

# Chisago COUNTY USA | BOARD OF COMMISSIONERS

Commissioners:

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

County Administrator  
Chase Burnham

## Board of Commissioners REGULAR MEETING – Wednesday, September 4, 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.) Board appointments to the Opioid Settlement Advisory Council 2024-2026 TAB 3

### 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 – Opioid Settlement Advisory Council 2024-2026 TAB 3

4.) Minutes from the August 21<sup>st</sup>, 2024, Meeting TAB 4

5.) Payment of County's Warrants and Miscellaneous Bills TAB 5

6.) Recognition of County Staff September Anniversaries TAB 6

7.) Application for Abatement (reduction) of Property Taxes TAB 7

8.) Acceptance of Donations – Children's Water Festival TAB 8

#### **Other Business of the County Board**

9.) CCSO ARMER Replacement Fund Contribution – ARPA TAB 9

10.) Government Center Body Scanner and Disposal TAB 10

11.) SpyGlass Technology Audit Invoice #3 TAB 11

12.) County Attorney's Office Victim Services Grant Award and Resolution TAB 12

### **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 CORR.
- Administrator Updates
- Commissioner Committee Reports

### **Adjourn Meeting of the Board of Commissioners**

#### **Upcoming Schedule**

- Wednesday, September 11<sup>th</sup> – 13<sup>th</sup> – Association of MN Counties Fall Policy Conference – Arrowwood Conference Center

– Alexandria MN

- Wednesday, September 11<sup>th</sup> – Employee Recognition Picnic at 11:30 a.m. at the Chisago County Government Center
- Wednesday, September 11<sup>th</sup> – Budget and Finance at 3:00 p.m. at the Chisago County Boardroom
- Wednesday, December 4<sup>th</sup> – Truth in Taxation Hearing at 7:00 p.m. at the Chisago County Government Center
- Monday, December 9<sup>th</sup> – 11<sup>th</sup> – Association of MN Counties Annual Conference – DoubleTree Hotel – Bloomington, MN

**Robert Benson**

*Health and Human Services Director*

*Office (651) 213-5600*

*Robert.Benson@chisagocountymn.gov*

**Memo To: Chisago County Commissioners**

**From: Robert Benson; Health and Human Services Director**

**RE: Report of the Health and Human Services Department**

**Date: August 28, 2024**

## **I. Department Updates/Highlights:**

Our Child Support group continues to progress with their paperless solution, Caseworks. The group has finished up business processes which identify internal practices so the solution can be built to suit the needs of Chisago County Child Support. We are progressing with forms conversion so the new system can support documents that need to be sent to our constituents. We are scheduled for document migration from the On-Base system to Caseworks sometime in late September or early October. The staff will be trained for the new paperless solution in early October with a planned go-live date scheduled for October 7<sup>th</sup>. We would like to thank the Board and Enterprise Solutions for their support through this process. This project continues to be within the planned budget.

While our Child Support staff are undertaking the paperless solution project, they are also in the middle of moving and reorganizing their cube spaces in the office here in Center City. As Health and Human Services is working to make better use of our office spaces, we are making moves to maximize efficiency. Child Support staff are the first of our planned moves with some additional moves planned for some of our Income Maintenance staff and eventually some of our Child Protection staff. At the same time, we are looking at options for adding additional meeting space as well as shared drop in space for employees dropping in to either Center City or North Branch, whose primary assigned location is elsewhere.

We have also begun the process of adding individual interview rooms in our lobby. We have received estimates for the work and are working through the details. This was approved in the 2023 CIP budget and has been carried forward to the 2024 CIP budget. These changes will help us to serve the people of the county more efficiently as well as increase the safety of our staff.

This week in Health and Human Services our licensing components will be undergoing their state audit/evaluation. This occurs every four years and is mandated by the state to verify our compliance with all applicable licensing laws, rules, and standards. The Department of Human Services will have a team of individuals at both our Center City and North Branch locations. They will be reviewing records and processes for our Child Foster Care, Adult Foster Care, Corporate Foster Care, and Day Care Licensing. When the audit is complete, and the county is determined to be in compliance we will be certified to provide the licensing functions for another four years.

The Minnesota Department of Human Services has announced that they will not be proposing revised childcare standards in the 2025 legislative session. DHS was proposing some significant changes to family childcare, that some believed would cause more reductions in the number of licensed providers. DHS reports that they received extensive feedback from the childcare community and other interested parties, and that they will allow more time for the drafting of new standards and seek additional feedback from those potentially impacted by any changes. DHS's goal is to propose new standards in the 2026 legislative session.

Chisago County Children's Services is preparing for our upcoming federal child and family service review. This is an annual review of specific out of home placements. A sample of our out of home placement cases will be reviewed for compliance with all applicable state and federal rules. This review is a lengthy process with our initial meetings scheduled for September and an anticipated wrap up some time in December.

Chisago County Health and Human Services' contract with Central Minnesota Jobs and Training (CMJTS) is expiring this year. CMJTS is our current provider for the Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) employment services. In keeping with state guidance and best practices, we will be issuing a Request for Proposal (RFP) soliciting proposals from any agency wishing to provide these services in Chisago County. Our RFP should be released in the next week or so and we would expect to receive responses from interested agencies in October. We would encourage any interested agency, including CMJTS, to respond to the RFP.

The Minnesota Department of Administration's Management Analysis Division (MAD) has been engaged by DHS to collaborate with the Adult Protection programs in each county to develop local agency goals that align with the statewide performance measures required under Minnesota Statute. Due to the significant diversity among counties, it was decided that counties will establish their own performance measures for calendar year 2025. The measures must include the percent of adults referred/accepted for adult protection services is at or above (a number we determine), and the percent of adults referred/accepted for adult protection services is within a specific range (again a number we select) across racial and ethnic groups. We will be working with MAD through September to establish our measures.

Chisago County Operation Community Connect is currently scheduled for Thursday October 17<sup>th</sup> at the North Branch High School. As you may recall this is an annual event put on by Health and Human Services to connect residents with local resources. Additionally, we are looking for donations of boots, gloves, coats, blankets, etc., that will be distributed to children and families in attendance.

As we are approaching the end of the third quarter of 2024, we are beginning our work with MACSSA, MICA, LPHA, and AMC for our legislative priorities for the 2025 legislative session. We are working on a number of proposals in response to some of the laws that were passed in the last legislative session, particularly around children's services, mental health, and funding.

## **II. Financial Notes:**

We have been working on the 2025 operating budget, as you are aware, so there is not a lot of new information to share currently. As we receive updated allocations, we will inform the Auditor.

### **III.     Staffing Updates:**

We have made a recent offer for our Family Services Aide position. When that position is filled our Social Services will be fully staffed, except for a case aide position that we have had on hold and will continue to hold.

We are currently advertising for one Public Health Nurses. Additionally, we have three positions in Public Health that have been on hold, and we plan to continue to hold until such time as caseloads will support those positions.

### **IV.     Review Requests for Board Action:**





**CHISAGO COUNTY**  
**BOARD OF COMMISSIONERS**  
**September 4, 2024**

**TAB #** 2

**Payment of County's Warrants for HHS**

**Please authorize payment for the following Human Services Warrants**

| Check Date | Amount       | Board Date | Type of Check/Payments |
|------------|--------------|------------|------------------------|
| 9/6/2024   | \$ 19,237.27 | 9/4/2024   | Commissioners Warrants |
| 8/16/2024  | \$ 820.91    |            | Auditor Warrants       |
| 8/23/2024  | \$156,563.23 |            | Auditor Warrants       |
|            | \$176,621.41 | Total      |                        |

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



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Chisago County Board of Commissioners  
September 4th 2024

| Vendor |                                   | Name |        | Rpt                        | Warrant Description |                          | Invoice # |  | Account/Formula Description |  |
|--------|-----------------------------------|------|--------|----------------------------|---------------------|--------------------------|-----------|--|-----------------------------|--|
| No.    | Account/Formula                   | Accr | Amount | Service Dates              | Paid On             | On Behalf of Name        | 1099      |  |                             |  |
| 10292  | AMAZON CAPITAL SERVICES           |      |        |                            |                     |                          |           |  |                             |  |
| 6      | 05-420-600-0000-6401              |      | 55.94  | SUPPLIES                   | 11J9-WHWQ-WXR       | General Supplies         | N         |  |                             |  |
| 6      |                                   |      |        | 08/19/2024                 |                     |                          |           |  |                             |  |
| 6      | 05-430-700-0000-6401              |      | 83.90  | SUPPLIES                   | 11J9-WHWQ-WXR       | General Supplies         | N         |  |                             |  |
| 2      |                                   |      |        | 08/19/2024                 |                     |                          |           |  |                             |  |
| 2      | 05-420-600-0000-6401              |      | 44.00  | SUPPLIES                   | 1CQY-T7N4-7T7Q      | General Supplies         | N         |  |                             |  |
| 2      |                                   |      |        | 08/16/2024                 |                     |                          |           |  |                             |  |
| 2      | 05-430-700-0000-6401              |      | 66.00  | SUPPLIES                   | 1CQY-T7N4-7T7Q      | General Supplies         | N         |  |                             |  |
| 3      |                                   |      |        | 08/16/2024                 |                     |                          |           |  |                             |  |
| 3      | 05-420-600-0000-6401              |      | 39.08  | SUPPLIES                   | 1D17-LXMW-9N9W      | General Supplies         | N         |  |                             |  |
| 3      |                                   |      |        | 08/16/2024                 |                     |                          |           |  |                             |  |
| 3      | 05-430-700-0000-6401              |      | 80.47  | SUPPLIES                   | 1D17-LXMW-9N9W      | General Supplies         | N         |  |                             |  |
| 3      |                                   |      |        | 08/16/2024                 |                     |                          |           |  |                             |  |
| 3      | 05-451-430-0000-6401              |      | 110.35 | SUPPLIES                   | 1D17-LXMW-9N9W      | General Supplies         | N         |  |                             |  |
| 1      |                                   |      |        | 08/16/2024                 |                     |                          |           |  |                             |  |
| 1      | 05-451-470-0000-6800              |      | 25.27- | SUPPLIES                   | 1F37-KWR1-663K      | Other Expense            | N         |  |                             |  |
| 4      |                                   |      |        | 08/14/2024                 |                     |                          |           |  |                             |  |
| 4      | 05-451-470-0000-6800              |      | 25.27  | INNOVATION GRANT SUPPLIES  | 1WC1-K9YF-NKWK      | Other Expense            | N         |  |                             |  |
| 5      |                                   |      |        | 08/18/2024                 |                     |                          |           |  |                             |  |
| 5      | 05-430-700-0000-6401              |      | 125.99 | SUPPLIES                   | 1YJX-FKK6-NX7F      | General Supplies         | N         |  |                             |  |
| 5      |                                   |      |        | 08/18/2024                 |                     |                          |           |  |                             |  |
| 10292  | AMAZON CAPITAL SERVICES           |      | 605.73 | 10 Transactions            |                     |                          |           |  |                             |  |
| 1194   | BACH/SARAH                        |      |        |                            |                     |                          |           |  |                             |  |
| 7      |                                   |      |        |                            |                     |                          |           |  |                             |  |
| 7      | 05-430-700-0128-6335              |      | 75.04  | TRAVEL EXPENSE-MILEAGE     |                     | Child Prot Staff Travel  | N         |  |                             |  |
| 7      |                                   |      |        | 06/17/2024                 |                     |                          |           |  |                             |  |
| 1194   | BACH/SARAH                        |      | 75.04  | 1 Transactions             |                     |                          |           |  |                             |  |
| 203004 | CHISAGO COUNTY SHERIFF'S OFFICE   |      |        |                            |                     |                          |           |  |                             |  |
| 8      |                                   |      |        |                            |                     |                          |           |  |                             |  |
| 8      | 05-420-640-0000-6385              |      | 60.00  |                            | 24-1675             | Cc Sheriff Sop & Bailiff | N         |  |                             |  |
| 8      |                                   |      |        |                            |                     |                          |           |  |                             |  |
| 203004 | CHISAGO COUNTY SHERIFF'S OFFICE   |      | 60.00  | 1 Transactions             |                     |                          |           |  |                             |  |
| 203004 |                                   |      |        |                            |                     |                          |           |  |                             |  |
| 2178   | CHISAGO LAKES COMMUNITY EDUCATION |      |        |                            |                     |                          |           |  |                             |  |
| 9      |                                   |      |        |                            |                     |                          |           |  |                             |  |
| 9      | 05-420-600-0000-6401              |      | 12.00  | 2024 CHISAGO AGE WELL EXPO |                     | General Supplies         | N         |  |                             |  |
| 9      |                                   |      |        | 08/21/2024                 |                     |                          |           |  |                             |  |
| 9      | 05-430-700-0000-6401              |      | 18.00  | 2024 CHISAGO AGE WELL EXPO |                     | General Supplies         | N         |  |                             |  |
| 9      |                                   |      |        | 08/21/2024                 |                     |                          |           |  |                             |  |



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor |                                   | Warrant Description                        | Invoice #     | Account/Formula Description |      |
|--------|-----------------------------------|--------------------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                   | Service Dates                              | Paid On Bhf # | On Behalf of Name           |      |
| 2178   | CHISAGO LAKES COMMUNITY EDUCATION | 2 Transactions                             |               |                             | 1099 |
| 30177  | CINTAS CORPORATION                |                                            |               |                             |      |
|        | 05-420-600-0000-6241              | WEEKLY RUG SERVICE<br>08/12/2024           | 4201755412    | General Administration      | N    |
| 10     | 05-430-700-0000-6241              | WEEKLY RUG SERVICE<br>08/12/2024           | 4201755412    | General Administration      | N    |
| 10     | 05-451-430-0000-6800              | WEEKLY RUG SERVICE<br>08/12/2024           | 4201755412    | Other Expense               | N    |
| 10     | 05-420-600-0000-6241              | WEEKLY RUG SERVICE<br>08/12/2024           | 4202608119    | General Administration      | N    |
| 11     | 05-430-700-0000-6241              | WEEKLY RUG SERVICE<br>08/20/2024           | 4202608119    | General Administration      | N    |
| 11     | 05-451-430-0000-6800              | WEEKLY RUG SERVICE<br>08/20/2024           | 4202608119    | Other Expense               | N    |
| 30177  | CINTAS CORPORATION                | 6 Transactions                             |               |                             |      |
| 1228   | CREMATION SOCIETY OF MN           |                                            |               |                             |      |
|        | 05-420-622-0000-6006              | [REDACTED]<br>08/13/2024                   |               | Burials General Relief      | N    |
| 1228   | CREMATION SOCIETY OF MN           | 1 Transactions                             |               |                             |      |
| 1207   | CUMMINGS/KRISTA                   |                                            |               |                             |      |
|        | 05-430-700-0134-6335              | TRAVEL EXPENSE-MILEAGE<br>07/01/2024       |               | DD Worker Travel            | N    |
| 14     | 05-430-700-0137-6335              | TRAVEL EXPENSE-MILEAGE<br>07/01/2024       |               | Adult Services Travel       | N    |
| 1207   | CUMMINGS/KRISTA                   | 2 Transactions                             |               |                             |      |
| 1268   | DANNER/RIKEE                      |                                            |               |                             |      |
|        | 05-430-700-0134-6335              | TRAVEL EXPENSE-MILEAGE<br>07/09/2024       |               | DD Worker Travel            | N    |
| 1268   | DANNER/RIKEE                      | 1 Transactions                             |               |                             |      |
| 10501  | DELL MARKETING LP                 |                                            |               |                             |      |
|        | 05-430-700-0000-6826              | DELL LATITUDE 5550 XCTO BASE<br>08/14/2024 | 10765963730   | Contingency                 | Y    |
| 10501  | DELL MARKETING LP                 | 1 Transactions                             |               |                             |      |
| 5160   | DHS MAPS                          |                                            |               |                             |      |



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor |                                 | Name |          | Rpt                       |              | Warrant Description |                         | Invoice # |  | Account/Formula Description |  | 1099 |
|--------|---------------------------------|------|----------|---------------------------|--------------|---------------------|-------------------------|-----------|--|-----------------------------|--|------|
| No.    | Account/Formula                 | Accr | Amount   | Service Dates             | Paid On      | Blf #               | On Behalf of Name       |           |  |                             |  |      |
| 18     | 05-420-640-0000-6298            |      | 107.14   | 07/01/2024<br>07/01/2024  | A300C422313  |                     | Fed Tax Offset          |           |  |                             |  | N    |
| 19     | 05-430-720-3140-6051            |      | 2,136.00 | 07/01/2024<br>07/01/2024  | A300MC13258I |                     | Pos Other Child Care    |           |  |                             |  | N    |
| 5160   | DHS MAPS                        |      | 2,243.14 | 2 Transactions            |              |                     |                         |           |  |                             |  |      |
| 1926   | DNA DIAGNOSIS CENTER            |      | 116.00   | 08/05/2024                | 12473272024  |                     | Paternity Costs         |           |  |                             |  | Y    |
| 1926   | DNA DIAGNOSIS CENTER            |      | 116.00   | 1 Transactions            |              |                     |                         |           |  |                             |  |      |
| 6574   | HALLER/LINDA                    |      | 159.53   | 07/10/2024                |              |                     | Child Prot Staff Travel |           |  |                             |  | N    |
| 6574   | HALLER/LINDA                    |      | 159.53   | 1 Transactions            |              |                     |                         |           |  |                             |  |      |
| 5978   | HENNEPIN COUNTY                 |      | 423.45   | 08/19/2024                | 231273       |                     | Ma Transportation       |           |  |                             |  | N    |
| 5978   | HENNEPIN COUNTY                 |      | 244.66   | 08/19/2024                | 231274       |                     | Ma Transportation       |           |  |                             |  | N    |
| 5978   | HENNEPIN COUNTY                 |      | 668.11   | 2 Transactions            |              |                     |                         |           |  |                             |  |      |
| 90061  | INNOVATIVE OFFICE SOLUTIONS LLC |      | 92.21    | 08/16/2024                | 4614686      |                     | General Supplies        |           |  |                             |  | N    |
| 90061  | INNOVATIVE OFFICE SOLUTIONS LLC |      | 138.31   | 08/16/2024                | 4614686      |                     | General Supplies        |           |  |                             |  | N    |
| 90061  | INNOVATIVE OFFICE SOLUTIONS LLC |      | 230.52   | 2 Transactions            |              |                     |                         |           |  |                             |  |      |
| 9028   | Johanson/Brittany               |      | 36.38    | 07/02/2024                |              |                     | DD Worker Travel        |           |  |                             |  | N    |
| 9028   | Johanson/Brittany               |      | 84.89    | 07/02/2024                |              |                     | Adult Services Travel   |           |  |                             |  | N    |
| 9028   | Johanson/Brittany               |      | 121.27   | 2 Transactions            |              |                     |                         |           |  |                             |  |      |
| 49219  | KOWALKE/WENDY                   |      | 8.00     | 2024 NOTARY RECORDING FEE |              |                     | General Supplies        |           |  |                             |  | N    |

Chisago County Board of Commissioners  
September 4th 2024

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Chisago County Board of Commissioners  
September 4th 2024

| Vendor Name |                                 |      |          |                                         | Rpt             | Warrant Description   |  | Invoice # |  | Account/Formula Description |  | 1099 |
|-------------|---------------------------------|------|----------|-----------------------------------------|-----------------|-----------------------|--|-----------|--|-----------------------------|--|------|
| No.         | Account/Formula                 | Accr | Amount   | Service Dates                           | Paid On Blf #   | On Behalf of Name     |  |           |  |                             |  |      |
| 29          | 05-430-700-0000-6401            |      | 12.00    | 2024 NOTARY RECORDING FEE               |                 | General Supplies      |  |           |  |                             |  | N    |
| 49219       | KOWALKE/WENDY                   |      | 20.00    | 08/15/2024<br>2 Transactions            |                 |                       |  |           |  |                             |  |      |
| 4873        | MCKESSON MEDICAL SURGICAL       |      | 18.37    | INNOVATION GRANT SUPPLIES               | 22459959        | Other Expense         |  |           |  |                             |  | N    |
| 29          | 05-451-470-0000-6800            |      | 3,012.82 | 08/08/2024<br>INNOVATION GRANT SUPPLIES | 22487668        | Other Expense         |  |           |  |                             |  | N    |
| 29          | 05-451-470-0000-6800            |      | 28.30    | 08/14/2024<br>INNOVATION GRANT SUPPLIES | 22489056        | Other Expense         |  |           |  |                             |  | N    |
| 4873        | MCKESSON MEDICAL SURGICAL       |      | 3,059.49 | 08/15/2024<br>3 Transactions            |                 |                       |  |           |  |                             |  |      |
| 5070        | METRO LEGAL SERVICES INC        |      | 129.00   | 08/09/2024                              | 3517172         | Proff Process Servers |  |           |  |                             |  | Y    |
| 32          | 05-420-640-0000-6269            |      | 60.00    | 08/09/2024                              | 3517173         | Proff Process Servers |  |           |  |                             |  | Y    |
| 30          | 05-420-640-0000-6269            |      | 110.00   | 08/09/2024                              | 3520021         | Proff Process Servers |  |           |  |                             |  | Y    |
| 5070        | METRO LEGAL SERVICES INC        |      | 299.00   | 08/26/2024<br>3 Transactions            |                 |                       |  |           |  |                             |  |      |
| 5084        | MFWCAA CONFERENCE               |      | 1,800.00 | MFWCAA CONFERENCE REGISTRATION          |                 | Financial Training    |  |           |  |                             |  | N    |
| 33          | 05-420-600-0121-6240            |      | 20.00    | 08/16/2024                              | KLINKE.KAYLA    | Financial Training    |  |           |  |                             |  | N    |
| 34          | 05-420-600-0121-6240            |      | 20.00    | 08/06/2024                              | KLINKHAMMER.KIR | Financial Training    |  |           |  |                             |  | N    |
| 35          | 05-420-600-0121-6240            |      | 20.00    | 08/07/2024                              | WOLLF.KELLY     | Financial Training    |  |           |  |                             |  | N    |
| 5084        | MFWCAA CONFERENCE               |      | 1,860.00 | 08/16/2024<br>4 Transactions            |                 |                       |  |           |  |                             |  |      |
| 9221        | Midwest Language Services, Inc  |      | 228.34   | 08/14/2024                              | 14781           | Ma Access Services    |  |           |  |                             |  | N    |
| 9221        | Midwest Language Services, Inc  |      | 228.34   | 08/14/2024<br>1 Transactions            |                 |                       |  |           |  |                             |  |      |
| 13075       | MN COUNTY ATTORNEYS ASSOCIATION |      | 175.00   | 2024 CHILD SUPPORT CODE BOOKS           | 200011903       | Iv-D General Supplies |  |           |  |                             |  | N    |
| 38          | 05-420-640-0000-6401            |      |          |                                         |                 |                       |  |           |  |                             |  |      |



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5 Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Chisago County Board of Commissioners  
September 4th 2024

| Vendor |                                    | Name |          | Rpt                    | Invoice #                    |                | Account/Formula Description  |  |
|--------|------------------------------------|------|----------|------------------------|------------------------------|----------------|------------------------------|--|
| No.    | Account/Formula                    | Accr | Amount   | Warrant Description    | Service Dates                | Paid On Blnf # | On Behalf of Name            |  |
| 13075  | MN COUNTY ATTORNEYS ASSOCIATION    |      | 175.00   | 08/20/2024             | 08/20/2024<br>1 Transactions |                |                              |  |
| 5569   | MN DEPT HUMAN SERVICES             |      | 6,452.00 | 2023 Q4 NS INVOICE     | 812805                       |                | Northstar Adoption Asst. POS |  |
| 5569   | MN DEPT HUMAN SERVICES             |      | 6,452.00 | 10/01/2023             | 12/31/2023<br>1 Transactions |                |                              |  |
| 5189   | MN DEPT OF HEALTH VITAL STATISTICS |      | 40.00    |                        | 3016788                      |                | Paternity Costs              |  |
| 5189   | MN DEPT OF HEALTH VITAL STATISTICS |      | 40.00    | 08/07/2024             | 08/07/2024<br>1 Transactions |                |                              |  |
| 9393   | PETERSON/AMY                       |      | 132.53   | TRAVEL EXPENSE-MILEAGE |                              |                | Adult Services Travel        |  |
| 9393   | PETERSON/AMY                       |      | 132.53   | 06/21/2024             | 08/14/2024<br>1 Transactions |                |                              |  |
| 16034  | PINE COUNTY SHERIFF'S OFFICE       |      | 70.00    |                        | 202401240                    |                | Other Co Sheriff Sop         |  |
| 16034  | PINE COUNTY SHERIFF'S OFFICE       |      | 70.00    | 08/02/2024             | 08/02/2024<br>1 Transactions |                |                              |  |
| 5138   | REEVERTS/LANAY A                   |      | 225.71   | TRAVEL EXPENSE-MILEAGE |                              |                | Cd & Lic Travel              |  |
| 5138   | REEVERTS/LANAY A                   |      | 225.71   | 07/24/2024             | 08/06/2024<br>1 Transactions |                |                              |  |
| 9296   | Schroeder/Vicki                    |      | 136.28   | TRAVEL EXPENSE-MILEAGE |                              |                | Mh Travel                    |  |
| 9296   | Schroeder/Vicki                    |      | 136.28   | 07/01/2024             | 07/31/2024<br>1 Transactions |                |                              |  |
| 8703   | Stenson/Elizabeth                  |      | 69.68    | TRAVEL EXPENSE-MILEAGE |                              |                | Ship Grant Expense           |  |
| 8703   | Stenson/Elizabeth                  |      | 69.68    | 07/16/2024             | 07/18/2024<br>1 Transactions |                |                              |  |
| 9261   | Wiger/Annalise                     |      | 182.24   | TRAVEL EXPENSE-MILEAGE |                              |                | Mileage/Travel               |  |
| 9261   | Wiger/Annalise                     |      | 182.24   |                        |                              |                |                              |  |

LSaumer  
8/27/2024 8:48:39AM  
5 Health And Human Services

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Vendor<br>No. | Name<br>Account/Formula | Amount    | Warrant Description<br>Service Dates    | Invoice #<br>Paid On Bhf # | Account/Formula Description<br>On Behalf of Name |
|---------------|-------------------------|-----------|-----------------------------------------|----------------------------|--------------------------------------------------|
|               |                         |           |                                         |                            |                                                  |
| 9261          | Wiger/Annalise          | 182.24    | 08/08/2024 08/12/2024<br>1 Transactions |                            |                                                  |
| Fund Total:   |                         | 19,237.27 | Health And Human Services               | 29 Vendors                 | 57 Transactions                                  |
| Final Total:  |                         | 19,237.27 | 29 Vendors                              | 57 Transactions            |                                                  |



| Recap by Fund | <u>Fund</u> | <u>Amount</u> | <u>Name</u>               |
|---------------|-------------|---------------|---------------------------|
|               | 5           | 19,237.27     | Health And Human Services |
| All Funds     |             | 19,237.27     | Total                     |
|               |             |               | Approved by, .            |
|               |             |               | .                         |
|               |             |               | .                         |





# Chisago County Request For Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Item Number:</b> <b>3</b>                 |
| <b>Title of Item for Consideration:</b> Board Appointments to the Opioid Settlement Advisory Council 2024-2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                              |
| <b>Action Requested by:</b> Robert Benson, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department:</b> Health and Human Services |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                              |
| <p><b>Background:</b> Chisago hisago County has received funds for the Opioid settlement, all funds must be used for opioid mitigation, such as treatment, prevention, recovery, harm reduction, research, and training. The goal is to Appoint members that will vote to spend funds on topics and items such as Investing in youth prevention, the Advisory Council shall support children, youth, and families by making long-term investments in effective programs and strategies for community change. Focus on racial equity the Advisory Council shall direct significant funds to communities affected by years of discriminatory policies and now experiencing substantial increases in overdoses. Advisory Council members must reside or provide services in Chisago County, all Advisory Council members shall complete the Opioid Settlement Advisory Council application and meet selected criteria.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Opioid Application Summary, Erica Bjerketvedt, Daniel McGonigle, Sarah Kerkes, Lee Peterson, Kristi Hinsch, Patty Mattson, Marlys Dunne, Brandon Thyen, Michele Hein, Doris Zacho, Kelly Garrison, Nicole Bellamy, Corinne (Cori) Sando, Maggie Owen, Russ Hanes, Sandra King</li> </ul> |                                              |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the appointments of Erica Bjerketvedt, Daniel McGonigle, Sarah Kerkes, Lee Peterson, Kristi Hinsch, Patty Mattson, Marlys Dunne, Brandon Thyen, Michele Hein, Doris Zacho, Kelly Garrison, Nicole Bellamy, Corinne (Cori) Sando, Maggie Owen, Russ Hanes, Sandra King to the Chisago County Opioid Settlement Advisory Council. The suggested motion is as follows:</p> <p><b><i>“Move to approve the appointments of Erica Bjerketvedt, Daniel McGonigle, Sarah Kerkes, Lee Peterson, Kristi Hinsch, Patty Mattson, Marlys Dunne, Brandon Thyen, Michele Hein, Doris Zacho, Kelly Garrison, Nicole Bellamy, Corinne (Cori) Sando, Maggie Owen, Russ Hanes, Sandra King to the Chisago County Opioid Settlement Advisory Council.”</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                           |                                              |
| <p><b>Implications of Action:</b> The Board appointments of the Chisago County Opioid Settlement Advisory Council will allow them the opportunity to hold meetings, discuss and vote on how the funds from the Opioid Settlement should be spent.</p> <p><b>Budget/Financial Implications:</b> Paid from State funds.</p> <p><b>Legal/Policy Implications:</b> The proposed activities are in compliance with all applicable state and federal regulations and County policies &amp; procedures.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                              |

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

### 2024-2026 Opioid Settlement Advisory Council Application summary

Below is a summary of the 2024-2026 Chisago County Opioid Settlement Advisory Council Applications. You will see their name and a brief description about why they would you like to be part of the Opioid Action Council

- Erica Bjerketvedt- I would like to help navigate the challenges of opioid addition in our communities and see preventative and responsive services readily available.
- Daniel McGonigle- I have a passion and belief in the people and the work that our council has started and wish to continue to be part of seeing that work through to a community strengthening conclusion.
- Sarah Kerkes- I have seen too many families torn apart by the Opioid Crisis. I know how this crisis affects both families and communities. I would like to continue to be a part of the solution.
- Lee Peterson- I feel it is my way of helping with the opioid epidemic in my neighborhood, as my current employer also works to battle to epidemic but is located in Pennsylvania.
- Kristi Hinsch- I have been part of the council since it started and would like to continue the Opioid council for 2024-2026.
- Patty Mattson- Just getting started and so much more work to be done!
- Marlys Dunne- This council has a vital role in our community to reduce opioid addictions and fatalities, as well as community education. The county board approves many of the action items this council initiates, so being part of this council will help me keep the other commissioners informed and supportive of all their efforts.
- Brandon Thyen- To bring my knowledge from the organizations I participate in to assist in the fight against opioid issues. To help save and change people's lives.

- Michele Hein- To continue to make a difference in the fentanyl & opioid epidemic with the sole purpose of saving as many lives as I can so other families don't have to live with the devastating loss of a loved one, like our family does.
  
- Doris Zacho- In honor of my son Maxx who passed away. I have knowledge of the inner workings of a home living with addiction. I understand the importance of education and awareness and compassion for those that are struggling as well as their families.
  
- Kelly Garrison- We have interactions with patients filling opioid prescriptions as well as those purchasing insulin syringes over the counter (sometimes for illegal drug use) every single day. Being a part of the Opioid Action Council would ensure that our staff has the most up to date information about opioid misuse in our community so that we are better able to be partners in community health and ensure that we are doing everything possible at the pharmacy counter to prevent overdose and improper storage/disposal of opioid medications in our patient population.
  
- Nicole Bellamy- Opioid use is at an all-time high. Currently Chisago County has limited resources to help those suffering making treatment and help less likely. We also need to reduce stigma in the community and provide resources to minimize crime and reduce risks to the community.
  
- Corinne (Cori) Sando- The work of the council is important, and I've appreciated being a part of this group that includes many outstanding, active and committed members. I can offer my opinions and/or ideas as an informed community member and as a member of a family that has been affected greatly in the past and continues to deal with the issue of alcoholism and drug addiction.
  
- Maggie Owen- I have been on the council for a year now and am very proud of what the OAC has been able to accomplish in that time. As a prosecutor, I have a professional stake and obligation to help prevent/disrupt opioid use in the community. On a more personal level, as mother and someone who has lost friends to opioid addiction, I want to do what I can to deter my child and other children from using opioids. With all of this, I am very much motivated to continue working as a member of the OAC and hopeful that I will have that opportunity.

- Russ Hanes- I believe I bring a unique perspective to the council in that my experience and our organization focuses on veteran, and "first responder" mental health, substance abuse, and the unique challenges they face.
  
- Sandra King- I did not even know this council existed! An acquaintance reached out and suggested I apply. I did some research, and I am intrigued. I believe my personal experience could contribute to the council in a unique way. I also think the things I could learn from serving on the council could benefit my recovery community in a big way. Having served on the MNNAC BOD since 2015, I come with experience of coming together as a group to serve a larger sector of individuals, with the goal in mind to help the suffering addict.



**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
UNOFFICIAL PROCEEDINGS  
Wednesday, August 21, 2024**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, August 21, 2024 at the Chisago County Government Center with the following Commissioners present: Swenson, Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, Assistant County Attorney Jeff Fuge, and Clerk of the Board Christina Vollrath.

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

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

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

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

On motion by Montzka, seconded by Greene, the Board moved to approve the 2025–2029 TIP at tonight’s meeting. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

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

On motion by Dunne, seconded by Swenson, the Board moved to close the Road and Bridge Committee of the Whole at 6:51 p.m. 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 Consent Agenda. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

- 1.) R&B Committee Recommendation – County Engineer’s Report
- 2.) R&B Committee Recommendation – 2025-2029 Transportation Improvement Plan
- 3.) R&B Committee Recommendation – Long-Range Transportation Plan Adoption
- 4.) Minutes from the August 7, 2024, County Board of Commissioners Meeting
- 5.) Payment of County’s Warrants and Miscellaneous Bills \$882,969.36

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.

#### **Presentation – MN DNR Land Acquisition – Janet Johnson Wildlife Management Area**

Tim Marion, Area Wildlife Manager

On motion by Swenson, seconded by Dahlberg, the Board moved to accept being notified of the land acquisition as presented by Department of Natural Resources for acquisition of 20.01 acres next to the Janet Johnson Wildlife Management Area. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

#### **Presentation – MN Department of Corrections Comprehensive Plan**

Tessa Nelson, District Supervisor; Carter Diers, Field Services Director

On motion by Montzka, seconded by Dahlberg, the Board requested to be notified of the MN Department of Corrections Comprehensive Plan. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

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



On motion by Greene, seconded by Dahlberg, the Board moved to approve Resolution No. 24/0821-1 a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Mack Estates generally located at 26995 Redwing Avenue / CR 86 in Franconia Township, (PID # 04.00218.00).

**RESOLUTION NO. 24/0821-1**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,  
APPROVING THE PRELIMINARY PLAT OF MACK ESTATES**

**WHEREAS**, property owners Bonny Mack & Paul Mack and applicant Mallory Mack submitted an application dated received June 26, 2024 and considered complete on June 28, 2024 for the Preliminary Plat of Mack Estates; and

**WHEREAS**, the property owners wish to create one 5±-acre lot from the 80± acre subject site; and

**WHEREAS**, the subject site is located at 26995 Redwing Avenue / CR 86 in Franconia Township and is zoned Agricultural (AG) District; and

**WHEREAS**, the subject site is legally described as:

PID 04.00218.00

The North Half of the Northwest Quarter (N 1/2 of NW 1/4) of Section Twenty (20), Township Thirty-three (33), Range Nineteen (19).

**WHEREAS**, notice was provided and on August 1, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owners and applicant, and invited members of the public to comment; and

**WHEREAS**, the Planning Commission recommended approval of the Preliminary Plat of Mack Estates with conditions per Resolution No. PC2024-0801; and

**WHEREAS**, the Board of Commissioners considered the request for Preliminary Plat of Mack Estates and the Planning Commission's recommendation at its August 21, 2024 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

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

1. The Preliminary Plat of Mack Estates is approved per plat drawing dated signed June 26, 2024. Any significant deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

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 Resolution No. 24/0821-2, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Preliminary Plat of Peaceful Sunrise generally located at 29813 Rydeen Avenue, Franconia Township, (PID # 04.00065.40).

**RESOLUTION NO. 24/0821-2**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA,  
APPROVING THE PRELIMINARY PLAT OF PEACEFUL SUNRISE**

**WHEREAS**, property owner Haven Homes, LLC submitted an application dated received June 25, 2024 and considered complete on June 28, 2024 for the Preliminary Plat of Peaceful Sunrise; and

**WHEREAS**, the property owner wishes to create one 9±-acre lot from the 9.3± acre subject site; and

**WHEREAS**, the subject site is located at 29813 Rydeen Avenue in Franconia Township and is zoned Agricultural (AG) District; and

**WHEREAS**, the subject site is legally described as:

PID 04.00065.40

That part of the South 318 feet of the North 1320 feet of the East One-half of the Northeast Quarter (E ½ of NE ¼) of Section 5, Township 33 North, Range 19 West, Chisago County, Minnesota, lying Easterly of a line drawn between the Southeast corner and the Northwest corner of the Southeast Quarter of the Northeast Quarter (SE ¼ of NE ¼) of said Section 5.

**WHEREAS**, notice was provided and on August 1, 2024 the Planning Commission conducted a public hearing regarding this application, at which it heard from the Land Services Coordinator, the property owner, and invited members of the public to comment; and

**WHEREAS**, the Planning Commission recommended approval of the Preliminary Plat of Peaceful Sunrise with conditions per Resolution No. PC2024-0802; and

**WHEREAS**, the Board of Commissioners considered the request for Preliminary Plat of Peaceful Sunrise and the Planning Commission's recommendation at its August 21, 2024 meeting and determined the plat to be consistent with the intent of the County's Zoning and Subdivision Ordinances.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of Chisago County, Minnesota hereby approves the Preliminary Plat of Peaceful Sunrise, subject to the following conditions:

1. The Preliminary Plat of Peaceful Sunrise is approved per plat drawing dated signed June 21, 2024, and revised last on June 28, 2024. Any significant deviation from the approved plat drawing shall require further review by the Planning Commission and approval by the County Board.
2. The property owner shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.
3. Request for Final Plat shall be submitted within one year of Preliminary Plat approval unless an extension of time is requested by the property owner and/or applicant and granted by the County Board upon recommendation of the Planning Commission.

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 Resolution No. 24/0821-3 and authorize final preparation and submission of Swedish Immigrant Regional Trail Segment D, Land Acquisition Purchases State Legacy Emerging Opportunities Funding Grant Application.

**RESOLUTION NO. 24/0821-3**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY, MINNESOTA, APPROVING A GREATER MINNESOTA EMERGING OPPORTUNITIES LEGACY GRANT APPLICATION TO THE GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION AND MINNESOTA DEPARTMENT OF NATURAL RESOURCES – SWEDISH IMMIGRANT REGIONAL TRAIL SEGMENTS D**

Resolution approving a Greater Minnesota Legacy Grant application to the Greater Minnesota Regional Parks and Trails Commission and Minnesota Department of Natural Resources for the Swedish Immigrant Regional Trail Segment D Land Acquisition project.

**WHEREAS**, Chisago County Parks has the right and authority to sponsor a grant funding request to the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

**WHEREAS**, Chisago County Parks has a right and authority to act as Legal Sponsor for the State Grant Application (the “Application”) and will work with the Minnesota Department of Natural Resources (“DNR”), in developing a Grant Agreement relating to the funding which may be awarded by the GMRPTC.

**THEREFORE, BE IT RESOLVED**, That the Applicant certifies it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and monitor and report any actual, potential, or perceived conflicts of interest to the GMRPTC and DNR.

**BE IT FURTHER RESOLVED**, that the Applicant confirms all of the information in its Application and further confirms that it has no expectation of, or entitlement to, reimbursement of costs incurred prior to grant agreement execution date and, if applicable, it has not entered into a written purchase agreement to acquire property described in its Application if grant funds are to be used for the purchase.

**BE IT FURTHER RESOLVED**, that the Applicant has or will acquire a fee interest ownership or permanent easement over the land described in the Application for

regional parks and regional special feature parks as applicable. The applicant has or will acquire a fee interest over the land described in the Application for regional trails or regional special feature parks, as applicable and approved, before the project proceeds.

**BE IT FURTHER RESOLVED**, that the Applicant agrees that it will comply with all applicable laws, regulations and requirements as stated in the Grant Agreement with the DNR, including dedicating the park property for uses consistent with the grant agreement into perpetuity or for trails, committing to maintain the trails for a period of not less than twenty (20) years, and dedicating all land acquired under the project for uses consistent with the grant agreement into perpetuity.

**BE IT FURTHER UNDERSTOOD**, that the GMRPTC will confirm at such time that it has made the award of funds authorizing a Grant Agreement to be developed between the DNR and the Applicant.

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 2024 Service Contracts for Lakes Management Inc. And Minnesota Native Landscapes for LID treatment of Invasive Phragmites. 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 2024 Lake State Realty Service Contract for professional appraisal services. 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 authorize and approve the Emmons & Olivier Resources, Inc. (EOR) Chisago County Lake Management Planning Scope, and Agreement Addendum, subject to County Attorney review as to form, as presented at tonight's meeting. 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 accept the August 14<sup>th</sup> Budget and Finance Report, accept the Monthly County Staffing Update, approve the 2025 ECRLB 'Extended Hours' Program in the Chisago County Libraries and forward the 2025 ECRLB proposed budget, and approve 2025 UMN Extension proposed budget. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dahlberg, seconded by Swenson, the Board moved to approve the payment to Sigma for \$54,436 for the cardiac screening services for the Chisago County Sheriff's Office. 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 two out-of-state travel requests for the Pro Phoenix Conference in Wisconsin Dells, WI for 9/23/2024 to 9/26/2024. 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 authorize the D.E.S. Director to issue the associated PO's and sign any needed documents to renew the existing contract with Honeywell for DES ARMER HVAC maintenance contract. 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 attached Chisago County AI guideline and direct that it be distributed to all Chisago County employees. 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 applying for the Safe and Secure Courthouse Grant, and approve funding from the remaining unallocated ARPA funding. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

## **CITIZENS FORUM**

**TIME** – 8:04 p.m.

**END TIME** – 8:12 p.m.

**# of SPEAKERS** – 2

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 Greene, seconded by Dahlberg, the Board adjourned the meeting at 8:20 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

Attest: \_\_\_\_\_  
Christina Vollrath  
Clerk of the Board

\_\_\_\_\_  
Marlys Dunne, Chair







# CHISAGO COUNTY BOARD OF COMMISSIONERS September 4, 2024

## 5

### Payment of County's Warrants & Miscellaneous Bills

Bills to be Paid \$748,268.60 + \$15,151.50

| Recap by Fund    | Fund | Amount            | Name                           |
|------------------|------|-------------------|--------------------------------|
|                  | 1    | 468,376.16        | General Revenue Fund           |
|                  | 3    | 153,973.97        | Road And Bridge Fund           |
|                  | 12   | 115,577.84        | Capital Equipment Fund         |
|                  | 14   | 6,395.08          | Solid Waste Fund               |
|                  | 18   | 2,841.40          | Lake Imprvmnt Distr Maint      |
|                  | 76   | 1,104.15          | Employee Recognition Agency Fu |
| <b>All Funds</b> |      | <b>748,268.60</b> | <b>Total</b>                   |

Approved by,

| Vendor No.    | Name<br>Account/Formula                | Rpt<br>Accr | Amount    | Warrant Description<br>Service Dates | Invoice #<br>Paid On Bhf # | Account/Formula Description<br>On Behalf of Name | 1099 |
|---------------|----------------------------------------|-------------|-----------|--------------------------------------|----------------------------|--------------------------------------------------|------|
| 4             | 10292 AMAZON CAPITAL SERVICES          |             |           |                                      |                            |                                                  |      |
|               | 01-103-000-0000-6611                   |             | 6,714.00  | 6 IPADS/ENVS COMPLIANCE FUND         | 1FG33CXTMKHF               | Recording Compliance Expenditures                | N    |
|               | 10292 AMAZON CAPITAL SERVICES          |             | 6,714.00  | 1 Transactions                       |                            |                                                  |      |
|               | 13308 MN COUNTIES COMPUTER COOPERATIVE |             |           |                                      |                            |                                                  |      |
| 1             | 01-103-000-0000-6611                   |             | 437.50    | TYLER TECH DATA CONVERSION           | 2408027                    | Recording Compliance Expenditures                | N    |
| 2             | 01-103-000-0000-6611                   |             | 6,100.00  | TYLER E SERVICES/CONSULT SERV        | 2408027                    | Recording Compliance Expenditures                | N    |
| 3             | 01-103-000-0000-6611                   |             | 1,900.00  | TYLER TECH/PROJ MGMT                 | 2408027                    | Recording Compliance Expenditures                | N    |
|               | 13308 MN COUNTIES COMPUTER COOPERATIVE |             | 8,437.50  | 3 Transactions                       |                            |                                                  |      |
| 1 Fund Total: |                                        |             | 15,151.50 | General Revenue Fund                 | 2 Vendors                  | 4 Transactions                                   |      |
| Final Total:  |                                        |             | 15,151.50 | 2 Vendors                            | 4 Transactions             |                                                  |      |





**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
September 4, 2024**

**6**

**Recognition of Years with the County  
September**

**THANK YOU FOR MANY YEARS OF PUBLIC SERVICE**

| <b>Employee</b> | <b>Job</b>                 | <b>Years of Service</b> |
|-----------------|----------------------------|-------------------------|
| Daniel N.       | Corrections Officer        | 29                      |
| Melissa T.      | Child Support<br>Officer   | 27                      |
| Cliff S.        | Division Sergeant          | 20                      |
| Renee W.        | System Supp<br>Specialist  | 17                      |
| Mike N.         | Database Network<br>Spec   | 15                      |
| Todd M.         | Fam & Supp Service<br>Mgr  | 14                      |
| Toni S.         | Records<br>Clerk/Transcrip | 8                       |
| Zach K.         | Correction Agent -<br>Prob | 7                       |
| Jeniffer B.     | Eligibility Worker         | 6                       |
| Andrew H.       | Deputy Sheriff             | 6                       |
| Adam C.         | Jail Sergeant              | 6                       |

|             |                            |   |
|-------------|----------------------------|---|
| Jeffrey N.  | Security Officer           | 6 |
| Rick B.     | Asst Jail<br>Administrator | 6 |
| Dayna O.    | Eligibility Worker         | 5 |
| Nicole L.   | Senior Social Worker       | 5 |
| Samantha Z. | Social Worker              | 4 |
| Micheal G.  | Corrections Officer        | 3 |
| Beth G.     | Land Serv<br>Coordinator   | 3 |
| Vince S.    | Deputy Assessor            | 2 |

## Chisago County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                          | <b>Item Number:</b> <span style="font-size: 1.5em; font-weight: bold;">7</span>                                   |
| <b>Title of Item for Consideration:</b> Application for Abatement (reduction) of Property Taxes                                                                                                                                                                                                                                                                                                 |                                                                                                                   |
| <b>Action Requested by:</b> Bridgitte Konrad, County Auditor/Treasurer                                                                                                                                                                                                                                                                                                                          | <b>Department:</b> Auditor/Treasurer                                                                              |
| <b>Previous Action on this Matter:</b> From time to time the Board of Commissioners is asked to address individual Abatement requests.                                                                                                                                                                                                                                                          |                                                                                                                   |
| <p><b>Background:</b> 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;</p> <ul style="list-style-type: none"> <li>Tammy Erickson – 18.80052.14</li> </ul> |                                                                                                                   |
| <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Applications for Abatement (<i>available with Clerk of the Board</i>)</li> </ul>                                                                                                                                                                                                                                            |                                                                                                                   |
| <p><b>Action Requested/Recommended:</b> 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:</p> <p style="margin-left: 20px;"><b><i>“Move to approve the application of abatement of taxes for the following tax parcel; 18.80052.14.”</i></b></p>              |                                                                                                                   |
| <p><b>Implications of Action:</b> By approving the application, the property owner will be paying the appropriate property tax in 2024.</p>                                                                                                                                                                                                                                                     |                                                                                                                   |
| <p><b>Budget/Financial Implications:</b> Minimal impact on the County finances and budget.</p>                                                                                                                                                                                                                                                                                                  |                                                                                                                   |
| <p><b>Legal/Policy Implications:</b> The proposed activities are in general conformity with applicable state statutes and County authority and policies.</p>                                                                                                                                                                                                                                    |                                                                                                                   |
| <b>Administrator's Recommendation</b>                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                   |
| Approve <u>CEB</u>                                                                                                                                                                                                                                                                                                                                                                              | Deny _____                                                                                                        |
| Other _____                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                   |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                      | Seconded by:                                                                                                      |
| To:                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                   |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                               | Aye _____ <span style="margin-left: 20px;">Nay _____</span> <span style="margin-left: 20px;">Abstain _____</span> |



## Chisago County Request For Board Action

|                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                    | <b>Item Number:</b> <span style="font-size: 24pt; font-weight: bold;">8</span> |
| <b>Title of Item for Consideration:</b> Acceptance of Donations – Children’s Water Festival                                                                                                                                                                                                                                                                                               |                                                                                |
| <b>Action Requested by:</b> Chase Burnham,<br>County Administrator                                                                                                                                                                                                                                                                                                                        | <b>Department:</b> County Administration                                       |
| <p><b>Previous Action on this Matter:</b> On April 19, 2006, the Board adopted Resolution No. 060419-3, which established a policy regarding the acceptance of gifts by Chisago County. From time to time the County will accept gifts from businesses and residents, and a motion and resolution must be passed in accordance with County Policy.</p>                                    |                                                                                |
| <p><b>Background:</b> The following have donated to the Chisago County for the Children’s Water Festival:</p> <ul style="list-style-type: none"> <li>Chisago City Fire Department – \$500.00</li> </ul> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Resolution</li> </ul>                                                                                         |                                                                                |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the resolution accepting the donations to the Children’s Water Festival. The suggested motion to approve is:</p> <p style="text-align: center;"><b><i>“Move to approve the resolution accepting the donations for the Children’s Water Festival.”</i></b></p> |                                                                                |
| <p><b>Implications of Action:</b> Acceptance of the donation via the attached resolution will allow the County to accept the financial donations for the program.</p>                                                                                                                                                                                                                     |                                                                                |
| <p><b>Budget/Financial Implications:</b> There are no budgetary or financial consequences to this the passing of the Resolution.</p>                                                                                                                                                                                                                                                      |                                                                                |
| <p><b>Legal/Policy Implications:</b> The proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.</p>                                                                                                                                                                                                                  |                                                                                |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                     |                                                                                |
| Approve <u>CEB</u>                                                                                                                                                                                                                                                                                                                                                                        | Deny _____                                                                     |
| Other _____                                                                                                                                                                                                                                                                                                                                                                               |                                                                                |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                | Seconded by:                                                                   |
| To:                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                         | Aye _____                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                           | Nay _____                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                           | Abstain _____                                                                  |



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

Commissioner \_\_\_\_\_ offered the following resolution and moved its adoption:

**RESOLUTION NO: 24/0904-XX**  
**ACCEPTANCE OF DONATIONS BY CHISAGO COUNTY**

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

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Chisago County Board of Commissioners hereby accepts the following donations received by the Chisago County in 2024:

- Chisago City Fire Department – \$500.00 for the Children’s Water Festival

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

**IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson**

**OPPOSED: None**

Whereupon the resolution was declared duly **passed** and **adopted**.

**Approved: September 4, 2024**

\_\_\_\_\_  
Marlys Dunne  
Chair, Board of Commissioners

ATTEST: \_\_\_\_\_  
Chase Burnham  
County Administrator



## Chisago County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Item Number:</b> <span style="font-size: 24pt; font-weight: bold;">9</span> |
| <b>Title of Item for Consideration:</b> CCSO ARMER Replacement Fund Contribution – ARPA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                |
| <b>Action Requested by:</b> Chase Burnham,<br>County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department:</b> County Administrator                                        |
| <b>Previous Action on this Matter:</b> The County has used ARPA funds to fund the ARMER replacement fund for the CCSO radios for 2022 and 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                |
| <p><b>Background:</b> The Sheriff's Office has 130 ARMER radios. According to the County's ARMER USER/SUBSCRIBER Agreement for 2025, it is \$206.96 per USER and an additional \$315 per radio. The \$315 is put into an account to replace the radios when they become obsolete.</p> <p>The County has used ARPA funds to fund the replacement fund for the CCSO radios for 2022 and 2023. This cost will be budgeted by the CCSO in the future. The replacement fee amount for the CCSO radios is \$40,950, this could be paid for from the ARPA Unallocated amount or the ARPA ARMER allocation, as paid from prior.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Chisago County Auditor Treasurer Invoice</li> </ul> |                                                                                |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the payment of \$40,950 using unallocated ARPA funds for the CCSO ARMER radios. The following motion is suggested:</p> <p style="text-align: center;"><b><i>“Move to approve the payment of \$40,950 using unallocated ARPA funds for the CCSO ARMER radios.”</i></b></p>                                                                                                                                                                                                                                                                                                                                               |                                                                                |
| <p><b>Implications of Action:</b> Approval of this invoice will allow the Sheriff's Office to fund the replacement fund for their ARMER radios.</p> <p><b>Budget/Financial Implications:</b> The replacement fee amount for the CCSO radios is \$40,950, this could be paid for from the ARPA Unallocated amount or the ARPA ARMER allocation, as paid from prior.</p> <p><b>Legal/Policy Implications:</b> The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.</p>                                                                                                                                                                                                     |                                                                                |
| <b>Administrator's Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                |
| Approve <u>CEB</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Deny _____                                                                     |
| Other _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Seconded by:                                                                   |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Aye _____                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Nay _____                                                                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Abstain _____                                                                  |



## Chisago County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                 |              |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------|---------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Item Number:</b> <span style="font-size: 24pt; font-weight: bold;">10</span> |              |               |
| <b>Title of Item for Consideration:</b> Government Center Body Scanner and Disposal                                                                                                                                                                                                                                                                                                                                                             |                                                                                 |              |               |
| <b>Action Requested by:</b> Chase Burnham,<br>County Administrator                                                                                                                                                                                                                                                                                                                                                                              | <b>Department:</b> County Administrator                                         |              |               |
| <b>Previous Action on this Matter:</b> The County approved the purchase of the Baggage and Body Scanner at the July 17 <sup>th</sup> , 2024 Board of Commissioners meeting (\$35,714.50 unallocated 2024 CIP Funds). It was recommended for approval at the July 10 <sup>th</sup> Budget and Finance Committee.                                                                                                                                 |                                                                                 |              |               |
| <b>Background:</b> To complete the Baggage and Body Scanner project the County needs to pay the remaining \$8,909.98. The original bid from Access Control Systems was \$35,714.50, but the County needed the body scanner, freight and install of the scanner, additionally the County needed to pay Access Systems for the removal of hazardous and regulated materials in old baggage and body scanner. These were NOT originally bid items. |                                                                                 |              |               |
| <b>Attachment(s):</b> <ul style="list-style-type: none"> <li>Access Control Systems Invoice (\$8,909.98)</li> </ul>                                                                                                                                                                                                                                                                                                                             |                                                                                 |              |               |
| <b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the payment of \$8,909.98 using unallocated 2024 CIP funds for the Body Scanner and Disposal of hazardous/regulated materials related to the new bag scanner/body scanner in the Center City Government Center. The following motion is suggested:                                                                     |                                                                                 |              |               |
| <p><b><i>“Move to approve the payment of \$8,909.98 using unallocated 2024 CIP funds for the .”</i></b></p>                                                                                                                                                                                                                                                                                                                                     |                                                                                 |              |               |
| <b>Implications of Action:</b> Approval of this invoice will complete the Baggage and Body Scanner project.                                                                                                                                                                                                                                                                                                                                     |                                                                                 |              |               |
| <b>Budget/Financial Implications:</b> The County approved the purchase of the Baggage and Body Scanner at the July 17 <sup>th</sup> , 2024 Board of Commissioners meeting (\$35,714.50 unallocated 2024 CIP Funds). The remainder \$8,909.98 could be paid from unallocated ARPA or unallocated 2024 CIP funds.                                                                                                                                 |                                                                                 |              |               |
| <b>Legal/Policy Implications:</b> The Proposed activities are in compliance with all applicable state and federal regulations and County policies and procedures.                                                                                                                                                                                                                                                                               |                                                                                 |              |               |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                 |              |               |
| Approve <u>CEB</u>                                                                                                                                                                                                                                                                                                                                                                                                                              | Deny _____                                                                      | Other _____  |               |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                 | Seconded by: |               |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                 |              |               |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                                                                               | Aye _____                                                                       | Nay _____    | Abstain _____ |





# Access Control Systems, Inc.

PO Box 7521  
Milford, NH 03055



## Invoice

| Date      | Invoice # |
|-----------|-----------|
| 8/22/2024 | I24-8303  |

### Bill To

Chisago County Sheriff's Office  
Capt. Andrew Mahowald  
15230 Per Rd.  
Center City, MN 55012

CHISAGO COUNTY

FEID 35-2353461  
DUNS 05-3355991

JUL 17 2024

BOARD APPROVED

unallotted C/P  
\$ 35,714.50  
\$ 8,909.98

| P.O. No.                                                                                                                                                                                                                                                                                                                                                                                                           | Terms  | Project                              |                  |           | Rep       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------|------------------|-----------|-----------|
| 103-07292024                                                                                                                                                                                                                                                                                                                                                                                                       | Net 30 | Chisago County Sheriff's Office (MN) |                  |           | CRP       |
| Description                                                                                                                                                                                                                                                                                                                                                                                                        |        | Qty                                  | Qlty             | Rate      | Amount    |
| 11121839-- HI-SCAN 6040i X-Ray Imaging System<br>Smiths HS SN 207425<br>Date of Service: 8/21/24                                                                                                                                                                                                                                                                                                                   |        | 1                                    |                  | 28,416.70 | 28,416.70 |
| SW-ADVPKG -- Smiths Advanced Software:<br>X-ACT Auto Detection Algorithm<br>HI-TIP Threat Image Projection<br>XTRAIN Training Software                                                                                                                                                                                                                                                                             |        | 1                                    |                  | 2,199.60  | 2,199.60  |
| T604I.5M -- HI-SCAN 6040i, 6046si & 6040-2is Roller Table .5m with<br>(1) support stand P/N 228840                                                                                                                                                                                                                                                                                                                 |        | 2                                    |                  | 886.60    | 1,773.20  |
| 6040-FREIGHT -- Freight Costs, HI-SCAN 6040                                                                                                                                                                                                                                                                                                                                                                        |        | 1                                    |                  | 1,450.00  | 1,450.00  |
| 6040-INSTALL -- HI-SCAN 6040 Install (Installation required within<br>60 days of delivery or additional commissioning charges will apply)                                                                                                                                                                                                                                                                          |        | 1                                    |                  | 1,875.00  | 1,875.00  |
| HIPEPLUS/PZ-0985 -- HI-PE Plus Multi Zone Walk-Through Metal<br>Detector, Panel version<br>CEIA HIPEPlus SN 35060270038<br>Date of Service: 8/21/24                                                                                                                                                                                                                                                                |        | 1                                    |                  | 3,847.48  | 3,847.48  |
| WTMD-FREIGHT -- Standard Freight Costs, WTMD                                                                                                                                                                                                                                                                                                                                                                       |        | 1                                    |                  | 562.50    | 562.50    |
| WTMD-INSTALL-S -- WTMD Installation - Standard Configuration                                                                                                                                                                                                                                                                                                                                                       |        | 1                                    |                  | 1,500.00  | 1,500.00  |
| X-Ray System demanufacture and disposal of hazardous/regulated<br>materials<br>Rap 618XR S/N L123E31 w/tables                                                                                                                                                                                                                                                                                                      |        | 1                                    |                  | 1,250.00  | 1,250.00  |
| 6040-FREIGHT -- Freight Costs, HI-SCAN 6040- Return of old system                                                                                                                                                                                                                                                                                                                                                  |        | 1                                    |                  | 1,750.00  | 1,750.00  |
| Thank you for your business.                                                                                                                                                                                                                                                                                                                                                                                       |        |                                      | Total            |           |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                                      | \$44,624.48      |           |           |
| Overdue payments will result in late fees of 1.5% monthly. For billing questions<br>call (603) 249-9820. If your check is returned for non-sufficient funds, you<br>expressly authorize your account to be electronically debited or bank drafted for the<br>amount of the check plus any applicable fees. Payment by check is your<br>acknowledgement and acceptance of this policy and its terms and conditions. |        |                                      | Payments/Credits |           |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                                      | \$0.00           |           |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                                      | Balance Due      |           |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                    |        |                                      | \$44,624.48      |           |           |

35,714.50

41,624.48

44,624.48

## Chisago County Request for Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> August 7, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">11</span> |
| <b>Title of Item for Consideration:</b> SpyGlass Technology Audit Invoice #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
| <b>Action Requested by:</b> Chase Burnham,<br>County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Department:</b> County Administration                                       |
| <p><b>Previous Action on this Matter:</b> At the January 10, 2024 Budget and Finance Meeting, the Committee recommended approving a contract with SpyGlass Technology Auditing for a phone audit of Chisago County.</p> <p>The County Board approved the Budget and Finance Committee’s recommendation at the January 17<sup>th</sup> 2024 Board Meeting.</p> <p>At the August 7<sup>th</sup> 2024, the County Board approved the payment of \$40,306.32 for savings in voice/data services and mobile services.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                |
| <p><b>Background:</b> SpyClass is an independent contractor which analyzes telecommunications service accounts (Voice, Data, Internet, Cloud Services, SaaS Licensing, and Mobility) to seek cost recovery, service elimination and cost reduction recommendations.</p> <p>According to the agreement approved by the Chisago County Board, the County agreed to pay SpyGlass the applicable fee set forth below <b>ONLY</b> for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:</p> <ul style="list-style-type: none"> <li>40% of any “Cost Recovery”</li> <li>10 times any “Service Elimination Savings”</li> <li>10 times any “Cost Reduction Savings”</li> </ul> <p>As SpyGlass continued the Audit beyond August 7<sup>th</sup>, SpyGlass found \$7,421.00 in monthly saving (\$66,789 SpyGlass fee) in voice/data services no longer being utilized by Chisago County.</p> <p>The current rate of expenditures is \$14,796.00, SpyGlass reduced the monthly expenditure to \$7,375.00 for a savings of \$7,421 (= \$88,500 per year in savings which is \$265,500 per year).</p> <p>The total owed SpyGlass is \$66,789.00.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>SpyGlass Invoice (\$66,789.00)</li> <li>SpyGlass Invoice Detail</li> <li>Consulting Services Contract</li> </ul> |                                                                                |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve final, and only payment to SpyGlass, for the phone technology audit from the remaining unallocated ARPA funding. The following motion is suggested:</p> <p style="text-align: center;"><b><i>“Move to approve final, and only payment to SpyGlass, for the phone technology audit from the remaining unallocated ARPA funding.”</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                |

**Implications of Action:** Approval will complete the SpyGlass Technology Audit project.

**Budget/Financial Implications:** \$66,789.00 Funding for the completion of this project can come from the remaining unallocated CIP, remaining unallocated ARPA or from fund balance.

**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 CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_



The SpyGlass Group, LLC  
25777 Detroit Rd Ste 400  
Westlake, OH 44145-2450  
www.spyglass.net

## Invoice

| Date      | Invoice # |
|-----------|-----------|
| 8/27/2024 | 26614     |

**Remit To:**

The SpyGlass Group, LLC  
25777 Detroit Rd Ste 400  
Westlake, OH 44145-2450

Email: AR@spyglass.net

**Bill To:**

County of Chisago, MN  
Chase Burnham  
313 N Main St. Rm 240  
Center City, MN 55012

| Terms  | Rep      | IPM         |
|--------|----------|-------------|
| Net 30 | JMcCu    | Megan       |
| Qty    | Rate     | Amount      |
| 9      | 7,421.00 | 66,789.00   |
| Total  |          | \$66,789.00 |

Alternate payment methods accepted: EFT/ACH/Direct Deposit, Visa, MasterCard, American Express and Discover (no fee)

For W9, payment questions or alternate forms of payment contact Accounts Receivable:  
Phone: 440-471-8764 OR Email: AR@spyglass.net

| MIDCO SA - COUNTY OF CHISAGO, MN |           |                      |                           |              |            |              |
|----------------------------------|-----------|----------------------|---------------------------|--------------|------------|--------------|
| Service Type                     | Account # | Address              | Circuit ID                | Current Rate | New Rate   | Savings      |
| Bus Internet Gig 1000/60         | 134143101 | 15230 Ped Rd         | N/A                       | \$220.00     | \$175.00   | \$45.00      |
| EVC - 1GB                        | 148684001 | 6033 402nd St        | NBRN.EVC.148684001.MC.101 | \$3,500.00   | \$2,800.00 | \$700.00     |
| EVC - 1GB                        | 141995701 | 31325 Oasis Rd       | CNCY.EVC.141995701.MC.101 | \$2,325.00   | \$450.00   | \$1,875.00   |
| EVC - 100M                       | 141995901 | 39649 Grand Ave      | NBRN.EVC.141995901.MC.101 | \$713.00     | \$350.00   | \$363.00     |
| EVC - 100M                       | 140019701 | 4841 Saint Croix Trl | NBRN.EVC.140019701.MC.101 | \$713.00     | \$350.00   | \$363.00     |
| EPL - 10GB                       | 148683701 | 15230 Per Rd         | CNCY.EVC.148683701.MC.101 | \$4,000.00   | \$2,800.00 | \$1,200.00   |
| EPL - 1GB                        | 148683701 | 313 N. Main St.      | CNCY.EVC.148683701.MC.102 | \$3,325.00   | \$450.00   | \$2,875.00   |
|                                  |           |                      | Monthly Total             | \$14,796.00  | \$7,375.00 | \$7,421.00   |
|                                  |           |                      | Annual Savings            |              |            | \$88,500.00  |
|                                  |           |                      | 3 Year Savings            |              |            | \$265,500.00 |
|                                  |           |                      | SPYGLASS FEE              |              |            | \$66,375.00  |



## CONSULTING SERVICES CONTRACT

THIS CONTRACT, and amendments and supplements thereto, is between the County of Chisago (hereinafter County), and The SpyGlass Group, LLC., an Ohio limited liability company an independent contractor, not an employee of the County of Chisago (hereinafter CONTRACTOR).

WHEREAS, County, pursuant to Minnesota Statutes Chapter 373.01, is empowered to procure from time to time certain professional/technical service and consulting services; and

WHEREAS, through previous agreements, CONTRACTOR has provided the County with consultation services to analyze the County's primary telecommunication services accounts and make cost-reduction recommendations; and

WHEREAS, it is necessary to enter into an updated consulting services agreement for the receipt of such consultation services at the fees offered by the CONTRACTOR.

NOW, THEREFORE, it is agreed:

- I. **TERM OF CONTRACT.** This Contract shall be for a period of two years effective on February 15, 2024 or upon the date the final required signature is obtained by County, whichever occurs later, and continuing in effect until February 15, 2026. This Contract may be extended for two additional one year terms on mutual agreement.
- II. **CONTRACT TERMS AND SCOPE OF RESPONSIBILITIES.** The terms and conditions of this contract shall consist of the provisions of this Contract and those provisions contained in the documents which are expressly incorporated herein by reference. The Scope of Responsibilities of the County and the Contractor are as follows:

CONTRACTOR will analyze the County's primary telecommunications service accounts (Voice, Data, Internet, Cloud Services, SaaS Licensing, and Mobility) to seek cost recovery, service elimination and cost reduction recommendations. The County will provide CONTRACTOR with the materials required to perform its analysis and CONTRACTOR will conduct a Kickoff meeting with Company to review the materials provided and introduce CONTRACTOR's personnel assigned to the project. CONTRACTOR will deliver the recommendations to the County at a Summary of Findings meeting, implement recommendations that the County elects for CONTRACTOR to implement, and deliver a complete telecommunications inventory to the County. Upon completion of implementation, the CONTRACTOR will conduct an Industry Benchmark Analysis ("IBA") Meeting to compare the County's spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement.

While the CONTRACTOR is performing its analysis, the County will not make changes or perform internal cost reduction analysis with respect to provider accounts which the County has included within the scope of CONTRACTOR's review.

### III. **FEES, INVOICING AND PAYMENT.**

- A. **Fees.** The County will pay CONTRACTOR the applicable fee set forth below **ONLY** for CONTRACTOR's recommendations implemented within twelve (12) months of CONTRACTOR delivering the recommendation to County, as follows:

- 35% of any "Cost Recovery", as defined below
- 9 times any "Service Elimination Savings", as defined below
- 9 times any "Cost Reduction Savings", as defined below

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

"Cost Reduction Savings" is any monthly cost reduction received by Company relating to the modification, consolidation or negotiation of any service, account or contract, including post discount usage rate improvement (calculated as the (a) decrease in post discount per unit pricing realized by Company for any service, times (b) the average of Company's last two (2) months usage levels measured in such units for the modified service).

- B. **Invoicing and Payment.** Fees for Cost Recovery are due as a one-time payment within 30 days of verification that the County has been issued the refund, credit or compensation resulting in such fees. Fees for Service Elimination Savings and Cost Reduction Savings are due as a one-time payment within 30 days of verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed. CONTRACTOR may issue separate invoices as different fees are earned.

The CONTRACTOR and the County acknowledge that the Fees and/or Invoicing and Payment terms described herein do not represent CONTRACTOR's standard terms. CONTRACTOR approves the modified terms with the understanding that this agreement will be executed by **2/9/24** and the County will provide CONTRACTOR with the materials required to perform its analysis and conduct an Onboarding Meeting with the County as described herein by **2/16/24**.

### IV. **AUTHORIZED REPRESENTATIVES.** All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

- A. County's authorized representative for the purpose of administration of this contract is:

Name: Chase Burnham, County Administrator  
313 North Main Street, Suite 174  
Center City, MN 55012  
Telephone: (651) 213-8830  
E-Mail: Chase.Burnham@chisagocountymn.gov  
Fax: (651) 213-8876

B. The CONTRACTOR'S authorized representative for the purpose of administration of this contract is:

Name: Edward M. DeAngelo  
 Company: The SpyGlass Group, LLC  
 Address: 25777 Detroit Road Suite 400 Westlake, OH 44145  
 Telephone: (440) 348-9350  
 E-Mail: edeangelo@spyglass.net

V. **CANCELLATION AND TERMINATION.** This contract may be canceled by County at any time, with or without cause, upon thirty (30) days written notice to the CONTRACTOR.

VI. **ASSIGNMENT AND ASSUMPTION.** The CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of County. In the event of assignment, CONTRACTOR shall remain responsible for the performance of all tasks until released through an assumption agreement executed by the County, the CONTRACTOR and CONTRACTOR's assignee.

VII. **LIABILITY.** The CONTRACTOR agrees to indemnify and hold County, its representatives and employees harmless from any and all claims or causes of action, including reasonable attorneys' fees incurred by County, due to negligence by the CONTRACTOR. This clause shall not be construed to bar any legal remedies the CONTRACTOR may have for County's failure to fulfill its obligations pursuant to this contract but only to the extent such claims or causes of action are caused by the CONTRACTOR's negligent acts or any entity in which the CONTRACTOR is legally liable. CONTRACTOR has no obligation to indemnify, defend, or hold harmless the County from any claims or causes of action caused by the County's negligence or fault or the negligence or fault of others. Notwithstanding the above provisions, neither party will be responsible to the other for incidental, consequential, special or punitive damages, including, without limitation, lost profits or business interruption, whether such liability is asserted on the basis of contract, tort or otherwise, even if either party has been warned of the possibility of any such loss or damage in advance. The prior sentence shall not in any way limit CONTRACTOR's liability for direct damages related to CONTRACTOR's negligent recommendations or negligent work in performing this engagement.

#### VIII. **INSURANCE.**

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

B. *General Liability Insurance.* CONTRACTOR is required to maintain insurance protecting it from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under the contract whether the operations are by the CONTRACTOR or by a subcontractor or by anyone directly or indirectly employed by the CONTRACTOR under the contract. Insurance minimum limits are as follows:

\$500,000 per claim; \$1,000,000 per occurrence; \$2,000,000 annual aggregate

C. *Certificates of Insurance.* CONTRACTOR shall name County as an additional insured on the above insurance coverages and CONTRACTOR shall provide the County with a certificate of insurances naming the County as an additional insured on the above coverages and amounts prior to commencing work under this Agreement.

IX. **PUBLICITY.** Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the CONTRACTOR or its employees individually or jointly with others, or any subcontractors shall identify County as the sponsoring agency and shall not be released prior to receiving the approval of County's authorized representative.

X. **MINNESOTA STATUTE §181.59.** The CONTRACTOR will comply with the provisions of Minnesota Statute §181.59, which requires this Contract to state as follows:

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, 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; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

XI. **GOVERNMENT DATA PRACTICES ACT.** The CONTRACTOR and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by County in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CONTRACTOR in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either the CONTRACTOR or County.

In the event the CONTRACTOR receives a request to release the data referred to in this clause, the CONTRACTOR must immediately notify County. County will give the CONTRACTOR instructions concerning the release of the data to the requesting party before the data is released.

- XII. **CONFIDENTIAL INFORMATION.** CONTRACTOR shall keep confidential and shall not divulge to any other person or entity who is not a director, officer or employee of the County, during the term of this Agreement or thereafter, any of the business secrets or other confidential information regarding the County which information has been received or become known to CONTRACTOR in the course of its consulting services hereunder and which has not otherwise become public knowledge; provided, however, that nothing in this Contract shall preclude CONTRACTOR from disclosing information (a) to parties retained to perform services for the County, or (b) as may be required by law. The County shall keep confidential and shall not divulge to any other person or entity who is not a director, officer or employee of CONTRACTOR, during the term of this Contract or thereafter, any of the business secrets or other confidential information regarding CONTRACTOR which has not otherwise become public knowledge, including, without limitation, CONTRACTOR's consulting services pricing structure, method of performing such consulting services and any of the details of this Contract; provided, however, that nothing in this Contract shall preclude the County from disclosing information as may be required by law.
- XIII. **ANTITRUST.** The CONTRACTOR hereby assigns to the County of Chisago any and all claims for overcharges as to goods or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States or the antitrust laws of the State of Minnesota.
- XIV. **JURISDICTION AND VENUE.** This Contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in Chisago County, Minnesota.
- XV. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.
- XVI. **STATE AUDITS.** The books, records, documents, and accounting procedures and practices of the CONTRACTOR relevant to this contract shall be subject to examination by County and the Legislative Auditor for a minimum of six (6) years from the end of the contract.
- XVIII. **SURVIVAL OF TERMS.** The following clauses survive the expiration, cancellation or termination of this contract: Liability; Publicity; Government Data Practices Act; Confidential Information; Jurisdiction and Venue; and State Audits. The expiration or termination of this Agreement for any reason also does not terminate the obligations of County under Sections III of this Agreement to pay CONTRACTOR fees if County elects to implement any of the recommendations made by CONTRACTOR within twelve (12) months of CONTRACTOR delivering the recommendation to County (even if County implements such recommendations on their own).

(Signatures are found on Page 6)



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

APPROVED:

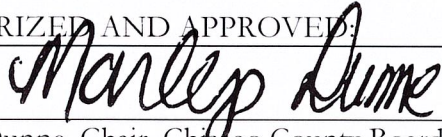
**1. CONTRACTOR – The SpyGlass Group, LLC.**

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

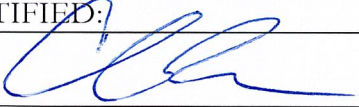
|                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|
| By: <small>DocuSigned by:</small><br> |
| Name: <small>07B82E968A04E2A</small> Edward M. DeAngelo                                                                |
| Title:                                                                                                                 |
| Date: 2/7/2024                                                                                                         |

**2. COUNTY OF CHISAGO**

AUTHORIZED AND APPROVED:

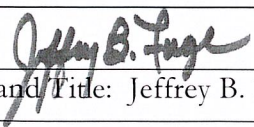
|                                                                                        |
|----------------------------------------------------------------------------------------|
| By:  |
| Marlys Dunne, Chair, Chicago County Board of Commissioners                             |
| Date: 2/1/24                                                                           |

CERTIFIED:

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| By:  |
| Chase Burnham, County Administrator                                                     |
| Date: 2/1/24                                                                            |



REVIEWED AS TO FORM:

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| JANET REITER, COUNTY ATTORNEY, CHISAGO COUNTY                                           |
| By:  |
| Name and Title: Jeffrey B. Fuge, Assistant County Attorney                              |
| Date: January 31, 2024                                                                  |

## Chisago County Request For Board Action

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Meeting Date:</b> September 4, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Item Number:</b> <span style="font-size: 24pt; font-weight: bold;">12</span> |
| <b>Title of Item for Consideration:</b> County Attorney's Office Victim Services Grant Award and Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                 |
| <b>Action Requested by:</b> County Attorney<br>Janet Reiter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Department:</b> County Attorney - Victim Services Program                    |
| <p><b>Previous Action on this Matter:</b> On November 1, 2023, the Chisago County Board of Commissioners approved the Chisago County Attorney's Office Grant Contract Agreement for State Grant funds from the Office of Justice Programs for the County Attorney's Office Victim Services in the amount of \$71,300.00 with an expiration date of 9/30/2024. An Amendment to that Grant Contract Agreement is now proposed that will increase the total Agreement amount to \$142,600.00 with an expiration date of 9/30/2025. For several years, Chisago County has benefitted from Grant Funds to support the statutorily mandated Victim Services carried out by staff in the County Attorney's Office. This funding allows the County Attorney's Office to maintain the Victim/Witness Coordinator Position and the support staff time needed to carry out the critical services.</p> |                                                                                 |
| <p><b>Background:</b> The Victim Services Program has been a crucial part of the County Attorney's Offices' services to victims of crimes for over 20 years. Contact is made with the victim of every crime, the victim is provided information about the criminal process, how to seek restitution and/or reparations through the state. The services offered to families of tragic events involving serious assault or resulting in the theft of a loved-one are crucial. The quality and implementation of the programs are overseen by the State Office of Justice Programs. The Chisago County Attorney's Office Victim/Witness Services Coordinator Andrea Story facilitates the application process and compliance with state standards.</p>                                                                                                                                        |                                                                                 |
| <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>• Resolution Authorizing Acceptance of the State of Minnesota Office of Justice Programs Grant by the Chisago County Attorney and the Chisago County Victim Services Program</li> <li>• Grant Contract Agreement Amendment 2024-25 between Minn DPS/OJP and Chisago County Crime Victim Services</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                 |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve and accept the County Attorney's Office Victim Services Grant Award. The suggested motion is as follows:</p> <p style="text-align: center;"><b><i>“Move to approve the Resolution authorizing acceptance of the State of Minnesota Office of Justice Programs Grant by Chisago County Attorney and the Victim Services Program.”</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                 |
| <p><b>Implications of Action:</b> The Grant is key to continuing the statutorily mandated services required of the County Attorney's Office. This has been a recurring grant opportunity and is critical asset/income in the County Attorney's Office.</p> <p><b>Budget/Financial Implications:</b> This is a grant to receive State Grant Funds for Victim/Witness Services. This helps fund the Victim/Witness Services Position and .5 FTE support staff position. There is no mandatory match provision, but proceeding without this funding would be difficult.</p> <p><b>Legal/Policy Implications:</b> The County Attorney has reviewed the application. There are no negative consequences associated with proceeding with accepting these funds.</p>                                                                                                                              |                                                                                 |

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





## Grant Contract Agreement Amendment

Page 1 of 2

|                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                               |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------|--------|--------------------------|--------|------------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------|-----------------------------|--------|--------------------------|--------------------|------------------------|---------------------|
| <b>Minnesota Department of Public Safety ("State")</b><br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139                                                                                                                                                                                   | <b>Grant Program:</b><br>Crime Victim Services 2024<br><b>Grant Contract Agreement No.:</b><br>A-CVS-2024-CHISAGO-189<br><b>Grant Contract Amendment No.:</b> 1                                               |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| <b>Grantee:</b><br>Chisago County Attorney's Office<br>313 North Main Street, Suite 274<br>Center City, Minnesota 55012                                                                                                                                                                                                               | <b>Grant Contract Agreement Term:</b><br><b>Effective Date:</b> 10/1/2023<br><b>Expiration Date:</b> <del>9/30/2024</del> <u>9/30/2025</u>                                                                    |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| <b>Grant Matching Requirement:</b> <table><tr><td>Original Agreement Amount</td><td>\$0.00</td></tr><tr><td>Previous Amendment(s) Total</td><td>\$0.00</td></tr><tr><td>Current Amendment Amount</td><td>\$0.00</td></tr><tr><td>Total Agreement Amount</td><td>\$0.00</td></tr></table>                                              | Original Agreement Amount                                                                                                                                                                                     | \$0.00 | Previous Amendment(s) Total | \$0.00 | Current Amendment Amount | \$0.00 | Total Agreement Amount | \$0.00 | <b>Grantee Contract Agreement Amount:</b> <table><tr><td>Original Agreement Amount</td><td>\$71,300.00</td></tr><tr><td>Previous Amendment(s) Total</td><td>\$0.00</td></tr><tr><td>Current Amendment Amount</td><td><u>\$71,300.00</u></td></tr><tr><td>Total Agreement Amount</td><td><u>\$142,600.00</u></td></tr></table> | Original Agreement Amount | \$71,300.00 | Previous Amendment(s) Total | \$0.00 | Current Amendment Amount | <u>\$71,300.00</u> | Total Agreement Amount | <u>\$142,600.00</u> |
| Original Agreement Amount                                                                                                                                                                                                                                                                                                             | \$0.00                                                                                                                                                                                                        |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Previous Amendment(s) Total                                                                                                                                                                                                                                                                                                           | \$0.00                                                                                                                                                                                                        |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Current Amendment Amount                                                                                                                                                                                                                                                                                                              | \$0.00                                                                                                                                                                                                        |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Total Agreement Amount                                                                                                                                                                                                                                                                                                                | \$0.00                                                                                                                                                                                                        |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Original Agreement Amount                                                                                                                                                                                                                                                                                                             | \$71,300.00                                                                                                                                                                                                   |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Previous Amendment(s) Total                                                                                                                                                                                                                                                                                                           | \$0.00                                                                                                                                                                                                        |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Current Amendment Amount                                                                                                                                                                                                                                                                                                              | <u>\$71,300.00</u>                                                                                                                                                                                            |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| Total Agreement Amount                                                                                                                                                                                                                                                                                                                | <u>\$142,600.00</u>                                                                                                                                                                                           |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |
| <b>State's Authorized Representative:</b><br><del>Alissa Hawks</del> <u>Heather Caillier</u> , Grant Manager<br>Office of Justice Programs<br>445 Minnesota Street, Suite 2300<br>St. Paul, MN 55101-2139<br><del>(651) 276-1375</del> <u>(651) 216-4684</u><br><u>Alissa.hawks@state.mn.us</u> <u>Heather.J.Caillier@state.mn.us</u> | <b>Federal Funding:</b> CFDA/ALN: 16.575<br><b>FAIN:</b> 15POVC-22-GG-00764-ASSI<br><b>State Funding:</b> None<br><b>Special Conditions:</b> Attached and incorporated into this grant agreement. See page 3. |        |                             |        |                          |        |                        |        |                                                                                                                                                                                                                                                                                                                               |                           |             |                             |        |                          |                    |                        |                     |

*In this Amendment deleted agreement terms will be struck out and added agreement terms will be underlined.*

## 1. Special Duties:

~~\$71,300~~ \$142,600 for prosecutor based crime victim services in Chisago County.

-continued-



## Grant Contract Agreement Amendment

Page 2 of 2

The Original Grant Contract Agreement and all previous amendments are incorporated into this amendment by reference.

### 1. ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Agreement No./PO No: A-CVS-2024-CHISAGO-189 / 3-91613

Project No.(indicate N/A if not applicable): N/A

### 2. GRANTEE

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

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### 3. STATE AGENCY

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS

Grantee

State's Authorized Representative

Signed:

Print Name: Janet Reiter

Title: Chisago County Attorney

Date: 8/27/2024

Budget Summary

| Budget                     |  |              |        |        |
|----------------------------|--|--------------|--------|--------|
| Budget Category            |  | Federal      | State  | Match  |
| Personnel                  |  |              |        |        |
| Victim Witness Coordinator |  | \$142,600.00 | \$0.00 | \$0.00 |
| Total                      |  | \$142,600.00 | \$0.00 | \$0.00 |
| Total                      |  | \$142,600.00 | \$0.00 | \$0.00 |

Chisago County Board of Commissioners  
September 2nd, 2024



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

Commissioner \_\_\_\_\_ offered the following resolution and moved its adoption:

**RESOLUTION NO: 24/0904-XX**

**RESOLUTION AUTHORIZING ACCEPTANCE OF THE STATE OF MINNESOTA, OFFICE OF JUSTICE PROGRAMS (OJP) GRANT BY THE CHISAGO COUNTY ATTORNEY AND VICTIM SERVICES PROGRAM**

**WHEREAS**, Chisago County, on behalf of the Chisago County Attorney has applied for Victim Services Grant funds available through the State of Minnesota, Department of Public Safety, Office of Justice Programs, to support the statutorily mandated services, pursuant to Minn. Stat. 611A.

**NOW THEREFORE BE IT RESOLVED**, by the Chisago County Board of Commissioners, Chisago County, Minnesota, as follows:

1. That Chisago County, for and on behalf of the Chisago County Attorney's Office and the Victim Services Program, hereby approves and authorizes the receipt of grant funds, effective from the execution of the Grant Acceptance, or October 1, 2024 (whichever is first in time) through the end of the term of the Agreement, September 30, 2025. The receipt of the funds shall be for the operation of the Victim Services Program, consistent with the State laws and the guidelines implemented by OJP.
2. That Chisago County Attorney, Janet Reiter, and/or the Victim Witness Coordinator, Andrea Story (or their successors), is/are authorized to execute and accept the grant award and the Victim Services Coordinator and the County Attorney are authorized to sign any subsequent Amendments or agreements that may be required by the State of Minnesota to access the resources, systems or tools available pursuant to the grant award.

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

**IN FAVOR THEREOF: Dahlberg, Dunne, Greene, Montzka, Swenson**

**OPPOSED: None**

Whereupon the resolution was declared duly **passed** and **adopted**.

**Approved: September 4, 2024**

\_\_\_\_\_  
Marlys Dunne  
Chair, Board of Commissioners

ATTEST: \_\_\_\_\_  
Chase Burnham  
County Administrator





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