



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, February 5, 2025**  
**County Board Room, Room 172**  
**\*\*\*\*\*AMENDED\*\*\*\*\***

**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 |
| <b>Items for Committee Review/Recommendation: (<i>discussed in detail as requested</i>)</b> |                                                     |       |
| 2.)                                                                                         | Payment of County's Warrants for HHS                | TAB 2 |
| 3.)                                                                                         | New Pathways 2025 - 2027 Contract                   | TAB 3 |
| 4.)                                                                                         | Out of State Travel Request – NACVSO, Louisville KY | TAB 4 |
| 5.)                                                                                         | Opioid Settlement Q4 Staff Expenses                 | TAB 5 |

**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 – New Pathways 2025 - 2027 Contract                      | TAB 3  |
| 4.)  | HHS Committee Recommendation – Out of State Travel Request – NACVSO, Louisville KY    | TAB 4  |
| 5.)  | HHS Committee Recommendation – Opioid Settlement Q4 Staff Expenses                    | TAB 5  |
| 6.)  | Minutes from the January 15 <sup>th</sup> , 2024, Meeting                             | TAB 6  |
| 7.)  | ***** Payment of County's Warrants and Miscellaneous Bills *****                      | TAB 7  |
| 8.)  | Recognition of County Staff February Anniversaries                                    | TAB 8  |
| 9.)  | Transfer Funds – Annual Carryover of Dedicated Funds                                  | TAB 9  |
| 10.) | Authorization for County Auditor-Treasurer to proceed with Year-End Transfer of Funds | TAB 10 |
| 11.) | Budget Adjustment Request – HHS                                                       | TAB 11 |
| 12.) | Permanent Transfer & Budget Adjustment – Stacy Squad Car Purchase                     | TAB 12 |

**Other Business of the County Board**

- |      |                                                                                 |        |
|------|---------------------------------------------------------------------------------|--------|
| 13.) | 2025 CIP – Meraki WiFi Project and Upgrade/Rep. of Selected County ARMER Radios | TAB 13 |
| 14.) | Out of State Travel Request – Mike Parker, Emergency Communications Manager     | TAB 14 |
| 15.) | Creation of Chisago County Finance Department                                   | TAB 15 |
| 16.) | Recognition of Title Examiner & Deputy Title Examiner                           | TAB 16 |
| 17.) | 2025 Capital Improvement Plan (CIP)                                             | TAB 17 |
| 18.) | Agreement for Retirement and Transfer of K9 "Stryker"                           | TAB 18 |
| 19.) | Body Worn Camera Biennial Audit Results                                         | TAB 19 |
| 20.) | Allocate Funds to the Employee Recognition Committee                            | TAB 20 |
| 21.) | ***** CSTS Data Migration for Change of Delivery System to CCA *****            | TAB 21 |

## **Citizen's Forum**

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

### **Discussion Items:**

- Correspondence
- Administrator Updates
- Commissioner Committee Reports

CORR.

### **\*\*\*\*\*Announce Closed Meeting\*\*\*\*\***

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

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

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

#### **Upcoming Schedule**

- **Budget and Finance Committee**, Wednesday, February 12, 2025
- **Chisago County Board of Commissioners Meeting**, Wednesday, February 19, 2025
- **AMC Legislative Conference**, February 26 – 27, 2025, InterContinental Hotel, St. Paul

#### **\*\*\*\*\* NOTICE\*\*\*\*\***

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 1<sup>st</sup> to February 15<sup>th</sup> via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from the Sheraton Vistana, 8800 Vistana Centre Dr., Orlando, FL 32825, a location open and accessible to the public.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings February 16<sup>th</sup> to February 28<sup>th</sup> via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Silver Surf, 1301 Gulf Drive, Bradenton Beach, FL 34217, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

**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: January 28, 2025**

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

I have a relatively short Board Report for this month. As we have done over the last number of years, Health and Human Services plans to present the Annual Report at the March Board Meeting. This year our plan will be to present the Human Services Annual Report at the March Board Meeting and present the Public Health Annual Report at the April Board Meeting. Given the length of these reports and the time it takes to present them and address any questions, we felt it best to break them up over two Board Meetings. So, for this month, I just have a few quick updates from Health and Human Services.

The Minnesota State Legislature has started. The Senate is meeting in committees and conducting business. The House is working through some issues at this time.

The Minnesota Association of County Social Services Administrators (MACSSA) has identified priorities for this legislative session. We continue with the priority of system modernization and asking the legislature for \$40 million to update the Social Services Information System (SSIS). This modernization is critical for the implementation of previously approved legislative action such as the MN African American Family Preservation Act and portions of the Family First Prevention Services Act.

Behavioral Health is another priority of MACSSA. The focus here would be to create and fund a children's mental health initiative, similar to the adult mental health initiative currently in place. There will also be some focus on the issue of competency restoration and the Governor's budget proposals related to the county cost shares in behavioral health fund and the MN Sex Offender Program.

MnCHOICES Assessment modernization continues to be a priority for MACSSA as well. The work of modernizing and improving the MnCHOICES Assessment and its process is necessary for efficiencies and support for individuals in the community. It will also help to address concerns around work force issues.

The Minnesota Department of Human Services (DHS), the Department of Children Youth and Families (DCYF), and Direct Care and Treatment (DCT) released their legislative proposals. Their proposals include some concerning cost shifts from the state to counties. They propose a 5% county share for disability waiver services and an increase in county share for the Minnesota Sex Offender Program (MSOP). They are also proposing a Behavioral Health Fund cost shift from the current 22.95% for counties to 50% for counties, as well as eliminating the County Administrative Allocation from the Behavioral Health Fund.

The Governor has also released his budget proposal. The Governor's budget includes significant state government fraud, waste, and abuse investments in human services. This includes new background studies disqualifications, a new licensing division, new program integrity investigative analytics infrastructure, and new DHS staffing for detecting, preventing, and addressing fraud, waste, and abuse. This includes adding over 140 new FTEs in DHS.

At this time, all of these proposals are only the desire of those putting forth the proposal. We will see what happens once the Legislature finally all comes together, but we will continue to work with MACSSA, AMC, MICA, LPHA, and others to advocate for the best outcome for counties and the individuals we serve.

Additionally, as I am sure you are aware, the Federal Government has issued temporary pause on all activities related to obligation or disbursement of all Federal financial assistance and other relevant agency activities that may be implicated by the President's recent executive orders. Clarification of that directive indicated that Social Security, Medicare, Medicaid, SNAP, rental assistance, student loans, Head Start, and other programs that provide assistance directly to individuals are exempt from the pause.

A federal judge in DC then issued an administrative stay on the pause. We will continue to monitor this closely as it unfolds to evaluate if there will be any impact on our funding in Human Services, Public Health, or impacting the citizens in Chisago County.

## **II. Financial Notes:**

Health and Human Services ended 2024 within our budget. Our earned revenue came in 2% over what was budgeted, and our expenses came in 3% under what was budgeted. We feel very confident that this demonstrates the work put into our budgeting process and integrity of our forecasts.

Our collections this year also exceeded expectations, collecting a little over \$1.1 million.

I will have more detailed budget information next month for our annual report.

## **III. Staffing Updates:**

We have recently hired a new WIC Coordinator in Public Health. This is an internal promotion, and we are in the process of hiring to fill the promoted staff person's position. We are interviewing to hire a Children's Behavioral Health Case Manager. This is also a replacement for a staff that moved to a different position. We are advertising for the new Cannabis/Substance Use Prevention Coordinator contracted position that was approved by the Board last month.

As we move into 2025, and see the increased workload brought on by both legislative changes and the increasing population of our County, we have determined that we need to fill one of our long-term on hold case aide positions. Filling this position is critical to complete duties that allow some of our professional staff time to perform their work more effectively and efficiently. This position has been on hold for over two years now.

Additionally, due to the increasing population and needs within our communities we will be seeking approval from the Board to hire an additional Case Manager or two. These positions do generate revenue and have historically supported themselves with additional revenue as well. I will plan to have more details at the next Budget and Finance Committee Meeting.

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



**Minnesota Department of Human Services**  
**Elmer L. Andersen Building**  
**Commissioner Jodi Harpstead**  
**Post Office Box 64998**  
**St. Paul, Minnesota 55164-0998**

January 30, 2025

Ms. Marlys Dunne  
Chair, Chisago Board of Commissioners  
313 N. Main St.  
Center City, MN 55012

Re: Calendar Year 2023 Financial Reporting

Dear Commissioner Dunne:

It is my pleasure to commend you and your staff for perfect performance in meeting the Department of Human Services (DHS) financial reporting requirements for calendar year 2023. All key quarterly fiscal reports for programs your county participates in were submitted to our Financial Operations Division on or before the report deadlines in perfect order. This effort required submission of 32 major reports covering the four calendar quarters of 2023. These reports are:

|                                        |                                 |
|----------------------------------------|---------------------------------|
| Local Collaborative Time Study (LCTS)* | Income Maintenance Expense      |
| MFIP Consolidated Fund                 | Social Service Fund             |
| Client Statistics                      | Title IV-E                      |
| SEAGR                                  | BRASS-Based Grant Fiscal Report |

\*If your county participates in a "local collaborative", submission of this report may require the collection of multiple local partner reports for consolidated submission to DHS.

I know this accomplishment requires planning, an efficient operation, and teamwork within your county Human Service Department. The result is timely revenue for your county and compliance with federal reporting for us at the State. Please congratulate your management and staff on this superb effort.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jodi Harpstead', written over a horizontal line.

Jodi Harpstead  
Commissioner

Cc: Robert Benson, Chisago County Director



**CHISAGO COUNTY**  
**BOARD OF COMMISSIONERS**  
**February 5, 2025**

**TAB #** 2

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

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

| <u>Check Date</u> | <u>Amount</u> | <u>Board Date</u> | <u>Type of Check/Payments</u> |
|-------------------|---------------|-------------------|-------------------------------|
| 2/7/2025          | \$ 86,262.29  | 2/5/2025          | Commissioners Warrants        |
| 1/10/2025         | \$ 23,978.92  |                   | Auditor Warrant               |
| 1/13/2025         | \$ 101.17     |                   | Auditor Warrant               |
| 1/17/2025         | \$ 336,774.05 |                   | Auditor Warrant               |
| 1/24/2024         | \$ 130,103.55 |                   | Auditor Warrant               |
|                   | \$ 577,219.98 | Total             |                               |

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

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 | S - Condensed Audit List |

Save Report Options?: N

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5 Health And Human Services

\*\*\* Chisago County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

| Vendor | Name                          |      | Rpt |          | Warrant Description    | Invoice #      | Account/Formula Description  | 1099 |
|--------|-------------------------------|------|-----|----------|------------------------|----------------|------------------------------|------|
| No.    | Account/Formula               | Accr |     | Amount   | Service Dates          | Paid On Bhf #  | On Behalf of Name            |      |
| 1      | 8569 Admfg INC.               |      |     |          |                        |                |                              |      |
|        | 05-121-000-0000-6850          |      |     | 1,210.60 | OUTREACH TENT          |                | Op Enhancement Grant Expense | N    |
|        |                               |      |     |          | 01/21/2025 01/21/2025  |                |                              |      |
|        | 8569 Admfg INC.               |      |     | 1,210.60 | 1 Transactions         |                |                              |      |
| 2      | 9297 Allen/Theresa            | AP   | 4   |          |                        |                |                              |      |
|        | 05-430-700-0127-6335          |      |     | 126.35   | TRAVEL EXPENSE-MILEAGE |                | Mh Travel                    | N    |
|        |                               |      |     |          | 11/25/2024 12/30/2024  |                |                              |      |
|        | 9297 Allen/Theresa            |      |     | 126.35   | 1 Transactions         |                |                              |      |
| 4      | 10292 AMAZON CAPITAL SERVICES |      |     |          |                        |                |                              |      |
|        | 05-420-600-0000-6401          |      |     | 8.00     | SUPPLIES               | 1D1Y-33LH-KQ3C | General Supplies             | N    |
|        |                               |      |     |          | 01/17/2025 01/17/2025  |                |                              |      |
| 4      | 05-430-700-0000-6401          |      |     | 11.99    | SUPPLIES               | 1D1Y-33LH-KQ3C | General Supplies             | N    |
|        |                               |      |     |          | 01/17/2025 01/17/2025  |                |                              |      |
| 3      | 05-420-600-0000-6401          |      |     | 15.62    | SUPPLIES               | 1KCJ-HPYC-FQYK | General Supplies             | N    |
|        |                               |      |     |          | 01/24/2025 01/24/2025  |                |                              |      |
| 3      | 05-430-700-0000-6401          |      |     | 23.42    | SUPPLIES               | 1KCJ-HPYC-FQYK | General Supplies             | N    |
|        |                               |      |     |          | 01/24/2025 01/24/2025  |                |                              |      |
| 6      | 05-420-600-0000-6401          |      |     | 29.52    | SUPPLIES               | 1PCL-F6J4-KTVY | General Supplies             | N    |
|        |                               |      |     |          | 01/09/2025 01/09/2025  |                |                              |      |
| 6      | 05-430-700-0000-6401          |      |     | 44.28    | SUPPLIES               | 1PCL-F6J4-KTVY | General Supplies             | N    |
|        |                               |      |     |          | 01/09/2025 01/09/2025  |                |                              |      |
| 9      | 05-420-600-0000-6401          |      |     | 12.74    | SUPPLIES               | 1PRJ-GYMQ-9RXP | General Supplies             | N    |
|        |                               |      |     |          | 01/08/2025 01/08/2025  |                |                              |      |
| 9      | 05-430-700-0000-6401          |      |     | 26.25    | SUPPLIES               | 1PRJ-GYMQ-9RXP | General Supplies             | N    |
|        |                               |      |     |          | 01/08/2025 01/08/2025  |                |                              |      |
| 9      | 05-451-430-0000-6401          |      |     | 36.00    | SUPPLIES               | 1PRJ-GYMQ-9RXP | General Supplies             | N    |
|        |                               |      |     |          | 01/08/2025 01/08/2025  |                |                              |      |
| 10     | 05-451-470-0000-6435          |      |     | 59.90    | SUPPLIES               | 1XMX-3Y4T-31LR | Public Health Supplies       | N    |
|        |                               |      |     |          | 01/24/2025 01/24/2025  |                |                              |      |
| 11     | 05-451-470-0000-6844          |      |     | 59.90    | SUPPLIES               | 1XMX-3Y4T-31LR | MECSH Grant Exp              | N    |
|        |                               |      |     |          | 01/24/2025 01/24/2025  |                |                              |      |
| 7      | 05-420-600-0000-6401          |      |     | 64.00    | SUPPLIES               | 1Y33-63Y9-19M3 | General Supplies             | N    |
|        |                               |      |     |          | 01/15/2025 01/15/2025  |                |                              |      |
| 7      | 05-430-700-0000-6401          |      |     | 95.99    | SUPPLIES               | 1Y33-63Y9-19M3 | General Supplies             | N    |
|        |                               |      |     |          | 01/15/2025 01/15/2025  |                |                              |      |
| 5      | 05-420-600-0000-6401          |      |     | 11.40    | SUPPLIES               | 1Y33-63Y9-T69D | General Supplies             | N    |
|        |                               |      |     |          | 01/18/2025 01/18/2025  |                |                              |      |

\*\*\* Chisago County \*\*\*



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 Bhf #  | On Behalf of Name              |      |
| 5      | 05-430-700-0000-6401         |      |     | 17.10    | SUPPLIES<br>01/18/2025 01/18/2025                    | 1Y33-63Y9-T69D | General Supplies               | N    |
| 8      | 05-420-600-0000-6401         |      |     | 23.48    | SUPPLIES<br>01/15/2025 01/15/2025                    | 1YJL-6FDG-1L4F | General Supplies               | N    |
| 8      | 05-430-700-0000-6401         |      |     | 35.21    | SUPPLIES<br>01/15/2025 01/15/2025                    | 1YJL-6FDG-1L4F | General Supplies               | N    |
| 10292  | AMAZON CAPITAL SERVICES      |      |     | 574.80   | 17 Transactions                                      |                |                                |      |
| 10071  | ASSOCIATION OF MN COUNTIES   |      |     |          |                                                      |                |                                |      |
| 12     | 05-420-600-0133-6240         | AP   | 4   | 124.00   | AMC ANNUAL CONFERENCE<br>12/09/2024 12/11/2024       | BENSON.ROBERT  | Director Trng                  | N    |
| 12     | 05-430-700-0133-6240         | AP   | 4   | 200.00   | AMC ANNUAL CONFERENCE<br>12/09/2024 12/11/2024       | BENSON.ROBERT  | Director Trng                  | N    |
| 12     | 05-451-430-0000-6245         | AP   | 4   | 76.00    | AMC ANNUAL CONFERENCE<br>12/09/2024 12/11/2024       | BENSON.ROBERT  | Conferences, Training And Dues | N    |
| 10071  | ASSOCIATION OF MN COUNTIES   |      |     | 400.00   | 3 Transactions                                       |                |                                |      |
| 13     | 05-460-310-0000-6111         | AP   | 4   | 65.00    | 12/19/2024 PER DIEM<br>12/19/2024 12/19/2024         |                | Per Diems for Opioid Council   | Y    |
| 14     | 05-460-310-0000-6111         |      |     | 65.00    | 01/16/2025 PER DIEM<br>01/16/2025 01/16/2025         |                | Per Diems for Opioid Council   | Y    |
|        |                              |      |     | 130.00   | 2 Transactions                                       |                |                                |      |
| 1198   | BOOKER/KIMBERLY              |      |     |          |                                                      |                |                                |      |
| 15     | 05-430-700-0128-6335         | AP   | 4   | 68.34    | TRAVEL EXPENSE-MILEAGE<br>11/27/2024 12/05/2024      |                | Child Prot Staff Travel        | N    |
| 1198   | BOOKER/KIMBERLY              |      |     | 68.34    | 1 Transactions                                       |                |                                |      |
| 671    | BRADSHAW FUNERAL & CREMATION |      |     |          |                                                      |                |                                |      |
| 16     | 05-420-622-0000-6006         |      |     | 1,500.00 | 01/11/2025 01/11/2025                                |                | Burials General Relief         | N    |
| 671    | BRADSHAW FUNERAL & CREMATION |      |     | 1,500.00 | 1 Transactions                                       |                |                                |      |
| 3082   | CANVAS HEALTH                |      |     |          |                                                      |                |                                |      |
| 17     | 05-460-310-0000-6851         | AP   | 4   | 2,326.20 | OPIOID ACTION COUNCIL GRANT<br>10/01/2024 10/01/2024 |                | Opioid Grants                  | Y    |
| 18     | 05-460-310-0000-6851         | AP   | 4   | 2,326.23 | OPIOID ACTION COUNCIL GRANT<br>12/31/2024 12/31/2024 |                | Opioid Grants                  | Y    |

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5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 4

| Vendor | Name                                      | Rpt   |           | Warrant Description           | Invoice #     | Account/Formula Description | 1099 |
|--------|-------------------------------------------|-------|-----------|-------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                           | Accr  | Amount    | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 3082   | CANVAS HEALTH                             |       | 4,652.43  | 2 Transactions                |               |                             |      |
| 19     | 203002 CHISAGO COUNTY ATTORNEY'S OFFICE   |       |           |                               |               |                             |      |
|        | 05-420-640-0000-6383                      | DTF 5 | 7,637.50  | ATTORNEY/PARALEGAL BILLING    | 2024 QTR 4    | Iv-D Legal Co Atty          | N    |
|        |                                           |       |           | 10/01/2024 12/31/2024         |               |                             |      |
|        | 203002 CHISAGO COUNTY ATTORNEY'S OFFICE   |       | 7,637.50  | 1 Transactions                |               |                             |      |
| 20     | 203001 CHISAGO COUNTY AUDITOR-TREAS OFFIC |       |           |                               |               |                             |      |
|        | 05-420-600-0000-6381                      |       | 4,650.00  | 1ST QTR SPACE RENT            | 2025 QTR 1    | Co Bldg Rent                | N    |
|        |                                           |       |           | 01/01/2025 03/31/2025         |               |                             |      |
| 21     | 05-430-700-0000-6381                      |       | 7,500.00  | 1ST QTR SPACE RENT            | 2025 QTR 1    | Co Bldg Rent                | N    |
|        |                                           |       |           | 01/01/2025 03/31/2025         |               |                             |      |
| 22     | 05-451-430-0000-6381                      |       | 2,850.00  | 1ST QTR SPACE RENT            | 2025 QTR 1    | Co BLDG Rent                | N    |
|        |                                           |       |           | 01/01/2025 03/31/2025         |               |                             |      |
| 27     | 05-121-000-0000-6202                      | DTF 5 | 2.76      | DECEMBER VETERANS POSTAGE     | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 28     | 05-420-600-0000-6202                      | DTF 5 | 310.00    | DECEMBER NORTH BRANCH POSTAGE | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 25     | 05-420-600-0000-6202                      | DTF 5 | 701.29    | DECEMBER IM POSTAGE           | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 26     | 05-420-640-0000-6202                      | DTF 5 | 10.80     | DECEMBER IV-D POSTAGE DUE     | DECEMBER 2024 | Iv-D Postage                | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 23     | 05-420-640-0000-6202                      | DTF 5 | 458.01    | DECEMBER IV-D POSTAGE         | DECEMBER 2024 | Iv-D Postage                | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 24     | 05-430-700-0000-6202                      | DTF 5 | 803.97    | DECEMBER HS POSTAGE           | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 29     | 05-430-700-0000-6202                      | DTF 5 | 500.00    | DECEMBER NORTH BRANCH POSTAGE | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
| 30     | 05-451-430-0000-6202                      | DTF 5 | 190.00    | DECEMBER NORTH BRANCH POSTAGE | DECEMBER 2024 | Postage                     | N    |
|        |                                           |       |           | 12/01/2024 12/31/2024         |               |                             |      |
|        | 203001 CHISAGO COUNTY AUDITOR-TREAS OFFIC |       | 17,976.83 | 11 Transactions               |               |                             |      |
| 36     | 203004 CHISAGO COUNTY SHERIFF'S OFFICE    |       |           |                               |               |                             |      |
|        | 05-420-640-0000-6385                      |       | 80.00     |                               | 25-137        | Cc Sheriff Sop & Bailiff    | N    |
|        |                                           |       |           | 01/16/2025 01/16/2025         |               |                             |      |
| 35     | 05-420-640-0000-6385                      |       | 70.00     |                               | 25-138        | Cc Sheriff Sop & Bailiff    | N    |
|        |                                           |       |           | 01/16/2025 01/16/2025         |               |                             |      |
| 34     | 05-420-640-0000-6385                      |       | 70.00     |                               | 25-30         | Cc Sheriff Sop & Bailiff    | N    |
|        |                                           |       |           | 01/06/2025 01/06/2025         |               |                             |      |
| 33     | 05-420-640-0000-6385                      |       | 70.00     |                               | 25-46         | Cc Sheriff Sop & Bailiff    | N    |

Chisago County Board of Commissioners  
February 5, 2025

\*\*\* **Chisago County** \*\*\*



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 Bhf # | On Behalf of Name           |      |
| 32            | 05-420-640-0000-6385                      |      |     | 70.00           | 01/07/2025 01/07/2025   | 25-73         | Cc Sheriff Sop & Bailiff    | N    |
| 31            | 05-420-600-0000-6273                      | DTF  | 5   | 5,416.66        | 01/08/2025 01/08/2025   | DECEMBER 2024 | Cont Serv - Sheriff - Fraud | N    |
|               |                                           |      |     |                 | 12/01/2024 12/31/2024   |               |                             |      |
| <b>203004</b> | <b>CHISAGO COUNTY SHERIFF'S OFFICE</b>    |      |     | <b>5,776.66</b> | <b>6 Transactions</b>   |               |                             |      |
| <b>1061</b>   | <b>CHISAGO COUNTY SOCIAL WELFARE FUNI</b> |      |     |                 |                         |               |                             |      |
| 37            | 05-430-700-0000-6241                      |      |     | 35.00           | SWF STOP PAYMENT CHARGE |               | General Administration      | N    |
|               |                                           |      |     |                 | 01/27/2025 01/27/2025   |               |                             |      |
| <b>1061</b>   | <b>CHISAGO COUNTY SOCIAL WELFARE FUNI</b> |      |     | <b>35.00</b>    | <b>1 Transactions</b>   |               |                             |      |
| <b>30177</b>  | <b>CINTAS CORPORATION</b>                 |      |     |                 |                         |               |                             |      |
| 38            | 05-420-600-0000-6241                      |      |     | 7.05            | WEEKLY RUG SERVICE      | 4217064881    | General Administration      | N    |
|               |                                           |      |     |                 | 01/07/2025 01/07/2025   |               |                             |      |
| 38            | 05-430-700-0000-6241                      |      |     | 14.10           | WEEKLY RUG SERVICE      | 4217064881    | General Administration      | N    |
|               |                                           |      |     |                 | 01/07/2025 01/07/2025   |               |                             |      |
| 38            | 05-451-430-0000-6800                      |      |     | 15.96           | WEEKLY RUG SERVICE      | 4217064881    | Other Expense               | N    |
|               |                                           |      |     |                 | 01/07/2025 01/07/2025   |               |                             |      |
| 39            | 05-420-600-0000-6241                      |      |     | 7.05            | WEEKLY RUG SERVICE      | 4217784986    | General Administration      | N    |
|               |                                           |      |     |                 | 01/14/2025 01/14/2025   |               |                             |      |
| 39            | 05-430-700-0000-6241                      |      |     | 14.10           | WEEKLY RUG SERVICE      | 4217784986    | General Administration      | N    |
|               |                                           |      |     |                 | 01/14/2025 01/14/2025   |               |                             |      |
| 39            | 05-451-430-0000-6800                      |      |     | 15.96           | WEEKLY RUG SERVICE      | 4217784986    | Other Expense               | N    |
|               |                                           |      |     |                 | 01/14/2025 01/14/2025   |               |                             |      |
| 40            | 05-420-600-0000-6241                      |      |     | 6.46            | WEEKLY RUG SERVICE      | 4218535799    | General Administration      | N    |
|               |                                           |      |     |                 | 01/21/2025 01/21/2025   |               |                             |      |
| 40            | 05-430-700-0000-6241                      |      |     | 12.93           | WEEKLY RUG SERVICE      | 4218535799    | General Administration      | N    |
|               |                                           |      |     |                 | 01/21/2025 01/21/2025   |               |                             |      |
| 40            | 05-451-430-0000-6800                      |      |     | 14.63           | WEEKLY RUG SERVICE      | 4218535799    | Other Expense               | N    |
|               |                                           |      |     |                 | 01/21/2025 01/21/2025   |               |                             |      |
| <b>30177</b>  | <b>CINTAS CORPORATION</b>                 |      |     | <b>108.24</b>   | <b>9 Transactions</b>   |               |                             |      |
| <b>30336</b>  | <b>CITY OF NORTH BRANCH</b>               |      |     |                 |                         |               |                             |      |
| 41            | 05-420-600-0000-6253                      | AP   | 4   | 30.71           | NORTH BRANCH UTILITY    | 008615-000    | NB Utilities                | N    |
|               |                                           |      |     |                 | 12/19/2024 01/21/2025   |               |                             |      |
| 42            | 05-430-700-0000-6253                      | AP   | 4   | 61.41           | NORTH BRANCH UTILITY    | 008615-000    | NB Utilities                | N    |
|               |                                           |      |     |                 | 12/19/2024 01/21/2025   |               |                             |      |
| 43            | 05-451-430-0000-6253                      | AP   | 4   | 69.50           | NORTH BRANCH UTILITY    | 008615-000    | NB Utilities                | N    |
|               |                                           |      |     |                 | 12/19/2024 01/21/2025   |               |                             |      |

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1/29/2025 8:21:41AM  
5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 6

| Vendor | Name                              |      | Rpt |           | Warrant Description           | Invoice #     | Account/Formula Description | 1099 |
|--------|-----------------------------------|------|-----|-----------|-------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                   | Accr |     | Amount    | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 30336  | CITY OF NORTH BRANCH              |      |     | 161.62    | 3 Transactions                |               |                             |      |
| 55     | 5161 Department of Human Services |      |     |           |                               |               |                             |      |
|        | 05-420-600-0000-6241              | DFG  | 6   | 4,242.26  | MERIT SYSTEM QE 09/30/2024    | A300MR1325A   | General Administration      | N    |
|        |                                   |      |     |           | 07/01/2024 09/30/2024         |               |                             |      |
| 55     | 05-430-700-0000-6241              | DFG  | 6   | 6,363.40  | MERIT SYSTEM QE 09/30/2024    | A300MR1325A   | General Administration      | N    |
|        |                                   |      |     |           | 07/01/2024 09/30/2024         |               |                             |      |
| 5161   | Department of Human Services      |      |     | 10,605.66 | 2 Transactions                |               |                             |      |
| 47     | 5160 DHS MAPS                     |      |     |           |                               |               |                             |      |
|        | 05-420-640-0000-6298              | DTG  | 6   | 6.47      | 12/2024 FEDERAL OFFSET FEES   | A300C501105   | Fed Tax Offset              | N    |
|        |                                   |      |     |           | 12/01/2024 12/31/2024         |               |                             |      |
| 49     | 05-430-720-0000-5831              | DFG  | 6   | 112.50    | MEC2 BSFE RECOVERIES          | A300MC13263I  | Mec2 Childcare Recoveries   | N    |
|        |                                   |      |     |           | 12/01/2024 12/31/2024         |               |                             |      |
| 48     | 05-430-720-3140-6051              | DFG  | 6   | 2,138.00  | BSFE CO MATCH                 | A300MC13263I  | Pos Other Child Care        | N    |
|        |                                   |      |     |           | 12/01/2024 12/31/2024         |               |                             |      |
| 51     | 05-420-650-0000-5368              | DFG  | 6   | 2,724.36- | MA RECOVERIES & NON FED SHARE | A300MM2J13I   | Recovery Incentive          | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 50     | 05-420-650-0000-5830              | DFG  | 6   | 8,217.85  | MA RECOVERIES & NON FED SHARE | A300MM2J13I   | Ma Recoveries               | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 53     | 05-430-750-3660-6094              | DFG  | 6   | 6,360.35  | MA RECOVERIES & NON FED SHARE | A300MM2J13I   | Dd Waiver/ICF - DT&H        | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 54     | 05-430-750-3742-6051              | DFG  | 6   | 415.44    | MA RECOVERIES & NON FED SHARE | A300MM2J13I   | Icf-Dd & Comm Resid         | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 52     | 05-430-760-3930-6051              | DFG  | 6   | 511.45    | MA RECOVERIES & NON FED SHARE | A300MM2J13I   | General Case Mgmt           | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 5160   | DHS MAPS                          |      |     | 15,037.70 | 8 Transactions                |               |                             |      |
| 44     | 1464 DHS MAXIS CASHIER            |      |     |           |                               |               |                             |      |
|        | 05-420-610-0000-6001              | DTG  | 6   | 30.00     | AFDC                          | A300MX13261I  | Payments To Recipients      | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 46     | 05-420-660-0000-5839              | DTG  | 6   | 586.00    | GRH RECOVERIES                | A300MX13261I  | Grh Rec                     | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 45     | 05-430-741-3430-6051              | DTG  | 6   | 1,356.17  | GRH-IMD                       | A300MX13261I  | Housing Subsidy             | N    |
|        |                                   |      |     |           | 11/01/2024 11/30/2024         |               |                             |      |
| 1464   | DHS MAXIS CASHIER                 |      |     | 1,972.17  | 3 Transactions                |               |                             |      |
| 56     | 1926 DNA DIAGNOSIS CENTER         |      |     |           |                               |               |                             |      |
|        | 05-420-640-0000-6264              |      |     | 58.00     | GENETIC TESTING               | 129560122024  | Paternity Costs             | Y    |
|        |                                   |      |     |           | 01/03/2025 01/03/2025         |               |                             |      |

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1/29/2025 8:21:41AM  
5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 7

| Vendor | Name                             |      | Rpt |               | Warrant Description                                 | Invoice #     | Account/Formula Description | 1099 |
|--------|----------------------------------|------|-----|---------------|-----------------------------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                  | Accr |     | Amount        | Service Dates                                       | Paid On Bhf # | On Behalf of Name           |      |
| 57     | 05-420-640-0000-6264             | AP   | 4   | 29.00         | GENETIC TESTING<br>12/16/2024 12/16/2024            | 3716494-1     | Paternity Costs             | Y    |
|        | <b>1926 DNA DIAGNOSIS CENTER</b> |      |     | <b>87.00</b>  | <b>2 Transactions</b>                               |               |                             |      |
| 58     | 05-451-440-0000-6435             |      |     | 249.25        | DATA LOGGER CLIBRATION<br>01/17/2025 01/17/2025     | 80001441      | Public Health Supplies      | N    |
|        | <b>6547 FOX VALLEY METROLOGY</b> |      |     | <b>249.25</b> | <b>1 Transactions</b>                               |               |                             |      |
| 59     | 05-430-700-0128-6335             | AP   | 4   | 60.97         | TRAVEL EXPENSE-MILEAGE<br>12/27/2024 12/31/2024     |               | Child Prot Staff Travel     | N    |
| 60     | 05-430-700-0128-6335             |      |     | 25.20         | TRAVEL EXPENSE-MILEAGE<br>01/06/2025 01/09/2025     |               | Child Prot Staff Travel     | N    |
|        | <b>9492 Goodmanson/Madalyn</b>   |      |     | <b>86.17</b>  | <b>2 Transactions</b>                               |               |                             |      |
| 61     | 05-430-700-0127-6335             | AP   | 4   | 151.59        | TRAVEL EXPENSE-MILEAGE<br>11/25/2024 12/26/2024     |               | Mh Travel                   | N    |
| 62     | 05-430-700-0127-6335             |      |     | 136.15        | TRAVEL EXPENSE-MILEAGE<br>01/03/2025 01/23/2025     |               | Mh Travel                   | N    |
|        | <b>5149 Han/Jocelyn</b>          |      |     | <b>287.74</b> | <b>2 Transactions</b>                               |               |                             |      |
| 63     | 05-430-700-0134-6335             | AP   | 4   | 15.60         | TRAVEL EXPENSE-MILEAGE<br>12/16/2024 12/27/2024     |               | DD Worker Travel            | N    |
| 64     | 05-430-700-0137-6335             | AP   | 4   | 36.41         | TRAVEL EXPENSE-MILEAGE<br>12/16/2024 12/27/2024     |               | Adult Services Travel       | N    |
|        | <b>9139 Heckel/Sara</b>          |      |     | <b>52.01</b>  | <b>2 Transactions</b>                               |               |                             |      |
| 66     | 05-420-650-0000-6005             | DTG  | 6   | 830.32        | MEDICAL TRANSPORTATION ADM<br>12/30/2024 12/30/2024 | 236697        | Ma Transportation           | N    |
| 68     | 05-420-650-0000-6005             | DTG  | 6   | 21.40         | MEDICAL TRANSPORTATION ADM<br>12/30/2024 12/30/2024 | 236897        | Ma Transportation           | N    |
| 67     | 05-420-650-0000-6005             | DTG  | 6   | 363.80        | MEDICAL TRANSPORTATION ADM<br>12/30/2024 12/30/2024 | 236898        | Ma Transportation           | N    |
| 69     | 05-420-650-0000-6005             |      |     | 17.12         | MEDICAL TRANSPORTATION ADM<br>01/13/2025 01/13/2025 | 237904        | Ma Transportation           | N    |
| 65     | 05-420-650-0000-6005             |      |     | 321.00        | MEDICAL TRANSPORTATION ADM                          | 237905        | Ma Transportation           | N    |

LSaumer  
1/29/2025 8:21:41AM  
5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 8

|    | Vendor | Name                              |      | Rpt |           | Warrant Description                     | Invoice #        | Account/Formula Description | 1099 |
|----|--------|-----------------------------------|------|-----|-----------|-----------------------------------------|------------------|-----------------------------|------|
|    | No.    | Account/Formula                   | Accr |     | Amount    | Service Dates                           | Paid On Bhf #    | On Behalf of Name           |      |
|    | 5978   | HENNEPIN COUNTY                   |      |     | 1,553.64  | 01/13/2025 01/13/2025<br>5 Transactions |                  |                             |      |
| 70 | 3836   | JENSEN/KYLE                       |      |     |           |                                         |                  |                             |      |
|    |        | 05-430-700-0128-6335              | AP   | 4   | 42.21     | TRAVEL EXPENSE-MILEAGE                  |                  | Child Prot Staff Travel     | N    |
|    |        |                                   |      |     |           | 11/26/2024 12/09/2024<br>1 Transactions |                  |                             |      |
|    | 3836   | JENSEN/KYLE                       |      |     | 42.21     |                                         |                  |                             |      |
| 71 | 9386   | Karnes/Audra                      |      |     |           |                                         |                  |                             |      |
|    |        | 05-430-700-0134-6335              | AP   | 4   | 23.69     | TRAVEL EXPENSE-MILEAGE                  |                  | DD Worker Travel            | N    |
|    |        |                                   |      |     |           | 12/09/2024 12/30/2024                   |                  |                             |      |
| 72 |        | 05-430-700-0137-6335              | AP   | 4   | 55.27     | TRAVEL EXPENSE-MILEAGE                  |                  | Adult Services Travel       | N    |
|    |        |                                   |      |     |           | 12/09/2024 12/30/2024<br>2 Transactions |                  |                             |      |
|    | 9386   | Karnes/Audra                      |      |     | 78.96     |                                         |                  |                             |      |
| 73 | 2299   | KAZEKS/JENNIFER                   |      |     |           |                                         |                  |                             |      |
|    |        | 05-430-700-0128-6335              |      |     | 90.30     | TRAVEL EXPENSE-MILEAGE                  |                  | Child Prot Staff Travel     | N    |
|    |        |                                   |      |     |           | 01/08/2025 01/23/2025<br>1 Transactions |                  |                             |      |
|    | 2299   | KAZEKS/JENNIFER                   |      |     | 90.30     |                                         |                  |                             |      |
| 74 | 9501   | Know the Truth Prevention Program |      |     |           |                                         |                  |                             |      |
|    |        | 05-460-310-0000-6851              |      |     | 11,490.25 | CCOAC RFP-KTT INVOICE                   | 1224             | Opioid Grants               | N    |
|    |        |                                   |      |     |           | 01/21/2025 01/21/2025<br>1 Transactions |                  |                             |      |
|    | 9501   | Know the Truth Prevention Program |      |     | 11,490.25 |                                         |                  |                             |      |
| 75 | 5203   | LUNDGREN/LISA                     |      |     |           |                                         |                  |                             |      |
|    |        | 05-430-700-0128-6335              | AP   | 4   | 67.55     | TRAVEL EXPENSE-MILEAGE                  |                  | Child Prot Staff Travel     | N    |
|    |        |                                   |      |     |           | 11/08/2024 11/26/2024                   |                  |                             |      |
| 76 |        | 05-430-700-0128-6335              |      |     | 5.00      | TRAVEL EXPENSE-PARKING                  |                  | Child Prot Staff Travel     | N    |
|    |        |                                   |      |     |           | 01/05/2025 01/05/2025<br>2 Transactions |                  |                             |      |
|    | 5203   | LUNDGREN/LISA                     |      |     | 72.55     |                                         |                  |                             |      |
| 77 | 9513   | MacMillan/Kristi                  |      |     |           |                                         |                  |                             |      |
|    |        | 05-430-700-0000-6241              | AP   | 4   | 63.45     | CLIENT MEALS REIMBURSEMENT              |                  | General Administration      | N    |
|    |        |                                   |      |     |           | 11/19/2024 12/31/2024<br>1 Transactions |                  |                             |      |
|    | 9513   | MacMillan/Kristi                  |      |     | 63.45     |                                         |                  |                             |      |
| 78 | 5317   | MAFAS                             |      |     |           |                                         |                  |                             |      |
|    |        | 05-420-600-0121-6240              |      |     | 45.00     | MAFAS MEMBERSHIP                        | SKOGMAN.JESSICA/ | Financial Training          | N    |
|    |        |                                   |      |     |           | 01/13/2025 01/13/2025                   |                  |                             |      |

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1/29/2025 8:21:41AM  
5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 9

| Vendor | Name                          |      | Rpt |        | Warrant Description    | Invoice #     | Account/Formula Description  | 1099 |
|--------|-------------------------------|------|-----|--------|------------------------|---------------|------------------------------|------|
| No.    | Account/Formula               | Accr |     | Amount | Service Dates          | Paid On Bhf # | On Behalf of Name            |      |
| 5317   | MAFAS                         |      |     | 45.00  | 1 Transactions         |               |                              |      |
| 80     | ██████████                    |      |     | 65.00  | 01/16/25 PER DIEM      |               | Per Diems for Opioid Council | Y    |
|        |                               |      |     |        | 01/16/2025 01/16/2025  |               |                              |      |
| 79     | 05-460-310-0000-6111          | AP   | 4   | 65.00  | 12/19/2024 PER DIEM    |               | Per Diems for Opioid Council | Y    |
|        |                               |      |     |        | 12/19/2024 12/19/2024  |               |                              |      |
|        | ██████████                    |      |     | 130.00 | 2 Transactions         |               |                              |      |
| 81     | 3868 MCMURRAY/TODD            | AP   | 4   | 9.38   | TRAVEL EXPENSE-MILEAGE |               | Ss Director Travel           | N    |
|        | 05-420-600-0130-6335          |      |     |        | 12/12/2024 12/12/2024  |               |                              |      |
| 81     | 05-430-700-0130-6335          | AP   | 4   | 14.07  | TRAVEL EXPENSE-MILEAGE |               | Ss Director Travel           | N    |
|        |                               |      |     |        | 12/12/2024 12/12/2024  |               |                              |      |
|        | 3868 MCMURRAY/TODD            |      |     | 23.45  | 2 Transactions         |               |                              |      |
| 82     | 5070 METRO LEGAL SERVICES INC |      |     | 79.00  | ████████████████████   | 3548171       | Proff Process Servers        | Y    |
|        | 05-420-640-0000-6269          |      |     |        | 01/14/2025 01/14/2025  |               |                              |      |
|        | 5070 METRO LEGAL SERVICES INC |      |     | 79.00  | 1 Transactions         |               |                              |      |
| 83     | ██████████                    |      |     | 65.00  | 01/16/2025 PER DIEM    |               | Per Diems for Opioid Council | Y    |
|        | 05-460-310-0000-6111          |      |     |        | 01/16/2025 01/16/2025  |               |                              |      |
|        | ██████████                    |      |     | 65.00  | 1 Transactions         |               |                              |      |
| 84     | ██████████                    |      |     | 65.00  | 01/16/2025 PER DIEM    |               | Per Diems for Opioid Council | Y    |
|        | 05-460-310-0000-6111          |      |     |        | 01/16/2025 01/16/2025  |               |                              |      |
|        | ██████████                    |      |     | 65.00  | 1 Transactions         |               |                              |      |
| 85     | 7292 SCOTT/HEATHER            | AP   | 4   | 252.45 | TRAVEL EXPENSE-MILEAGE |               | Child Prot Staff Travel      | N    |
|        | 05-430-700-0128-6335          |      |     |        | 10/17/2024 11/22/2024  |               |                              |      |
|        | 7292 SCOTT/HEATHER            |      |     | 252.45 | 1 Transactions         |               |                              |      |
| 86     | 7832 SHRED-N-GO INC           |      |     | 32.10  | NORTH BRANCH SHREDDING | 177356        | General Administration       | N    |
|        | 05-420-600-0000-6241          |      |     |        | 01/05/2025 01/05/2025  |               |                              |      |
| 86     | 05-430-700-0000-6241          |      |     | 64.19  | NORTH BRANCH SHREDDING | 177356        | General Administration       | N    |

LSaumer  
1/29/2025 8:21:41AM  
5 Health And Human Services

\*\*\* **Chisago County** \*\*\*



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

Page 10

| Vendor No.    | Name<br>Account/Formula | Accr | Rpt | Amount    | Warrant Description                       | Invoice #            | Account/Formula Description | 1099             |
|---------------|-------------------------|------|-----|-----------|-------------------------------------------|----------------------|-----------------------------|------------------|
|               |                         |      |     |           | Service Dates                             | Paid On Bhf #        | On Behalf of Name           |                  |
| 86            | 05-451-430-0000-6800    |      |     | 72.64     | 01/05/2025<br>NORTH BRANCH SHREDDING      | 01/05/2025<br>177356 | Other Expense               | N                |
|               | 7832 SHRED-N-GO INC     |      |     | 168.93    | 01/05/2025<br>3 Transactions              |                      |                             |                  |
| 87            | 05-460-310-0000-6401    | AP   | 4   | 3,144.21  | 01/05/2025<br>OPIOID ACTION COUNCIL GRANT |                      | General Supplies            | N                |
|               |                         |      |     | 3,144.21  | 12/31/2024<br>1 Transactions              |                      |                             |                  |
|               | 6434 THORSEN/JOLENE     |      |     |           |                                           |                      |                             |                  |
| 88            | 05-430-700-0134-6335    | AP   | 4   | 19.99     | 12/09/2024<br>TRAVEL EXPENSE-MILEAGE      | 12/19/2024           | DD Worker Travel            | N                |
| 89            | 05-430-700-0137-6335    | AP   | 4   | 46.63     | 12/09/2024<br>TRAVEL EXPENSE-MILEAGE      | 12/19/2024           | Adult Services Travel       | N                |
|               | 6434 THORSEN/JOLENE     |      |     | 66.62     | 2 Transactions                            |                      |                             |                  |
|               | 8412 THRON/KATE         |      |     |           |                                           |                      |                             |                  |
| 90            | 05-430-700-0127-6335    | AP   | 4   | 40.25     | 12/10/2024<br>TRAVEL EXPENSE-MILEAGE      | 12/23/2024           | Mh Travel                   | N                |
|               | 8412 THRON/KATE         |      |     | 40.25     | 1 Transactions                            |                      |                             |                  |
|               | 8544 WREN/HEATHER       |      |     |           |                                           |                      |                             |                  |
| 91            | 05-430-700-0137-6335    |      |     | 54.95     | 01/07/2025<br>TRAVEL EXPENSE-MILEAGE      | 01/08/2025           | Adult Services Travel       | N                |
|               | 8544 WREN/HEATHER       |      |     | 54.95     | 1 Transactions                            |                      |                             |                  |
| 5 Fund Total: |                         |      |     | 86,262.29 | Health And Human Services                 |                      | 41 Vendors                  | 111 Transactions |
| Final Total:  |                         |      |     | 86,262.29 | 41 Vendors                                |                      | 111 Transactions            |                  |

| Recap by Fund | <u>Fund</u> | <u>Amount</u> | <u>Name</u>               |                    |
|---------------|-------------|---------------|---------------------------|--------------------|
|               | 5           | 86,262.29     | Health And Human Services |                    |
|               | All Funds   | 86,262.29     | Total                     | Approved by, ..... |
|               |             |               |                           | .....              |
|               |             |               |                           | .....              |

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                               |                       |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------|---------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">3</span> |                       |                     |
| <b>Title of Item for Consideration:</b> New Pathways 2025 – 2027 Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                               |                       |                     |
| <b>Action Requested by:</b> Robert Benson,<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Department:</b> Health and Human<br>Services                               |                       |                     |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               |                       |                     |
| <p><b>Background:</b> Isanti, Kanabec, Mille Lacs, Pine, and Chisago County (Counties) have partnered with area churches to operate the “Path to Home” program in Isanti County, it will provide case management services during the day, food, companionship, and overnight lodging at participating churches during the night. The Counties would like to purchase services to assist homeless families with children who are receiving MFIP benefits or assist in applying them with the goal of program qualification.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>New Pathways 2025 – 2027 Contract</li> </ul> |                                                                               |                       |                     |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the New Pathways 2025 – 2027 contract. The suggested motion is as follows:</p> <p style="text-align: center;"><b>“Move to approve the New Pathways 2025 – 2027 contract.”</b></p>                                                                                                                                                                                                                                                                                                                                   |                                                                               |                       |                     |
| <p><b>Implications of Action:</b> Approval of this contract will ensure that any individual or family that require services will have it in the way of case management, food, shelter, comfort, and many other services to help.</p> <p><b>Budget/Financial Implications:</b> This contract will be funded Emergency Assistance dollars.</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies. The County Attorney has approved as to form.</p>                                                                |                                                                               |                       |                     |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                               |                       |                     |
| Approve <u>  <i>CEB</i>  </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Deny <u>        </u>                                                          | Other <u>        </u> |                     |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                               | Seconded by:          |                     |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               |                       |                     |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Aye <u>        </u>                                                           | Nay <u>    </u>       | Abstain <u>    </u> |

**CONTRACT BETWEEN REGION 7E COUNTIES AND NEW PATHWAYS FOR SERVICES TO  
HOMELESS FAMILIES RECEIVING MINNESOTA FAMILY INVESTMENT PROGRAM (MFIP) BENEFITS**

This Agreement is entered into by and between ISANTI COUNTY, KANABEC COUNTY, MILLE LACS COUNTY, CHISAGO COUNTY, and PINE COUNTY, collectively referred to as "COUNTIES," acting on behalf of Isanti County Health and Human Services (ICHHS), located at 1700 E Rum River Drive S., Suite A, Cambridge, Minnesota 55008, is the lead entity responsible for facilitating this Agreement on behalf of the participating counties. The service provider is New Pathways Inc., located at PO Box 366, 310 South Ashland Street, Cambridge, Minnesota 55008, hereinafter referred to as the "CONTRACTOR".

**WHEREAS**, the COUNTIES recognizes that the CONTRACTOR has partnered with area churches to operate the "Path to Home" Program in Isanti County, which provides case management services during the day and food, companionship, and overnight lodging at participating churches during the night; and

**WHEREAS**, the COUNTIES, desires to purchase such services from the CONTRACTOR to assist homeless families with children who are either receiving MFIP benefits or applying for them, with the goal of program qualification; and

**WHEREAS**, the CONTRACTOR is qualified, authorized, and willing to provide these services under the terms of this Agreement; and

**WHEREAS**, this Agreement shall serve as a Host County Contract for the provision of services to homeless families with children who are either receiving MFIP benefits or applying for them, with the goal of program qualification; and

**NOW, THEREFORE**, in consideration of the mutual agreements and set forth herein, the COUNTIES and the CONTRACTOR agree as follows:

**I. TERM OF THE AGREEMENT**

The Agreement shall commence on January 1, 2025, and shall terminate on December 31, 2027, unless terminated earlier as provided herein.

**II. SERVICES TO BE PROVIDED**

The CONTRACTOR agrees to provide the following services to homeless families with children who are either receiving MFIP benefits or applying for MFIP benefits with the aim of qualifying:

**A. General Service Obligations:**

The CONTRACTOR shall furnish services to eligible homeless families with children as described below.

**B. Service Hours and Availability**

Services and hospitality will be provided 24 hours a day, 7 days a week, including holidays, as follows:

1. Day Center Operations: The day center will provide services from 8:00 am to 4:45 pm.
2. Church Hospitality: Local churches will provide hospitality from 5:00 pm to 7:30 am.
3. Transportation to Host Church: Transportation from the day center to the host church will be provided at 4:45 pm.
4. Transportation to Day Center: Transportation from the host church back to the day center will be provided at 7:30 am.

**C. Day Center Services**

The CONTRACTOR shall offer the following services at the day center:

1. Case Management;
2. On-site skills training, including jobs skills, parenting skills, life skills, and healthy living;
3. Advocate for the educational rights of program enrolled students;
4. Personal care items;
5. Transportation tokens;
6. Clothing;
7. Shower facilities;
8. Laundry facilities;
9. Access to a telephone number and mailing address;
10. Advocacy services;
11. Food for new program participants who have not eaten upon entering the program;
12. A 6-month follow-up after families exit the program to ensure stability; and
13. Assistance with locating housing and employment.

**D. Host Church Services**

Host Churches will provide the following hospitality services:

1. Three meals per day (dinner, breakfast, and a packed lunch);
2. Companionship and social interaction;
3. Overnight lodging; and
4. Health and wellness checks.

Note: If the churches are unable to host participants, the CONTRACTOR reserves the right to arrange for alternate shelter, in accordance with the CONTRACTOR's rules and regulations.

**E. Additional Documentation and Services**

Incorporated by reference, the CONTRACTOR agrees to provide the following documents:

1. An explicit description of the services to be provided;
2. Staffing information, including job descriptions;
3. An organization chart;
4. The number of program participants;
5. Program content details; and
6. A program budget.

**F. Notification of Service Interruptions**

The CONTRACTOR must notify the COUNTIES in writing, by certified mail, within 10 days if it becomes unable, or anticipates being unable, to provide the required quality or quantity of services under this Agreement. Upon such notification, the COUNTIES shall determine if the situation warrants modification or cancellation of the Agreement.

**G. Population to be Served**

The program will serve homeless families with children whose last residence, for a minimum of 14 consecutive days, was in one of the participating COUNTIES and, who are receiving MFIP benefits or applying for MFIP benefits with the end result of qualifying.

### **III. COST AND DELIVERY OF PURCHASED SERVICES**

- A. The total amount to be paid for services performed and goods or material supplied by the CONTRACTOR pursuant to this Agreement shall be paid by the COUNTIES at a rate of \$15.00 per day, per person, as consolidated funds are available.
- B. The CONTRACTOR certifies that the services to be provided under this Agreement are not otherwise available without cost to eligible participants. The CONTRACTOR further certifies that payment claims for Purchased Services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The CONTRACTOR further certifies that rates of payment do not reflect any administrative or program costs assignable to private pay or third-party pay service recipients.

### **IV. PAYMENT FOR PURCHASED SERVICES**

- A. Certification of expenditures: The CONTRACTOR must, within fifteen working days following the last day of each calendar month, submit a standard invoice for services purchased to the COUNTIES. The invoice must show a monthly record of units served.
- B. Payment: The COUNTIES may, within 30 days of the date of receipt of the invoice, make payment to the CONTRACTOR for all eligible participants identified on the invoice.
- C. The maximum amount of payment shall not exceed two months of service.

### **V. DUTIES OF THE COUNTIES**

- A. The COUNTIES agrees to the following: When/if the COUNTIES has consolidated funds available, it agrees to pay the CONTRACTOR as described in item 4.
- B. Should a respective COUNTY have a limited amount of consolidated funds, it agrees to notify the CONTRACTOR of the amount that will be set aside for the CONTRACTOR's services at the beginning of each calendar year.

### **VI. AUDIT AND RECORD DISCLOSURES**

The CONTRACTOR will grant audit authority to the COUNTIES, the State Auditor, or the legislative office, with any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary. The entities listed above shall have access to and the right to: examine, audit, except, and transcribe any books, documents, papers, records, etc.; this includes accounting procedures and practices of the CONTRACTOR which are relevant to this Agreement. The CONTRACTOR agrees to keep copies of any documents and records required by state and federal law.

### **VII. DATA PRACTICES**

- A. The collection, maintenance, and dissemination of data pertaining to eligible persons shall be in accordance with Minnesota Statutes, Chapter 13.

- B. Health Information Portability and Accountability Act (HIPAA) Protocol:

The CONTRACTOR provides assurances to the COUNTIES that it will comply with HIPAA requirements necessary to protect Individual Identifying Health Information (IIHI). Use and disclosure will require that all IIHI be:

1. Appropriately safeguarded;
2. Any misuse of IIHI will be reported to the respective COUNTY;

3. Secure satisfactory assurances from any subcontractor;
4. Grant individuals access and ability to amend their IIHI;
5. Make available an accounting of disclosures; release applicable records to the COUNTIES or Department of Human Services, if requested; and
6. Upon termination, return or destroy all IIHI in accordance with conventional record destruction practices.

#### **VIII. EQUAL EMPLOYMENT OPPORTUNITY**

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, affectional preference, public assistance status, criminal records, creed, or national origin, be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provision of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964. The CONTRACTOR will furnish the COUNTIES all reports required by Executive Order No. 11246 and Revised Order No. 4, and by the rules and regulations and orders of the Secretary of Labor, the Minnesota Department of Human Services for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

#### **IX. FAIR HEARING AND GRIEVANCE PROCEDURE**

- A. The COUNTIES will advise applicants and eligible recipients of all of their rights to a fair hearing and the appeal process including, but not limited to, the right to appeal, a denial, or exclusion from the program or failure to recognize an eligible recipient's choice of a service and of his/her right to a fair hearing in these respects. The COUNTIES will make arrangements to provide such hearings.
- B. The CONTRACTOR will establish a system through which eligible recipients may present grievances about the operation of the service program, and the CONTRACTOR will advise eligible participants of this right.

#### **X. INDEMNITY**

The CONTRACTOR agrees that it will defend, indemnify, and hold harmless the COUNTIES and its officers, employees, and agents against any and all liability, claims, losses, damages, punitive or otherwise, costs, expenses, suits and attorney's fees which the COUNTIES or its officers, employees, or agents may sustain, incur, or be required to pay during or after the term of this CONTRACT by reason of any negligent act or omission or intentional act of the CONTRACTOR, its agents, or subcontractors, which cause bodily or personal injury, or death, or property damage or loss to another.

#### **IX. INSURANCE**

- A. The CONTRACTOR does further agree that to protect itself, as well as the COUNTIES under the indemnity agreement provision herein above set forth, it will, at all times, during the term of the CONTRACT have and keep in force:
  1. Worker's Compensation
    - a. State: Minnesota – Statutory Limits
    - b. Employer's Liability
    - c. Benefits required by union labor contracts, as applicable.
  2. Comprehensive General Liability (Including Premises – Operation; Independent Contractor's Protective; Products and Completed Operation; Broad Form Property Damage, Contractual)

- |  |                        |             |
|--|------------------------|-------------|
|  | General Aggregate      | \$1,000,000 |
|  | Products – Comp/OP Agg | \$1,000,000 |
|  | Personal & Adv. Injury | \$1,000,000 |
|  | Each Occurrence        | \$1,000,000 |
3. Excess Liability – Umbrella Form
- |        |                            |
|--------|----------------------------|
| Limit: | \$1,000,000 per occurrence |
|        | \$1,000,000 aggregate      |
4. Professional Liability (Malpractice)
- |       |                            |
|-------|----------------------------|
| Limit | \$1,000,000 per occurrence |
|-------|----------------------------|
5. Comprehensive Automobile Liability (owned, non-owned, hired)
- |                       |             |
|-----------------------|-------------|
| Combined Single Limit | \$1,000,000 |
|-----------------------|-------------|
- B. At the time of execution of this Agreement or prior to the effective date of this Agreement, whichever is later, the CONTRACTOR will furnish the COUNTIES with certificates of insurance. The certificates of insurance and bonding shall provide that the insurance carrier will not cancel, materially change, and fail to renew, or reduce the CONTRACTOR's insurance coverage without thirty (30) days prior notice, in writing, to the COUNTIES.
- C. The CONTRACTOR further agrees that it will not voluntarily reduce, cancel, and fail to renew, or materially alter its insurance coverage during the term of this Agreement without the written consent of the COUNTIES. The CONTRACTOR and its insurance carrier shall notify the COUNTIES, in writing, at least (30) days prior to any reduction, cancellation or material alteration of its insurance coverage.
- D. If the CONTRACTOR is unable to obtain coverage as required prior to the commencement of the Agreement, or if coverage is not renewed or is canceled, the CONTRACTOR shall immediately make good faith efforts to obtain or replace the insurance coverage required through the open market. If such efforts are unsuccessful, the CONTRACTOR shall immediately apply to the Minnesota Joint Underwriting Association and Marketing Assistance Plan for insurance coverage certifying that it has been unsuccessful in obtaining the insurance coverage sought.
- E. The COUNTIES may withhold payment for failure of the CONTRACTOR to furnish certificates of bonding and/or insurance or to comply with the insurance replacement requirements as required above.
- F. The CONTRACTOR will notify the COUNTIES of any claim made against the CONTRACTOR and permit the COUNTIES to examine records regarding any claim.

## **XII. CONTRACTOR DEBARMENT, SUSPENSION, AND RESPONSIBILITY CERTIFICATION**

- A. Federal Regulation 45 CFR 92.35 prohibits the State/Agency from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minnesota Statutes, Section 16C.03, subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State/COUNTIES. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner.

B. By signing this Contract, the CONTRACTOR certifies that it and its principals\* and employees:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from transacting business by or with any federal, state, or local governmental department or agency; and
2. Have not within a three-year period preceding this Contract:
  - a. been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction or contract;
  - b. violated any federal or state antitrust statutes; or
  - c. committed embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and
3. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity for:
  - a. commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state, or local) transaction;
  - b. violating any federal or state antitrust statutes;
  - c. committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
4. Are not aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this Contract are in violation of any of the certifications set forth above.
5. Shall immediately give written notice to the COUNTIES Contracting Officers should the CONTRACTOR come under investigation for allegations of fraud or a criminal offense in connection with obtaining, or performing: a public (federal, state, or local government) transaction; violating any federal or state antitrust statutes; or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

\*"Principals" for the purposes of this Contract means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager; head of subsidiary, division, or business segment and similar positions).

**Directions for Online Access to Excluded Providers:**

To ensure compliance with this regulation, identification of excluded entities and individuals can be found on the Office of Inspector General (OIG) website and [www.dhhs.gov/progorg/oig/](http://www.dhhs.gov/progorg/oig/).

If you do not have access to the website, and/or need the information in an alternative format, contact: Karrie Kolb, Financial Assistance Supervisor, Isanti County Health and Human Services, at (763) 689-1711.

### **XIII. CONDITIONS OF PARTIES' OBLIGATIONS**

- A. It is understood and agreed that in the event of reimbursement to the respective COUNTY from State and Federal sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder must thereupon be terminated.
- B. This Agreement may be cancelled by either party at any time, with or without cause, upon sixty (60) days' notice, in writing, delivered by mail or in person.
- C. Before the termination date specified in Section 1 of this Contract, the COUNTIES may evaluate the performance of the CONTRACTOR in regard to terms of this Contract to determine whether such performance merits renewal of this Agreement.
- D. Any alterations, variations, modifications, or waivers of provisions of this Agreement must be valid only when they have been reduced to writing, duly signed, and attached to the original of this Agreement.
- E. No claim for services furnished by the CONTRACTOR not specifically provided in the Agreement will be allowed by the COUNTIES, nor must the CONTRACTOR do any work or furnish any material not covered by the Agreement, unless this is approved in writing by the COUNTIES. Such approval must be considered to be a modification of the Agreement.

### **XIV. SUBCONTRACTING**

- A. The CONTRACTOR agrees not to enter into subcontracts for any of the work contemplated under this Contract without written approval of the COUNTIES.
- B. All subcontractors must be subjected to and must meet all of the requirements of this Contract.
- C. The CONTRACTOR must ensure that any and all subcontracts to provide services under this Contract must contain the following language:

The subcontractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary, and as a third-party beneficiary, is an affected party under this Contract. The subcontractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or may sue the provider for any appropriate relief in law or equity, including but not limited to rescission, damages, or specific performance, of all or any part of the Contract. Minnesota Department of Human Services is entitled to and may recover from the provider reasonable attorney's fees, costs, and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision must not be construed to limit the rights of any party to the Contract or any other third-party beneficiary, nor must it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver or immunity.

- D. The CONTRACTOR agrees to be responsible for the performance of any subcontractor to ensure compliance to the subcontract and Minnesota Rules, part 9525.1870, subpart 3.

### **XV. INDEPENDENT CONTRACTOR**

- A. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties, or constituting the CONTRACTOR as the agent, representative, or employee of the COUNTIES for any purpose or in any manner whatsoever. The CONTRACTOR is to be and shall remain an Independent Contractor with respect to all services performed or agreed under this Contract.

- B. Nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties, or constituting the CONTRACTOR as the agent, representative or employee of the COUNTIES for any purpose or in any manner whatsoever. The CONTRACTOR is to be and shall remain an Independent Contractor with respect to all services performed or agreed under this Contract.

**XVI. ABUSE PREVENTION AND REPORTING**

The CONTRACTOR agrees to comply with all of the provisions of the Child Abuse Reporting Act, Minnesota Statutes, Section 260E and the Maltreatment of Vulnerable Adults Reporting Act, Minnesota Statutes, Section 626.557 as mandated.

**XVII. REPRESENTATIVES**

The following named persons are designated the authorized representatives of parties for purposes of this Contract. These persons have authority to bind the party they represent and to consent to modifications and subcontracts, except that, as to the COUNTIES, the authorized representative shall have only the authority specifically or generally granted by the COUNTIES's Board of Commissioners. Notification required to be provided pursuant to this Contract shall be provided to the following named persons and addresses unless there are modifications made to this Contract.

COUNTIES Designee Penny Messer, Division Leader  
Isanti County Health & Human Services  
Oakview Office Complex  
1700 East Rum River Drive South, Suite A  
Cambridge, MN 55008  
(763) 689-8152

Robert Bensen, Director  
Chisago County Health & Human Services  
313 North Main Street, Room 230  
Center City, MN 55012  
(651) 213-5600

Chuck Hurd, Director  
Kanabec County Family Services  
905 East Forest Avenue, Suite 150  
Mora, MN 55051  
(320) 679-6357

Becky Foss, Director  
Pine County Health and Human Services  
Pine County Courthouse  
635 Northridge Dr NW, Ste 220  
Pine City, MN 55063  
(320) 591-1570

Beth Crook, Director  
Mille Lacs County Community & Veterans Services  
525 2<sup>nd</sup> Street SE  
Milaca, MN 56353  
(320) 983-8208

CONTRACTOR Designee      MaryAnn Westlund, Executive Director  
New Pathways, Inc.  
P.O. Box 366  
Cambridge, MN 55008  
(763) 691-0121, #5

**XVIII. MODIFICATION**

Any material alteration, modification, or variation of this Contract, including extending the Contract terms, shall be reduced to writing, appended to this Contract, and executed by the parties in the same manner by which this Contract was originally executed. Any alterations, modifications, or variations deemed not to be material by agreement of the COUNTIES and the CONTRACTOR shall not require written approval.

**XIX. ASSIGNMENTS**

Neither the CONTRACTOR nor the COUNTIES shall assign or transfer or subcontract any rights or obligations under this Contract without the prior written consent of the other party.

**XX. ENTIRE AGREEMENT**

It is understood and agreed that the entire Contract of the parties is contained herein, and this Contract supersedes all oral agreements and negotiations between the parties relating to the subject matter thereof.

IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

NEW PATHWAYS, INC.

By: \_\_\_\_\_  
Executive Director

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

IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

COUNTY OF ISANTI

By:   
Chairperson, Board of Commissioners

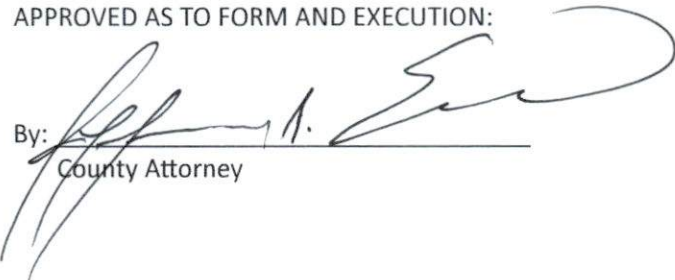
Date: 12-2-24

ATTEST:

By: Penny Messer  
Isanti County Health and Human Services, Division Leader

Date: 12.10.2024

APPROVED AS TO FORM AND EXECUTION:

By:   
County Attorney

Date: December 2, 2024

IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

COUNTY OF CHISAGO

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

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

ATTEST:

By: \_\_\_\_\_  
Chisago County Health and Human Services, Director

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

APPROVED AS TO FORM AND EXECUTION:

By: \_\_\_\_\_  
County Attorney

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

IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

COUNTY OF KANABEC

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

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

ATTEST:

By: \_\_\_\_\_  
Kanabec County Family Services, Director

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

APPROVED AS TO FORM AND EXECUTION:

By: \_\_\_\_\_  
County Attorney

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

IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

COUNTY OF PINE

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

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

ATTEST:

By: \_\_\_\_\_  
Pine County Health and Human Services, Director

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

APPROVED AS TO FORM AND EXECUTION:

By: \_\_\_\_\_  
County Attorney

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

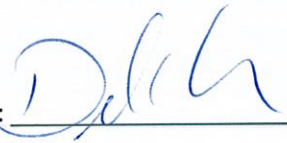
IN WITNESS THEREOF, the COUNTIES and the CONTRACTOR, each intending to be bound by this Contract, effective January 1, 2025, certifies that the appropriate person have executed the Contract, as required by applicable articles, by-laws, resolutions, and ordinances.

COUNTY OF MILLE LACS

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

Date: 12-3-24

ATTEST:

By: \_\_\_\_\_

Date: 12/3/2024



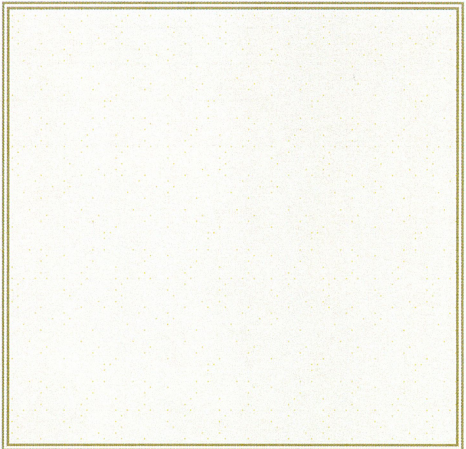
# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Item Number:</b> 4                           |
| <b>Title of Item for Consideration:</b> Out of State Travel Request – NACVSO, Louisville KY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                 |
| <b>Action Requested by:</b> Robert Benson,<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Department:</b> Health and Human<br>Services |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                 |
| <p><b>Background:</b> NACVSO was recognized officially by the U.S. Department of Veterans Affairs "for the purpose of preparation, presentation, and prosecution of claims. The purpose is to Train &amp; educate CVSOS and veterans advocates in preparation, submission and representation of claims with DVA, also to advocate on behalf of veterans and eligible family members to receive the benefits in which they are rightfully earned.</p> <p>The conference is in Louisville, Kentucky from July 13 – July 18, 2025.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Out of State Travel to Kentucky for Wendy Kowalke</li> </ul> |                                                 |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the the Out-of-State Travel Request for Wendy Kowalke to travel to Louisville, Kentucky to attend the National Association of County Veterans Service Officers conference from July 13 – July 18, 2025. The suggested motion is as follows:</p> <p><b><i>“Move to approve the Out-of-State Travel Request for Wendy Kowalke to travel to Louisville, Kentucky to attend the National Association of County Veterans Service Officers conference from July 13 – July 18, 2025.”</i></b></p>                                               |                                                 |
| <p><b>Implications of Action:</b> Approval of this agreement will give Wendy Kowalke the continuing education that is required for her position in order to serve Chisago County and the Veterans of Chisago County.</p> <p><b>Budget/Financial Implications:</b> Funds for this out of state travel will come from the MDVA grant in the amount of \$2,350.00.</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.</p>                                                                                                           |                                                 |

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

## Chisago County Out-of-State Travel Request

|                                |                                                                                    |                                                                                     |           |
|--------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------|
| <b>Date Submitted</b>          | 1/22/2025                                                                          |  |           |
| <b>Employee Name</b>           | Wendy Kowalke                                                                      |                                                                                     |           |
| <b>Department</b>              | Health and Human Services                                                          |                                                                                     |           |
| <b>Destination</b>             | <a href="#">Louisville, KY</a>                                                     |                                                                                     |           |
| <b>Purpose of Travel</b>       | Attending Annual NACVSO Conference                                                 |                                                                                     |           |
| <b>Departure Date</b>          | 13-Jul-25                                                                          |                                                                                     |           |
| <b>Return Date</b>             | 18-Jul-25                                                                          |                                                                                     |           |
| <b>Total Travel Expenses</b>   | <b>\$2,350.00</b>                                                                  |                                                                                     |           |
| <b>Supervisor Name (PRINT)</b> | Brian Brown                                                                        |                                                                                     |           |
| <b>Supervisor's Signature</b>  |  |                                                                                     |           |
| <b>County Board Signature</b>  |                                                                                    | <b>Date Approved</b>                                                                | 1/22/2025 |
|                                |                                                                                    | <b>Date Approved</b>                                                                |           |

## Anticipated Expenses

| Type of Expense              | Description of Expense | Daily Expenses (Except Airfare) | # of Days | Total Expenses    |
|------------------------------|------------------------|---------------------------------|-----------|-------------------|
| Airfare                      | Flight Tickets         |                                 |           | \$450.00          |
| Ground Transportation        | RENTAL CAR             |                                 | 1         |                   |
| Conference/Registration Fees |                        |                                 | 1         | \$500.00          |
| Lodging                      |                        |                                 | 1         | \$1,100.00        |
| Meals                        | MEAL PER DIEM CT       |                                 | 1         | \$300.00          |
| Mileage                      |                        |                                 | 1         | \$0.00            |
| <b>Grand Total</b>           |                        |                                 |           | <b>\$2,350.00</b> |



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">5</span> |
| <b>Title of Item for Consideration:</b> Opioid Settlement Q4 Staff Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               |
| <b>Action Requested by:</b> Robert Benson,<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Department:</b> Health and Human<br>Services                               |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                               |
| <p><b>Background:</b> Chisago 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. One allowed expense is the cost of County staff time. Staff is recommending using some of the Opioid Settlement funds to compensate the County for Staff time used to organize Opioid related events and expenditures.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Q4 2024 Opioid Expense Spreadsheet</li> </ul> |                                                                               |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the Opioid expenses for County Staff time during Quarter 4 of 2024. The suggested motion is as follows:</p> <p style="text-align: center; margin-top: 20px;"><b><i>“Move to approve the Opioid expenses for County Staff time during Quarter 4 of 2024.”</i></b></p>                                                                                                                                                               |                                                                               |
| <p><b>Implications of Action:</b> Approval of the request of use of the opioid funds will compensate the County for Staff time used to organize Opioid related events and expenditures.</p> <p><b>Budget/Financial Implications:</b> The budget will be fulfilled by Opioid settlement funds in the amount of \$2,587.23.</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.</p>                                           |                                                                               |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |
| Approve <u>  CEB  </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Deny <u>      </u>                                                            |
| Other <u>      </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Seconded by:                                                                  |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Aye <u>      </u>                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Nay <u>      </u>                                                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Abstain <u>      </u>                                                         |

***Detail for Summary Tab***

|                |  |  |  | OPIOID Hours |       |       |   |   |   |   | Total      |
|----------------|--|--|--|--------------|-------|-------|---|---|---|---|------------|
| Madelyn Jensen |  |  |  | 35.50        |       |       |   |   |   |   | 35.50      |
| Tracy Terlinde |  |  |  | 17.50        |       |       |   |   |   |   | -<br>17.50 |
| Tracy          |  |  |  | Hourly       | 37.72 | 53.00 | - | - | - | - | 53.00      |
|                |  |  |  | Hours        | 17.5  |       |   |   |   |   | 660.10     |
| Madelyn        |  |  |  | Hourly       | 47.66 |       |   |   |   |   |            |
|                |  |  |  | Hours        | 35.5  |       |   |   |   |   | 1,691.93   |
| Mackenzie      |  |  |  | Hourly       | 49.53 |       |   |   |   |   |            |
|                |  |  |  | Hours        | 0     |       |   |   |   |   | -          |

Tracy-\$37.72  
 Madelyn-\$47.66  
 Mackenzie - \$49.53      2024

|                 |              |                      |                   |
|-----------------|--------------|----------------------|-------------------|
| <b>Total</b>    | <b>Hours</b> | 2,352.03             | PH Expense        |
| 660.10          | 17.50        | 235.20               | 10% Admin Expense |
| -               | -            |                      |                   |
| 1,691.93        | 35.50        |                      |                   |
| <u>2,352.03</u> | <u>53.00</u> |                      |                   |
|                 |              | <b>Invoice Total</b> | <b>2,587.23</b>   |

# TAB 6

**CHISAGO COUNTY  
BOARD OF COMMISSIONERS  
UNOFFICIAL PROCEEDINGS  
Wednesday, January 15, 2025**

The Chisago County Board of Commissioners met in regular session at 6:30 p.m. on Wednesday, January 15, 2025 at the Chisago County Government Center with the following Commissioners present: Greene, Dunne, Montzka, Dahlberg. Also present: County Administrator Chase Burnham, County Attorney Janet Reiter, and Clerk of the Board Christina Vollrath.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings on Wednesday January 7th at 9:00 a.m. and all other Committees until January 16th via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Hammocks, 1688 Overseas Hwy., Marathon, Fl. 33050, a location open and accessible to the public.

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioners Meetings January 17th to January 31st via Interactive TV, pursuant to Minnesota Statute 13D.02 and MN Department of Administration Advisory Opinions 08-034 and 13-009. Commissioner Swenson may be seen and heard at the meeting via electronic means and will participate from The Fountains, 12400 International Drive, Orlando, Fl 32821, a location open and accessible to the public. Any questions can be directed towards Chase Burnham, County Administrator, at (651) 213-8877.

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

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

On motion by Greene, seconded by Dunne, 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.**

Jerry Seck from Larkin Hoffman and County Engineer Triplett discussed with the County Board their legislative priorities for 2025.

On motion by Montzka, seconded by Dahlberg, recommended a separate 'I-35 Bill' for the projects on CR 19 and 22. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Swenson, seconded by Dunne, recommended the prioritization of the requested roundabouts within Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, moved to request Larkin Hoffman to analyze the invasive phragmites monies available. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

All three of the prior motions were direction for Larkin Hoffman in the 2025 Minnesota Legislative session.

On motion by Montzka, seconded by Dahlberg, the Board moved items 1-5 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 Montzka, the Board moved to close the Road and Bridge Committee of the Whole at 7:48 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to approve 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 – CSAH 16 Reconditioning Project Award
- 3.) R&B Committee Recommendation – CSAH 19 RAB & Reconstruction Project Final Design
- 4.) R&B Committee Recommendation – Out of State Travel Request – ATSSA Conference
- 5.) R&B Committee Recommendation – Bonding Prioritization – Larkin Hoffman
- 6.) Minutes from the January 7, 2025, County Board of Commissioners Organizational Meeting
- 7.) Payment of County’s Warrants and Miscellaneous Bills \$1,853,500.62  
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.
- 8.) Credit Card Request – Nichole Stein, CCSO

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

On motion by Greene, seconded by Dunne, the Board moved to approve Resolution No. 25/0115-1, a Resolution of the County Board of Commissioners of Chisago County, Minnesota, approving the Final Plat of Schulte Farm generally located at Olinda Trail / CSAH 25 and south of Chisago Boulevard in Franconia and Chisago Lake Townships, (PID # 04.00370.00 & 02.00101.20).

**RESOLUTION NO. 25/0115-1**  
**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHISAGO COUNTY,**  
**MINNESOTA, APPROVING THE FINAL PLAT OF SCHULTE FARM**

**WHEREAS**, property owners Theodore Schulte & Teresa Schulte and applicant Sarah Sharkshnas submitted a request for the Final Plat of Schulte Farm on January 2, 2025; and

**WHEREAS**, the property owners and applicant wish to create two lots from the 20.00± acre subject site; and

**WHEREAS**, the subject site is generally located east of Olinda Trail / CSAH 25, west of Olympic Trail, and south of Chisago Boulevard in Franconia and Chisago Lake Townships and is zoned Agricultural (AG) District; and

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

PID 04.00370.00

*That part of Government Lot 1, and that part of the Southeast Quarter of the Northeast Quarter of Section 15, Township 33, Range 20, Chisago County, Minnesota described as follows: Beginning at the northeast corner of said Southeast Quarter of the Northeast Quarter; thence South 01 degree 42 minutes 58 seconds East, assumed bearing, along the east line of said Southeast Quarter of the Northeast Quarter, a distance of 67.32 feet; thence North 89 degrees 47 minutes 53 seconds West, a distance of 200.99 feet; thence North 01 degree 42 minutes 58 seconds West, a distance of 603.65 feet, more or less, to the centerline of Chisago Boulevard; thence northeasterly along said centerline a distance of 218.5 feet, more or less, to the east line of said Government Lot 1; thence South 01 degree 42 minutes 58 seconds East, along said east line, a distance of 629.1 feet to said point of beginning and there terminating.*

AND

PID 02.00101.20

*The West 1020 feet of the South Half of the Northwest Quarter of the Northwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota, as measured at right angles to the west line thereof.*

AND

*That part of the West 1020 feet of the Southwest Quarter of the Northwest Quarter of Section 14, Township 33, Range 20, Chisago County, Minnesota,*

*lying north of the South 1254 feet thereof, as measured at right angles to the south line thereof.*

**WHEREAS**, the Preliminary Plat of Schulte Farm was recommended for approval by the Planning Commission on January 4, 2024 and approved by the Board of Commissioners on January 17, 2024; and

**WHEREAS**, the Final Plat submitted on January 2, 2025 generally conforms to the approved Preliminary Plat and meets all conditions of Preliminary Plat approval; and

**WHEREAS**, as required pursuant to the Chisago County Subdivision Ordinance, the County Board of Commissioners has received the opinion of the County Attorney's Office, as found in this resolution, as to whether, based upon satisfactory title evidence, fee simple title is in the name of the subdividers; and

**WHEREAS**, the County Attorney's Office has reviewed the owner's title policy that the County has received relative to the application of the Final Plat of Schulte Farm, and based upon review of the owner's title policy, the application for the Final Plat of Schulte Farm and the Preliminary Plat of Schulte Farm, it is the opinion of the County Attorney's Office that the owner's title policy submitted in support of the Final Plat of Schulte Farm satisfactorily demonstrates that the fee simple title to the property sought to be dedicated into the proposed plat is in the name of the Theodore P. Schulte and Teresa L. Schulte, joint tenants, the owners on whose behalf the application has been submitted.

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

1. The Final Plat of Schulte Farm is approved as submitted on January 2, 2025. Any deviation from the approved plat drawing prior to recording shall require further review by the Planning Commission and approval by the County Board.
2. Lot 1, Block 1, Schulte Farm includes 3.00± acres of land identified as PID 02.00101.20 and 12.00± acres of land identified as PID 04.00370.00. Upon

Final Plat approval, these two tracts of land will be considered one for building and zoning purposes and they may not be sold or developed as individual tracts of land until and unless Lot 1 is replatted or subdivided in a manner which complies with the County's subdivision regulations in effect at the time of said replat or subdivision.

3. The applicant shall obtain all necessary and applicable permits from Federal, State, and County jurisdictions for any wetland impacts prior to commencement of development.

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

On motion by Dunne, seconded by Montzka, the Board moved to approve Phase-3 of the Proposal by and between Chisago County and Collins Engineers Inc. in support of the Chisago Lakes Lake Improvement District Weir Repair project as presented. 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 Staffing proposal of Health Cannabis and Substance Use Prevention Grant (CSUP). The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Montzka, the Board moved to approve the Out-of-State Travel Request for Courtney W. and Madelyn W. to travel to Texas to attend the 2025 Preparedness Summit. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Greene, seconded by Dunne, the Board moved to approve the Purchase of Service Agreement between Resource and Training solutions and Chisago County. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

On motion by Dunne, seconded by Greene, the Board moved to appoint Mike Mergens as At-Large, Brenda Green as Alternate, and Gary Schumacher as Alternate representatives on the One Watershed One Plan effective January 1<sup>st</sup>, 2025, thru December 31, 2026. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

**CITIZENS FORUM**

**TIME** – 8:03 p.m.

**END TIME** – 8:03 p.m.

**# of SPEAKERS** – 0

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

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

On motion by Dunne, seconded by Greene, the Board adjourned the meeting at 8:31 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg. **OPPOSED:** None.

---

Dan Dahlberg, Chair

Attest:\_\_\_\_\_

Christina Vollrath  
Clerk of the Board





**CHISAGO COUNTY**  
**BOARD OF COMMISSIONERS**  
**February 5, 2025**

**7\*\*\*\*\***

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

**Bills to be Paid \$1,723,593.01**

| <b>Recap by Fund</b> | <b><u>Fund</u></b> | <b><u>Amount</u></b> | <b><u>Name</u></b>        |                     |
|----------------------|--------------------|----------------------|---------------------------|---------------------|
|                      | 1                  | 1,175,642.52         | General Revenue Fund      |                     |
|                      | 3                  | 116,365.63           | Road And Bridge Fund      |                     |
|                      | 12                 | 392,434.09           | Capital Equipment Fund    |                     |
|                      | 14                 | 17,796.80            | Solid Waste Fund          |                     |
|                      | 18                 | 21,353.97            | Lake Imprvmnt Distr Maint |                     |
|                      | <b>All Funds</b>   | <b>1,723,593.01</b>  | <b>Total</b>              | <b>Approved by,</b> |

Lake Area Bank; Derek Anklan; Sheriff, registration; \$166.94  
Lake Area Bank; Chase Burnham; Administration; supplies; \$277.67  
Lake Area Bank; Jon Eckel; Enterprise Services; supplies; \$1,290.74  
Lake Area Bank; Mark Hendrickson; Probation; supplies; \$75.05  
Lake Area Bank; Bridgitte Konrad; Auditor/Treasurer; registration; \$300.00  
Lake Area Bank; Karen Long; Recorder; registration; \$300.00  
Lake Area Bank; Andrew Mahowald; Sheriff; supplies/registration; \$365.69  
Lake Area Bank; Mary Melby; Wellness; supplies; \$85.00  
Lake Area Bank; Daryl Moeller; Assessor; registration; \$264.75  
Lake Area Bank; Kyle Puelston; Sheriff; registration/supplies; \$348.56  
Lake Area Bank; Janet Reiter; Attorney; registration; \$668.25  
Lake Area Bank; Kurt Schneider; Environmental Services; registration; \$1,930.00  
Lake Area Bank; Scott Sellman; Sheriff; registration; \$200.00  
Lake Area Bank; Barbara Shimmon; Public Works; supplies/conference/registration; \$2,287.61  
Lake Area Bank; Joseph Triplett; Public Works; conference; \$845.00  
Lake Area Bank; Kristin Waddell; Auditor/Treasurer; supplies; \$32.00  
Lake Area Bank; Dennis Wilton; Enterprise Services; supplies; \$22.00  
Lake Area Bank; Polly Zais; Sheriff; supplies; \$475.00  
Lake Area Bank; Tracy Krona; HHS; supplies; \$118.87

- All invoices available with the Clerk of the Board

Lake Area Bank; Derek Anklan; Sheriff, registration; \$6.82  
Lake Area Bank; Chase Burnham; Administration; supplies; \$172.58  
Lake Area Bank; Ben Elfelt; LID; registration; \$70.00  
Lake Area Bank; Jonathan Gray; Sheriff; supplies; \$382.47  
Lake Area Bank; Ron Istvanovich; Sheriff; registration; \$357.79  
Lake Area Bank; Andrew Mahowald; Sheriff; supplies/registration; \$375.25  
Lake Area Bank; Daryl Moeller; Assessor; supplies; \$11.84  
Lake Area Bank; Tony Nielsen; Public Works; supplies; \$139.50  
Lake Area Bank; Kyle Puelston; Sheriff; registration/supplies; \$1,349.86  
Lake Area Bank; Janet Reiter; Attorney; registration; \$295.00  
Lake Area Bank; Kurt Schneider; Environmental Services; registration; \$247.26  
Lake Area Bank; Barbara Shimmon; Public Works; supplies; \$267.90  
Lake Area Bank; Joseph Tart; Parks; supplies; \$591.88  
Lake Area Bank; Kristin Waddell; Auditor/Treasurer; supplies; \$320.00  
Lake Area Bank; Dan Weber; Enterprise Services; supplies; \$22.00  
Lake Area Bank; Tracy Krona; HHS; supplies; \$266.06  
Lake Area Bank; Todd McMurray; HHS; supplies; \$73.53

- All invoices available with the Clerk of the Board



# TAB 8

## Recognition of Years with the County February

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

| <b>Employee</b> | <b>Job</b>             | <b>Years of Service</b> |
|-----------------|------------------------|-------------------------|
| Wendy K.        | Eligibility Specialist | 30                      |
| Beth E.         | Jail Sergeant          | 23                      |
| Karlene S.      | Social Serv. Sup. CPS  | 18                      |
| Chad S.         | Division Sergeant      | 13                      |
| Grant K.        | Division Sergeant      | 12                      |
| Danielle R.     | Collections/Assessor   | 10                      |
| Mitchell A.     | Equip. Operator HWY    | 8                       |
| Kristin S.      | Case Aide HHS          | 5                       |
| Gretchen S.     | Dep Aud-Tres II        | 5                       |
| Taylor F.       | Deputy Sheriff         | 4                       |
| Selena S.       | Social Worker- MSW     | 4                       |
| Karen L.        | County Recorder        | 3                       |
| Wes P.          | Sr. Engineering Tech.  | 3                       |
| Andrea T.       | Child Protection       | 2                       |
| Brandon P.      | Asst. CO. Attorney I   | 2                       |
| Michael N.      | Deputy Sheriff         | 2                       |
| Josh A.         | Deputy Sheriff         | 1                       |
| Dan C.          | Code Enforce Offic. I  | 1                       |
| Sarah K.        | Social Worker          | 1                       |
| Steve P.        | Deputy Sheriff         | 1                       |

|             |                            |   |
|-------------|----------------------------|---|
| Michelle U. | System Supp.<br>Specialist | 1 |
| Ashley K.   | Social Worker              | 1 |

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Item Number:</b> 9                |
| <b>Title of Item for Consideration:</b> Transfer Funds – Annual Carryover of Dedicated Funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
| <b>Action Requested by:</b> Kristin Waddell, Chief Deputy AUD-TRES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department:</b> Auditor-Treasurer |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |
| <p><b>Background:</b> Governmental Accounting Standards give the County Auditor-Treasurer authority to designate the restricted and assigned dedicated funds for the County Balance Sheet. However, in order to easily track these funds a budget adjustment to the current budget needs to be made and for transparency purposes the Board should approve these adjustments that outline the carryover amounts from the 2024 budget into the 2025 budget.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Budget Adjustment Request</li> </ul> |                                      |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve. The suggested motion is as follows:</p> <p style="text-align: center;"><b><i>“Move to approve the annual carryover of dedicated funds.”</i></b></p>                                                                                                                                                                                                                                                                                        |                                      |
| <p><b>Implications of Action:</b> If the budget adjustments are approved our financial reporting requirements will be adhered to.</p> <p><b>Budget/Financial Implications:</b> Approving the attached will result in a change to the Adopted 2025 budget for the amounts indicated on the attached.</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.</p>                                                                          |                                      |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |
| Approve <u>CEB</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Deny _____                           |
| Other _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                      |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Seconded by:                         |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |

|                   |           |           |               |
|-------------------|-----------|-----------|---------------|
| Action on Motion: | Aye _____ | Nay _____ | Abstain _____ |
|-------------------|-----------|-----------|---------------|



# Budget Adjustment Request

2025

this form MUST be completed electronically

year

Department Name: Auditor-Treasurer

Department Head: Bridgitte Konrad

Requestor (if different): Kristin Waddell

## Reason and description of the proposed change to the Budget:

To adjust the 2025 Budget for dedicated funds carried over from the 2024 budget.

Yes/No

Is this proposed budget change a net expenditure to the county?

Yes

If yes, can other expenditures be cut from this department to offset this net expenditure?

## Auditor-Treasurer's comments:

These changes are necessary to track these dedicated funds in order to ensure no additional money is spent in these categories without Board Approval. Some funds are being carried over for projects budgeted for in 2024 that are not expected to be completed until 2025.

Reviewed by: Kristin Waddell

Date: 1/29/2025

| Account Description                     | Account # |      |         |         |        |
|-----------------------------------------|-----------|------|---------|---------|--------|
|                                         | Fund      | Dept | Program | Service | Object |
| LAW LIBRARY - BUDGET CARRYOVER          | 01        | 025  | 000     | 0000    | 6899   |
| ELECTIONS - BUDGET CARRYOVER            | 01        | 071  | 000     | 0000    | 6898   |
| ATTORNEY FORFEITURES - BUDGET CARRYOVER | 01        | 093  | 000     | 0000    | 6898   |
| RECORDER COMPLIANCE - BUDGET CARRYOVER  | 01        | 103  | 000     | 0000    | 6899   |
| RECORDER TECH - BUDGET CARRYOVER        | 01        | 103  | 000     | 0000    | 6898   |
| ENV SVCS/ZONING - BUDGET CARRYOVER      | 01        | 127  | 000     | 0000    | 6899   |
| LABOR MGMT/WELLNESS - BUDGET CARRYOVER  | 01        | 145  | 800     | 0000    | 6898   |
| page 2 & 3 subtotals                    |           |      |         |         |        |

| Additional \$ Amounts |               |
|-----------------------|---------------|
| Revenue               | Expenditure   |
|                       | (\$144,425)   |
|                       | (\$209,142)   |
|                       | (\$39,767)    |
|                       | (\$1,199,419) |
|                       | (\$434,339)   |
|                       | (\$25,259)    |
|                       | (\$12,536)    |
|                       | (\$8,081,483) |

Total Revenue & (Expenditures)

\$0 (\$10,146,370)

Net Revenue/ (Expenditure) change vs. Current Budget

(\$10,146,370)

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

| Approvals            | YES | NO | dd/mo/yr |
|----------------------|-----|----|----------|
| County Administrator |     |    | Date     |
| County Board         |     |    | Date     |

Board Approval  
Stamp

Date Entered in IFS: \_\_\_\_\_  
By: \_\_\_\_\_



# Budget Adjustment Request

2025

this form MUST be completed electronically

year

PAGE 2

| <u>Account Description</u>                   | <u>Account #</u> |             |                |                |               |
|----------------------------------------------|------------------|-------------|----------------|----------------|---------------|
|                                              | <u>Fund</u>      | <u>Dept</u> | <u>Program</u> | <u>Service</u> | <u>Object</u> |
| SAFETY - BUDGET CARRYOVER                    | 01               | 145         | 801            | 0000           | 6898          |
| ERGONOMICS - BUDGET CARRYOVER                | 01               | 145         | 802            | 0000           | 6898          |
| CONTINGENCY - BUDGET CARRYOVER               | 01               | 179         | 000            | 0000           | 6898          |
| SHERIFF FORFEITURES - BUDGET CARRYOVER       | 01               | 203         | 000            | 0000           | 6898          |
| SHERIFF RESERVE - BUDGET CARRYOVER           | 01               | 207         | 000            | 0000           | 6898          |
| SHERIFF CONTINGENCY - BUDGET CARRYOVER       | 01               | 210         | 000            | 0000           | 6898          |
| GUN PERMITS - BUDGET CARRYOVER               | 01               | 211         | 000            | 0000           | 6898          |
| PROJECT LIFESAVER - BUDGET CARRYOVER         | 01               | 212         | 000            | 0000           | 6898          |
| SHERIFF PUBLIC SAFETY AID - BUDGET CARRYOVER | 01               | 220         | 111            | 0000           | 6898          |
| JAIL CANTEEN - BUDGET CARRYOVER              | 01               | 252         | 000            | 0000           | 6898          |
| E911 - BUDGET CARRYOVER                      | 01               | 287         | 000            | 0000           | 6898          |
| CONTROLLED SUBSTANCE - BUDGET CARRYOVER      | 01               | 290         | 000            | 0000           | 6898          |
| WATER PLAN TRUST - BUDGET CARRYOVER          | 01               | 611         | 000            | 0000           | 6898          |
| WATER FESTIVAL - BUDGET CARRYOVER            | 01               | 611         | 000            | 0000           | 6898          |
| SEWER GRANTS - BUDGET CARRYOVER              | 01               | 614         | 000            | 0000           | 6898          |
| WATERCRAFT INSPECTION - BUDGET CARRYOVER     | 01               | 619         | 000            | 0000           | 6898          |
| HWY MAINT - BUDGET CARRYOVER                 | 03               | 330         | 000            | 0000           | 6898          |
| HWY EQUIP MAINT - BUDGET CARRYOVER           | 03               | 330         | 000            | 0000           | 6898          |
| HHS STATE UNWINDING - BUDGET CARRYOVER       | 05               | 420         | 000            | 0000           | 6898          |
| HHS MISC GRANTS - BUDGET CARRYOVER           | 05               | 430         | 000            | 0000           | 6898          |
| HHS PH MISC GRANTS - BUDGET CARRYOVER        | 05               | 451         | 000            | 0000           | 6898          |
| HHS RESTRICTED FUNDS - BUDGET CARRYOVER      | 05               | 460         | 000            | 0000           | 6898          |
| BLDG HHW - BUDGET CARRYOVER                  | 11               | 390         | 000            | 0000           | 6601          |
| CIP ADMIN - BUDGET CARRYOVER                 | 12               | 31          | 000            | 0000           | 6898          |
| CIP TECHNOLOGY - BUDGET CARRYOVER            | 12               | 61          | 000            | 0000           | 6898          |
| CIP ELECTIONS - BUDGET CARRYOVER             | 12               | 71          | 000            | 0000           | 6898          |
| CIP MAINTENANCE - BUDGET CARRYOVER           | 12               | 111         | 000            | 0000           | 6898          |
| CIP GENERAL GOV'T - BUDGET CARRYOVER         | 12               | 149         | 000            | 0000           | 6898          |
| SHERIFF'S OFFICE - BUDGET CARRYOVER          | 12               | 201         | 000            | 0000           | 6898          |

| <u>Additional \$ Amounts</u> |                    |
|------------------------------|--------------------|
| <u>Revenue</u>               | <u>Expenditure</u> |
|                              | (\$8,938)          |
|                              | (\$6,492)          |
|                              | (\$208,630)        |
|                              | (\$26,317)         |
|                              | (\$10,149)         |
|                              | (\$932)            |
|                              | (\$87,952)         |
|                              | (\$6,286)          |
|                              | (\$1,049,305)      |
|                              | (\$119,465)        |
|                              | (\$590,535)        |
|                              | (\$1,162)          |
|                              | (\$299,757)        |
|                              | (\$8,810)          |
|                              | (\$61,118)         |
|                              | (\$223,667)        |
|                              | (\$1,020,062)      |
|                              | (\$29,081)         |
|                              | (\$262,935)        |
|                              | (\$131,158)        |
|                              | (\$1,000)          |
|                              | (\$1,219,796)      |
|                              | (\$17,000)         |
|                              | (\$2,030)          |
|                              | (\$536,390)        |
|                              | (\$158,911)        |
|                              | (\$277,527)        |
|                              | (\$270,642)        |
|                              | (\$142,741)        |

Page 2 Subtotal Revenue & (Expenditures)

\$0 (\$6,778,788)





# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">10</span> |
| <b>Title of Item for Consideration:</b> Authorization for County Auditor-Treasurer to proceed with Year-End Transfer of Funds                                                                                                                                                                                                                                                                                                                                                                   |                                                                                |
| <b>Action Requested by:</b> Kristin Waddell,<br>Chief Deputy AUD-<br>TRES                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Department:</b> Auditor-Treasurer                                           |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |
| <b>Background:</b> Various year-end transfers are required each year. The requests are outlined below: <ol style="list-style-type: none"> <li>1. Various departments are reimbursed for services provided throughout the year to the Solid Waste Fund. The permanent transfers are part of the 2024 budget.</li> <li>2. Lake Improvement District programs in 2024 include contributions to the Aquatic Invasive Species program. The permanent transfer is part of the 2024 budget.</li> </ol> |                                                                                |
| <b>Attachment(s):</b> <ul style="list-style-type: none"> <li>• Transfer Requests</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                |
| <b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve. The suggested motion is as follows:                                                                                                                                                                                                                                                                                                                                   |                                                                                |
| <p style="margin: 10px 0;"><b><i>“Move to authorize the County Auditor-Treasurer to transfer the above-noted funds.”</i></b></p>                                                                                                                                                                                                                                                                                                                                                                |                                                                                |
| <b>Implications of Action:</b> If the transfer requests are approved our financial reporting requirements will be adhered to.                                                                                                                                                                                                                                                                                                                                                                   |                                                                                |
| <b>Budget/Financial Implications:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                |
| <b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.                                                                                                                                                                                                                                                                                                                 |                                                                                |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                |
| Approve <u>  CEB  </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Deny <u>      </u>                                                             |
| Other <u>      </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Seconded by:                                                                   |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                |

|                   |           |           |               |
|-------------------|-----------|-----------|---------------|
| Action on Motion: | Aye _____ | Nay _____ | Abstain _____ |
|-------------------|-----------|-----------|---------------|

**2024 Permanent Transfer Requests**  
**Effective 12/31/2024**

**Solid Waste**

| <b>Fund From</b> | <b>Fund To</b> | <b>Reason</b>                                                                                                                                                                                      | <b>Amount</b> |
|------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Solid Waste      | Revenue        | Amount due for Solid Waste Services to Environmental Services Director (\$20,000), Environmental Service Code Enforcement (\$12,500), Auditor-Treasurer (\$6,000), and Sheriff (\$72,000) for 2024 | \$110,500.00  |

**LID**

| <b>Fund From</b>          | <b>Fund To</b> | <b>Reason</b>                                                                                                                                                                                      | <b>Amount</b> |
|---------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Lake Improvement District | Revenue        | Amount due from the Lake Improvement District for the 2024 expenses for water quality monitoring (\$10,280) Watercraft Inspection vehicle expenses (\$3,000) and Water Festival expenses (\$1,000) | \$14,280.00   |

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">11</span> |
| <b>Title of Item for Consideration:</b> Budget Adjustment Request – HHS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                |
| <b>Action Requested by:</b> Kristin Waddell, Chief<br>Deputy AUD-TRES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department:</b> Auditor-Treasurer                                           |
| <b>Previous Action on this Matter:</b> Response Sustainability Grant approved 2/6/24.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
| <b>Background:</b> Two budget adjustment requests are included: <ol style="list-style-type: none"> <li>1. The Child Protection Opioid Epidemic Response Allocation was increased by the State \$24,254 after the 2025 Budget was adopted.</li> <li>2. The 2025 Response Sustainability Grant amount is \$109,044. This is year 2 of a 3 grant that was originally approved by the Board on February 6, 2024.</li> </ol> <b>Attachment(s):</b> <ul style="list-style-type: none"> <li>• Budget Adjustment Requests</li> <li>• CP Opioid Allocation</li> <li>• FY2025 Grant Award Cover Sheet</li> </ul> |                                                                                |
| <b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the County Auditor-Treasurer to transfer the above-noted funds. The suggested motion is as follows:<br><br><p style="margin-left: 20px;"><b><i>“Move to authorize the County Auditor-Treasurer to transfer the above-noted funds.”</i></b></p>                                                                                                                                                                                                                                |                                                                                |
| <b>Implications of Action:</b> If the transfer requests are approved our financial reporting requirements will be adhered to.<br><b>Budget/Financial Implications:</b> None<br><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.                                                                                                                                                                                                                                         |                                                                                |
| <b>Administrator’s Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                |
| Approve <u>  CEB  </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Deny <u>      </u>                                                             |
| Other <u>      </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Seconded by:                                                                   |

|                   |           |           |               |
|-------------------|-----------|-----------|---------------|
| To:               |           |           |               |
| Action on Motion: | Aye _____ | Nay _____ | Abstain _____ |



# Budget Adjustment Request

2025

this form MUST be completed electronically

year

Department Name: HHS

Department Head: Robert Benson

Requestor (if different): Mark Florin

## Reason and description of the proposed change to the Budget:

Our Child Protection Opioid Epidemic Response Allocation was increased to \$24,254.00. The Public Health Area has received a Response Sustainability Grant for \$106,201.03.

Yes/No

Is this proposed budget change a net expenditure to the county?

no

If yes, can other expenditures be cut from this department to offset this net expenditure?

## Auditor-Treasurer's comments:

This additional funding came in after the 2025 budget was adopted, so a budget adjustment is needed. The Response Sustainability Grant is in Year 2 of a 4 year cycle, the grant was approved by the Board on February 7th, 2024.

Reviewed by:

Date:

| Account Description               | Account # |      |         |         |        |
|-----------------------------------|-----------|------|---------|---------|--------|
|                                   | Fund      | Dept | Program | Service | Object |
| CP Opioid Response Allocation     | 05        | 430  | 710     | 0000    | 5396   |
| CP Opioid Response Allocation Exp | 05        | 430  | 710     | 3021    | 6056   |
| Response Sustainability Grant     | 05        | 451  | 473     | 0000    | 5362   |
| Response Sustainability Grant Exp | 05        | 451  | 473     | 0000    | 6843   |
|                                   |           |      |         |         |        |
|                                   |           |      |         |         |        |
|                                   |           |      |         |         |        |
| page 2 subtotals                  |           |      |         |         |        |

| Additional \$ Amounts |             |
|-----------------------|-------------|
| Revenue               | Expenditure |
| \$24,254              |             |
|                       | (\$24,254)  |
| \$109,044             |             |
|                       | (\$109,044) |
|                       |             |
|                       |             |
|                       |             |
|                       |             |

Total Revenue & (Expenditures)

\$133,298

(\$133,298)

Net Revenue/ (Expenditure) change vs. Current Budget

\$0

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

Approvals

YES

NO

dd/mo/yr

County Administrator

Date

County Board

Date

Board Approval  
Stamp

Date Entered in IFS:

By:

# Child Protection Opioid Epidemic Response Account

## Calendar Year 2025 Allocation

Invoice Field Code: 71.CPOPIOIDRESP06QXXX.R.STATE

| Agency                | Allocation | Agency          | Allocation         |
|-----------------------|------------|-----------------|--------------------|
| Aitkin                | \$16,274   | Mahnomen        | \$2,990            |
| Anoka                 | \$128,841  | Marshall        | \$9,323            |
| Becker                | \$18,301   | McLeod          | \$25,137           |
| Beltrami              | \$35,673   | Meeker          | \$32,937           |
| Benton                | \$35,893   | Mille Lacs      | \$50,972           |
| Big Stone             | \$3,880    | Morrison        | \$33,273           |
| Blue Earth            | \$37,437   | Mower           | \$33,650           |
| Brown                 | \$17,528   | Nicollet        | \$20,343           |
| Carlton               | \$36,806   | Nobles          | \$8,708            |
| Carver                | \$25,678   | Norman          | \$4,848            |
| Cass                  | \$18,468   | Olmsted         | \$61,226           |
| Chippewa              | \$20,608   | Otter Tail      | \$34,721           |
| Chisago               | \$24,254   | Pennington      | \$4,434            |
| Clay                  | \$47,190   | Pine            | \$22,070           |
| Clearwater            | \$4,808    | Polk            | \$18,163           |
| Cook                  | \$6,405    | Ramsey          | \$208,210          |
| Crow Wing             | \$70,406   | Red Lake        | \$2,960            |
| Dakota                | \$122,684  | Renville        | \$18,286           |
| Des Moines Valley HHS | \$11,950   | Rice            | \$49,349           |
| Douglas               | \$29,078   | Roseau          | \$7,960            |
| Faribault-Martin      | \$16,769   | Scott           | \$30,396           |
| Fillmore              | \$7,739    | Sherburne       | \$48,987           |
| Freeborn              | \$25,305   | Sibley          | \$3,899            |
| Goodhue               | \$24,514   | Southwest HHS   | \$53,155           |
| Hennepin              | \$388,229  | St. Louis       | \$192,671          |
| Houston               | \$5,071    | Stearns         | \$72,458           |
| Hubbard               | \$25,031   | Stevens         | \$14,215           |
| Isanti                | \$25,362   | Swift           | \$8,838            |
| Itasca                | \$33,253   | Todd            | \$15,688           |
| Kanabec               | \$8,666    | Traverse        | \$5,425            |
| Kandiyohi             | \$47,032   | Wabasha         | \$7,030            |
| Kittson               | \$525      | Wadena          | \$14,829           |
| Koochiching           | \$13,073   | Washington      | \$55,819           |
| Lac qui Parle         | \$4,415    | Watsonwan       | \$5,515            |
| Lake                  | \$5,030    | Western Prairie | \$14,373           |
| Lake of the Woods     | \$1,808    | Human Services  |                    |
| Le Sueur              | \$18,273   | Wilkin          | \$4,515            |
| MN Prairie            | \$20,044   | Winona          | \$24,708           |
|                       |            | Wright          | \$42,285           |
|                       |            | Yellow Medicine | \$11,375           |
|                       |            |                 | <b>\$2,658,038</b> |

This Grant is 100% State Funded.

Payments will be distributed quarterly at 80% the value of the allocation, with the remaining 20% reimbursed at the end of the allocation period provided all reporting requirements are met

# Grant Award Cover Sheet

**DATE:** May 15, 2024

This is to notify you that your Response Sustainability Grant Award for July 1, 2024 through June 30, 2025 (**Fiscal Year 2025 - Project Year 2**). As noted in your Response Sustainability Grant Agreement: *“State will determine Response Sustainability Grant allocations annually.”*

**Contact for Grantee:** Courtney Wehrenberg, CHS Administrator, 651-213-5217,  
Courtney.Wehrenberg@chisagocounty.us

**Contact for MDH:** Sandra Hanson, (651) 201-3619, sandra.hanson@state.mn.us

| Grantee SWIFT Information                                                                                                                                                                                                                       | Grant Agreement Information                                                                                              | Funding Information                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Name of MDH Grantee:</b><br>Chisago County Community Health Board<br><br><b>Address of Grantee:</b><br>313 N Main St #274<br>Center City, MN 55012                                                                                           | <b>Grant Project Agreement Number:</b><br>240059                                                                         | <b>FY 2025 Grant Award:</b><br>\$109,044.00<br><br><b>Total State Grant Funds Awarded:</b><br>\$215,245.03 |
| <b>Grantee SWIFT Vendor Number:</b><br>0000197284<br><br><b>SWIFT Vendor Location Code:</b><br>001<br><br><b>SWIFT DBA/Fiscal Host:</b><br>CHISAGO COUNTY TREASURER<br><br><b>Remit Address:</b><br>313 N Main St #274<br>Center City, MN 55012 | <b>Period of Performance Start Date:</b><br>July 1, 2024<br><br><b>Period of Performance End Date:</b><br>June 30, 2025* |                                                                                                            |

\*The Response Sustainability Grant period is **December 1, 2023** through **June 30, 2027**. This Grant Award Cover Sheet includes only the FY 2025 award.



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> 12               |
| <b>Title of Item for Consideration:</b> Permanent Transfer & Budget Adjustment– Stacy Squad Car Purchase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |
| <b>Action Requested by:</b> Kristin Waddell,<br>Chief Deputy Auditor<br>– Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Department:</b> Auditor-Treasurer |
| <b>Previous Action on this Matter:</b> Board Approved the purchase of the 6 County and 1 additional Stacy squad on August 7, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                      |
| <p><b>Background:</b> The Board authorized the Sheriff to order 7 squads (6 County and 1 Stacy) at the August 7<sup>th</sup>, 2024 meeting, utilizing 2025 CIP funds for the 6 County squads and General Revenue fund balance for the Stacy squad. The squads have arrived, and buildout has begun. Requesting that \$66,887 be transferred from the General Revenue Fund (01) to the Capital Fund (12) for the purchase and buildout of the Stacy squad, and that the Capital Fund (12) budget be amended for the same amount. The General Revenue Fund will be paid back over the life of the squad by the contract payments from the City of Stacy.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>• Minutes excerpt from August 7<sup>th</sup> meeting</li> <li>• Transfer Request</li> <li>• Budget Adjustment Request</li> </ul> |                                      |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the transfer of \$66,887 from the General Revenue Fund to the Capital Fund and to amend the capital fund budget by the same amount for the purchase of the additional Stacy squad. The suggested motion is as follows:</p> <p><b><i>“Move to approve the transfer of \$66,887 from the General Revenue Fund to the Capital Fund and to amend the capital fund budget by the same amount for the purchase of the additional Stacy squad.”</i></b></p>                                                                                                                                                                                                                                                                                |                                      |
| <b>Implications of Action:</b> If the transfer requests are approved our financial reporting requirements will be adhered to.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |

**Budget/Financial Implications:** The 2025 budget will be amended by \$66,887.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

### ***Administrator's Recommendation***

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_

### ***2025 Permanent Transfer Requests***

#### **General Revenue**

| <b>Fund From</b> | <b>Fund To</b> | <b>Reason</b>                                           | <b>Amount</b> |
|------------------|----------------|---------------------------------------------------------|---------------|
| Revenue          | Capital        | Amount for additional Stacy squad purchase and buildout | \$66,887.00   |



# Budget Adjustment Request

2025

this form MUST be completed electronically

year

Department Name: Auditor-Treasurer

Department Head: Bridgitte Konrad

Requestor (if different): Kristin Waddell

## Reason and description of the proposed change to the Budget:

The Board authorized the Sheriff to order 7 squads (6 County and 1 Stacy) at the August 7th, 2024 meeting, utilizing 2025 CIP funds for the 6 County squads and General Revenue fund balance for the Stacy squad. The squads have arrived, and buildout has begun. Requesting that \$66,887 be transferred from the General Revenue Fund (01) to the Capital Fund (12) for the purchase and buildout of the Stacy squad, and that the Capital Fund (12) budget be amended for the same amount. The General Revenue Fund will be paid back over the life of the squad by the contract payments from the City of Stacy.

Yes/No

Is this proposed budget change a net expenditure to the county?

No

If yes, can other expenditures be cut from this department to offset this net expenditure?

## Auditor-Treasurer's comments:

N/A

Reviewed by:

Date:

| Account Description                 | Account # |      |         |         |        |
|-------------------------------------|-----------|------|---------|---------|--------|
|                                     | Fund      | Dept | Program | Service | Object |
| FURNITURE & EQUIPMENT - STACY SQUAD | 12        | 201  | 000     | 0725    | 6601   |
|                                     |           |      |         |         |        |
|                                     |           |      |         |         |        |
|                                     |           |      |         |         |        |
|                                     |           |      |         |         |        |
|                                     |           |      |         |         |        |
|                                     |           |      |         |         |        |
| page 2 subtotals                    |           |      |         |         |        |

| Additional \$ Amounts |             |
|-----------------------|-------------|
| Revenue               | Expenditure |
|                       | (\$66,887)  |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |

Total Revenue & (Expenditures)

\$0

(\$66,887)

Net Revenue/ (Expenditure) change vs. Current Budget

(\$66,887)

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

| Approvals            | YES | NO | dd/mo/yr |
|----------------------|-----|----|----------|
| County Administrator |     |    | Date     |
| County Board         |     |    | Date     |

Board Approval

Stamp

Date Entered in IFS:

By:

69

On motion by Greene, seconded by Dahlberg, the Board moved to approve the purchase of 7 squads immediately; \$66,886.27 should come from County fund balance and \$406,817.63 should come from the 2025 CIP plan. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

#### **CITIZENS FORUM**

**TIME** – 7:37 p.m.

**END TIME** – 7:40 p.m.

**# of SPEAKERS** – 1

County Administrator Chase Burnham provided administrator updates and correspondence. *No action was taken.*

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

On motion by Montzka, seconded by Swenson, the Board adjourned the meeting at 8:02 p.m. The motion **carried** as follows: **IN FAVOR THEREOF:** Swenson, Greene, Dunne, Montzka, Dahlberg **OPPOSED:** None.

---

Marlys Dunne, Chair

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

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Item Number:</b> 13                 |
| <b>Title of Item for Consideration:</b> 2025 CIP Projects – Meraki WiFi Project and Upgrade/Replacement of Selected County ARMER Radios                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                        |
| <b>Action Requested by:</b> Jon Eckel, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Department:</b> Enterprise Services |
| <p><b>Previous Action on this Matter:</b> 2025 CIP Requests approved by Board on 2-5-2025. The Meraki Wi-Fi upgrade was discussed at the December 11<sup>th</sup> 2024 B&amp;F meeting. The Board was in favor of using Recorder’s Compliance funds for CIP request ENTS-0192 (Replace WiFi in County Buildings) in the amount of \$175,000. The Meraki Wi-Fi project was also approved by Records Compliance Fund Committee on Dec 12, 2024. Upgrade/Replacement of selected County Armer Radios are budgeted items in the existing Armer 061 budget.</p>                                                                                                                                   |                                        |
| <p><b>Background:</b> Due to long lead times on most products, I am requesting permission to proceed with the 2025 CIP Projects, the Meraki WiFi project that were approved by the Board on 2-5-2025 and Upgrade/Replacement of selected County Armer radios is covered in existing Armer 061 budget.</p>                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>• 2025 CIP Projects – ENTS-0420, ENTS-0422, ENTS-0424, ENTS-0426, ENTS-0427, ENTS-0446, ENTS-0447, ENTS-0448, ENTS-0458</li> <li>• Meraki Wi-Fi Upgrade – Records Compliance Funds</li> <li>• Upgrade/Replacement of selected County ARMER Radios</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |                                        |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve the D.E.S. Director to issue the associated PO’s and sign any needed documents to proceed with the 2025 CIP projects, Meraki Wi-Fi project and upgrade/replacement of select County Armer radios as approved by the Board/Records Compliance Fund Committee and attached. The suggested motion is as follows:</p> <p><b>“Move to authorize the DES Director to issue the associated PO’s and sign any needed documents to proceed with the 2025 CIP Projects, Meraki Wi-Fi Project and Upgrade/Replacement of selected County Armer Radios as attached.”</b></p> |                                        |

**Implications of Action:** By receiving approval for these projects DES will be better able to schedule the implementations as well as order product with long lead times as soon as possible.

**Budget/Financial Implications:** : All Budgeted in Board approved CIP, Compliance funds for Meraki Wi-Fi Project and existing Armer 061 budget for Upgrade/Replacement of selected Armer Radios.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies. All purchasing / bid laws will be followed.

### ***Administrator's Recommendation***

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_

## 2025 CIP

| Enterprise Services       |                                                                                                  |              |              |
|---------------------------|--------------------------------------------------------------------------------------------------|--------------|--------------|
| ENTS-0420                 | 2025 Small Equipment Replacement                                                                 | \$ 239,300   | \$ 239,300   |
| ENTS-0422                 | Replace Core Network Equipment - County UCS Servers                                              | \$ 600,000   | \$ 600,000   |
| ENTS-0424                 | 6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems                       | \$ 19,700    | \$ 19,700    |
| ENTS-0426                 | 2025 Small Equipment New Requests                                                                | \$ 11,018    | \$ 11,018    |
| ENTS-0427                 | Replace 911 Server- Nice Audio Recorder                                                          | \$ 45,000    | \$ 45,000    |
| ENTS-0446                 | AS400 End Of Life/End Of Support - Replace Agency Collection and Social Welfare Systems          | \$ 30,000    | \$ 30,000    |
| ENTS-0447                 | Replace APC Automatic Transfer Switches that feed critical infrastructure in County Data Centers | \$ 25,000    | \$ 25,000    |
| ENTS-0448                 | Core Network Upgrade - Replace Cisco OTV with VXLAN                                              | \$ 105,000   | \$ 105,000   |
| ENTS-0458                 | Cameras for Parks - Checkerboard Shop/Park, Ki Chi Saga                                          | \$ 25,000    | \$ 25,000    |
| Enterprise Services Total |                                                                                                  | \$ 1,100,018 | \$ 1,100,018 |

## Meraki WiFi Project

Upgrade existing County WiFi system – Total cost not to exceed \$175,000.

## Upgrade/Replacement of selected County Armer Radio

Upgrade and replace selected county radios – Total cost not to exceed \$109,000.



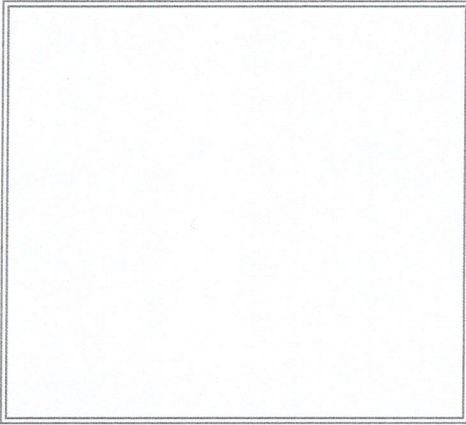
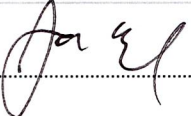
# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Item Number:</b> 14                 |
| <b>Title of Item for Consideration:</b> Out of State Travel Request – Mike Parker, Emergency Communications Manager                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                        |
| <b>Action Requested by:</b> Jon Eckel, Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Department:</b> Enterprise Services |
| <b>Previous Action on this Matter:</b> Included in the 061-6341 approved budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                        |
| <p><b>Background:</b> The IWCE (International Wireless Communications Expo) conference provides an opportunity to learn the direction that the emergency communications industry is going along with the opportunity to learn about the current and upcoming technologies in this field.</p> <p>The conference is in Las Vegas, NV from March 16 – March 21<sup>st</sup>, 2025.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>• Out of State Travel Form</li> </ul>                                                          |                                        |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners authorize the Chisago County Emergency Communications Director to attend the 2024 IWCE conference. The following motion is suggested:</p> <p><b>“Move to authorize the Chisago County Emergency Communications Manager to attend the 2024 IWCE conference in Las Vegas, NV from March 16 – March 21<sup>st</sup>, 2025.”</b></p>                                                                                                   |                                        |
| <p><b>Implications of Action:</b> By attending this training and conference the ECS Director will be better able to provide current and relevant direction for the Counties ARMER and E-911 systems.</p> <p><b>Budget/Financial Implications:</b> \$3,114.00, This expense is budgeted in the 061-6342 budget.</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies. All purchasing / bid laws will be followed.\</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 Out-of-State Travel Request

|                                |                                                                                   |                                                                                     |         |
|--------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------|
| <b>Date Submitted</b>          | 1/3/2025                                                                          |  |         |
| <b>Employee Name</b>           | Mike Parker                                                                       |                                                                                     |         |
| <b>Department</b>              | DES - Emergency Communications Services                                           |                                                                                     |         |
| <b>Destination</b>             | <u>Las Vegas, NV</u>                                                              |                                                                                     |         |
| <b>Purpose of Travel</b>       | IWCE - International Wireless Communications Expo                                 |                                                                                     |         |
| <b>Departure Date</b>          | 3/16/2025                                                                         |                                                                                     |         |
| <b>Return Date</b>             | 3/21/2025                                                                         |                                                                                     |         |
| <b>Total Travel Expenses</b>   | <b>\$3,114.00</b>                                                                 |                                                                                     |         |
| <b>Supervisor Name (PRINT)</b> | Jon Eckel                                                                         |                                                                                     |         |
| <b>Supervisor's Signature</b>  |  | <b>Date Approved</b>                                                                | 1-29-25 |
| <b>County Board Signature</b>  |                                                                                   | <b>Date Approved</b>                                                                |         |

## Anticipated Expenses

| Type of Expense                     | Description of Expense                     | Daily Expenses<br>(Except Airfare) | # of<br>Days | Total Expenses    |
|-------------------------------------|--------------------------------------------|------------------------------------|--------------|-------------------|
| <b>Airfare</b>                      | MPS to LAS round trip & baggage fees       |                                    |              | \$535.00          |
| <b>Ground Transportation</b>        | Las Vegas to/from airport to hotel         |                                    | 1            | \$80.00           |
| <b>Conference/Registration Fees</b> | 4 Day Technical conferences & Exhibit Hall | \$1,299.00                         | 1            | \$1,299.00        |
| <b>Lodging</b>                      |                                            | \$169.00                           | 5            | \$845.00          |
| <b>Meals</b>                        | Some meals provided with conference pass   | \$303.00                           | 1            | \$303.00          |
| <b>Mileage</b>                      | Mileage to and from MSP airport            | \$26.00                            | 2            | \$52.00           |
| <b>Grand Total</b>                  |                                            |                                    |              | <b>\$3,114.00</b> |

The IWCE 2025 Conference Agenda is Live: Plan Your Journey ([https://agenda.iwceexpo.com/?\\_mc=sem\\_iwce\\_x\\_iwce\\_le\\_tsmatt\\_x\\_x\\_google\\_x\\_na\\_pmax\\_2025](https://agenda.iwceexpo.com/?_mc=sem_iwce_x_iwce_le_tsmatt_x_x_google_x_na_pmax_2025))

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### THE CRITICAL COMMUNICATIONS ONE-STOP SHOP

5,000+ critical communications professionals | 250+ expert speakers | 250+ sponsors and exhibitors | 20+ Hours of Networking

Four days of content and networking and two days of exhibits to explore. IWCE is a unique event that brings together professionals working in mission-critical and business-critical communications from across multiple verticals and geographies.

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More than 250 exhibitors join us annually to showcase the latest products and trends—ranging from accessories and communication networks to systems, devices, applications, and software—enhancing your learning experience



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## Networking

We are proud to bring together both new and familiar faces with more than 20 hours of networking throughout the conference. Connect with thousands of the brightest minds in the critical communications industry.



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Attendees



300+  
Speakers



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Exhibitors

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## Show Floor Happenings

Our Expo is full of features and fun: The Critical Comms Spotlight Theater; Featured Product Digital Displays; Networking Bar & Lounge; Food Zones; Plan-Your-Journey kiosk; Critical Comms Spotlight News Desk and 250 exhibitors displaying their products, vehicles, robots and more! Together the Expo floor demonstrates how the industry is working together, using traditional and emerging tech to create innovative new solutions to critical problems.



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## Accredited Technical Training

IWCE is proud to partner with ETA International to offer unparalleled access certification and training in specific technology areas. Technical training courses and certification are available at IWCE, enabling you to get even more value out of your time on site.



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## IWCE Experience Center

Connecting face-to-face with industry peers is a cornerstone of IWCE 2025. Throughout the week, we're excited to offer several standout networking and special events. Join us on Tuesday, March 18, for an engaging afternoon keynote followed by our signature Drinks, Bites & Insights networking reception. Then, on Wednesday, March 19, don't miss the Vintage Vegas Networking Reception, held immediately after the Expo Hall closes. Stay tuned—more exciting events will be announced soon!

## WHO ATTENDS IWCE?

IWCE addresses the needs of critical communications professionals at every stage in their career. Global industry professionals attend from government, public safety, emergency management/disaster response, utilities, education, transportation, healthcare and other critical infrastructure sectors.



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Attendees



300+  
Speakers



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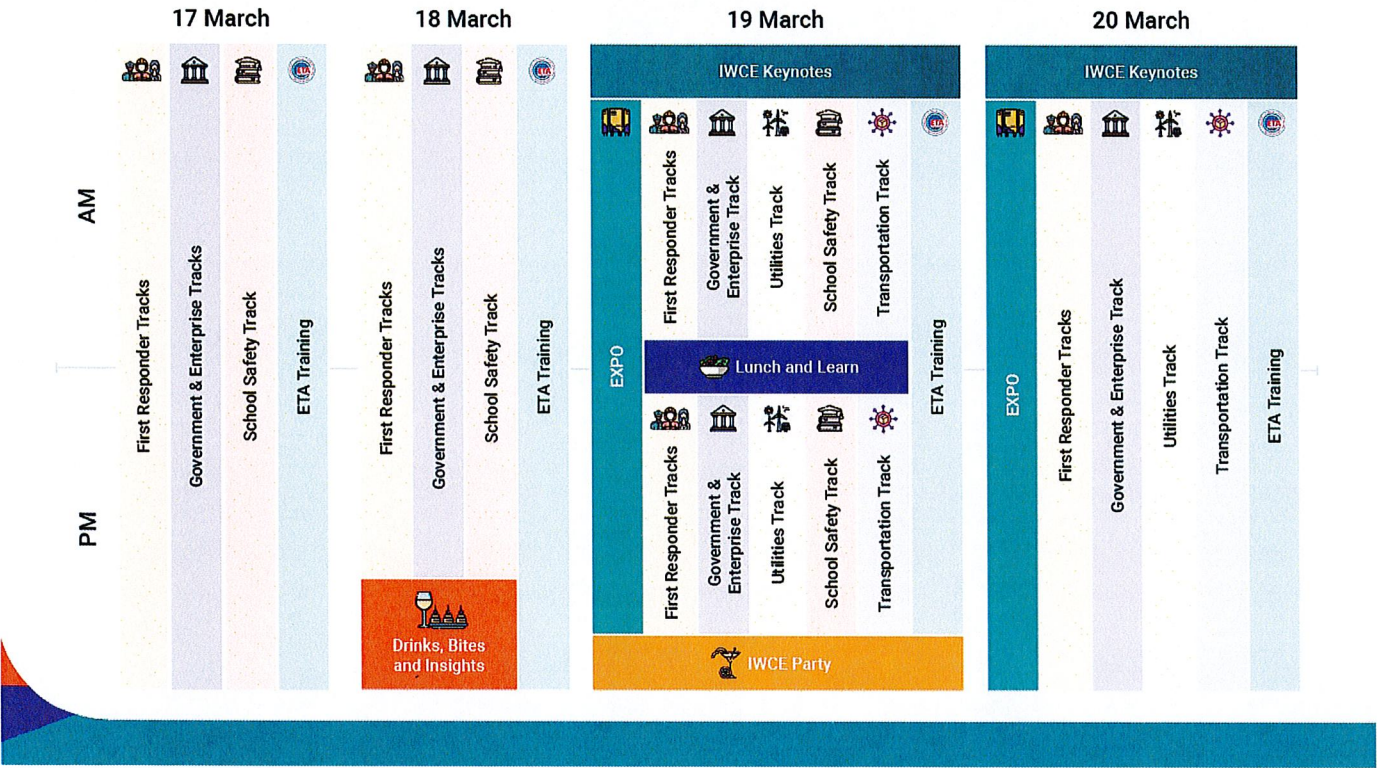
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# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Item Number:</b> 15                   |
| <b>Title of Item for Consideration:</b> Creation of Chisago County Finance Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                          |
| <b>Action Requested by:</b> Chase Burnham,<br>County Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Department:</b> County Administration |
| <p><b>Previous Action on this Matter:</b> The Personnel Committee began discussion regarding the creation of the Finance Department concept in May 2024. The conversation continued until September 2024. The Personnel Committee finalized and recommended approval of the creation of the Finance Department on January 24, 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |
| <p><b>Background:</b> The AUD-TRES structure has been extremely effective for a long time. However, creating a Finance Department is a step towards the future for Chisago County. The creation of a Finance Department creates significant flexibility for all of Chisago County and allows the entire to County to give proper and more attention to current the AUD-TRES responsibilities.</p> <p>The Finance Department will be responsible for budgeting, accounting, financial reporting, grant management, purchasing, accounts payable, accounts receivable, debt service, fiscal policy, and capital asset planning. The Finance Department will provide financial information, policy analyses, and recommendations that help the County Board of Commissioners and all County Departments make more efficient decisions about how to allocate resources.</p> <p>The Auditor-Treasurer office will continue to be responsible for all facets of property tax administration, which includes the calculation, collection and distribution of the current and delinquent real, personal, and manufactured home property taxes and forfeited land proceedings, managing parcel data and escrows and preparing the Truth in Taxation Notices and Property Tax statements.</p> <ul style="list-style-type: none"> <li>• Collect all county funds owed to the county, much of which are Real Estate and Personal Property taxes</li> <li>• Collect Aggregate Tax</li> <li>• Perform tax administration including land transfers, name, and address maintenance, splits and combines of property, tax calculation, tax increment finance, and special assessments and settlements.</li> </ul> |                                          |

- Conduct Tax Forfeiture Land Sales on behalf of the county.
- Member of the Board of Equalization
- Create reports for the county, state, and federal government
- Administer sale of licenses of Liquor, Beer, 3.2 Malt Liquor, Auctioneers, Tobacco, Transient Merchant, Gambling, Cannabis and Fireworks
- Chief Election Officer of the county, responsible for voter registration, ballot layout and absentee voting. Election duties are performed for both state and county.

The Personnel Committee has recommended the creation of the Finance Department and the promotion of Kristin Waddell to Finance Director/Chief Financial Officer. The Committee also recommended payment to Kristin Waddell.

**Attachment(s):**

- Current AUD-TRES Organization Chart
- Proposed new AUD-TRES Organization Chart
- Proposed new Finance Department Organization Chart

**Action Requested/Recommended:** It is respectfully requested that the Chisago County Board of Commissioners approve the creation of the Chisago County Finance Department and one-time payment of comp time to Kristin Waddell of \$26,725.76, due to completion of the annual County Audit. The suggested motion is as follows:

***“Move to approve the creation of the Chisago County Finance Department and one-time payment of comp time to Kristin Waddell of \$26,725.76, due to completion of the annual County Audit and the promotion to Department Head.”***

**Implications of Action:** By approving the creation of a Finance Department, a new independent department will be created for Chisago County, and a new department head will be created.

**Budget/Financial Implications:** The County Board increased the 2025 Budget of the Auditor-Treasurer by \$120,000 so the Department could hire one more employee to assist with AUD-TRES responsibilities. This plan does NOT increase costs or require changes to the 2025 budget.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

## Administrator's Recommendation

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

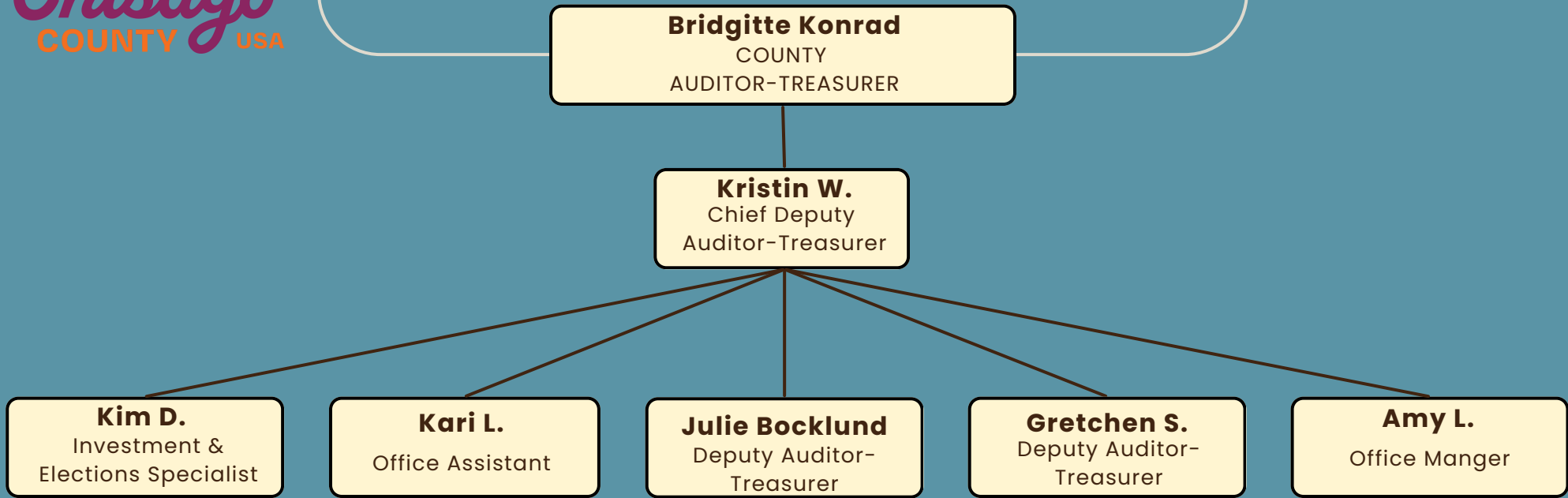
Action on Motion:

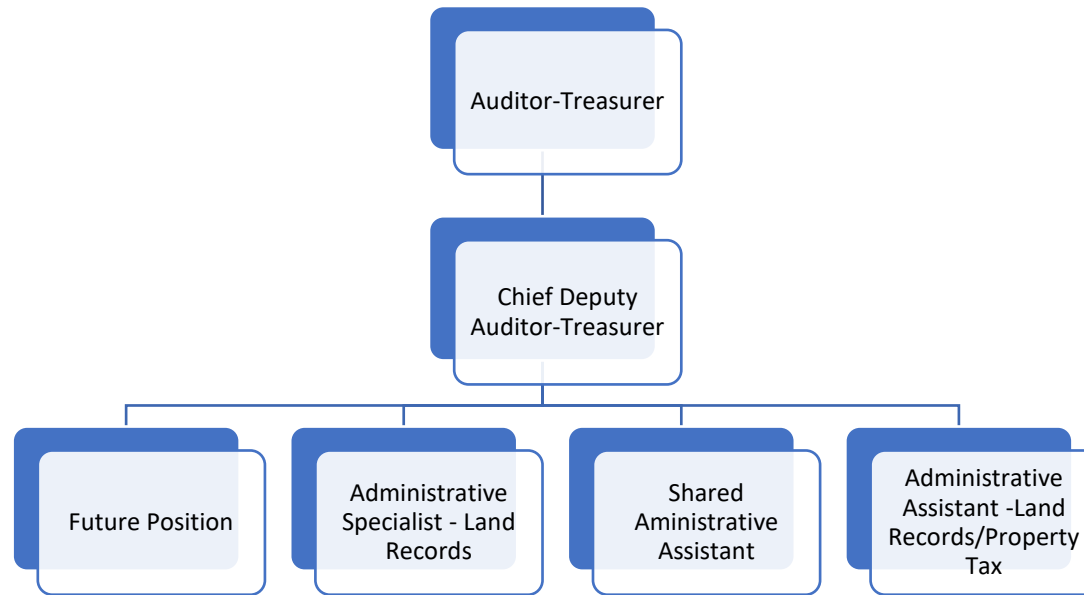
Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_

| Auditor-Treasurer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Finance Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Administration and issuance of county auctioneer, precious metals, tobacco, beer, liquor licenses and firework permits</li> <li>Collects assessments and delinquent taxes</li> <li>Computes taxes for real and personal property</li> <li>Manages forfeiture of property for delinquent taxes</li> <li>Receives real estate tax payments</li> <li>Calculate Rates and Taxes for All County Taxing Districts</li> <li>Administer all aspects of tax increment financing</li> <li>Election Administration- training election judges and officials, printing ballots, registering voters, filing certain candidates, providing ballots and election supplies, receiving and tabulating election ballots, and reporting the results to secretary of state.</li> <li>County Licenses</li> <li>Process and Maintain Property Transfers</li> <li>Property Tax Administration, Collection and Distribution</li> <li>Tax Forfeiture Process</li> <li>Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the Extension Committee.</li> </ul> | <ul style="list-style-type: none"> <li>The financial records of the county including accounts payable, accounts receivable, preparation and publication of the County Financial Statement.</li> <li>Investments, bank account reconciliation</li> <li>Manages County's annual process for development of operating and capital budgets; coordinates budget development with County Board/Committees, Administrator, and department directors.</li> <li>Prepares annual and forecasted county departmental budget targets/trends and the monthly monitoring of departmental budget status.</li> <li>Plans and executes internal control procedures and accounting controls for the County and coordinates procedures with other County departments.</li> <li>Assists with labor negotiations and prepares financial analysis of collective bargaining proposals.</li> </ul> |





## Chief Deputy Auditor-Treasurer

Assist with Property Tax, Elections and Land Records. Manage County investments. Supervise Land Records staff. Serve as backup in the absence of the AT.

## Administrative Specialist – Land Records

Process all land transactions (transfers, plats, splits). Accurately maintain property records in tax system.

## Administrative Specialist – Land Records/Property Tax

Assist public with property tax inquiries. Manage special assessments, ownership changes. Assist with delinquent tax and tax forfeiture processes. Assist with land transactions

## Shared Administrative Assistant

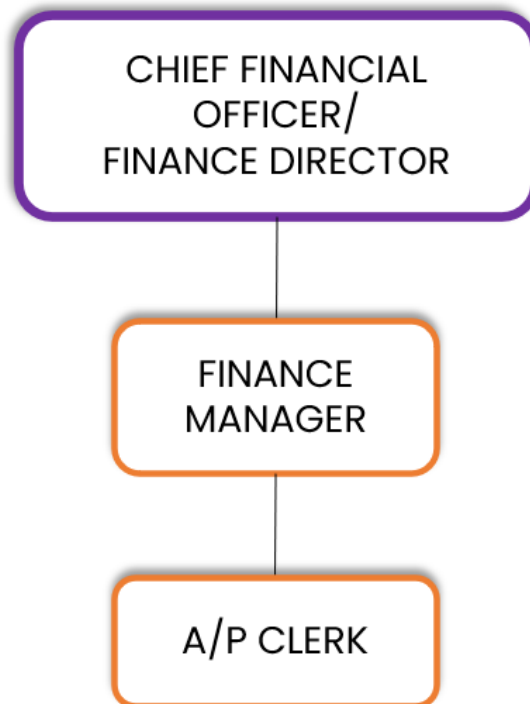
Shared with Finance Dept. Assist customers and counter and on phone. Assist with issuance of County licenses. Provide administrative assistance to both the AT and Finance Departments.

Future Position

Position to be added in 2026. Will evaluate needs as a result of the changes and determine position

\*\*\*\*During election years all posisitons will assist with elections. One of the Land Records positions will provide full-time assistance with elections in even years.

## FINANCE DEPARTMENT ORG CHART



### **Chief Financial Officer/Finance Director:**

Directs fiscal functions of the County, administers the County's annual operating budget, Capital Improvement Plan, investments, banking and treasury functions, and all accounting systems. Oversight and preparation of the annual audit and financial report.

### **Finance Manager:**

Daily cash management operations, assist with preparation of the annual audit and financial report, administer user access for all accounting systems, manage accounts payable and accounts receivable.



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Item Number:</b> 16             |
| <b>Title of Item for Consideration:</b> Recognition of Title Examiner & Deputy Title Examiner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |
| <b>Action Requested by:</b> Karen Long, County Recorder/ Registrar of Titles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Department:</b> County Recorder |
| <b>Previous Action on this Matter:</b> Timothy Peterson was previously appointed Title Examiner and Robert Collins was his Deputy Title Examiner. Mr. Peterson passed away, and the Courts have appointed Robert Collins as Chisago County Examiner of Titles and David Meyers his deputy.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |
| <b>Background:</b> Prior to 2007, the Examiner of Titles was compensated at a rate of \$10,000, paid in 2 installments of \$5000 each. Presumably due to the decline in document recordings as a result of a turn in the market, the rate was reduced to a total of \$7700 payable twice a year in installments of \$3850. Mr. Collins has requested to the bench that compensation be returned to \$10,000, or \$5000 paid twice per year. The bench has approved this amount.                                                                                                                                                                                                                                                            |                                    |
| <b>Attachment(s):</b> <ul style="list-style-type: none"> <li>• 2025 First Half Title Examiner Invoice.</li> <li>• Budget Adjustment Request – Legal Services – \$2,300</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |
| <b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners recognize the appointment of Robert H. Collins, Esq. as Chisago County Examiner of Titles and confirm compensation of \$10,000 per year (as prescribed by the Court) and a complimentary subscription to LandShark. The bench has also appointed David J. Meyers as Deputy Title Examiner. The following motion is recommended:<br><br><b>“Move to recognize the appointment of Robert H. Collins, Esq. as Chisago County Examiner of Titles and confirm compensation of \$10,000 per year and a complimentary subscription to LandShark and to approve the appointment of David J. Meyers as Deputy Title Examiner.”</b> |                                    |
| <b>Implications of Action:</b> By approving the appointment and compensation of Mr. Collins, Chisago County will see a seamless transition of Title Examiners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |

**Budget/Financial Implications:** \$2,300 difference, total of \$10,000. The compensation will be taken from the Legal Services account of the Recorder's General Fund and a budget adjustment will be made for the additional funds.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

### ***Administrator's Recommendation***

Approve \_\_CEB\_\_

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_



# Budget Adjustment Request

2025

this form MUST be completed electronically

year

Department Name: Recorder

Department Head: Karen Long

Requestor (if different):

## Reason and description of the proposed change to the Budget:

Timothy Peterson was previously appointed Title Examiner and Robert Collins was his Deputy Title Examiner. Mr. Peterson passed away, and the Courts have appointed Robert Collins as Chisago County Examiner of Titles and David Meyers his deputy. The budgeted amount for Mr. Peterson was \$7,700, Mr. Collins has asked the Courts to increase the fee to \$10,000, which the bench has approved.

Yes/No

Is this proposed budget change a net expenditure to the county?

Yes

If yes, can other expenditures be cut from this department to offset this net expenditure?

## Auditor-Treasurer's comments:

No comments.

Reviewed by: Kristin Waddell

Date: 1/27/2025

| Account Description | Account # |      |         |         |        |
|---------------------|-----------|------|---------|---------|--------|
|                     | Fund      | Dept | Program | Service | Object |
| Legal Services      | 01        | 101  | 000     | 0000    | 6278   |
|                     |           |      |         |         |        |
|                     |           |      |         |         |        |
|                     |           |      |         |         |        |
|                     |           |      |         |         |        |
|                     |           |      |         |         |        |
|                     |           |      |         |         |        |
| page 2 subtotals    |           |      |         |         |        |

| Additional \$ Amounts |             |
|-----------------------|-------------|
| Revenue               | Expenditure |
|                       | (\$2,300)   |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |
|                       |             |

Total Revenue & (Expenditures)

\$0

(\$2,300)

Net Revenue/ (Expenditure) change vs. Current Budget

(\$2,300)

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

Approvals

YES

NO

dd/mo/yr

County Administrator

Date

County Board

Date

Board Approval  
Stamp

Date Entered in IFS:

By:

Statement of Account

**ROBERT H. COLLINS\***  
**EXAMINER OF TITLES FOR CHISAGO COUNTY**

Collins & Estrem, P.A.  
20 Lake Street North, Suite 202  
Forest Lake, MN 55025  
651-464-7400

January 27, 2025

Chisago County Recorder  
Attn: Karen M. Long  
313 North Main Street  
Center City, MN 55012

RE: Statement for Services to Chisago County Registrar of Titles for 2025

Date

01/2025 – 06/2025

Activity

Consulting and advisory services to Chisago County  
Registrar of Title and services in relation to approval of  
documents for filing.

TOTAL AMOUNT DUE:

\$5,000.00

Dated: January 27, 2025



Examiner of Titles

\*REAL PROPERTY LAW SPECIALIST, CERTIFIED BY THE MINNESOTA STATE BAR ASSOCIATION

‡QUALIFIED NEUTRAL UNDER RULE 114 OF THE MINNESOTA GENERAL RULES OF PRACTICE

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF CHISAGO

TENTH JUDICIAL DISTRICT

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In the Matter of the Establishment of Fees for  
the Deputy Examiner of Titles for Chisago  
County

**TORRENS - ORDER**

---

The Matter of the Establishment of Fees for the Deputy Examiner of Titles, pursuant to Minnesota Statutes Section 508.12, came on before the Judges of the Chisago County District Court for consideration. At the request of the Deputy Examiner, and after review, the Court makes the following Order:

1. That the Deputy Examiner shall be paid at the hourly rate set by Rinke Noonan Law Firm for municipal clients for legal services; and

2. Notwithstanding the hourly rate and subject to review by this Court, the Deputy Examiner may establish a schedule of set fees for matters that regularly are brought to the Deputy Examiner.

Dated: \_\_\_\_\_, 2025

BY THE COURT

\_\_\_\_\_  
Judge of the District Court

**CHISAGO COUNTY DEPUTY EXAMINER OF TITLES  
FEE SCHEDULE  
January \_\_, 2025**

The Chisago County District Court has established the following fee schedule for Chisago County Deputy Examiner of Titles:

1. The Deputy Examiners rate is \$290-475 per hour, depending upon experience.

2. The following fee schedule will apply for matters that regularly come before the Deputy Examiner, which are not contested, do not require a Court appearance by the Deputy Examiner, and, which in the opinion of the Deputy Examiner, do not present extraordinary or unusual problems:

|    |                                                                                                                                    |   |            |
|----|------------------------------------------------------------------------------------------------------------------------------------|---|------------|
| a. | Deputy Examiner's Certifications and Directives<br>(minimum fee)                                                                   | - | \$350.00   |
| b. | Proceedings Subsequent After Mortgage<br>Foreclosure, Contract for Deed Cancellation<br>or Other Lien Foreclosures (Not Contested) | - | \$1,100.00 |

3. Filing fees, copies and other out-of-pocket costs are in addition to these fees.

4. For Applicants to Register Title and Petitions in a Proceedings Subsequent, please email the Application or Petition to [dmeyers@rinkenoonan.com](mailto:dmeyers@rinkenoonan.com), [awalz@rinkenoonan.com](mailto:awalz@rinkenoonan.com) and [apexa@rinkenoonan.com](mailto:apexa@rinkenoonan.com) for approval. We will then approve the Petition or Application, email the signature to you and mail the original to you for your file. Petitioner will be responsible for fees and efilings the documents.

5. These fees are subject to change at any time. See: [www.rinkenoonan.com](http://www.rinkenoonan.com) and click on the Examiner of Titles page for more information.

David J. Meyers  
Deputy County Examiner of Titles  
Rinke Noonan, Ltd.  
1015 West St. Germain Street, Suite 300  
P.O. Box 1497  
St. Cloud, MN 56302  
Phone: (320) 656-3512  
Facsimile: (320) 656-3500  
Email: [dmeyers@rinkenoonan.com](mailto:dmeyers@rinkenoonan.com)

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Item Number:</b> 17                |
| <b>Title of Item for Consideration:</b> 2025 Capital Improvement Plan (CIP)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |
| <b>Action Requested by:</b> Kristin Waddell,<br>Finance Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Department:</b> Finance Department |
| <b>Previous Action on this Matter:</b> Discussion of CIP requests at the November 13 <sup>th</sup> and December 11 <sup>th</sup> Budget & Finance meetings. The Committee recommended sending the attached list to Board for formal approval at the December 11 <sup>th</sup> meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                       |
| <p><b>Background:</b> In 2025 Chisago County is set to receive \$3,952,612 in County Program Aid (CPA). CPA is a general-purpose aid to counties that can be used for any lawful expenditure. It is also intended to be used for property tax relief by reducing the amount of revenue collected locally, through property tax or other means. It has been the practice of the County to use this aid for capital purchases.</p> <p>At the December 4<sup>th</sup> County Board meeting, \$628,925 of CPA was approved to be used to pay down the debt for the Law Enforcement Center. After this allocation, \$3,323,687 of CPA is remains for additional requests. As of December 31, 2024, there is \$245,567 of unallocated/unspent 2024 CPA available for 2025 requests, bringing total available 2025 aid to \$3,569,254.</p> <p>For 2025, original department requests totaled \$4,608,836, with final requests being \$3,406,836 leaving \$162,418 unallocated for overages and future needs. This number could increase as 2024 projects are completed and remaining funds become available.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>2025 Chisago County Capital Improvement Program – Projects by Department</li> </ul> |                                       |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners authorize the attached budget adjustment request to fund the 2025 Capital Improvement Plan. The following motion is recommended:</p> <p><b><i>“Move to authorize the attached budget adjustment request to fund the 2025 Capital Improvement Plan.”</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |

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

**Budget/Financial Implications:** None – the total amount of County Program Aid for 2025 is in the 2025 Board approved budget.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

### ***Administrator's Recommendation***

Approve   CEB  

Deny         

Other         

Motion By:

Seconded by:

To:

Action on Motion:

Aye         

Nay       

Abstain

## 2025 CIP REQUEST RECAP

| Description                                               | CIP Request # | Amount             | Notes/Board Approval Date                        |
|-----------------------------------------------------------|---------------|--------------------|--------------------------------------------------|
| 2025 County Program Aid Available                         |               | \$3,952,612        |                                                  |
| Jail/LEC Debt                                             |               | (628,925)          | 12/4/2024                                        |
| Remaining 2025 CPA Available                              |               | 3,323,687          |                                                  |
| Unallocated CIP Carryover from 2024                       |               | 245,567            |                                                  |
| <b>Total Available for 2025 Requests</b>                  |               | <b>\$3,569,254</b> |                                                  |
| <b>REQUESTS PRESENTED 11/13/2024</b>                      |               | \$4,608,836        | INCLUDES SQUAD REPLACEMENTS APPROVED ON 8/7/2024 |
| Tandem Snow Plow Truck                                    | PWKS-0176     | (365,000)          | HOLD 11/13/24                                    |
| Changeable Message Sign                                   | PWKS-0230     | (40,000)           | HOLD 11/13/24                                    |
| Skid Steer Trailer                                        | PWKS-0228     | (25,000)           | HOLD 11/13/24                                    |
| Walk behind concrete saw                                  | PWKS-0432     | (4,000)            | HOLD 11/13/24                                    |
| 2025 Small Equipment Replacement                          | ENTS-0420     | (64,300)           | HOLD 11/13/24                                    |
| Replace Core Network Equipment - County UCS Servers       | ENTS-0422     | (340,000)          | HOLD 11/13/24                                    |
| 2025 Small Equipment New Requests                         | ENTS-0426     | (11,018)           | HOLD 11/13/24                                    |
| Cameras for Parks - Checkerboard Shop/Park , Ki Chi Sa    | ENTS-0458     | (25,000)           | HOLD 11/13/24                                    |
| Zero turn lawn mower                                      | ENVS-0132     | (15,700)           | FUND WITH CARRYOVER FROM 2024                    |
| Zero turn lawn mower                                      | ENVS-0218     | (15,700)           | FUND WITH CARRYOVER FROM 2024                    |
| Skid Steer Attachment - Snowblower                        | ENVS-0436     | (10,500)           | FUND WITH CARRYOVER FROM 2024                    |
| V-Plow - Snowplow for the 2024 one-ton pickup truck       | ENVS-0440     | (10,500)           | FUND WITH CARRYOVER FROM 2024                    |
| Kayak Dock Ramps - Dock Launch for ADA accesability       | ENVS-0439     | (18,000)           | FUND WITH CARRYOVER FROM 2024                    |
| Grapple Skid Steer Attachment                             | ENVS-0437     | (5,000)            | FUND WITH CARRYOVER FROM 2024                    |
| Re-tin-Park Building Structures - Parks -2 Pole Buildings | ENVS-0443     | (54,000)           | FUND WITH CARRYOVER FROM 2024                    |
| 6.5% County Grant Match- Sunrise Prairie Trail            | ENVS-0130     | (200,000)          | USE FUND BALANCE                                 |
| Lofton Avenue Weir Repair                                 | LID-0456      | (232,000)          | LOAN FROM COUNTY                                 |
| <b>Total 2025 Requests as of 11/13/24</b>                 |               | <b>\$3,173,118</b> |                                                  |

## 2025 CIP REQUEST RECAP

| Description                                          | CIP Request # | Amount             | Notes/Board Approval Date                           |
|------------------------------------------------------|---------------|--------------------|-----------------------------------------------------|
| <b>REQUESTS PRESENTED 12/11/24 (BLUE HIGHLIGHTS)</b> |               | <b>\$874,318</b>   |                                                     |
| Replace WiFi in County Buildings                     | ENTS-0192     | 175,000            | *New request at 12/11 meeting                       |
| <b>TOTAL REQUESTS</b>                                |               | <b>\$1,049,318</b> |                                                     |
| Tandem Snow Plow Truck                               | PWKS-0176     | (365,000)          | CUT 12/11/24                                        |
| Changeable Message Sign                              | PWKS-0230     | (40,000)           | CUT 12/11/24                                        |
| Skid Steer Trailer                                   | PWKS-0228     | (25,000)           | CUT 12/11/24                                        |
| Replace WiFi in County Buildings                     | ENTS-0192     | (175,000)          | CUT 12/11/24 - Pay with Recorder's Compliance Funds |
| Replace Core Network Equipment - County UCS Servers  | ENTS-0422     | (340,000)          | CUT 12/11/24                                        |
| <b>Total 2025 Requests Presented at 12/11/24</b>     |               | <b>\$104,318</b>   |                                                     |
| TOTAL 2025 REQUESTS FROM 11/13                       |               | \$3,173,118        |                                                     |
| TOTAL 2025 REQUESTS FROM 12/11                       |               | \$104,318          |                                                     |
| 2025 PARKS PROJECTS (YELLOW HIGHLIGHTS)              |               | \$129,400          | TO BE FUNDED WITH 2024 CARRYOVER                    |
| <b>TOTAL 2025 CIP REQUESTS</b>                       |               | <b>\$3,406,836</b> |                                                     |
| 2025 CPA AVAILABLE                                   |               | \$3,323,687        |                                                     |
| 2024 UNALLOCATED CIP CARRYOVER                       |               | \$245,567          |                                                     |
| <b>TOTAL FUNDING AVAILABLE</b>                       |               | <b>\$3,569,254</b> |                                                     |
| <b>2025 UNALLOCATED CIP</b>                          |               | <b>\$162,418</b>   |                                                     |
| <b>Items to be Considered for Removal:</b>           |               |                    |                                                     |
| 2025 Small Equipment Replacement                     | ENTS-0420     | (64,300)           |                                                     |
| Zero turn lawn mower                                 | ENVS-0132     | (15,700)           |                                                     |
| Zero turn lawn mower                                 | ENVS-0218     | (15,700)           |                                                     |
| County Parks Entrance Signage                        | ENVS-0380     | (50,000)           |                                                     |
| <b>Total</b>                                         |               | <b>(145,700)</b>   |                                                     |
| <b>2025 Unallocated CIP w/removal of above:</b>      |               | <b>\$308,118</b>   |                                                     |

**2025 Chisago County Capital Improvement Program**  
**Projects by Department**

| Project Number                            | Project Name                                                                                     | 2025                | Total               |
|-------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------|---------------------|
| <b>Auditor-Treasurer</b>                  |                                                                                                  |                     |                     |
| <b>AUD-0137</b>                           | Election Equipment Replacement Fund                                                              | \$ 59,000           | \$ 59,000           |
| <b>AUD-0139</b>                           | Election Results – Storage Media                                                                 | \$ 4,500            | \$ 4,500            |
| <b>Auditor-Treasurer Total</b>            |                                                                                                  | <b>\$ 63,500</b>    | <b>\$ 63,500</b>    |
| <b>CCSO</b>                               |                                                                                                  |                     |                     |
| <b>CCSO-0141</b>                          | Sheriff's Office Patrol Vehicle Replacements                                                     | \$ 406,822          | \$ 406,822          |
| <b>CCSO-0449</b>                          | Armor camera systems                                                                             | \$ 8,575            | \$ 8,575            |
| <b>CCSO-0450</b>                          | DRACO Less-lethal gas deliver system                                                             | \$ 23,600           | \$ 23,600           |
| <b>CCSO-0451</b>                          | Transit Van Safari Roof Rack                                                                     | \$ 7,500            | \$ 7,500            |
| <b>CCSO-0452</b>                          | Humvee rear ramp system                                                                          | \$ 4,575            | \$ 4,575            |
| <b>CCSO-0453</b>                          | IR Lighting                                                                                      | \$ 13,650           | \$ 13,650           |
| <b>CCSO-0454</b>                          | Patrol Rifle Plates                                                                              | \$ 48,500           | \$ 48,500           |
| <b>CCSO-0455</b>                          | Mobile Field Force equipment                                                                     | \$ 58,250           | \$ 58,250           |
| <b>CCSO Total</b>                         |                                                                                                  | <b>\$ 571,472</b>   | <b>\$ 571,472</b>   |
| <b>Enterprise Services</b>                |                                                                                                  |                     |                     |
| <b>ENTS-0420</b>                          | 2025 Small Equipment Replacement                                                                 | \$ 239,300          | \$ 239,300          |
| <b>ENTS-0422</b>                          | Replace Core Network Equipment – County UCS Servers                                              | \$ 600,000          | \$ 600,000          |
| <b>ENTS-0424</b>                          | 6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems                       | \$ 19,700           | \$ 19,700           |
| <b>ENTS-0426</b>                          | 2025 Small Equipment New Requests                                                                | \$ 11,018           | \$ 11,018           |
| <b>ENTS-0427</b>                          | Replace 911 Server- Nice Audio Recorder                                                          | \$ 45,000           | \$ 45,000           |
| <b>ENTS-0446</b>                          | AS400 End Of Life/End Of Support – Replace Agency Collection and Social Welfare Systems          | \$ 30,000           | \$ 30,000           |
| <b>ENTS-0447</b>                          | Replace APC Automatic Transfer Switches that feed critical infrastructure in County Data Centers | \$ 25,000           | \$ 25,000           |
| <b>ENTS-0448</b>                          | Core Network Upgrade – Replace Cisco OTV with VXLAN                                              | \$ 105,000          | \$ 105,000          |
| <b>ENTS-0458</b>                          | Cameras for Parks – Checkerboard Shop/Park , Ki Chi Saga                                         | \$ 25,000           | \$ 25,000           |
| <b>Enterprise Services Total</b>          |                                                                                                  | <b>\$ 1,100,018</b> | <b>\$ 1,100,018</b> |
| <b>Environmental Services</b>             |                                                                                                  |                     |                     |
| <b>ENVS-0120</b>                          | 2002 3/4 Ton Truck Replacement                                                                   | \$ 55,000           | \$ 55,000           |
| <b>ENVS-0132</b>                          | 5 Year Mower Replacement                                                                         | \$ 15,700           | \$ 15,700           |
| <b>ENVS-0218</b>                          | 5 Year Mower Replacement                                                                         | \$ 15,700           | \$ 15,700           |
| <b>ENVS-0380</b>                          | County Parks Entrance Signage                                                                    | \$ 50,000           | \$ 50,000           |
| <b>ENVS-0435</b>                          | Brush Mower                                                                                      | \$ 10,000           | \$ 10,000           |
| <b>ENVS-0436</b>                          | Snowblower                                                                                       | \$ 10,500           | \$ 10,500           |
| <b>ENVS-0437</b>                          | Grapple                                                                                          | \$ 5,000            | \$ 5,000            |
| <b>ENVS-0438</b>                          | DR Mower                                                                                         | \$ 4,500            | \$ 4,500            |
| <b>ENVS-0439</b>                          | Kayak Dock Ramps                                                                                 | \$ 18,000           | \$ 18,000           |
| <b>ENVS-0440</b>                          | Snowplow                                                                                         | \$ 10,500           | \$ 10,500           |
| <b>ENVS-0441</b>                          | SIRT-Wetland Delineation and Enviromental Review Contracted Services                             | \$ 30,000           | \$ 30,000           |
| <b>ENVS-0442</b>                          | SIRT-Wetland Mitigation Land Credit Purchase                                                     | \$ 30,000           | \$ 30,000           |
| <b>ENVS-0443</b>                          | Parks Maintenance Facility- Existing Pole Building Structures- Steel Renovation                  | \$ 54,000           | \$ 54,000           |
| <b>ENVS-0444</b>                          | Insulate and Install Heating System-New Parks Building Structure                                 | \$ 45,000           | \$ 45,000           |
| <b>Environmental Services Total</b>       |                                                                                                  | <b>\$ 353,900</b>   | <b>\$ 353,900</b>   |
| <b>Facilities &amp; Maintenance</b>       |                                                                                                  |                     |                     |
| <b>MNT-0460</b>                           | ECC Storage/Training Room Privacy                                                                | \$ 8,820            | \$ 8,820            |
| <b>MNT-0461</b>                           | ICS Facilities Study                                                                             | \$ 250,126          | \$ 250,126          |
| <b>Facilities &amp; Maintenance Total</b> |                                                                                                  | <b>\$ 258,946</b>   | <b>\$ 258,946</b>   |
| <b>Public Works</b>                       |                                                                                                  |                     |                     |
| <b>PWKS-0170</b>                          | Patch Wagon                                                                                      | \$ 60,000           | \$ 60,000           |
| <b>PWKS-0175</b>                          | Tandem Snow Plow Truck                                                                           | \$ 365,000          | \$ 365,000          |
| <b>PWKS-0226</b>                          | Tandem Snow Plow                                                                                 | \$ 330,000          | \$ 330,000          |
| <b>PWKS-0429</b>                          | Mower                                                                                            | \$ 195,000          | \$ 195,000          |
| <b>PWKS-0431</b>                          | Survey Equipment                                                                                 | \$ 60,000           | \$ 60,000           |
| <b>PWKS-0432</b>                          | Walk behind concrete/asphalt saw                                                                 | \$ 4,000            | \$ 4,000            |
| <b>PWKS-0434</b>                          | Tire Machine                                                                                     | \$ 45,000           | \$ 45,000           |
| <b>Public Works Total</b>                 |                                                                                                  | <b>\$ 1,059,000</b> | <b>\$ 1,059,000</b> |
| <b>Total</b>                              |                                                                                                  | <b>\$ 3,406,836</b> | <b>\$ 3,406,836</b> |



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">18</span> |
| <b>Title of Item for Consideration:</b> Agreement for Retirement and Transfer of K9 "Stryker"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                |
| <b>Action Requested by:</b> Sheriff Brandon Thyen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Department:</b> Sheriff's Office                                            |
| <b>Previous Action on this Matter:</b> None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                |
| <p><b>Background:</b> Chisago County Sheriff's Office K-9 Stryker has served over 8 years with Chisago County. The K-9 Dog has reached retirement based on factors such as age, health, years of service. The County would like to enter into an agreement with the current handler, Sgt. Chad Stenson, upon retirement, ownership and responsibility will transfer from the County to the Handler.</p> <p><u>THE DUTIES OF THE COUNTY.</u> The County shall:</p> <ul style="list-style-type: none"> <li>a. Provide veterinary records in its possession for the K9 Dog;</li> <li>b. Provide a copy of the service record of the K9 Dog, to the extent to which is public data at the time of retirement; and</li> <li>c. Pay for any veterinary expenses incurred prior to retirement and transfer of ownership to the Handler.</li> </ul> <p><u>THE DUTIES OF THE HANDLER.</u> The Handler shall:</p> <ul style="list-style-type: none"> <li>a. Take possession and assume ownership of the K9 Dog.</li> <li>b. Assume all financial responsibility for the K9 Dog's care, including food, veterinary care, grooming, boarding, etc.</li> <li>c. Maintain proper veterinary care and humane conditions for the K9 Dog.</li> <li>d. Indemnify and hold harmless the County and its agents, employees, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the K9 Dog after the transfer of ownership by the County, which is effective of the date provided above, including reasonable costs of defending such claims.</li> <li>e. By executing this Agreement, certify they are fully aware of the nature of training the K9 Dog received and the nature of work that the K9 Dog performed during the period of ownership by the County and understands the need to provide the K9 Dog with suitable shelter and reasonable surroundings in keeping with his training and work experience.</li> <li>f. Handler will not sell or give away the K9 Dog without written approval of the County.</li> </ul> |                                                                                |

- g. Handler will use the K9 Dog only as a pet, but may train the K9 Dog and enter competitions.
- h. Handler will not use the K9 Dog as a detection, rescue or service animal in any capacity, without written approval of the County.

**Attachment(s):**

- Agreement for Retirement and Transfer of K9 "Stryker"
- Resolution

**Action Requested/Recommended:** It is respectfully requested that the Chisago County Board of Commissioners approve the resolution and agreement to transfer K9 "Stryker" to Chisago County Sgt. Chad Stenson. The suggested motion is as follows:

***"Move to approve the resolution and agreement to transfer K9 "Stryker" to Chisago County Sgt. Chad Stenson."***

**Implications of Action:** By approving the agreement and resolution, the County will transfer all rights to K-9 Stryker to Chisago County Sergeant Chad Stenson.

**Budget/Financial Implications:** None.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies. The County Attorney has approved as to form.

**Administrator's Recommendation**

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_



## **Agreement for Retirement and Transfer of K9 “Stryker”**

This Agreement is made and entered into between the County of Chisago (“County”) and Chad Stenson (“Handler”).

### **Recitals**

WHEREAS, the County of Chisago employs the K9 dog named Stryker (“K9 Dog”), a German Shepard, who has served over eight years with the Chisago County Sheriff’s Department; and

WHEREAS, the K9 Dog has reached retirement based on factors such as age, health, years of service, and

WHEREAS, upon retirement, ownership and responsibility for the K9 Dog will transfer from the County to the Handler.

WHEREAS, the Chisago County Board of Commissioner has adopted a resolution that authorizes and approves of the transfer of ownership of the K9 Dog to Handler and authorizes the Sheriff to execute this Agreement on behalf of the County.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. RETIREMENT. The County shall retire the K9 Dog effective February 5, 2025.
2. TRANSFER OF OWNERSHIP. Upon retirement, the County shall relinquish all ownership rights to the K9 Dog and transfer ownership and possession of the K9 Dog to the Handler.
3. CONSIDERATION. The Handler agrees to pay the County and the County agrees to receive the sum of One Dollar and No Cents (\$1.00) as and for monetary consideration of the transfer of the K9 Dog.
4. THE DUTIES OF THE COUNTY. The County shall:
  - a. Provide veterinary records in its possession for the K9 Dog;
  - b. Provide a copy of the service record of the K9 Dog, to the extent to which is public data at the time of retirement; and
  - c. Pay for any veterinary expenses incurred prior to retirement and transfer of ownership to the Handler.
5. THE DUTIES OF THE HANDLER. The Handler shall:
  - a. Take possession and assume ownership of the K9 Dog.
  - b. Assume all financial responsibility for the K9 Dog’s care, including food, veterinary care, grooming, boarding, etc.
  - c. Maintain proper veterinary care and humane conditions for the K9 Dog.
  - d. Indemnify and hold harmless the County and its agents, employees, heirs, and assigns for any alleged injury or damage to any person or property that may occur or be caused by the K9 Dog after the transfer of ownership by the County, which is effective of the date provided above, including reasonable costs of defending such claims.
  - e. By executing this Agreement, certify they are fully aware of the nature of training the K9

Dog received and the nature of work that the K9 Dog performed during the period of ownership by the County and understands the need to provide the K9 Dog with suitable shelter and reasonable surroundings in keeping with his training and work experience.

6. ADDITIONAL CONDITIONS OF TRANSFER. The Handler also accepts the following conditions:
  - a. Handler will not sell or give away the K9 Dog without written approval of the County.
  - b. Handler will use the K9 Dog only as a pet, but may train the K9 Dog and enter competitions.
  - c. Handler will not use the K9 Dog as a detection, rescue or service animal in any capacity, without written approval of the County.
7. NON-DISCLOSURE. The parties agree not to disclose any confidential information about the K9 Dog's training, capabilities, or history of service without prior written mutual consent.
8. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Minnesota. Legal actions amongst the parties shall be in Chisago County District Court
9. MODIFICATION. This Agreement may only be modified by a written agreement signed by both parties.
10. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties and supersedes all prior representations understandings or agreements.
11. SEVERABILITY. In the event any term of this Agreement is held invalid by a court of competent jurisdiction or if it is found to be in contravention of any federal or state statute or regulation, the Agreement shall be construed as not containing that portion or term, and the remainder of this Agreement shall remain in full force and effect.
12. SIGNATURES. The individuals executing this Agreement represent a warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the Handler and County. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties do hereby agree to the full performance of the terms set forth herein.

CHISAGO COUNTY

BY: \_\_\_\_\_  
Brandon Thyen                      Date  
Chisago County Sheriff

CHAD STENSON, HANDLER

BY: \_\_\_\_\_  
Chad Stenson                      Date

APPROVED AS TO FORM

JANET REITER  
CHISAGO COUNTY ATTORNEY

BY: Jeffrey B. Fuge                      January 23, 2025  
Jeffrey B. Fuge                      Date  
Assistant County Attorney



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. 25/0205-XX**

**RESOLUTION TO ACKNOWLEDGE THE RETIREMENT AND TRANSFER OF OWNERSHIP OF  
CHISAGO COUNTY SHERIFF'S OFFICE'S K-9 "STRYKER" TO SERGEANT CHAD STENSON**

**WHEREAS**, it has been determined that K-9 "Stryker" of the Chisago County Sheriff's Office has reached retirement age and is no longer a valuable resource; and

**WHEREAS**, the Sheriff's Office has determined that "Stryker" has no economic value to the County and the Sheriff's Office recommends retiring "Stryker" in a humane fashion; and

**WHEREAS**, because of the training "Stryker" has received as a sheriff's canine and the unique relationship that "Stryker" has with his handler, Sergeant Chad Stenson, it is not suitable to transfer ownership of "Stryker" as a pet to any owners except his handler.

**WHEREAS**, Sergeant Chad Stenson has agreed to accept ownership, responsibility and liability of "Stryker" at no cost to the County.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Minnesota Statute§ 373.01, subd. 1(4), effective February 5, 2025, the Chisago County Board of Commission acknowledges the retirement of "Stryker" from K-9 service and hereby authorizes the transfer of ownership of "Stryker" to his handler Sergeant Chad Stenson, for a cost of One (\$1.00) Dollar and other terms appropriate in the opinion of the County Attorney's Office to transfer the ownership, responsibility and liability to the handler.

**BE IT FURTHER RESOLVED** that the Chisago County Board of Commission authorizes Brandon J. Thyen, Chisago County Sheriff, to execute the transfer of ownership agreement on behalf of Chisago County consistent with this resolution.

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 proclamation was declared duly **passed** and **adopted**.

**Approved: February 5, 2025**

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Dan Dahlberg  
Chair, Board of Commissioners

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

# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Item Number:</b> <span style="font-size: 2em; font-weight: bold;">19</span> |
| <b>Title of Item for Consideration:</b> Body Worn Camera Biennial Audit Results                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                |
| <b>Action Requested by:</b> Sheriff Brandon Thyen                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Department:</b> Sheriff's Office                                            |
| <b>Previous Action on this Matter:</b> No previous action on this matter.                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                |
| <p><b>Background:</b> Per Minnesota State Statute 13.825.9(a), a law enforcement agency "shall arrange for an independent, biennial audit of the data." Furthermore, "a report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency (MSS 13.825.9(c))."</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>Biennial Audit – Completed by Lynn Lembcke Consulting</li> </ul> |                                                                                |
| <p><b>Action Requested/Recommended:</b> It is respectfully requested that the Chisago County Board of Commissioners approve and accept the Body Worn Camera Biennial Audit Results. The suggested motion is as follows:</p> <p style="text-align: center;"><b><i>"Move to approve and accept the Body Worn Camera Biennial Audit Results completed by Lynn Lembcke Consulting."</i></b></p>                                                                                              |                                                                                |
| <p><b>Implications of Action:</b> Completing the biennial audit and having the County Board review the results keeps the county in compliance with state statute governing portable recording systems.</p> <p><b>Budget/Financial Implications:</b> None</p> <p><b>Legal/Policy Implications:</b> The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.</p>                                      |                                                                                |
| <b>Administrator's Recommendation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |
| Approve <u>  CEB  </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Deny <u>        </u>                                                           |
| Other <u>        </u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                |
| Motion By:                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Seconded by:                                                                   |
| To:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                |
| Action on Motion:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Aye <u>        </u>                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Nay <u>    </u>                                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Abstain <u>    </u>                                                            |

# INDEPENDENT AUDIT REPORT

Sheriff Brandon Thyen  
Chisago County Sheriff's Office  
15230 Per Rd.  
Center City, MN 55012

Dear Sheriff Thyen:

An independent audit of the Chisago County Sheriff's Office Portable Recording System (body-worn cameras (BWCs)) was conducted on October 16, 2024. The objective of the audit was to verify Chisago County Sheriff's Office compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

## Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

## Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Chisago County Sheriff's Office employs forty-eight (48) peace officers. The Chisago County Sheriff's Office utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period October 1, 2022, through September 30, 2024.

## **Audit Requirement: Data Classification**

*Determine if the data collected by BWCs are appropriately classified.*

BWC data is presumptively private. All BWC data collected by Chisago County Sheriff's Office during the audit period is classified as private or nonpublic data. Chisago County Sheriff's Office had no incidents of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

*No discrepancies noted.*

### **Audit Requirement: Retention of Data**

*Determine if the data collected by BWC's are appropriately retained and destroyed in accordance with statutes.*

The Chisago County Sheriff's Office utilizes the General Records Retention Schedule for Minnesota Counties and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, officers assign meta data, including an Evidence.com category, to the recording. Each Evidence.com category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

An Evidence Created Report of all BWC data collected and deleted during the audit period was produced. Records from Evidence Created Report were reviewed, and the date and time the data was created was verified against the deletion date. All records were maintained or deleted in accordance with the records retention schedule and for at least the minimum ninety (90) days required by statute.

Randomly selected audit trail reports were compared to the Evidence Created Report, and each record was deleted or maintained in accordance with the record retention schedule.

Chisago County Sheriff's Office had received no requests from data subjects to retain BWC data beyond the applicable retention period.

Sergeants monitor BWC data for proper categorization to ensure BWC data are appropriately retained and destroyed.

*No discrepancies noted.*

### **Audit Requirement: Access by Data Subjects**

*Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.*

BWC data is available to data subjects and access may be requested by submission of a Chisago County Information Disclosure Request form. During the audit period, the Chisago County Sheriff's Office had received no requests to view BWC data but did receive and fulfill requests for copies of BWC video from data subjects. Data subjects who had not consented to release of the data were redacted. A copy of the redacted video is stored in Evidence.com along with the original copy. Release of data is documented in the Records Management System notes.

*No discrepancies noted.*

### **Audit Requirement: Inventory of Portable Recording System Technology**

*Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.*

Chisago County Sheriff's Office's BWC inventory consists of fifty-four (54) devices. An inventory search in Evidence.com detailed the number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, and officer assigned to the device, date of last upload, device home, device status, error status, firmware version, warranty date, date last docked, and camera state.

A review of randomly selected dates from the patrol schedule, and randomly selected calls for service, were verified against the Evidence Created Report and confirmed that BWC's are being deployed and officers are wearing and activating their BWCs. The total number of BWC videos created per quarter shows a consistent collection of BWC data.

The Chisago County Sheriff's Office BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The Department's BWC policy requires officers to ensure the BWC is in good working order and functioning properly at the start of their shift. Peace officers noting a malfunction during testing, or at any other time, are required to promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable.

Peace officers were trained on the use of BWCs during implementation utilizing the Axon Academy online training certificate program. Newly hired officers are trained as part of their field training program. Officers recertify on the Axon Academy online training certificate program every two years.

Evidence.com queries detail the total amount of BWC data created, stored/maintained, and deleted.

The Chisago County Sheriff's Office utilizes the General Records Retention Schedule for Minnesota Counties and agency specified retention periods in Evidence.com. BWC data is fully deleted from Evidence.com upon reaching its scheduled deletion date. Meta data and audit trails are maintained in Evidence.com after deletion of BWC video and audio. BWC data is available upon request, and access may be requested by submission of a Chisago County Information Disclosure Request form.

*No discrepancies noted.*

### **Audit Requirement: Use of Agency-Issued Portable Recording Systems**

*Determine if peace officers are only allowed to use portable recording systems issued and*

*maintained by the officer's agency.*

The Chisago County Sheriff's Office's BWC policy states that peace officers are prohibited from using personally owned devices while on duty without the express consent of the Shift Sergeant.

*No discrepancies noted.*

#### **Audit Requirement: Authorization to Access Data**

*Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.*

Sergeants conduct random audits of BWC data to ensure BWC data is properly categorized and that BWCs are being utilized in compliance with policy. Random audits are documented in Guardian Tracker software.

Nonpublic data is only accessible to those whose work assignment reasonably requires access to data. User access to BWC data is managed by the assignment of roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by a Captain. Evidence.com is password protected and requires dual authentication.

The agency's BWC policy governs access to BWC data. The policy states that no employee may have access to BWC data except for legitimate law enforcement or data administration purposes. Authorized users may access BWC data pursuant to lawful process and in accordance with policy, statute, and the Minnesota Data Practices Act. Access to BWC data is captured in the audit trail. The BWC policy states that any member who accesses or releases recordings without authorization may be subject to discipline.

When BWC data is deleted from Evidence.com, its contents cannot be determined. Chisago County Sheriff's Office has had no security breaches. A CJIS security audit was conducted in October of 2021.

*No discrepancies noted.*

#### **Audit Requirement: Sharing Among Agencies**

*Determine if nonpublic BWC data is shared with other law enforcement agencies, government entities, or federal agencies.*

The Chisago County Sheriff's Office's BWC policy allows for the sharing of nonpublic BWC data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Law enforcement agencies seeking access to BWC data are required to submit a written request. BWC data is shared via access to or by secure electronic case sharing within Evidence.com. Access to and sharing of BWC data is captured in the audit trail. An Evidence.com Evidence

Sharing Audit Report and the records management system notes provide documentation of shared data.

*No discrepancies noted.*

#### **Audit Requirement: Biennial Audit**

*Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.*

Evidence.com and the Evidence.com Evidence Created Report document the date and time portable recording system data were collected and deleted. The Chisago County Sheriff's Office maintains both public and private nonpublic BWC data. The records management system notes, the Evidence.com Shared Report, and the audit trail document how the data are used. The audit trail is maintained in Evidence.com after deletion of video. The audit trail documents each and every action taken from the creation of the recording to its deletion, as well as access to the audit trail after BWC has been deleted.

*No discrepancies noted.*

#### **Audit Requirement: Portable Recording System Vendor**

*Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.*

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

*No discrepancies noted.*

#### **Audit Requirement: Public Comment**

*Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.*

The Chisago County Sheriff's Office solicited for public comment through social media and by publication in two local newspapers. The Chisago County Board of Commissioners accepted

public comments at their September 16, 2020, meeting. The BWC system was implemented October 1, 2020.

*No discrepancies noted.*

**Audit Requirement: Body-worn Camera Policy**

*Determine if a written policy governing the use of portable recording systems has been established and is enforced.*

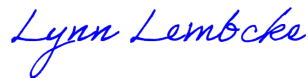
The Chisago County Sheriff's Office BWC policy is posted on the agency's website. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b) that were in effect prior to August 1, 2023, but does not include the requirements that became effective on August 1, 2023. The policy was updated to include all minimum requirements prior to the completion of the final audit report.

*Discrepancy noted.*

This report was prepared exclusively for the Chisago County Sheriff's Office by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: January 1, 2025

Lynn Lembcke Consulting



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Lynn Lembcke



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Item Number:</b> 20            |
| <b>Title of Item for Consideration:</b> Allocate Funds to the Employee Recognition Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
| <b>Action Requested by:</b> Employee Recognition Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Department:</b> Administration |
| <b>Previous Action on this Matter:</b> The Board has approved the Employee Recognition Policy in December of 2023. The board also approved \$10,000 of ARPA dollars to support the first-year initiatives for this committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                   |
| <b>Background:</b> In December of 2023 the Chisago County Board of Commissioners approved a policy recognizing the establishment of the Chisago County Employee Recognition initiative. Since the approval of that policy, several projects have been completed. The committee now seeks to secure \$10,000 to ensure that the programs initiated can continue forward for the next two years. The annual budget for the Recognition Committee is \$5,000 annually. The contribution of \$10,000 at this time will allow the committee to prepurchase items in bulk and take advantage of discounts; continue with the semi-annual appreciation events (popcorn, hot chocolate) and replenish items purchased for the 'First Day' program and Longevity awards. |                                   |
| Review 2024 Accomplishments: <ul style="list-style-type: none"><li>• Policy Creation</li><li>• All employee gifts</li><li>• Longevity gifts at employee picnic</li><li>• Popcorn party</li><li>• Business Supply items<ul style="list-style-type: none"><li>○ Backpacks/ Messenger Bags</li><li>○ Padfolios</li><li>○ Lapel Pins</li></ul></li><li>• Everyday Excellence Initiative</li><li>• Retirement/ Bereavement Gifts</li><li>• Employee Headshots</li></ul>                                                                                                                                                                                                                                                                                              |                                   |
| <b>Attachment(s):</b> <ul style="list-style-type: none"><li>• Annual Employee Recognition Budget</li><li>• Employee Recognition Policy</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                   |

- Sample of Employee Feedback

**Action Requested/Recommended:** It is respectfully requested that the Chisago County Board of Commissioners approve to allocate \$10,000 to the Chisago County Employee Recognition Committee to continue the initiatives and culture-creating projects that they brought forward in 2024. The suggested motion is as follows:

***“Move to approve \$10,000 to be allocated to the Employee Recognition Committee to support initiatives through 2026.”***

**Implications of Action:** After a year of dedicated efforts to build rapport, morale, and recognize the good work of Chisago County Employees, we have received positive feedback (via survey, email, and word of mouth) stating great satisfaction in these initiatives.

**Budget/Financial Implications:** The Employee Recognition Committee is requesting \$10,000 to be allocated to continue programming through 2026, from the ARPA Administrative Fees.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

### ***Administrator's Recommendation***

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_

# Employee Recognition Committee

## 2025 – 2026 Budget

| DESCRIPTION                                  | BUDGET            |
|----------------------------------------------|-------------------|
| <b>REVENUE</b>                               |                   |
| Employee Recognition Fund Balance – 1/1/2025 | 3,415             |
| Vending Proceeds                             | 2,000             |
| <b>TOTAL REVENUE</b>                         | <b>5,415</b>      |
| <b>EXPENDITURES</b>                          |                   |
| Headshots                                    | 1,000             |
| Longevity Awards                             | 3,500             |
| 'First Day' Items                            | 2,000             |
| Retirements                                  | 1,400             |
| Sympathy                                     | 1,200             |
| Employee Appreciation Events (5-6)           | 6,000             |
| <b>TOTAL EXPENDITURES</b>                    | <b>15,100</b>     |
| <b>TOTAL</b>                                 | <b>\$ (9,685)</b> |

The following is a sampling from an internal survey sent out just after the Popcorn party in June. The Recognition Committee traveled to various county buildings delivering popcorn and a bag of branded goodies for all employees. Most comments are in answer to the question:

*"Is there any other feedback or suggestions you'd like to add?"*

- The popcorn party was great and love the lanyard
- I think yesterday's event was a great start to something new. I feel that having similar events once a quarter would be reasonable.
- I really appreciated the popcorn party! Please keep it up.
- I don't have any ideas, but I do think it is important to have employees feel like they are important in the workplace. I enjoyed the gifts today! Fun stuff
- Milestone rewards (example: 5-year, 10 year, etc). Promotes longevity and employee retention.
- I think this is a great start improving morale. Very much appreciated.
- Free merch with the company logo is always a good idea for a recognition gift. The new logo is very pretty, I love the mug, pen and lanyard that was given out yesterday! :) Thank you.
- It was very nice to receive the gifts and treats.
- Popcorn was a nice treat and LOVE the new logo items!
- Sadly no, been with the county for a while and this is the first time truly seen efforts made to show appreciation, so job well done.
- Keep up the good work!
- I felt very appreciated, and it was a lovely surprise with the mug, sticker (fun) upgraded pen and the delicious popcorn! The lanyard was also very nice :)
- Thank you for the special note and the gift bags, the cup is so cute!
- Keep up the good work. The fact that Administration is even asking these questions is a huge improvement.
- It's always good to be recognized for all your hard work.
- Thank you! We appreciate you!
- Recognition on a regular basis would go a long way for staff retention and morale. I have worked for the county for 5 years, and the popcorn/gift we received yesterday was the first thing I've received in "recognition" for the work we do. Recognition on a managerial/higher up level hasn't really happened. Working in health and human services can be a thankless job, so to be recognized on any level would make a world of difference.
- I loved the popcorn and treat bag handouts. Was a nice addition to the day.
- Thank you for the gift bag and treats, it was very nice.
- Thanks for working hard to build a better culture and workplace environment!
- Thank you for trying to improve our workplace culture. The effort is nice to see :)
- Thanks for the popcorn and other gifts. Is much appreciated!!
- Recognition is important and I hope we get good feedback from this survey. Having support and ideas from the gander will help us dial this in and be successful.

---

# CHISAGO COUNTY

## EMPLOYEE RECOGNITION POLICY

### I. PURPOSE

Chisago County establishes a countywide Employee Recognition Program to recognize employee contributions through consistent and intentional processes. All county employees are eligible for recognition as authorized by the Board and consistent with this policy. The Employee Recognition Program institutes a clear and systematic recognition program to build rapport among employees, and celebrate milestones.

### II. AUTHORITY

Minnesota Statute §15.46 authorizes the implementation of a county employee recognition program. The establishment of the program and the expenditure of public funds to support the program serve a public purpose in that formal recognition of public employees who make contribution and demonstrate a commitment to the county during the performance of their duties results in higher moral and productivity among all employees. This allows the County to fulfill statutory obligations in a more efficient and cost-effective manner.

### III. SCOPE

This policy applies to all regular full-time employees, all regular part-time employees, and elected officials not including County Commissioners. Chisago County service will be defined as: continuous service, calculated from the date of hire, election, or appointment, adjusted to reflect leaves of absences, etc.

### IV. PROGRAM OUTLINE

- I. **Annual Employee Recognition Event:** The Chisago County Employee Recognition Committee will hold an annual recognition event to celebrate the years of services and dedication of Chisago County employees for their service to Chisago County. During the annual recognition event, employees celebrating one year, and five-year incremental anniversaries will be recognized with a certificate stating their years of service. Recipients not attending the event will receive their award directly from the Board Chair and/ or the County Administrator.
- II. **Milestone Recognition Awards:** Chisago County employees will be presented a milestone recognition award following the date of their anniversary of employment with Chisago County. After the first year, recognition awards will be presented to active employees and elected officials in five-year increments. Award values will be reported as taxable income on the recipients pay statement when applicable by law. The employee must be in active status on the date of their relevant anniversary.

Retroactive awards will not be provided to employees who have had anniversaries prior to the approval of this policy by the County Board. The type of award provided to employees will be determined by the Employee Recognition Committee with final approval from the County Administrator. In the event that an employee leaves employment at Chisago County and becomes employed with Chisago County again at a later date, their length of service for recognition, not employment purposes, will begin upon the rehire date unless noted otherwise by the County Administrator and Human Resources Director.

- III. **Retirement Reception:** The Chisago County Employee Recognition Committee will contribute \$100 toward non-alcoholic refreshments (coffee, cake, etc.) for each retirement per event. Retirement receptions are held for employees who are retiring employment, regardless of part-time or full-time status. The retiring employee must have been an employee for Chisago County for 12 months or more, unless approved by the County Administrator and the Human Resources Director. Retiring employees and elected officials may not choose to receive funds in lieu of a retirement reception. Retirement receptions will only be held in the event of a retirement and will not be held for resignations due to other reasons.
- IV. **Recognition of Sympathy/ Memorial:** In the event that an active employee or elected official passes away during their tenure, Chisago County will provide up to \$100 toward a floral arrangement or memorial gift to the surviving next of kin or appropriate party. If an active employee or elected official experiences the loss of their spouse, child, or stepchild, Chisago County will provide up to \$75 toward a floral arrangement or memorial gift to the surviving employee.

V. **POLICY**

The Chisago County Employee Recognition program is established and operated consistent with the authority set forth in Minnesota Statute §15.46. grants Achievement Awards in accordance with statute, collective bargaining agreements, compensation plans and this policy. The policy must be approved by the Chisago County Board of Commissioners and reevaluated by the Board of Commissioners annually. The Board of Commissioners may review, modify, or discontinue any portion of this policy at any time.

VI. **PROCEDURES**

- Develop a Chisago County Employee Recognition Committee
- Determine the scale of reward for Milestone Recognition Awards
- Update this policy as necessary by reviewing award plans and amendments for compliance with statute, collective bargaining agreements, compensation plans, and this policy
- Coordinate with Wellness Committee on the Annual Employee Recognition Events

# APPENDIX



# Chisago County Request for Board Action



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Meeting Date:</b> February 5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Item Number:</b> 21*****  |
| <b>Title of Item for Consideration:</b> CSTS Data Migration for Change of Delivery System to Community Corrections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |
| <b>Action Requested by:</b> Mark Hendrickson,<br>Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Department:</b> Probation |
| <p><b>Previous Action on this Matter:</b> The Chisago County Budget and Finance Committee discussed changing of supervision delivery systems at the November 13<sup>th</sup> meeting. The B/F Committee recommending moving the item, by consensus, to the Chisago County Board of Commissioners December 18<sup>th</sup>, 2024 agenda. The County Board approved transition to the Community Corrections model effective July 1<sup>st</sup>, 2025 at the Dec. 18<sup>th</sup> 2024 Board of Commissioners meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
| <p><b>Background:</b> Chisago County Probation will be changing its delivery system from a CPO to a Community Corrections service model with a target date around of the end June or early July.</p> <p>Chisago County Probation, MN DOC, and STI will work together to schedule the project on a timeframe that works for all parties. This work order authorizes STI to provide the needed system consulting, project coordination, and software development services to import felony clients from MNDOC's CSTS database. STI will modify its software data utility as needed to import pre-defined offender data and documents from MN DOC's CSTS database and document folders into Chisago County's CSTS database and related document folders. STI will work with Chisago County to finalize the specifications of the utility's business rules and make the necessary changes. At least one full cycle test iteration needs to be completed in Chisago County's test CSTS environment.</p> <p>Chisago County IT will be responsible for installing and running the data utility within Chisago County as well as running test iteration(s). Chisago County and MN DOC also will need to be on the same CSTS version. STI will also coordinate with MNDOC IT as needed to obtain the felony data from the DOC and provide database scripts to close out moved clients and cases.</p> <p>It was estimated at the December 18<sup>th</sup> meeting that the data conversion would cost approximately \$20,000.</p> <p><b>Attachment(s):</b></p> <ul style="list-style-type: none"> <li>CSTS Data Migration for Change of Delivery System to Community Corrections Work Order</li> </ul> |                              |

**Action Requested/Recommended:** It is respectfully requested that the Chisago County Board of Commissioners approve the STI work order for data migration for the change of delivery systems to Community Corrections for Chisago County not to exceed \$20,000. The suggested motion is as follows:

***“Move to approve the STI work order for data migration for the change of delivery systems to Community Corrections for Chisago County not to exceed \$20,000.”***

**Implications of Action:** By approving the work order, the County can continue to proceed with the transition to CCA from CPO.

**Budget/Financial Implications:** At the 2025 MCCC/STI contract rate of \$200.00, this work order authorizes a not-to-exceed cost of \$20,000.

**Legal/Policy Implications:** The proposed action is in general conformity with normal and routine application of state statutes, and county authority and county policies.

### ***Administrator's Recommendation***

Approve CEB

Deny \_\_\_\_\_

Other \_\_\_\_\_

Motion By:

Seconded by:

To:

Action on Motion:

Aye \_\_\_\_\_

Nay \_\_\_\_\_

Abstain \_\_\_\_\_

**MNCCC WORK ORDER INFORMATION**

**Project Title:** CSTS Data Migration for Change of Delivery System to Community Corrections

**Agency(s) Requesting Service:** Chisago County Probation

**Date:** 1/31/2025

**Work Order Number:** CSTS – 2025.04

This work order is for professional services to be provided by Strategic Technologies Inc. (STI) for the county(s) mentioned above that is a member(s) of MnCCC's Corrections User Group under the terms of the Professional Service Agreement currently in effect between MnCCC and Strategic Technologies Inc.

**PROJECT OVERVIEW**

Chisago County Probation will be changing its delivery system from a CPO to a Community Corrections service model with an around a target date around of the end June or early July. Chisago County Probation, MNDoc, and STI will work together to schedule the project on a timeframe that works for all parties. This work order authorizes STI to provide the needed system consulting, project coordination, and software development services to import felony clients from MNDoc's CSTS database. STI will modify its software data utility as needed to import pre-defined offender data and documents from MN Doc's CSTS database and document folders into Chisago County's CSTS database and related document folders. STI will work with Chisago County to finalize the specifications of the utility's business rules and make the necessary changes. At least one full cycle test iteration needs to be completed in Chisago County's test CSTS environment. Chisago County IT will be responsible for installing and running the data utility within Chisago County as well as running test iteration(s). Chisago County and MN Doc also will need to be on the same CSTS version. STI will also coordinate with MNDoc IT as needed to obtain the felony data from the Doc and provide database scripts to close out moved clients and cases.

**PROJECT COST**

The project is estimated to require between 90-100 hours. This work order authorizes not to exceed 100 hours of STI's professional services time. At the 2025 MCCC/STI contract rate of \$200.00, this work order authorizes a not-to-exceed cost of \$20,000. The project will be invoiced in full upon completion of the project.

**PROJECT APPROVAL****Approved by Chisago County Probation:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Hendrickson

**Approved by MnCCC:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Lisa Meredith

**Approved by Strategic Technologies Incorporated:**

Name: Carl J. Thelen Date: \_\_\_\_\_  
Carl J. Thelen



## Quick Links to Contents

[Headlines](#)

[Taxes & Fiscal Policy](#)

[Transportation](#)

[Capital Investment \(Bonding\)](#)

[Health & Human Services](#)

[Environment](#)

[Corrections & Public Safety](#)

[General Government & Other](#)

## HEADLINES

### State Supreme Court Rules 68 Members are Required for Quorum, House in Flux

After hearing oral arguments on Thursday, January 23 the state Supreme Court ruled the next day that 68 members of the House of Representatives are required to meet quorum requirements under the Minnesota Constitution. After the ruling was released **all House committee hearings for the following week were cancelled**. But what is not known is how quickly the House will be able to return to conducting any business, let alone something resembling a normal process. With the DFL House caucus presently only at 66 members, their boycott of the House floor is likely to continue until some type of agreement with the House GOP is reached.

Following the ruling, House Republican leader Lisa Demuth (R-Cold Spring) [released a statement](#) calling on House DFLers to attend Monday's floor session. Other Republican members echoed that call on social media. DFLers are highly unlikely to return to the capitol without some type of power sharing agreement. House DFL Leader Melissa Hortman (DFL-Brooklyn Park) [released a statement](#) calling on House Republicans to negotiate. The Leaders met over the weekend in an effort to end the impasse.

The special election for the House 40B seat from the Roseville/Shoreview area that is currently vacant has not yet been set, though March 11 has been suggested as the closest possible date. Unless a power sharing agreement is reached or the House DFL chooses to attend a floor session providing quorum, that special election is what would likely return a 67-67 tie to the House and a resumption of activity. On Friday [on Almanac](#) when he was asked whether the House would return to normal business prior to March 11, Rep. Jamie Long (DFL-Minneapolis) said "We're hoping we can be in next week but it takes two to reach an agreement."

Meanwhile, the Senate has been meeting in a way that resembles a normal body in their currently constituted 33-33 tie. Any bills passed by the Senate will not be able to become law with the House unable to reach quorum, but they are organized and continue to work while the House remains in disarray.

### News and Notes:

- **Bonding Bill:** The Governor announced his \$887 million 2025 capital investment bill on Thursday in Mankato. [You can find an individual listing of each project on the MMB website.](#)
- **Senate District 60 Special Election:** DFLer Doron Clark will face Republican Abigail Wolters on Tuesday to fill the open Minneapolis seat. The winner will tip the majority control in the Senate by one member.

### LAST WEEK

#### Senate Tax Committee starts hearing bills

The Senate tax committee met three times last week with Sen. Bill Weber presiding each day. Most bills were relatively non-controversial with support from both Republican and DFL committee members. One bill that drew a particularly robust discussion was [SF339](#) (Weber), a bill that would establish a licensed in-home child care provider property tax credit and reimburse local governments for the lost revenue. Republican members of the committee noted its importance in greater Minnesota citing increased mandates placed on family childcare providers. DFLers voiced support as well, saying it was a creative approach in attempting to address the dwindling childcare options in the state. [A revenue estimate for the proposal is available here.](#)

#### House Committee on Taxes has first introductory meetings

On Tuesday and Wednesday Rep. Greg Davids (R-Preston) chaired meetings where non-partisan staff provided an overview of the state tax system and legislative process for tax bills. Only Republican members of the committee were present. Some members raised questions over the significant increase of county program aid in 2024 and whether that aid should be dedicated to specific types of spending rather than for general purposes. Rep. Wayne Johnson (R-Cottage Grove) [noted that while County Program Aid increased state mandates have increased significantly as well](#) and removing flexibility from County Program Aid would make it more difficult for counties to be effective and potentially increase property taxes.



#### Discussion of House Property Tax Legislative Process

On Tuesday, Rep. Greg Davids (R-Preston) noted that normally the House has a separate Property Tax Division to hear bills related to property taxes and that under the current structure all those bills would have to go through the full tax committee. The members discussed the option of creating a property tax division or a smaller property tax subcommittee to come up with a report for the whole committee rather than hearing each individual bill. With the State Supreme Court ruling on Friday putting a halt to any committee hearings in the House this question is on hold, but whenever the House returns to normal business this question will come back up.

#### Bill Introductions of Interest

- [SF491](#) (Housley) Metropolitan region sales and use tax repeal
- [SF532](#) (Anderson) Property market value exclusion to veterans with a disability modification
- [SF536](#) (Lucero) Residential housing construction materials sales and use tax exemption authorization
- [SF561](#) (Hauschild) Removal of fiscal disparities adjustment amounts contents of proposed property tax notice and tax statement modifications

### THIS WEEK

In the Senate, Tax Committee will continue to hear bills with Sen. Ann Rest (DFL-New Hope) presiding this week.

#### Senate Tax Committee

##### [Tuesday, January 28](#)

- Department of Revenue presentation of the Governor's tax budget, which includes the repeal of Local Government Cannabis Aid and reduction of Aquatic Invasive Species Aid. This overview will only cover the tax

proposals, not all the Governor’s proposals with property tax implications, so the DHS and Direct Care & Treatment cost shifts onto counties will not be covered in this hearing.

#### Wednesday, January 29

- [SF308](#) (Drazkowski) Homestead property confessions of judgements interest rates charged modification
- [SF309](#) (Drazkowski) Property tax refund filing day extended by one year

#### Thursday, January 30

- Numerous minor income and sales tax expenditures or modifications

#### **House Committee on Taxes**

The House Committee on Taxes remains in flux as all House committees currently do, with hearings canceled until a power sharing agreement or quorum of 68 members is reached.

### TRANSPORTATION

#### LAST WEEK

##### **Republican House Transportation Members Pass Delivery Fee Repeal**

While the action is no longer valid based on the Supreme Court’s quorum decision, House Republican members of the Transportation Committee passed House File [HF5](#), which repeals the new retail delivery fee, halts indexing of the fuel tax, and redistributes proceeds in the Transportation Advancement Account (TAA) and from the metro area sales tax.

Rep. Jim Joy (R-Hawley), the chief author of the bill, said its goals were to keep Minnesota affordable and not put taxes on the auto pilot. He also described the burdens to small business of collecting the retail delivery fee. These concerns were echoed by representatives of the MN Propane Association, MN Retailers, and MN Grocers – all of whom testified that the costs of compliance were more than the amounts their members were collecting and remitting to the state.

Several local government groups also weighed in on the bill, with MN Small Cities and Minnesota Association of Townships, which are revenue winners under the proposed revisions to distributions from the TAA, supporting it. They also prefer having the TAA funded by more reliable sales tax revenues since the proceeds from the retail delivery fee have yet to meet their initial projections. Other local government groups were more nuanced in their testimony and preferred that legislators wait to undo facets of the 2023 transportation bill since the retail fee and fuel tax indexing have been in place for less than a year.

At the hearing, non-partisan staff shared their review, which shows the metro counties as net gainers, but CSAH founds as losing money without the fuel tax indexing and the rededication of the 9.2% rental tax to the TAA from the HUTDF.

Even though House File 5 and the committee’s actions have been invalidated, we expect House Republicans to continue to press for these changes when the House is officially reconvened.

##### **Bill Introductions of Interest**

- [SF285](#) (Jasinski) Limits cost participation by local governments in trunk highway projects and provides a blank appropriation from the general fund to MnDOT to cover these costs.
- [SF289](#) (Abeler) Appropriates \$250 million in bond proceeds to the Local Road Improvement Program and \$150 million for local bridges.
- [SF291](#) (Jasinski) Exempts certain highway projects that reduce fatalities and improve safety from the greenhouse gas and VMT assessment and mitigation requirements.
- [SF479](#) (Jasinski) Accelerates the dedication of the sales tax on auto parts and repairs to the TAA by three years.

## CAPITAL INVESTMENT (BONDING)

### LAST WEEK

#### Walz Unveils Bonding Package

Standing at the site of the breached Rapidan Dam in Blue Earth County, Governor Walz surprised many with the release of recommendations for a bonding bill on Thursday. Since no package passed in the second year of the last biennium, typically when bonding bills are enacted, there is pressure at the Capitol to do one this year. His proposal includes \$790 million in general obligation bonds, with the largest shares going toward:

- The Department of Corrections, which is slated for over \$123 million in bond proceeds for asset preservation and a \$57 million expansion of the Department's Rush City facility.
- Public Facilities Authorities with almost \$110 million for water infrastructure investments in communities across the state.
- The Higher Education Asset Preservation and Replacement with over \$102 million recommended for campus buildings across the Minnesota State system.
- The Department of Natural Resources at \$100 million, with over two-thirds allocated for maintaining agency assets including trails, public water, and fish hatcheries.



Shout out to Blue Earth County, including Commissioner Kevin Paap (left) and County Engineer and Public Works Director Ryan Thilges (right), who were featured at the governor's announcement and received a recommendation of \$10 million for removal of the failed Rapidan Dam.

#### Meager Monies for MICA Priorities

In terms of MICA priorities, the governor recommends \$3.6 million for the Board of Water & Soil Resources Local Government Road Wetland Replacement Program, which provides wetland mitigation for qualifying road reconstruction, repair and rehabilitation projects conducted by local road authorities. This year's number pales significantly from last year's recommendation of \$14.5 million, which also included \$10 million in general fund cash for the program, and is a far cry from the over \$26 million needed to overcome the deficit of available wetland credits around the state. For transportation, there is less than \$20 million proposed with the bulk recommended to the Met Council for improvements on bus rapid transit corridors. No monies for local roads or bridges are part of the Governor's infrastructure proposal.

### THIS WEEK

#### Senate Capital Investment Committee

[Tuesday, January 28](#)

Sen. Sandy Pappas (DFL-St. Paul) has the gavel

The committee will hear overviews from non-partisan staff and several agency presentations on the governor's bonding recommendations, including from the Board of Soil & Water Resources.

### LAST WEEK

#### Legislative Hearings of Interest:

**Tuesday: January 21:** The Senate Health and Human Services Committee received overviews from the Minnesota Department of Health (MDH).

Agency Overview: MN Department of Health  
[2025-MDH-Overview-Senate-HHS-Committee-012125.pdf](#)

Deputy Commissioner Wendy Underwood highlighted several issues **impacting public health:**

- Minnesota's public health system is locally driven, but also fragmented.
- Public health simply does not have enough capacity for needed, necessary work.
- Workforce challenges: There are inadequate funds or restrictions on using available funds.
- Funding is prescriptive and time-limited, inflexible, often addresses individual services, and cannot scale during emergencies.
- Prevention and population-level solutions are chronically underfunded - while medical costs balloon.
- Investing in public health and prevention is smart – public health saves more money than it costs.

The committee then dug into Minnesota's response to H5N1(Avian flu):

- Can be spread to people through direct contact with infected animals or their environments.
- The spreading from person to person is rare and limited.
- There is a low risk to general public at this time.
  - Risk is primarily occupational.

MDH response to H5N1:

- Monitoring the health of workers and others in direct contact with infected animals since 2022:
  - 2,400 people monitored
- Coordinating testing for exposed people when needed, facilitate influenza antivirals when indicated.
  - Collaborating with local clinics, local public health
- Monitoring established routine human influenza and wastewater surveillance for potential detections of H5N1

See also [2025-Public-Health-System-Development-Report.pdf](#):

This report describes how Minnesota's public health leaders, elected officials, and community members work together to help our communities thrive by doing the foundational work of public health in innovative and collaborative ways, partnering across sectors and geographies, and working together to meet today's health needs while anticipating tomorrow's. It was developed under the guidance and collaborative leadership of the Joint Leadership Team for Public Health System Transformation in Minnesota, representing local elected officials who are members of the State Community Health Services Advisory Committee (SCHSAC), the Local Public Health Association of Minnesota (LPHA), and the Minnesota Department of Health (MDH).

MDH publishes this report every two years on how the local public health system meets its responsibility to deliver core public health activities to the people of Minnesota, as required by Minn. Stat. § 62Q.33, since 1992. Minn. Stat. §145A, the Local Public Health Act, outlines the structure and responsibilities of the state and local public health system. Tribal health departments have their own sovereign authority.

**Wednesday, January 22:**

- The **Senate Human Services Committee** heard from both the Office of the Legislative Auditor (OLA) and DHS regarding program integrity and fraud prevention.

**OLA Presentation: Program Integrity and Fraud Prevention**

[Human 20250122 OLA-Program-Integrity.pdf](#)

From 2018-2022:

- 592 nonprofit organizations received funding
- \$436 million in funding

Key findings:

- DHS did not comply with requirements related to conflict of interest documentation and resolution and pre-award financial reviews.
- **Senior Nutrition Program (Note Minnesota Board on Aging; not connected to DHS):**
- 296 out of 581 recertification forms had missing or inaccurate data.
- 6 of 7 either did not complete any site visits or did not complete the required number
- 13% enrollees received a different service
- 19% did not receive meals
- 37% required to pay for at least some meals
- Recovery of Payments: DHS has not attempted to recover over \$40 million in outstanding overpayments to MA providers' accounts

**DHS Presentation: Program Integrity and Fraud Prevention**

[Human 20250122 DHS-Program-Integrity.pdf](#)

Current DHS Commissioner Jodi Harpstead opened her comments stating that employee errors are errors – not fraud.

- DHS has done 4,000 investigations in the past 5-1/2 years and stopped payments to 750 entities (.5% of the entities it oversees)
- Has done site visits to 164 autism providers; referred 24 to fraud investigations.

DHS proposed solutions (Governor's budget recommendations):

- Improve interagency data sharing
- Transparency in payment withhold information
- Prohibit kickbacks
- Curb inappropriate billing
- Expand and enhance surveillance tools
- Provisional license for EIDBI
- The committee also heard the **counties' perspective on program integrity and fraud prevention:**

Matt Freeman, AMC/MACSSA, and Crystal Zaviska, Western Prairie Human Services, suggested several ideas, including the need for: (1) program simplification for cash benefits; (2) investment in technology so systems can speak to one another; and (3) bolstering local funding for fraud investigations, which would provide efficiencies for both counties and the State.

Michelle Eldien, Otter Tail County Attorney, testified regarding Medical Assistance, stating that on-line only MA applications are a disservice to our clients. The on-line portal can be difficult for clients, resulting in incomplete

applications, etc. She suggested in-person meetings or telephone calls, as are used in eligibility for other benefits, would be much more efficient. Her testimony also reflected that automatic MA renewals are generating problems in her county.

- The House Children and Families Committee did an **overview of childcare regulations**. The committee heard from family childcare providers; all reflected on the number of providers who have left the business - due to onerous childcare regulations and inconsistent compliance requirements, including:
  - One provider indicated that it took nine months for them to get the appropriate permit.
  - Strict staff to child ratios; penalties for including one's own children in care ratios, reducing the slots available for income-generating placement.
  - Lack of funding and resources for counties to support providers adequately. Investments in county-level recruitment and licensing staff are urgently needed.
  - According to 2024 data from Child Care Aware, the cost is more than \$20,000 to care for an infant. There are also often hidden expenses, including food, diapers, and other incidental expenses.
    - California data reflects its childcare expense is in the \$16,000 range.
  - Minnesota has some of the highest costs and yet the lowest wages for providers.
  - Minnesota is an outlier – our surrounding states have fewer regulations.
  - In one half of Minnesota counties, there are shortages of childcare providers.
  - Inequities remain between childcare centers and family childcare providers.

Several members suggested there will be legislation to lift the burden for childcare providers by repealing certain mandates to make childcare more affordable.

On Thursday, the Senate Health and Human Services Committee received agency updates from both DHS and DCYF:

- Agency Update and Overview: **MN Department of Human Services**  
[Senate HHS DHS Budget and Medicaid 101.pdf](#)

Elyse Bailey, Fiscal Policy Director, and Diogo Reis, Division Director, Health Improvement and Benefit Design, presented the following:

- DHS directly impacts more than 25% of Minnesotans.
  - \$23.8 billion (FY26)
  - 89% of expenditures relate to MA
    - 42% of Minnesota children have their health care covered by MA
    - LTC facilities and waivers and home care represents 46% of MA expenditures
      - \$10 billion
  - General Assistance: 23,000 people served each month; \$52 million in FY24
  - Housing Support: 21,000 people served each month; \$228 million in FY24
  - MN Supplemental Aid: 30,000 people served each month; \$61 million in FY24
  - Grant Programs: although only 3% of DHS budget, it represents \$2.5 billion FY24
- Agency Update and Overview: **MN Department of Children, Youth, and Families (DCYF)**  
[DCYF Agency Overview.pdf](#)

Ashley Reisenauer, CFO, and Jennifer Sommerfeld, Government Relations Director for DCYF, presented as follows:

- DCYF total expenditures: approximately \$3.7 billion per year (see slide 19 in terms of where its budget came from)
- 3<sup>rd</sup> largest General Fund budget among state agencies
- Federal funds make up about 2/3 of DCYF's budget
- They oversee an additional \$1 billion in pass-through and fiduciary funds, including over \$640 million in the child support program.

Who is served each month:

- 77,384: MFIP recipients
- 13,747 CCAP recipients
- 10,553 Early Learning scholarship recipients
- 19,132 Families served in Northstar for Children
- 440,490 SNAP recipients
- 500,000 parents and children receive child support services

See page 10 of slide deck for illustration of programs transferred or yet to be transferred to DCYF.

Challenges/Opportunities:

- **Modernization of child welfare functions in SSIS**
- Supporting access to affordable, high-quality early care and education
- Improving early care and education program integration and efficiencies
- Implementing MFIP reforms
- **Preventing youth justice system involvement**

Also, on Thursday, the House Human Services Committee took testimony regarding the Governor's budget recommendations. Several advocacy groups testified against the Administration's proposals, which would **reduce funding for waived programs and nursing homes**. The HMO lobby testified against the MA pharmacy carve-out, **as well as the shift of NEMT to a single broker**. Hospitals also testified against the pharmacy carve-out; they also mentioned concerns regarding the necessity for 340B pricing, which helps with hospitals' overall expenses.

### Bill Introductions of Interest

- [SF42](#) (Kunesh) Suicide prevention curriculum appropriation
- [SF93](#) (Hoffman) MinnesotaCare direct support professionals access authorization provision and appropriation
- [SF94](#) (Hoffman) Integrated community supports payment rates modification
- [SF142](#) (Baldon) Medical assistance for employed persons with disabilities program modification
- [SF284](#) (Utke) MinnesotaCare ineligibility for undocumented noncitizens provision
- [SF355](#) (Rarick) Commissioner instruction to make recommendations for paperwork reduction relating to child protection cases
- [SF376](#) (Coleman) Sale prohibition of menstrual products containing arsenic or chemical of high concern
- [SF390](#) (Pappas) Safe routes to school grant program bond issue and appropriation
- [SF391](#) (Lieske) Cottage foods exemption amendment
- [SF393](#) (Nelson) Safe routes to school grant program bond issue and appropriation
- [SF400](#) (Utke) Commissioner of human services instruction to authorize indirect billing for individualized home supports
- [SF401](#) (Utke) Room and board rates increase for certain individual receiving home and community-based services
- [SF402](#) (Seeberger) Disability waiver rates modification
- [SF446](#) (Rasmusson) Home and community-based services standards for out-of-home respite care services for children modification

- [SF456](#) (Utke) Protection to children and vulnerable adults from exposure to fentanyl establishment
- [HF89](#) (Torkelson) Licensing standards for childcare staff qualifications, staff ratios, and group sizes modified
- [HF100](#) (Quam) Trust for foster children receiving Supplemental Security Income benefits established, report required, and money appropriated
- [HF134](#) (Zelevnikar) Family childcare capacity limits amended
- [HF135](#) (Zelevnikar) Variances to childcare center licensed capacity rules allowed

## THIS WEEK

### Hearings of Note:

[Combined Legislative Meeting Calendar](#)

On Monday, Senate Human Services will hear an overview of Direct Care and Treatment, as well as an informational hearing on a proposed bill from Sen. Jordan Rasmusson (R-Fergus Falls), which would establish a commissioner for DCT and repeal the DCT executive board.

### Senate Human Services

[Monday, January 27](#)

- DCT Overview
- [SF626](#) (Rasmusson) Establishing a commissioner for DCT; repealing the DCT executive board

### Senate Health and Human Services Committee

[Tuesday, January 28](#)

Sen. Melissa Wiklund (DFL-Bloomington) has the gavel

- Presentation on the Governor's Budget Recommendations - MN Department of Human Services
- Presentation on the Governor's Budget Recommendations - MN Department of Health
- Presentation on the Governor's Budget Recommendations - MN Health Related Licensing Boards

### Senate Finance

[Wednesday, January 29](#)

- Presentation on Legislative Auditor Recommendations
  - Legislative Auditor Judy Randall
  - Deputy Legislative Auditor Jodi Munson Rodriguez
- Presentation on Minnesota Management and Budget Internal Controls
  - MMB Commissioner Erin Campbell
  - MMB Deputy Commissioner Britta Reitan

### Senate Health and Human Services Committee

[Thursday, January 30](#)

Sen. Paul Utke (R-Park Rapids) has the gavel

Agenda: To be announced.

## ENVIRONMENT

## LAST WEEK

As was true across most other committees, this week saw a lot of time dedicated to budget overviews from agency leaders and nonpartisan staff. The Senate Environment, Climate and Legacy committee met on Tuesday, January 21 and heard budget overviews from the relevant state agencies: the [Department of Natural Resources](#) (DNR), the [Minnesota Pollution Control Agency](#) (MPCA) and the [Board of Water and Soil Resources](#) (BWSR).

On Thursday, January 23, the Senate Environment committee heard [SF106](#), authored by Sen. Steve Drazkowski (R-Mazeppa), which would increase regulations for organizations receiving funds through the Outdoor Heritage Fund and Clean Water Fund. The Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA) testified with concerns about the bill. Over a dozen conservation groups also [submitted testimony](#) against the bill, arguing it would require projects receiving an appropriation to take unnecessary, burdensome and, in some cases, redundant steps that would increase project costs and delay project outcomes. The bill was laid over for possible inclusion.

[SF107](#), also authored by Sen. Drazkowski, would require county boards who wish to limit the type of firearm that can be used to hunt deer provide notice and public hearing opportunities every year. Sen. Jen McEwen (DFL-Duluth) offered [the A1 amendment](#) on behalf of Olmsted County, which would remove the additional public hearing and notice requirements. The amendment was withdrawn as the bill was only going to be laid over, leaving room for further discussion. The bill was laid over, although Sen. Drazkowski shared that he hopes there will be a vote out of committee after he has had more time to work with his colleagues and other stakeholders on the bill language.

On the House side, nonpartisan staff walked through the Environment and Natural Resources Finance and Policy committee's budget and policy areas on Tuesday, January 21. On Thursday, January 23, [HF8](#) (Heintzeman) was heard in the House Environment committee on January 23, 2025. This bill is a Republican priority bill on permitting reform. The Minnesota Chamber Foundation gave a [presentation](#) on streamlining the state's permitting process and the weaknesses of the current permitting system and process. In his walkthrough of the bill, Chair Josh Heintzeman (R-Nisswa) noted that the intention of the bill is to streamline the environmental permitting process without lowering or relaxing existing standards. There was no member discussion, and the bill passed and was referred to the Labor and Workforce committee.

Finally, Governor Tim Walz also released [his \\$887 million proposed bonding package](#) on Thursday at the Rapidan Dam site in Blue Earth County. Highlights relevant to MICA's environment platform include:

- \$8 million to remove manmade contaminants, such as polyfluoroalkyl (PFAS) substances, from the drinking water supplies of communities in Minnesota that are unable to provide safe drinking water due to these contaminants (pg. 8)
- \$39 million to match Environmental Protection Agency (EPA) funds and federal infrastructure bill funding, and to increase lending capacity in the Clean Water and Drinking Water Revolving Funds (pg. 8)
- \$23.485 million for the Water Infrastructure Funding (WIF) program, which provides supplemental assistance grants to help communities build clean water and drinking water infrastructure projects while keeping costs affordable for residents (pg. 9)
- \$18.527 million for the Point Source Implementation Grants (PSIG) program which provides grants to communities to help communities construct wastewater, storm water and drinking water treatment projects (pg. 9)
- \$18 million for a new Emerging Contaminants Grant Program for local governments for the construction of drinking water treatment systems and/or alternative water supplies to mitigate impacts from emerging contaminants, such as manganese and PFAS (pg. 9)

#### **Bill introductions of interest:**

- [HF298](#) (Scott) Product stewardship program for wind and solar infrastructure required, fee on retail sales of wind and solar infrastructure provided, moratorium on disposal of infrastructure in landfills, report required and money appropriated.
- [HF303](#) (Zelevnikar) Presence of perfluoroalkyl and polyfluoroalkyl substances allowed in safety-related items and clothing used by juveniles operating all-terrain vehicles or dirt bikes.
- [SF279](#) (Lang) Public water inventory revision process amendment provision

- [SF283](#) (Lang) Public water inventory modifications temporary prohibition
- [SF332](#) (Baldon) Olmsted County materials recovery facility bond issue and appropriation
- [SF361](#) (Baldon) Olmsted County waste-to-energy facility improvements bond issue and appropriation
- [SF362](#) (Baldon) Olmsted County community reuse and recycling center bond issue and appropriation
- [SF506](#) (Hawj) Environmental and natural resources trust fund appropriation (LCCMR appropriations bill)
- [SF549](#) (Seeberger) City of Hastings water treatment plants appropriation
- [SF570](#) (Hauschild) Wetland Conservation Act determinations efficiency modifications; appropriating money
- [SF572](#) (Mathews) Energy provisions modifications *Companion: HF9*
- [SF577](#) (Eichorn) Efficiency improvement of Wetland Conservation Act determinations *Companion: HF8*

You can track all relevant environment bills [here](#) as they are introduced. If the bill has had a hearing, our team's notes on testimony and member discussion will be included.

### THIS WEEK

As of now, all House hearings have been cancelled due to Friday's Supreme Court ruling and ongoing negotiations regarding a power-sharing agreement. The Senate Environment, Climate and Legacy committee also does not have any meetings on the schedule, and no relevant MICA environment bills are being heard in other committees.

## CORRECTIONS & PUBLIC SAFETY

### LAST WEEK

#### Senate Judiciary and Public Safety Committee

[Wednesday, January 22](#)

The Senate Judiciary and Public Safety Committee utilized this week by hearing presentations from the Judicial Branch, Board of Public Defense, Civil Legal Services, and Guardian ad Litem Board. All presentations provided updates on utilization of previous appropriations and provided the committee with their update legislative priorities.

#### House Public Safety Finance & Policy Committee

[Tuesday, January 21](#)

After an unexpected protest that made headlines in The House Public Safety Finance & Policy Committee last week, the committee continue in hearing presentations from Minnesota Sheriffs Association, Minnesota Chiefs of Police Association, and Minnesota Police and Peace Officers Association. All associations shared their current challenges around staffing shortages, retention, and challenges they have faced as a result of legislation passed last session.

[Wednesday, January 22](#)

On Wednesday Rep. Paul Novotny (R-Elk River) introduced [HF7](#) to the House Public Safety Finance and Policy Committee. The bill proposes significant updates to Minnesota's public safety laws. Key provisions include mandatory predatory offender registration for certain stays of adjudication, stricter penalties for assaulting peace officers, and enhanced measures to address trespassing and damage to critical infrastructure. The bill also introduces a publicly searchable database of criminal sentences and reporting requirements for case dismissals.

Additional changes address crimes like sex trafficking, fleeing officers, and stolen vehicle involvement. The emphasis and discussion on the bill prioritized accountability, transparency, and providing law enforcement tools to improve public safety.

### THIS WEEK

#### Senate Judiciary and Public Safety Committee

### Monday, January 27

Sen. Warren Limmer (R-Maple Grove) will have the gavel

- Minnesota Police and Peace Officers Association (MPPOA) Legislative Priorities Presentation
- [SF202](#) (Kreun) Minnesota Partition Act Establishment
- [SF571](#) (Westlin) Uniform Trust Code, Powers of Appointment, and Uniform Probate Code provisions modifications

### Wednesday, January 29

Sen. Warren Limmer (R-Maple Grove) will have the gavel

- Minnesota Sheriff's Association Legislative Priorities Presentation
- [SF730](#) (Kreun) Classification clarification of certain data maintained by the attorney general

### **House Public Safety Finance and Policy Committee**

All upcoming Public Safety Judiciary Finance and Policy Committees have now been cancelled and bills that were scheduled to be heard are no longer to be in front of the committee until a new schedule is set. As a result, this could delay discussions on emergency response systems, mental health services, and community supervision funding.

## GENERAL GOVERNMENT & OTHER

### LAST WEEK

#### **House Workforce, Labor and Economic Development Finance and Policy committee continues to discuss Paid Leave and Earned Sick and Safe Time requirements**

Rep. Dave Baker (R-Willmar) chaired another committee hearing on the impact that paid leave and earned sick and safe time had on local governments, this time focusing on school districts. The Minnesota School Boards association testified as well as numerous superintendents and human resources directors from individual local school districts.

#### **Senate Labor committee advances bills related to earned sick and safe time and whistleblower protections for public employees**

On [Thursday, January 23](#) the Senate Labor Committee heard a bill from Sen. Gene Dornink (R-Brownsville) that would exempt family farm where there are five or fewer employees from the Earned Sick and Safe Time requirements. The Department of Labor & Industry testified in opposition. The bill advanced with bipartisan support but also numerous DFL senators voting no. That same day the committee also heard a bill that would add protections for public employees against retaliation for whistleblowing. Minnesota Management and Budget [submitted a letter with detail on the current protections for employees](#). The bill passed with unanimous support.

#### **Bill introductions of Interest**

- [SF494](#) (Rasmusson) Exempting people appointed to serve on a board or commission of a governmental subdivision from earned sick and safe time requirements
- [SF641](#) (Koran) Local governments acceptance of certain contributions for election expenses prohibition

### THIS WEEK

The Senate continues to hold hearings but all further committee hearings in the House are canceled until further notice. Prior to cancellation, Rep. Dave Baker (R-Wilmar) had planned to hold a hearing on his bill to delay implementation of the paid leave requirements by one year.

### **Senate State and Local Government**

#### Tuesday, January 28

Sen. Tou Xiong (DFL-Maplewood) has the gavel

- [SF59](#) (Green) Procedures establishment for county to alter preexisting boundary line.

#### Senate Elections

[Tuesday, January 28](#)

Sen. Jim Carlson (DFL-Eagan) has the gavel

- Overview from the Secretary of State

#### Senate Labor

[Thursday, January 30](#)

Sen. Gene Dornink (R-Brownsville) and Sen. Jennifer McEwen (DFL-Duluth) share the gavel

- To be announced

### COMBINED HEARING SCHEDULES

[Next 7 Days Combined Hearing Schedule](#)

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# Greater Minnesota Parks and Trails

## Legislative Policies ~~2024~~2025

1. A strong and vibrant regional parks and trails system plays a vital role in the continued health and economic growth of greater Minnesota. Greater Minnesota Parks and Trails (GMPT) supports a Legacy Amendment parks and trails funding formula that allocates at minimum 20% of the total funds to regional parks and trails of Greater Minnesota and supports adding alternative funding streams when possible to support this system.
2. Local parks and trails are crucial resources that enhance the vitality of communities throughout the state, but communities often lack the money to invest in these resources. The Local Trails Connection Program, Outdoor Recreation Grant Program and Natural and Scenic Area Program provide communities with financial assistance, but these programs have been historically underfunded. The GMPT supports increasing the funding for these programs, from both state and federal sources, and any other programs that support local and regional parks in Minnesota.
3. The Greater Minnesota Regional Parks and Trails Commission has engaged in a rigorous process to evaluate and designate regional parks and trails and to make recommendations for how the Legacy funds for Greater Minnesota Regional Parks and Trails should be appropriated. The GMPT supports awarding the grants in accordance with these recommendations.
4. The Greater Minnesota Regional Parks and Trails Commission plays a vital role in implementing a statewide system of regional parks and trails in Greater Minnesota. The GMPT supports finding a stable funding source for the Commission that does not reduce the Legacy funds available for Greater Minnesota parks and trails projects.
5. The GMPT urges the Greater Minnesota Regional Parks and Trails Commission to take steps to promote applications for designation of regional parks and trails and grant proposals to achieve an equitable statewide distribution. Such distribution may take more than one legislative cycle to occur.
6. Creating or upgrading parks or trails often requires a variety of tools for land and easement acquisition. The GMPT opposes efforts to restrict or remove the tools currently available to local governments for these purposes.
7. The GMPT supports changes to state agency rules and policies rules to allow small cities that have the capacity to manage parks, trails, and natural resources grants and projects to do so without the sponsorship of another city or county.

Adopted by the Greater Minnesota Parks & Trails Membership on October ~~2024~~X, 2024, ~~2023~~



## Greater Minnesota Parks and Trails Legislative Agenda 202~~5~~4

1. The GMPT supports legislation that ties the reimbursement of state grant administration fees to the work actually performed by the state agency providing those services.
2. The GMPT supports legislation that would allow unspent parks and trails legacy funds to be reallocated to other projects.
- ~~1-3.~~3. The GMPT supports a recommendation to use a general fund appropriation to pay for the operating costs of the Greater Minnesota Regional Parks and Trails Commission
- ~~2-4.~~4. The GMPT supports the passage of a Legislative-Citizens Commission on Minnesota Resources bill that includes funding for the Local Trail Connections, Outdoor Recreation, and Natural and Scenic Area grant programs and for selected local and regional park and trail projects.
- ~~3-5.~~5. Greater Minnesota Parks and Trails (GMPT) supports a robust bonding bill that includes a bonding appropriation of at least \$4,000,000 to the Department of Natural Resources (DNR) to fund the local and regional grant programs under Minn. Stat. 85.019 and additional funding for local and regional parks and trails.

Adopted by the Greater Minnesota Parks & Trails Membership on October ~~20<sub>2</sub>~~20<sub>2</sub>

## 2025 CHISAGO COUNTY LBAE SCHEDULE

| <u>Meeting Dates</u>            |                 | <u>Lead</u>      | <u>Assessor</u> |
|---------------------------------|-----------------|------------------|-----------------|
| <b>Wednesday April 9, 2025</b>  |                 |                  |                 |
| Rush City                       | 9:30 AM         | <b>Chase</b>     | <b>Dan</b>      |
| Shafer (City)                   | 6:00 PM         | <b>Chase</b>     | Sheri           |
| Amador                          | 6:00 PM         | <b>Daryl</b>     | Vince           |
| <b>Thursday April 10, 2025</b>  |                 |                  |                 |
| Taylors Falls (Open Book)       | 6:00 PM         | <b>Dan</b>       | Sheri           |
| <b>Monday April 14, 2025</b>    |                 |                  |                 |
| Harris (Open Book)              | 8:30am – 3:30pm | Assessor Office  |                 |
| <b>Tuesday April 15, 2025</b>   |                 |                  |                 |
| Wyoming (Open Book)             |                 |                  |                 |
| Wyoming Library                 | 6:00 PM         | <b>Chase</b>     | Sheri           |
| Lindstrom                       | 6:00 PM         | <b>Daryl</b>     | Dan             |
| <b>Wednesday April 16, 2025</b> |                 |                  |                 |
| Fish Lake Township              | 6:00 PM         | <b>Daryl</b>     | Todd            |
| <b>Thursday April 17, 2025</b>  |                 |                  |                 |
| Chisago Lakes Township          | 1:30 PM         | <b>Daryl</b>     | Eric            |
| Center City                     | 6:00 PM         | <b>Dan</b>       | Eric            |
| North Branch                    | 6:00 PM         | <b>Chase</b>     | Patrick         |
| <b>Tuesday April 22, 2025</b>   |                 |                  |                 |
| Rushseba Township               | 9:30 AM         | <b>Daryl</b>     | Todd            |
| Shafer Township                 | 6:00 PM         | <b>Dan</b>       | Vince           |
| <b>Wednesday April 23, 2025</b> |                 |                  |                 |
| Nessel Township                 | 9:30 AM         | <b>Daryl/Dan</b> | Todd            |
| Chisago City (Open Book)        | 6:00 PM         | <b>Chase</b>     | Dan             |
| <b>Thursday April 24, 2025</b>  |                 |                  |                 |
| Sunrise Township                | 9:30 AM         | <b>Chase</b>     | Vince           |
| Franconia Township              | 1:30 PM         | <b>Daryl</b>     | Eric            |
| Lent – Stacy (Lent Hall)        | 6:00 PM         | <b>Chase</b>     | Vince/Sheri     |

County Board of Appeal and Equalization Tuesday June 17, 2024  
County Board Room, Courthouse, Center City at 6:30 PM by Appointment.



## County Board of Appeal and Equalization Trained Member List

Updated January 2, 2025

| Last Name | First Name | Position/Title      | County  | Training Expiration Date |
|-----------|------------|---------------------|---------|--------------------------|
| Bridgitte | Konrad     | Board Member        | Chisago | July 1, 2025             |
| Dahlberg  | Daniel     | County Commissioner | Chisago | July 1, 2027             |
| Montzka   | Bennett    | County Commissioner | Chisago | July 1, 2026             |
| Swenson   | James      | County Commissioner | Chisago | July 1, 2025             |

Local Board of Appeal and Equalization Training Attendance List

Updated 1/2/2025

*Sorted by county. Use the search function within the filter to narrow your search results*

| Last Name | First Name | Title/Position | City or Township | County | Training Expires |
|-----------|------------|----------------|------------------|--------|------------------|
|-----------|------------|----------------|------------------|--------|------------------|

## Local Board of Appeal and Equalization Training Attendance List

Updated 1/2/2025

*Sorted by county. Use the search function within the filter to narrow your search results*

|            |          |                |                       |         |          |
|------------|----------|----------------|-----------------------|---------|----------|
| Fisk       | Gene     | Supervisor     | Amador Township       | Chisago | 7/1/2025 |
| Fisk       | Gene     | Supervisor     | Amador township       | Chisago | 7/1/2026 |
| Strong     | Lin      | Supervisor     | Amador Township       | Chisago | 7/1/2027 |
| Behnke     | Jill     | Mayor          | Center City           | Chisago | 7/1/2025 |
| Meyer      | Craig    | Council Member | Chisago City          | Chisago | 7/1/2027 |
| Houle      | Wayne    | Supervisor     | Chisago Lake Township | Chisago | 7/1/2025 |
| Reed       | David    | Supervisor     | Chisago Lake Township | Chisago | 7/1/2027 |
| Stirling   | Sherry   | Supervisor     | chisago lake township | Chisago | 7/1/2026 |
| Burington  | Laura    | Council Member | City of Lindstrom     | Chisago | 7/1/2025 |
| Merkel     | Linda    | Council Member | City of Lindstrom     | Chisago | 7/1/2025 |
| Norelius   | Brian    | Council Member | City of Lindstrom     | Chisago | 7/1/2026 |
| blomquist  | kathy    | Council Member | City of North Branch  | Chisago | 7/1/2025 |
| Darwin     | Amanda   | Council Member | City of North Branch  | Chisago | 7/1/2025 |
| Meyer      | Daniel   | Council Member | City of Rush City     | Chisago | 7/1/2026 |
| Mattson    | Patty    | Council Member | City of Shafer        | Chisago | 7/1/2025 |
| Mattson    | Patty    | Council Member | City of Shafer        | Chisago | 7/1/2026 |
| Ness       | Mark     | Council Member | City of Stacy         | Chisago | 7/1/2025 |
| sawatzky   | timothy  | Council Member | city of stacy         | Chisago | 7/1/2025 |
| Thieling   | Dennis   | Council Member | City of Stacy         | Chisago | 7/1/2027 |
| Aanonsen   | Troy     | Council Member | City of Taylors Falls | Chisago | 7/1/2025 |
| Fitzwater  | Bruce    | Supervisor     | Fish lake             | Chisago | 7/1/2027 |
| Ferguson   | Donna    | Council Member | Fish Lake Township    | Chisago | 7/1/2028 |
| JOHNSON    | COREY    | Board Member   | Fish Lake Township    | Chisago | 7/1/2025 |
| Thill      | James    | Supervisor     | Fish Lake Township    | Chisago | 7/1/2025 |
| Kuhnly     | Owen     | Supervisor     | Franconia Township    | Chisago | 7/1/2025 |
| Sparby     | Sonny    | Supervisor     | Franconia Township    | Chisago | 7/1/2025 |
| sparby     | sonny    | Supervisor     | Franconia Township    | Chisago | 7/1/2026 |
| Barrett    | Jeffery  | Supervisor     | Lent Township         | Chisago | 7/1/2026 |
| cagle      | carolyn  | Board Member   | lent township         | Chisago | 7/1/2026 |
| Krueger    | Gregory  | Council Member | Lindstrom             | Chisago | 7/1/2027 |
| Schlumbohm | William  | Council Member | Lindstrom             | Chisago | 7/1/2025 |
| Stenson    | Kevin    | Mayor          | Lindstrom             | Chisago | 7/1/2026 |
| Waldoch    | David    | Council Member | Lindstrom             | Chisago | 7/1/2027 |
| Mell       | Branden  | Supervisor     | Nessel                | Chisago | 7/1/2025 |
| Johnson jr | Douglas  | Supervisor     | Nessel township       | Chisago | 7/1/2027 |
| Meis       | Michelle | Supervisor     | Nessel Township       | Chisago | 7/1/2027 |
| Miles      | Travis   | Council Member | North Branch          | Chisago | 7/1/2027 |
| Schaps     | Peter    | Council Member | North Branch          | Chisago | 7/1/2027 |

## Local Board of Appeal and Equalization Training Attendance List

Updated 1/2/2025

*Sorted by county. Use the search function within the filter to narrow your search results*

|             |         |                |                   |         |          |
|-------------|---------|----------------|-------------------|---------|----------|
| Schieber    | Kevin   | Mayor          | North Branch      | Chisago | 7/1/2027 |
| Canada      | Robert  | Council Member | North Branch, MN  | Chisago | 7/1/2027 |
| Louzek      | Michael | Council Member | Rush City         | Chisago | 7/1/2026 |
| rising      | betsy   | Board Member   | rush city         | Chisago | 7/1/2027 |
| Storm       | Frank   | Council Member | Rush City         | Chisago | 7/1/2026 |
| Johnson     | Peter   | Supervisor     | Rushseba          | Chisago | 7/1/2027 |
| KURTZ       | MATTHEW | Supervisor     | Rushseba Township | Chisago | 7/1/2027 |
| Hanson      | Paula   | Mayor          | Shafer            | Chisago | 7/1/2027 |
| Mattson     | Patty   | Council Member | Shafer            | Chisago | 7/1/2027 |
| Schmalz     | John    | Supervisor     | Shafer            | Chisago | 7/1/2028 |
| Hoffman     | John    | Supervisor     | Shafer Township   | Chisago | 7/1/2025 |
| Stovern     | Mark    | Supervisor     | Shafer Township   | Chisago | 7/1/2025 |
| Grobove III | Adam    | Supervisor     | Sunrise Township  | Chisago | 7/1/2028 |
| Leivian     | Eric    | Supervisor     | Sunrise Township  | Chisago | 7/1/2025 |
| Strom       | Greg    | Supervisor     | Sunrise Township  | Chisago | 7/1/2028 |
| Osland      | Mark    | Supervisor     | Sunrise Township  | Chisago | 7/1/2025 |
| Aanonsen    | Troy    | Council Member | Taylors Falls     | Chisago | 7/1/2027 |
| Grote       | Timothy | Council Member | TAYLORS FALLS     | Chisago | 7/1/2027 |
| Weiberg     | Brandon | Mayor          | Taylors Falls     | Chisago | 7/1/2027 |



THE DIRECTOR

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

January 27, 2025

M-25-13

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Matthew J. Vaeth, Acting Director, Office of Management and Budget 

SUBJECT: Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs

The American people elected Donald J. Trump to be President of the United States and gave him a mandate to increase the impact of every federal taxpayer dollar. In Fiscal Year 2024, of the nearly \$10 trillion that the Federal Government spent, more than \$3 trillion was Federal financial assistance, such as grants and loans. Career and political appointees in the Executive Branch have a duty to align Federal spending and action with the will of the American people as expressed through Presidential priorities. Financial assistance should be dedicated to advancing Administration priorities, focusing taxpayer dollars to advance a stronger and safer America, eliminating the financial burden of inflation for citizens, unleashing American energy and manufacturing, ending “wokeness” and the weaponization of government, promoting efficiency in government, and Making America Healthy Again. The use of Federal resources to advance Marxist equity, transgenderism, and green new deal social engineering policies is a waste of taxpayer dollars that does not improve the day-to-day lives of those we serve.

This memorandum requires Federal agencies to identify and review all Federal financial assistance<sup>1</sup> programs and supporting activities consistent with the President’s policies and requirements.<sup>2</sup> For example, during the initial days of his Administration, President Donald J. Trump issued a series of executive orders to protect the American people and safeguard valuable taxpayer resources, including *Protecting the American People Against Invasion* (Jan. 20, 2025), *Reevaluating and Realigning United States Foreign Aid* (Jan. 20, 2025), *Putting America First in International Environmental Agreements* (Jan. 20, 2025), *Unleashing American Energy* (Jan. 20, 2025), *Ending Radical and Wasteful Government DEI Programs and Preferencing* (Jan. 20,

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<sup>1</sup> 2 CFR 200.1 defines Federal financial assistance to mean “[a]ssistance that recipients or subrecipients receive or administer” in various forms, but this term does not include assistance provided directly to individuals. For the purposes of this memorandum, Federal financial assistance includes: (i) all forms of assistance listed in paragraphs (1) and (2) of the definition of this term at 2 CFR 200.1; and (ii) assistance received or administered by recipients or subrecipients of any type except for assistance received directly by individuals.

<sup>2</sup> Nothing in this memo should be construed to impact Medicare or Social Security benefits.

2025), *Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government* (Jan. 20, 2025), and *Enforcing the Hyde Amendment* (Jan. 24, 2025). These executive orders ensure that Federal funds are used to support hardworking American families.

To implement these orders, each agency must complete a comprehensive analysis of all of their Federal financial assistance programs to identify programs, projects, and activities that may be implicated by any of the President's executive orders. In the interim, to the extent permissible under applicable law, Federal agencies **must temporarily pause** all activities related to obligation or disbursement of all Federal financial assistance, and other relevant agency activities that may be implicated by the executive orders, including, but not limited to, financial assistance for foreign aid, nongovernmental organizations, DEI, woke gender ideology, and the green new deal.

This temporary pause will provide the Administration time to review agency programs and determine the best uses of the funding for those programs consistent with the law and the President's priorities. The temporary pause will become effective on January 28, 2025, at 5:00 PM. Even before completing their comprehensive analysis, Federal agencies must immediately identify any legally mandated actions or deadlines for assistance programs arising while the pause remains in effect. Federal agencies must report this information to OMB along with an analysis of the requirement. OMB also directs Federal agencies to pause all activities associated with open NOFOs, such as conducting merit review panels.

No later than February 10, 2025, agencies shall submit to OMB detailed information on any programs, projects or activities subject to this pause. Each agency must pause: (i) issuance of new awards; (ii) disbursement of Federal funds under all open awards; and (iii) other relevant agency actions that may be implicated by the executive orders, to the extent permissible by law, until OMB has reviewed and provided guidance to your agency with respect to the information submitted.

OMB may grant exceptions allowing Federal agencies to issue new awards or take other actions on a case-by-case basis. To the extent required by law, Federal agencies may continue taking certain administrative actions, such as closeout of Federal awards (2 CFR 200.344), or recording obligations expressly required by law.

Additionally, agencies must, for each Federal financial assistance program: (i) assign responsibility and oversight to a senior political appointee to ensure Federal financial assistance conforms to Administration priorities; (ii) review currently pending Federal financial assistance announcements to ensure Administration priorities are addressed, and, subject to program statutory authority, modify unpublished Federal financial assistance announcements, withdraw any announcements already published, and, to the extent permissible by law, cancel awards already awarded that are in conflict with Administration priorities, and; (iii) ensure adequate oversight of Federal financial assistance programs and initiate investigations when warranted to identify underperforming recipients, and address identified issues up to and including cancellation of awards.

# FAQs for OMB Memorandum

## When does the pause go into effect?

Today, January 28, 2025, at 5:00 p.m. ET.

## When will the pause end?

While we are still waiting on an exact date, federal agencies have been instructed to submit to OMB detailed information on programs, projects or activities subject to the pause by **February 10, 2025**.

## What programs are impacted by the pause?

The memo orders Federal agencies to temporarily pause all activities related to obligation or disbursement of all Federal financial assistance that may be implicated by the executive orders below:

- Protecting the American People Against Invasion
- Reevaluating and Realigning United States Foreign Aid
- Putting America First in International Environmental Agreements
- Unleashing American Energy Ending Radical and Wasteful Government DEI Programs and Preferencing
- Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- Enforcing the Hyde Amendment

## What programs are NOT subject to the pause?

- Any program **not implicated** by the President's Executive Orders is not subject to the pause – Programs that do not fall within the above EOs are not subject to the pause
- Programs that provide direct benefits to individuals are **excluded from the pause and exempted from the review process**. This includes:
  - Social Security
  - Medicare
  - Medicaid
  - Supplemental Nutrition Assistance Program (SNAP)
  - HeadStart
  - Rental Assistance
  - Pell Grants
  - Funds for small businesses
  - Funds for farmers

## How is federal assistance defined in the memorandum?

Per the memo, Federal financial assistance means:

- (1) Assistance that recipients or subrecipients receive or administer in the form of:
  - (i) Grants;
  - (ii) Cooperative agreements;
  - (iii) Non-cash contributions or donations of property (including donated surplus property);
  - (iv) Direct appropriations;
  - (v) Food commodities; and
  - (vi) Other financial assistance (except assistance listed in paragraph (2) of this definition).
- (2) For § 200.203 and subpart F of this part, Federal financial assistance also includes assistance that recipients or subrecipients receive or administer in the form of:
  - Loans;
  - Loan Guarantees;
  - Interest subsidies; and
  - Insurance.

**CHISAGO COUNTY  
CENTER CITY, MINNESOTA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

| <b>Federal Grantor<br/>Pass-Through Agency<br/>Program or Cluster Title</b>                                                                                        | <b>Assistance<br/>Listing<br/>Number</b> | <b>Pass-Through<br/>Grant Numbers</b> | <b>Expenditures</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------|
| <b>U.S. Department of Agriculture</b>                                                                                                                              |                                          |                                       |                     |
| Passed through Minnesota Department of Health<br>Special Supplemental Nutrition Program for Women,<br>Infants, and Children                                        | 10.557                                   | Not provided                          | \$ 213,604          |
| Passed through Minnesota Department of Human Services<br>SNAP Cluster<br>State Administrative Matching Grants for the Supplemental<br>Nutrition Assistance Program | 10.561                                   | 232MN101S2514                         | 516,904             |
| Passed through Minnesota Department of Agriculture<br>WIC Farmer's Market Nutrition Program (FMNP)                                                                 | 10.572                                   | Not provided                          | 600                 |
| <b>Total U.S. Department of Agriculture</b>                                                                                                                        |                                          |                                       | <b>\$ 731,108</b>   |
| <b>U.S. Department of Interior</b>                                                                                                                                 |                                          |                                       |                     |
| Direct<br>Great Lakes Restoration                                                                                                                                  | 15.662                                   |                                       | <b>\$ 4,426</b>     |
| <b>U.S. Department of Justice</b>                                                                                                                                  |                                          |                                       |                     |
| Direct<br>Missing Children's Assistance                                                                                                                            | 16.543                                   |                                       | \$ 936              |
| Passed through Minnesota Department of Public Safety<br>Crime Victim Assistance                                                                                    | 16.575                                   | A-CVS-2023-<br>CHISAGAO-027           | 67,966              |
| <b>Total U.S. Department of Justice</b>                                                                                                                            |                                          |                                       | <b>\$ 68,902</b>    |
| <b>U.S. Department of Transportation</b>                                                                                                                           |                                          |                                       |                     |
| Passed through Minnesota Department of Public Safety<br>Highway Safety Cluster<br>State and Community Highway Safety                                               | 20.600                                   | A-ENFRC23-<br>2023-CHISAGSO-024       | \$ 25,202           |
| National Priority Safety Programs                                                                                                                                  | 20.616                                   | A-ENFRC23-<br>2023-CHISAGSO-024       | 7,220               |
| Minimum Penalties for Repeat Offenders for Driving While<br>Intoxicated                                                                                            | 20.608                                   | A-ENFRC23-<br>2023-CHISAGSO-024       | 28,326              |
| <b>Total U.S. Department of Transportation</b>                                                                                                                     |                                          |                                       | <b>\$ 60,748</b>    |
| <b>U.S. Department of the Treasury</b>                                                                                                                             |                                          |                                       |                     |
| Direct<br>COVID-19-Coronavirus State and Local Fiscal Recovery Funds                                                                                               | 21.027                                   |                                       | <b>\$ 3,451,695</b> |

The notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.

**CHISAGO COUNTY  
CENTER CITY, MINNESOTA**

**SCHEDULE 13  
(Continued)**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

| <b>Federal Grantor<br/>Pass-Through Agency<br/>Program or Cluster Title</b>                                                                                                                  | <b>Assistance<br/>Listing<br/>Number</b> | <b>Pass-Through<br/>Grant Numbers</b> | <b>Expenditures</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------|
| <b>U.S. Department of Education</b>                                                                                                                                                          |                                          |                                       |                     |
| Passed through Minnesota Department of Health<br>Special Education – Grants for Infants and Families                                                                                         | 84.181                                   | Not provided                          | <b>\$ 12,901</b>    |
| <b>U.S. Department of Health and Human Services</b>                                                                                                                                          |                                          |                                       |                     |
| Passed through Minnesota Department of Health<br>Public Health Emergency Preparedness                                                                                                        | 93.069                                   | Not provided                          | \$ 55,675           |
| Immunization Cooperative Agreements                                                                                                                                                          | 93.268                                   | Not provided                          | 604                 |
| COVID-19-Epidemiology and Laboratory Capacity<br>for Infectious Diseases (ELC)                                                                                                               | 93.323                                   | Not provided                          | 99,844              |
| Public Health Emergency Response:<br>Cooperative Agreement for Emergency Response:<br>Public Health Crisis Response                                                                          | 93.354                                   | Not provided                          | 24,434              |
| Temporary Assistance for Needy Families<br>(Total Temporary Assistance for Needy Families 93.558<br>\$324,920)                                                                               | 93.558                                   | 2301MNTANF                            | 45,812              |
| Maternal and Child Health Services Block Grant to the States                                                                                                                                 | 93.994                                   | B0445224                              | 39,476              |
| Passed through Minnesota Department of Human Services<br>Promoting Safe and Stable Families                                                                                                  | 93.556                                   | 2201MNFPS                             | 3,155               |
| Temporary Assistance for Needy Families<br>(Total Temporary Assistance for Needy Families 93.558<br>\$324,920)                                                                               | 93.558                                   | 2301MNTANF                            | 279,108             |
| Child Support Enforcement                                                                                                                                                                    | 93.563                                   | 2301MNCSES                            | 253,407             |
| Child Support Enforcement<br>(Total Child Support Enforcement 93.563 \$747,533)                                                                                                              | 93.563                                   | 2301MNCES                             | 494,126             |
| Refugee and Entrant Assistance State Administered Programs                                                                                                                                   | 93.566                                   | 2301MNCMA                             | 1,705               |
| Community-Based Child Abuse Prevention Grants                                                                                                                                                | 93.590                                   | 2202MNBCAP                            | 15,403              |
| CCDF Cluster                                                                                                                                                                                 |                                          |                                       |                     |
| Child Care Development Block Grant                                                                                                                                                           | 93.575                                   | 2301MNCCDF                            | 26,357              |
| Stephanie Tubbs Jones Child Welfare Services Program                                                                                                                                         | 93.645                                   | 2201MNCWSS                            | 5,001               |
| Foster Care Title IV-E                                                                                                                                                                       | 93.658                                   | 2301MNFOS                             | 298,742             |
| Social Services Block Grant                                                                                                                                                                  | 93.667                                   | 2301MNSOSR                            | 243,670             |
| John H. Chafee Foster Care Program<br>for Successful Transition to Adulthood                                                                                                                 | 93.674                                   | 2301MNCILP                            | 4,259               |
| COVID-19-John H. Chafee Foster Care Program<br>for Successful Transition to Adulthood<br>(Total John H. Chafee Foster Care Program for Successful<br>Transition to Adulthood 93.674 \$5,206) | 93.674                                   | 2101MNCILP                            | 947                 |
| Elder Abuse Prevention Interventions Programs                                                                                                                                                | 93.747                                   | 2101MNAPC6                            | 4,184               |
| Children's Health Insurance Program                                                                                                                                                          | 93.767                                   | 2305MN5021                            | 2,108               |
| Medicaid Cluster                                                                                                                                                                             |                                          |                                       |                     |
| Medical Assistance Program                                                                                                                                                                   | 93.778                                   | 2305MN5ADM                            | 1,415,667           |
| Medical Assistance Program<br>(Total Medical Assistance Program 93.778 \$1,433,703)                                                                                                          | 93.778                                   | 2305MN5MAP                            | <b>18,036</b>       |
| <b>Total U.S. Department of Health and Human Services</b>                                                                                                                                    |                                          |                                       | <b>\$ 3,331,720</b> |

The notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.

**CHISAGO COUNTY  
CENTER CITY, MINNESOTA**

***SCHEDULE 13***

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2023**

| <b>Federal Grantor<br/>Pass-Through Agency<br/>Program or Cluster Title</b> | <b>Assistance<br/>Listing<br/>Number</b> | <b>Pass-Through<br/>Grant Numbers</b> | <b>Expenditures</b>        |
|-----------------------------------------------------------------------------|------------------------------------------|---------------------------------------|----------------------------|
| <b>U.S. Department of Homeland Security</b>                                 |                                          |                                       |                            |
| Passed through Minnesota Department of Natural Resources                    |                                          |                                       |                            |
| Boating Safety Financial Assistance                                         | 97.012                                   | R29G70CGBLA21                         | <u>\$ 76,970</u>           |
| <b>Total Federal Awards</b>                                                 |                                          |                                       | <u><u>\$ 7,738,470</u></u> |

Chisago County did not pass any federal awards through to subrecipients during the year ended December 31, 2023.

|                                               |    |           |
|-----------------------------------------------|----|-----------|
| <b>Totals by Cluster</b>                      |    |           |
| Total expenditures for SNAP Cluster           | \$ | 516,904   |
| Total expenditures for Highway Safety Cluster |    | 32,422    |
| Total expenditures for CCDF Cluster           |    | 26,357    |
| Total expenditures for Medicaid Cluster       |    | 1,433,703 |

The notes to the Schedule of Expenditures of Federal Awards are an integral part of this schedule.