forth below, and deemed effectively given: (a) upon personal delivery (with signature evidence of delivery); (b) upon delivery confirmation if sent by prepaid first class registered or certified mail (return receipt requested), or by an internationally-recognized express courier service (providing evidence of delivery); or (c) upon the date of transmission (or the next business day, if it is not a business day), if sent by facsimile or email.

If to Sigma: JS MD Sigma PLLC

1 Championship Drive

Austin, TX 78738

**If to
Client:**

Chisago County Sheriffs Office

15230 Per Rd

Center City, MN 55012

- 1. MISCELLANEOUS.** The Parties shall be independent contractors in their performance under this Agreement. This Agreement (including the exhibits attached hereto) constitutes the entire agreement between the Parties with regard to the subject matters hereof and may not be amended or modified without each Party's agreement in writing. Neither Party may assign or transfer this Agreement and/or the rights and obligations hereunder except that Sigma may assign this Agreement to its affiliates or in connection with the transfer or sale of all or substantially all of its assets, or the assets which are the subject matter of this Agreement, or its merger with another entity. Subject to the foregoing, this Agreement shall be binding upon, and inure to the benefit of, the successors, representatives and permitted assigns of the Parties hereto. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts of laws provisions. Except as otherwise expressly provided herein, the provisions of this Agreement are for the benefit of the Parties hereto and not for any other person or entity.

Signature page follows

JS MD Sigma PLLC

By: _____

Name: Jonathan Sheinberg

Title: CMO

Date: _____

CLIENT

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

Reviewed as to Form:



Janet Reiter, Chisago County Attorney 5/15/2024

Exhibit A

SERVICES

The following shall constitute the **"Services"** for purposes of this Agreement:

The provision of cardiovascular and metabolic screening to Clients' workforce members and/or their beneficiaries. Each such screening scheduled to be provided by Sigma to one of Client's workforce members and/or their beneficiaries is herein referred to as an **..Encounter"**).

FEE SCHEDULE

Client shall for members of the _____ only, pay Sigma **[\$849] [\$849 to be paid for each covered participant]** for each cardiovascular and metabolic screening associated with an Encounter that is either:

- Fully rendered by Sigma;
- Initiated but not fully rendered at the request or demand of Client or the workforce member/beneficiary; or
- Not fully rendered by Sigma due to the health condition of the Workforce member/beneficiary at the time of presenting for the screening.
- Not rendered by Sigma due to the Encounter being canceled by Client, or the workforce member/beneficiary, within 24 hours of the date and time the screening was scheduled by Sigma to be provided;
Lab draw completed on individual and no show or appointment cancelled less than 24hrs prior to screening appointment.

Each of the above Encounters shall be deemed a **"Payable Encounter"** for purposes of this Agreement.

Client shall be invoiced and will prepay Sigma for the number of scheduled or reasonably anticipated cardiovascular and metabolic screenings to be provided by Sigma based on the number of Encounters. Invoicing will be sent immediately after lab draws are completed. Sigma will refund Client for any amounts prepaid by Client for any Encounter that after the completion of the Services does not qualify as a Payable Encounter, promptly upon termination of this Agreement. Final aggregate data report will be delivered within 7 days of receipt of payment and completion of program. (Note: some data may not be available when enrollment numbers are low due to participant privacy concerns)

Labs drawn at a patient service center Labs drawn at a Patient Service Center (PSC), outside of pre scheduled department lab draws will incur an additional fee of \$25 per participant to be paid by:

Department Participant **D**

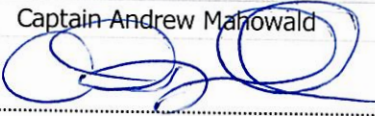
Clinician appointments cancelled less than 24hrs in advance or 'no show' appointments will be charged a rescheduling fee of \$25 payable by:

Department **D** Participant

Chisago County Request For Board Action

Meeting Date: June 5, 2024	Item Number: 17
Title of Item for Consideration: Out of State Travel – DRE Certification, Philadelphia PA – CCSO	
Action Requested by: Sheriff Brandon Thyen	Department: Sheriff's Office
Previous Action on this Matter: None.	
Background: A Sheriff's Office Deputy has been a long-standing member of the DRE (Drug Recognition Expert) community, which has aided in controlled substance driving related enforcement. This deputy has been an instructor in this capacity and teaches numerous times annually. This out-of-state training is necessary to retain his instructor status. Training will be in a controlled environment in Philadelphia, PA. Attachment(s): Out-of-State Travel Request	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the out of state travel request for a deputy to attend the DRE Certification in Philadelphia, PA from 6/9-6/12/2024. The suggested motion is as follows: <i>“Move to approve the out of state travel request for a deputy to attend the DRE Certification in Philadelphia, PA from 6/9-6/12/2024.”</i>	
Implications of Action: This will allow Chisago County Sheriff's Office to stay on the education and enforcement cutting edge for controlled substance driving related offenses and remain being a pillar in the DWI enforcement community. Budget/Financial Implications: Only requested compensation is this Deputy's wages. No necessary payment for airline tickets or hotel – those are grant funded by the Minnesota State Patrol. 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 <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____

Chisago County Out-of-State Travel Request

Date Submitted	5/20/2024		
Employee Name	[REDACTED]		
Department	Chisago County Sheriff's Office		
Destination	Philadelphia, PA		
Purpose of Travel	DRE Certifications and Training		
Departure Date	6/9/2024		
Return Date	6/12/2024		
Total Travel Expenses		\$0.00	
Supervisor Name (PRINT)	Captain Andrew Mahowald		
Supervisor's Signature		Date Approved	5/20/2024
County Board Signature		Date Approved	

Anticipated Expenses

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals			1	\$0.00
Mileage			1	\$0.00
		Grand Total		\$0.00

Chisago County Request for Board Action

Meeting Date: June 5, 2024	Item Number: 18
Title of Item for Consideration: PUBLIC HEARING: County State Aid Highway Funding Transfer	
Action Requested by: Joe Triplett, Director	Department: Public Works
Previous Action on this Matter: On April 17 th , the County Board approved the public hearing for the County State Aid Highway funding transfer.	
Background: State Aid funding comes in two forms for construction: Municipal and Regular. Regular Construction funding can be spent on any County State Aid Highway (CSAH). Municipal Construction funding can only be spent on CSAH's within a municipal, or city, boundary. When the County doesn't have a project within a city limit to utilize those funds, the Board can request the transfer of those funds to the Regular account via resolution. This year, the County does not have a project within city limits and County Engineer Triplett is requesting the Board request the transfer of these funds to the Regular account so the County can use them on our CSAH 10 Reconstruction project. Attachment(s): Resolution	
Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve the resolution transferring County State Aid Highway funds to the Regular account so the County can use them on our CSAH 10 Reconstruction project. The following motion is suggested: <i>“Move to approve the resolution transferring County State Aid Highway funds to the Regular account so the County can use them on our CSAH 10 Reconstruction project.”</i>	
Implications of Action: Will allow County to fully use State Aid funding. Budget/Financial Implications: None. Legal/Policy Implications: The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.	
Administrator's Recommendation	
Approve <u>CEB</u>	Deny _____
Other _____	
Motion By:	Seconded by:
To:	
Action on Motion:	Aye _____
	Nay _____
	Abstain _____



COUNTY OF CHISAGO

COUNTY ADMINISTRATOR

Chisago County Government Center
313 North Main Street Room 170
Center City, MN 55012-9663
Phone: 651-213-8830 Fax: 651-213-8876

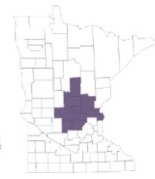
**CHISAGO COUNTY
BOARD OF COMMISSIONERS
NOTICE OF PUBLIC HEARING
COUNTY'S MUNICIPAL STATE AID CONSTRUCTION ACCOUNT FUND TO THE
COUNTY'S REGULAR STATE AID CONSTRUCTION ACCOUNT FUND**

NOTICE IS HEREBY GIVEN that Chisago County will be considering a request to the State of Minnesota Commissioner of Transportation, for the transfer of accumulated funds that are or will be available in 2024 in the County's Municipal State Aid Construction Account fund to the County's Regular State Aid Construction Account fund. This transfer of funds is permitted by Minnesota Rules 8820.2400 and Minnesota Statute 162.08 Subd. 4.

Chisago County will be holding a public hearing to receive and consider any objections, to the transfer of funds, by the governing bodies of cities within the County having a population of less than 5,000. The public hearing will be held **Wednesday, June 5th at approximately 7:00 p.m.** in the Chisago County Board of Commissioners Chambers at the Chisago County Government Center.

If you have any questions or would like to make a written objection prior to the public hearing, please don't hesitate to contact me at 651-213-8700 or joe.triplett@chisagocountymn.gov.

By Order of the
Chisago County
Board of Commissioners



Monday, June 10, 2024

8:00 a.m. – Noon

**Chisago County Sheriff's Office Training Center
15230 Per Road, Center City ([map](#))**

Meeting Fee: \$50

8:00 A.M. Registration/Check-in

8:15 A.M. Call to Order

District Director: Genny Reynolds, Mille Lacs County
Term(s): 7/22-6/24

Alternate Director: Ed Popp, Benton County
Term(s): 7/22-6/24

Election of Director and Alternate Director: Commissioner Reynolds and Commissioner Popp are eligible to be elected to another term.

AMC Executive Committee Report

Commissioner Neal Gaalswyk, Cass County, AMC President

Executive Director's Report

Julie Ring, Executive Director

Local Topics

County Reports: Concerns, Priorities and Accomplishments

Break

University of Minnesota Extension – 2025-2027 MOA

Extension Regional Directors

AMC Departmental Updates

2024 Legislative Session Summary

AMC Government Relations Staff

Upcoming AMC Meetings & Events

- **NACo Annual Conference, Tampa, FL:** July 12-15, 2024
- **AMC Fall Policy Conference, Arrowwood, Alexandria:** September 12-13, 2024
- **AMC Annual Conference, DoubleTree, Bloomington:** December 9-11, 2024

Noon Lunch

Fall District 5 Meeting – Monday, October 14, 2024 – Crow Wing County



You're Invited

FRIDAY, JUNE 7TH

In commemoration of 2 new Chisago County trail assets, you're invited to the ribbon cutting ceremonies

Chisago County Board of Commissioners
June 5th 2024

Ki-Chi-Saga Park Mountain Bike Trail

Playground Shelter
29061 Glader Blvd. Lindstrom

10:00 – Explore the Park

10:45 – Ribbon Cutting

Sunrise Prairie Regional Trail

43567 Forest Blvd. Harris

12:30 – Refreshments

12:45 – Ribbon Cutting