Chisago County
MINNESOTA
ADMINISTRATION

BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, May 10, 2023

3:00 PM • Boardroom

Chisago County Government Center, 313 N. Main St., Center City, MN 55012

PROPOSED AGENDA

I. Current Year-to-Date Financial Update
   A. Operating Budget Activity (P&L)
   B. Cash Flow Considerations (CF)
   C. Monthly-to-Annual Payroll Assessment
   D. Local Option Sales Tax and Wheelage Tax Update

II. Debt Service Discussion

III. ARPA Funds 'Claw Back' - Obligated Funds

IV. Collaboration Position (CCSO, Atty, PRO, HHS)

V. GovAP – Electronic Processing of Invoices

VI. Other B/F Items

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 04/30/2023
33% OF YEAR COMPLETE

TAB I

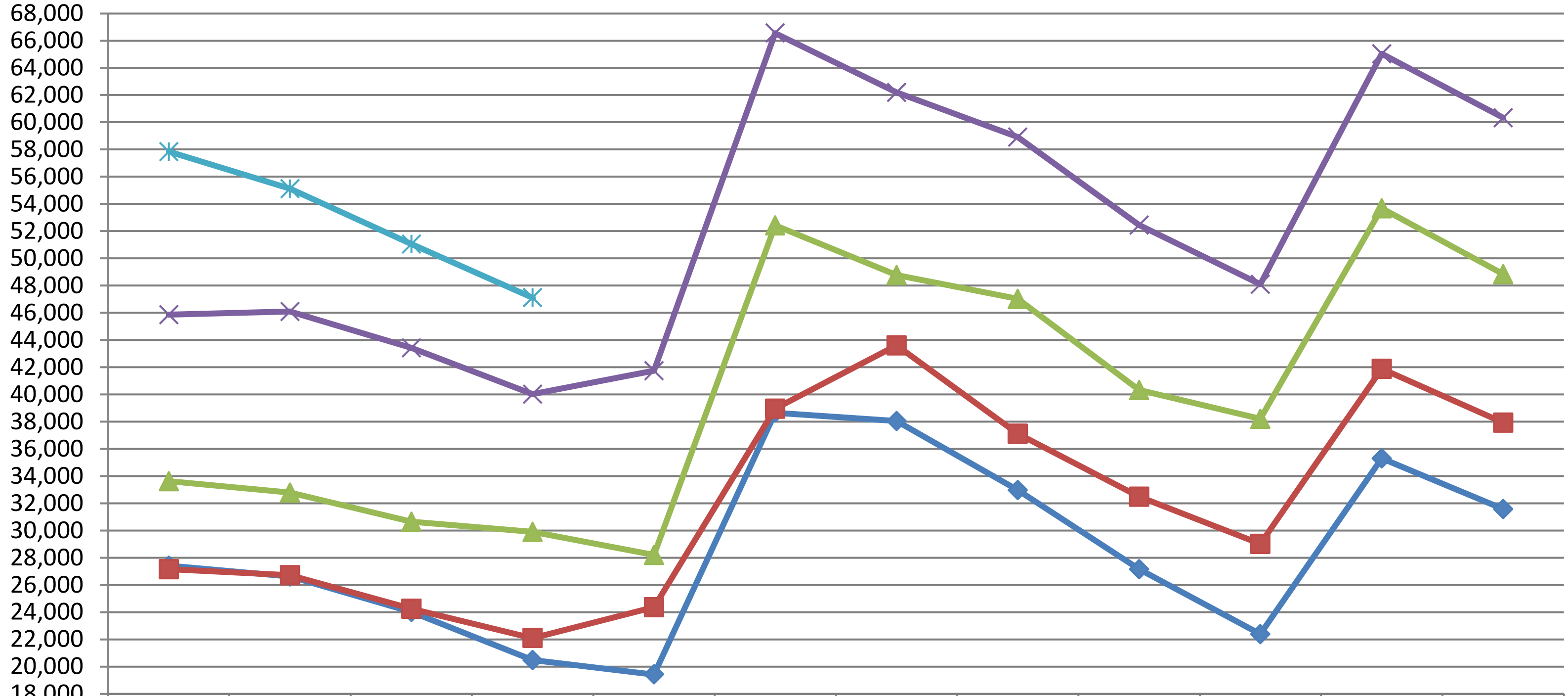
	2023 Budget As Amended	As of 04/30/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	161,200.00	63,651.00	39%	MICA dues paid in Feb
District Court	212,500.00	64,162.00	30%	
Law Library (Restricted)	161,092.00	16,030.00	10%	
County Administrator	71,800.00	25,051.00	35%	Misc dues paid in Feb
Auditor-Treasurer	28,110.00	2,484.00	9%	
Audit	100,000.00	12,768.00	13%	
Assessor	39,400.00	7,573.00	19%	
Enterprise Services	3,875,679.00	1,417,986.00	37%	Annual license fees paid in Jan/Feb
Central Services	113,589.00	31,955.00	28%	
Elections	202,725.00	35,642.00	18%	
County Attorney	71,450.00	34,233.00	48%	Misc dues paid in Feb
County Attorney Forfeiture (Restricted)	29,417.00	-	0%	
Recorder	16,950.00	7,444.00	44%	1st Half Title Examiner Fees
Recorder Compliance/Technology (Restricted)	2,270,318.00	8,707.00	0%	
Maintenance	1,005,378.00	301,582.00	30%	
Planning & Zoning	261,500.00	54,134.00	21%	
General Government	2,489,563.00	2,548,294.00	102%	Longevity Bonuses Worker's Comp/General Ins pymts HRA-EDA Loan
Contingency	109,747.00	-	0%	
Sheriff	991,760.00	373,435.00	38%	Misc dues paid in Feb
Sheriff Forfeitures (Restricted)	35,320.00	17,764.00	50%	
Boat & Water (Restricted)	-	-		
Sheriff's Reserve (Restricted)	10,903.00	2,543.00	23%	
Snowmobile Safety (Restricted)	-	-		
Sheriff's Contingency (Restricted)	4,828.00	-	0%	
Gun Permits (Restricted)	181,846.00	9,461.00	5%	
Project Lifesaver (Restricted)	5,121.00	-	0%	
Public Safety Grants (Restricted)	114,453.00	8,477.00	7%	
Coroner	153,159.00	69,345.00	45%	1st Half Fees
County Jail	742,150.00	206,524.00	28%	
Jail Canteen (Restricted)	136,391.00	38,856.00	28%	
Probation & Parole	138,106.00	63,156.00	46%	1st Half Sentence to Serve Fees
Emergency Management	44,580.00	30,743.00	69%	2023 CODERED Svc Fee
E-911 (Restricted)	371,715.00	-	0%	
Controlled Substances - Share of Fines (Restricted)	3,730.00	-	0%	
Historical Society	35,210.00	15,105.00	43%	1st Half Allocation
Regional Library	748,331.00	374,165.00	50%	1st Half Allocation
Parks	131,000.00	12,059.00	9%	
County Agricultural Society	16,000.00	8,000.00	50%	1st Half Allocation
County Extension Services	138,700.00	41,423.00	30%	
Soil & Water	150,000.00	75,000.00	50%	1st Half Allocation
Water Quality Grant (Restricted)	359,089.00	1,112.00	0%	
Sewer Grants (Restricted)	43,344.00	500.00	1%	
Wetland Grant (Restricted)	5,000.00	5,000.00	100%	
Watercraft Inspection (Restricted)	141,731.00	799.00	1%	
Economic Development	70,000.00	-	0%	
TOTAL GENERAL FUND	***$ 15,992,885.00***	***$ 5,985,163.00***	***37%***	
SELF INSURANCE FUND				
Other General Government	300,000.00	-	0%	
TOTAL SELF INSURANCE FUND	***$ 300,000.00***	***$ -***	***0%***	
ROAD AND BRIDGE FUND				
Surveyor	8,050.00	1,843.00	23%	
Highway Administration	38,500.00	10,367.00	27%	
Highway Engineering	2,646,450.00	359,366.00	14%	
Highway Construction	9,500,000.00	806,458.00	8%	
Highway Maintenance	2,739,300.00	715,744.00	26%	
Equipment Maintenance/Shop	898,700.00	435,043.00	48%	Equipment repairs; Gas and Oil Vehicle purchase has matching revenue
Traffic Operations	391,500.00	13,072.00	3%	
TOTAL ROAD AND BRIDGE FUND	***$ 16,222,500.00***	***$ 2,341,893.00***	***14%***	

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 04/30/2023
33% OF YEAR COMPLETE

	2023 Budget As Amended	As of 04/30/2023	% of Budget	Notes
HEALTH AND HUMAN SERVICES				
Veterans Service	37,150.00	8,808.00	24%	
Income Maintenance	768,800.00	267,861.00	35%	
Social Services	3,918,493.00	937,064.00	24%	
Local Collaborative	-	19,560.00		Not County funds
Public Health Nursing	343,470.00	63,612.00	19%	
TOTAL HEALTH AND HUMAN SERVICES	***$ 5,067,913.00***	***$ 1,296,905.00***	***26%***	
BUILDING FUND				
General Government	524,750.00	132,262.00	25%	Honeywell lease payment
Score Grant Fund	17,000.00	-	0%	
TOTAL BUILDING FUND	***$ 541,750.00***	***$ 132,262.00***	***24%***	
CAPITAL EQUIPMENT FUND				
Administration	33,740.00	-	0%	
Armer Radio - Replacement Fund	230,930.00	-	0%	
Auditor-Treasurer *(Elections)*	164,500.00		0%	
Enterprise Servcies	993,036.00	187,516.00	19%	
HHS	80,000.00		0%	
Maintenance	227,772.00	44,849.00	20%	
Other General Government *(Unallocated)*	154,441.00		0%	
Sheriff	627,179.00	127,107.00	20%	
Highway	968,530.00	189,900.00	20%	
Parks	357,824.00	15,700.00	4%	
TOTAL CAPITAL EQUIPMENT FUND	***$ 3,837,952.00***	***$ 565,072.00***	***15%***	
SOLID WASTE FUND				
Score Grant Fund	263,250.00	23,844.00	9%	
HHW Operations	721,250.00	60,780.00	8%	
TOTAL SOLID WASTE FUND	***$ 984,500.00***	***$ 84,624.00***	***9%***	
PARK ACQUISITION & IMPROVEMENT FUND				
Parks	1,396,802.00	72,941.00	5%	
TOTAL PARK ACQ & IMPV FUND	***$ 1,396,802.00***	***$ 72,941.00***	***5%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	186,000.00	17,090.00	9%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 186,000.00***	***$ 17,090.00***	***9%***	
DEBT SERVICE FUND				
Road Debt	2,009,910.00	1,721,156.00	86%	Principal + Interest
HHS Debt	261,765.00	224,609.00	86%	Principal + Interest
Library Debt	469,088.00	415,560.00	89%	Principal + Interest
Jail Debt	1,048,465.00	787,884.00	75%	Principal + Interest
Business Park Bonds	241,815.00	188,104.00	78%	Principal + Interest
Capital Projects	667,199.00	522,760.00	78%	Principal + Interest
TOTAL DEBT SERVICE FUND	***$ 4,698,242.00***	***$ 3,860,073.00***	***82%***	
TOTAL ALL FUNDS	***$ 49,228,544.00***	***$ 14,356,023.00***	***29%***	

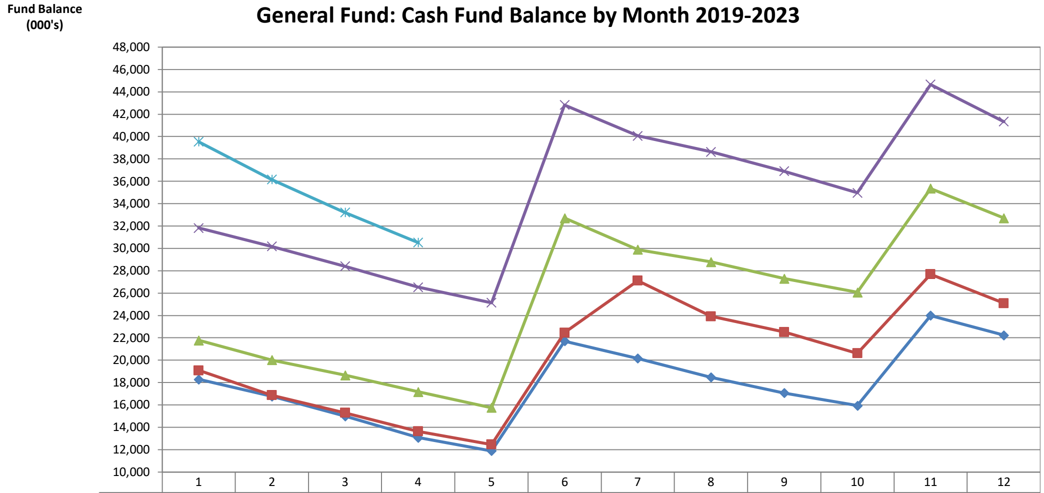
Fund Balance (000's)

Revenue, Highway and HHS Funds: Cash Fund Balance by Month 2019-2023



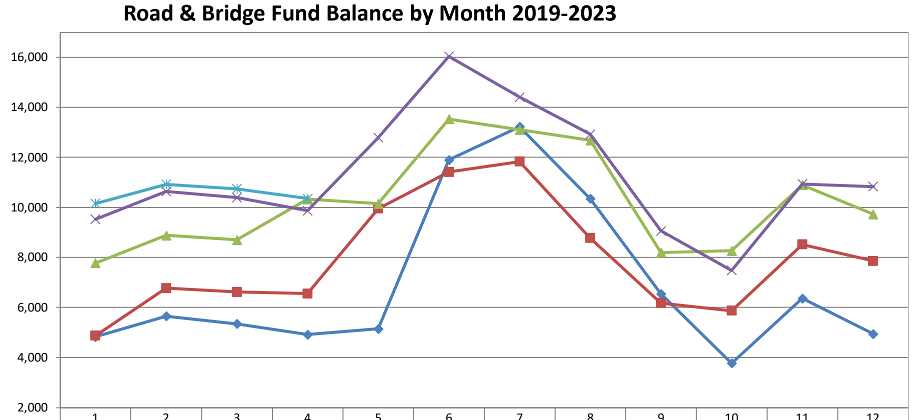
	1	2	3	4	5	6	7	8	9	10	11	12
2019	27,411	26,615	24,030	20,479	19,428	38,669	38,040	32,978	27,162	22,394	35,294	31,582
2020	27,156	26,725	24,249	22,105	24,360	38,950	43,619	37,130	32,487	29,024	41,891	37,934
2021	33,628	32,786	30,646	29,900	28,211	52,436	48,767	47,036	40,338	38,222	53,683	48,855
2022	45,863	46,089	43,418	40,026	41,748	66,560	62,198	58,915	52,458	48,096	65,037	60,334
2023	57,848	55,128	51,054	47,114								

General Fund: Cash Fund Balance by Month 2019-2023



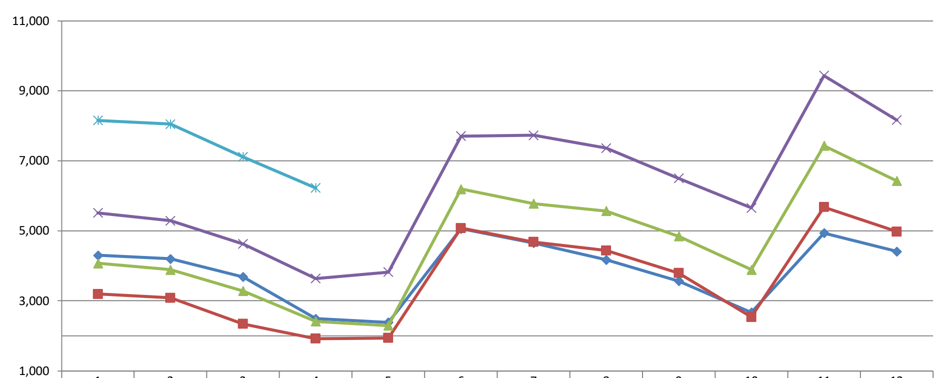
	1	2	3	4	5	6	7	8	9	10	11	12
2019	18,285	16,768	14,999	13,074	11,892	21,708	20,165	18,464	17,061	15,944	23,994	22,227
2020	19,092	16,873	15,291	13,634	12,472	22,462	27,108	23,919	22,522	20,619	27,698	25,101
2021	21,774	20,019	18,660	17,164	15,767	32,710	29,891	28,791	27,296	26,067	35,360	32,704
2022	31,823	30,169	28,401	26,522	25,144	42,821	40,066	38,629	36,901	34,966	44,667	41,343
2023	39,545	36,157	33,205	30,535								

Road & Bridge Fund Balance by Month 2019-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,828	5,649	5,347	4,913	5,148	11,900	13,223	10,343	6,539	3,780	6,364	4,943
2020	4,869	6,770	6,620	6,554	9,950	11,412	11,832	8,774	6,173	5,868	8,514	7,856
2021	7,783	8,879	8,703	10,323	10,144	13,532	13,100	12,679	8,196	8,267	10,892	9,726
2022	9,528	10,634	10,392	9,864	12,786	16,033	14,405	12,924	9,058	7,477	10,935	10,828
2023	10,151	10,922	10,739	10,353								

Health & Human Services: Cash Fund Balance by Month 2019-2023



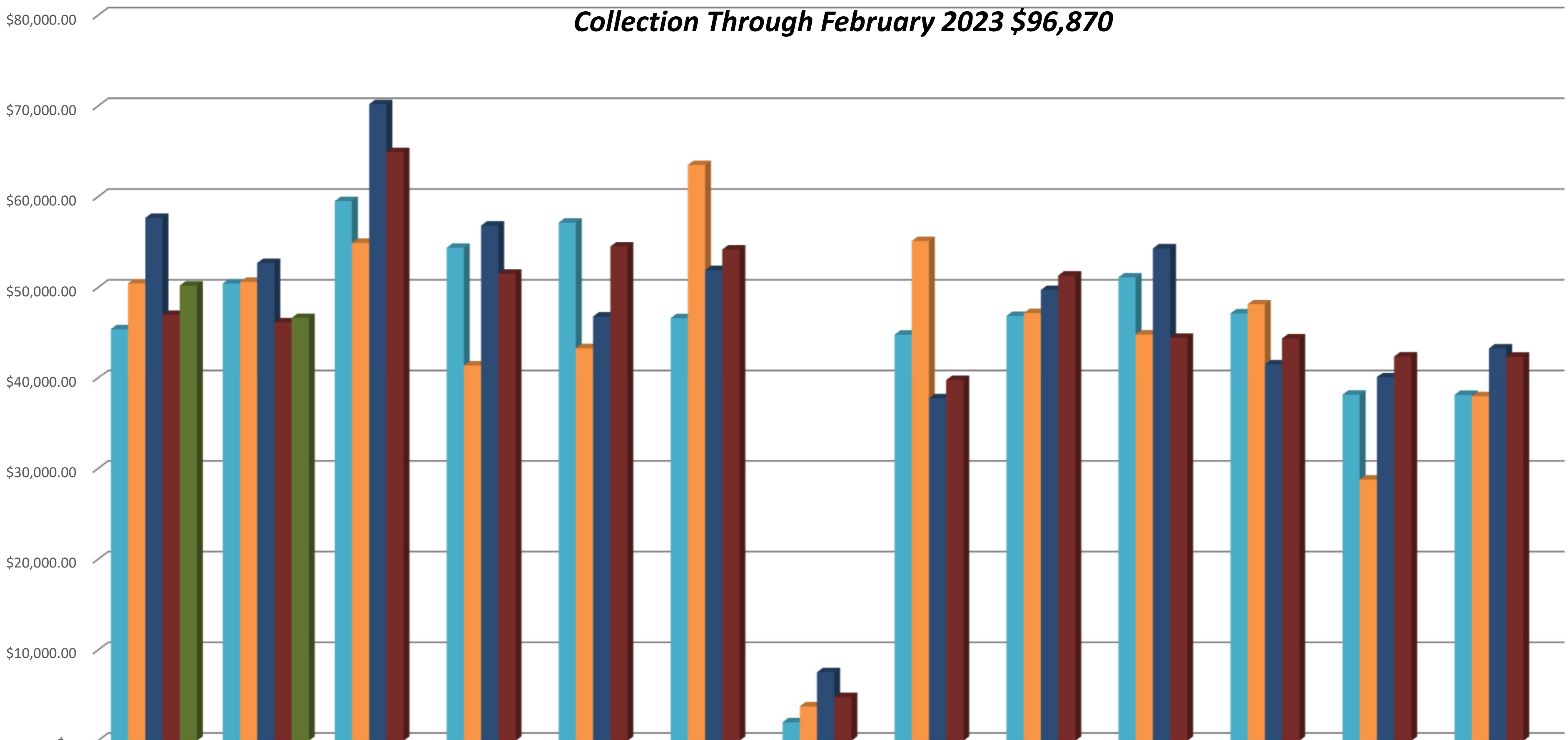
	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,298	4,198	3,684	2,491	2,388	5,061	4,652	4,171	3,562	2,670	4,935	4,411
2020	3,195	3,082	2,338	1,917	1,938	5,075	4,679	4,437	3,792	2,537	5,679	4,977
2021	4,071	3,887	3,283	2,413	2,300	6,194	5,776	5,565	4,846	3,888	7,431	6,425
2022	5,512	5,286	4,624	3,640	3,818	7,706	7,727	7,362	6,499	5,653	9,435	8,163
2023	8,152	8,049	7,110	6,226								

Wheelage Tax

Average Annual Collection $567,854

2023 Budget $600,000

Collection Through February 2023 $96,870



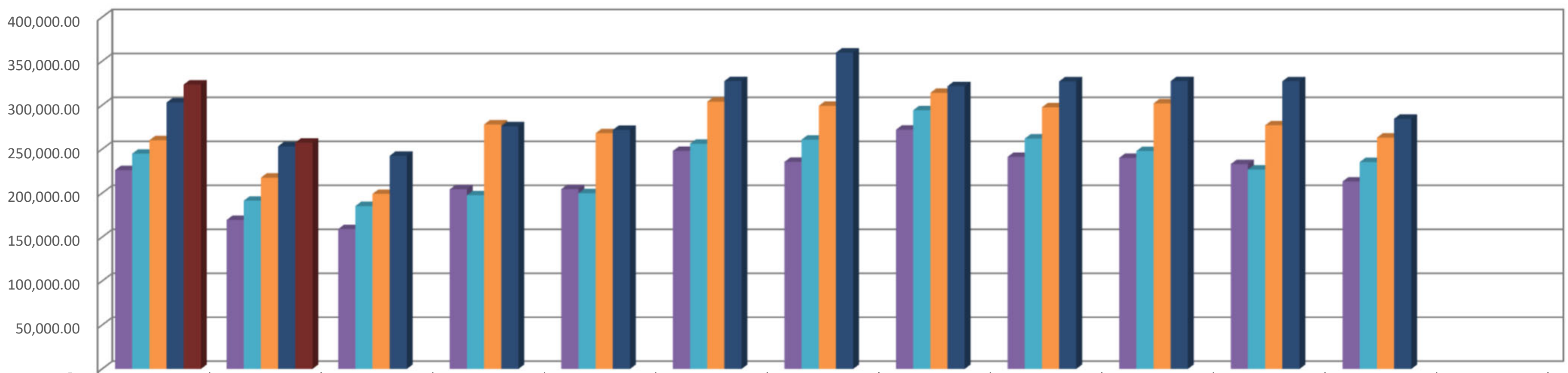
	January	February	March	April	May	June	Cleanup	July	August	September	October	November	December
2019	$45,410.66	$50,447.62	$59,526.25	$54,386.49	$57,152.45	$46,629.92	$2,043.50	$44,813.25	$46,878.14	$51,126.28	$47,146.69	$38,150.39	$38,130.00
2020	$50,463.58	$50,630.64	$54,917.39	$41,409.10	$43,328.09	$63,508.19	$3,796.36	$55,127.16	$47,193.47	$44,838.16	$48,168.82	$28,795.38	$37,983.69
2021	$57,675.88	$52,708.33	$70,214.38	$56,833.00	$46,820.71	$51,916.89	$7,560.47	$37,755.23	$49,732.78	$54,316.23	$41,540.05	$40,106.74	$43,298.19
2022	$46,984.14	$46,175.17	$64,940.55	$51,523.73	$54,524.84	$54,193.75	$4,820.30	$39,766.40	$51,328.18	$44,461.49	$44,395.41	$42,404.86	$42,375.86
2023	$50,213.73	$46,656.30											

Sales Tax - By Month

Average Annual Collection $2,802,594

2023 Budget $3,600,000

Total Collection Through February 2023 $580,841



	January	February	March	April	May	June	July	August	September	October	November	December	
2019	226,169.98	169,393.34	159,101.39	204,286.41	204,569.35	247,948.11	235,535.00	272,109.23	241,194.99	240,048.97	233,020.64	213,197.33	
2020	244,822.69	191,388.15	185,240.25	197,581.84	199,802.27	256,119.85	260,845.66	294,224.99	262,009.72	247,842.61	226,771.81	235,295.92	
2021	260,106.74	217,561.62	199,107.90	278,069.85	268,126.90	303,945.22	299,222.82	314,042.03	297,541.95	301,996.51	277,139.04	263,063.00	
2022	303,035.44	253,275.28	242,386.41	276,025.44	271,845.87	327,383.41	359,757.77	321,598.37	326,999.59	327,346.98	327,169.00	284,561.00	
2023	323,437.59	257,402.98											

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 04/30/2023
33% OF YEAR COMPLETE

	2023 Budget	As of 04/30/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	$ 224,952	$ 69,689	31%	
County Administrator	710,811	221,414	31%	
Auditor-Treasurer	755,366	246,607	33%	
Assessor	890,015	298,969	34%	
Enterprise Services	1,995,626	668,735	34%	
County Attorney	2,147,207	711,371	33%	
Recorder	394,525	136,045	34%	
Maintenance	609,626	185,483	30%	
Planning & Zoning	930,468	302,398	32%	
Sheriff	6,798,558	2,185,020	32%	
Public Safety Grants	21,180	-	0%	Wages transferred at year end
County Jail	3,684,060	1,156,903	31%	
Probation & Parole	1,128,769	367,202	33%	
Emergency Management	112,864	39,327	35%	
Parks	379,994	98,394	26%	
Water Quality Grant	105,931	42,582	40%	
Wetland Grant	105,443	34,895	33%	
Watercraft Inspection	212,401	26,112	12%	Seasonal
Non-Levy Departments	669,214	237,564	35%	
TOTAL GENERAL FUND	***$ 21,877,010***	***$ 7,028,710***	***32%***	
ROAD AND BRIDGE FUND				
Surveyor	$ 156,712	$ 50,605	32%	
Highway Administration	360,716	112,178	31%	
Highway Engineering	997,380	322,821	32%	
Highway Maintenance	1,679,032	596,966	36%	
Equipment Maintenance/Shop	485,665	170,253	35%	
Traffic Operations	212,630	38,909	18%	
TOTAL ROAD AND BRIDGE FUND	***$ 3,892,135***	***$ 1,291,732***	***33%***	
HEALTH AND HUMAN SERVICES				
Veterans Service	$ 249,951	$ 65,509	26%	
Income Maintenance	2,970,611	931,489	31%	
Social Services	6,644,566	2,180,095	33%	
Public Health Nursing	1,766,878	540,300	31%	
Opioid Settlement	-	3,508		Has offsetting Revenue
TOTAL HEALTH AND HUMAN SERVICES	***$ 11,632,006***	***$ 3,720,901***	***32%***	
SOLID WASTE FUND				
Score Grant Fund	$ 55,045	$ 18,298	33%	
HHW Operations	159,004	51,026	32%	
TOTAL SOLID WASTE FUND	***$ 214,049***	***$ 69,324***	***32%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	$ 141,520	$ 56,740	40%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 141,520***	***$ 56,740***	***40%***	
TOTAL ALL FUNDS	***$ 37,756,720***	***$ 12,167,407***	***32%***	

Law Library	10,514.00	2,002.00	19%
Non Co Income/Exp	4,700.00	-	0%
Central Services	-	-	0%
County Extension Service	-	-	0%
Soil Conservation District	654,000.00	173,603.00	27%
HRA-EDA	-	61,959.00	0%
Total Non-Levy	669,214.00	237,564.00	35%

2023 Capital Improvement Plan
Budget to Actual
As of April 30, 2023

ADMINISTRATION

Description	Project #	Source	Budget	Actual	Remaining
County Codification Services	N/A	CARRYOVER	15,000	-	15,000
Office Remodel - Veteran's Services	ADM-0198	CARRYOVER	10,000	-	10,000
NB Library - Office blinds replacement	2023 ADD	UNALLOCATED	3,240	-	3,240
Management Training	2023 ADD	UNALLOCATED	5,500		
Total Carryover from 2022			**33,740**	**-**	**28,240**
Total			**$ 33,740**	**$ -**	**$ 28,240**

AUDITOR TREASURER (ELECTIONS)

Description	Project #	Source	Budget	Actual	Remaining
Election Pollbook Replacement	AUD-0138	CARRYOVER	21,000	-	21,000
Election Equipment Replacement Fund	AUD-0137	CARRYOVER	59,000	-	59,000
Total Carryover from 2022			**80,000**	**-**	**80,000**
Election Equipment Replacement Fund	AUD-0137	2023 CIP BUDGET	59,000	-	59,000
Electronic Pollbook Replacement	AUD-0138	2023 CIP BUDGET	21,000	-	21,000
Election Results - Storage Media	AUD-0139	2023 CIP BUDGET	4,500	-	4,500
Total 2023 CIP Budget			**84,500**	**-**	**84,500**
Grand Total			**$ 164,500**	**$ -**	**$ 164,500**

FACILITY MAINTENANCE

Description	Project #	Source	Budget	Actual	Remaining
Exterior Door Badge Access at PSC	MNT-0267	CARRYOVER	5,500	-	5,500
Fence Around Generator at PSC	MNT-0267	CARRYOVER	12,000	-	12,000
Parking Gate/Fence at PSC	MNT-0267	CARRYOVER	50,000	-	50,000
Cameras at PSC	ENTS-0184	CARRYOVER	37,272	(35,528)	1,744
Total Carryover from 2022			**104,772**	**(35,528)**	**69,244**
Repair Courthouse lots	MNT-0055	2023 CIP BUDGET	5,000	-	5,000
Replace water heater at the Courthouse	MNT-0061	2023 CIP BUDGET	7,500	-	7,500
Replacement APC Automatic Transfer Switches	MNT-0094	2023 CIP BUDGET	9,500	(9,322)	178
Better Hallway Signage on 3rd floor	MNT-0219	2023 CIP BUDGET	1,000	-	1,000
Fencing and Parking Gate at PSC	MNT-0267	2023 CIP BUDGET	100,000	-	100,000
Total 2023 CIP Budget			**123,000**	**(9,322)**	**113,678**
Grand Total			**$ 227,772**	**$ (44,850)**	**$ 182,922**

SHERIFF'S OFFICE

Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	N/A	REVENUE	130,014	41,069	171,083
Total Revenue			**130,014**	**41,069**	**171,083**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	CCSO-0141	2023 CIP BUDGET	372,926	(87,831)	285,095
Reserve Deputy Ballistic Vests	CCSO-0225	2023 CIP BUDGET	9,200	(1,325)	7,875
40LMTS Single Shot Less Lethal	CCSO-0235	2023 CIP BUDGET	46,750	(13,652)	33,098
Agency Handgun Program	CCSO-0237	2023 CIP BUDGET	24,500	(24,300)	200
Jail Transport Vehicle	CCSO-0238	2023 CIP BUDGET	43,789	-	43,789
Total 2023 CIP Budget			**497,165**	**(127,108)**	**370,057**
Grand Total			**$ 627,179**	**$ (86,039)**	**$ 541,140**

PUBLIC WORKS

Description	Project #	Source	Budget	Actual	Remaining
Skid Steer Trailer	PWKS-0166	CARRYOVER	19,776	-	19,776
Lowboy Trailer	PWKS-0165	CARRYOVER	38,118	(38,118)	-
1-Ton Work Truck	PWKS-0168	CARRYOVER	60,000	-	60,000
1-Ton Tipper Truck	PWKS-0206	CARRYOVER	76,563	-	76,563
Sign Truck	PWKS-0081	CARRYOVER	220,000	(77,782)	142,218
Hydrant Replacement	N/A	CARRYOVER	10,073	-	10,073
Total Carryover from 2022			**424,530**	**(115,900)**	**308,630**
Tandem Snow Plow Truck	PWKS-0171	2023 CIP BUDGET	170,000	-	170,000
Tandem Snow Plow Truck	PWKS-0172	2023 CIP BUDGET	170,000	-	170,000
1-ton Work Truck	PWKS-0209	2023 CIP BUDGET	80,000	-	80,000
Survey Equipment	PWKS-0227	2023 CIP BUDGET	74,000	(74,000)	-
Fuel Island Repairs	PWKS-0233	2023 CIP BUDGET	50,000	-	50,000
Total 2023 CIP Budget			**544,000**	**(74,000)**	**470,000**
Grand Total			**$ 968,530**	**$ (189,900)**	**$ 778,630**

2023 Capital Improvement Plan
Budget to Actual
As of April 30, 2023

PARKS/ENVIRONMENTAL

Description	Project #	Source	Budget	Actual	Remaining
Swedish Immigrant Trail Erosion Control Measures	**ENVS-0105**	CARRYOVER	7,500	-	7,500
Security Lighting & Electrical Services	**ENVS-0108**	CARRYOVER	500	-	500
Fish Lake Park Plan/Design Services	**ENVS-0111**	CARRYOVER	15,304	(15,700)	(396)
Sunrise Prairie Trail - 15% Match	**N/A**	CARRYOVER	209,520	-	209,520
Total Carryover from 2022			**232,824**	**(15,700)**	**217,124**
Ki-Chi-Saga Playground Swing	**ENVS-0114**	2023 CIP BUDGET	15,000	-	15,000
Parking Lot Gravel & Grading Frandsen/Checkerboard Parks	**ENVS-0115**	2023 CIP BUDGET	25,000	-	25,000
Swedish Immigrant Regional Trail Pavement Repair	**ENVS-0116**	2023 CIP BUDGET	15,000	-	15,000
Parks 1998 Tractor Trailer Replacement	**ENVS-0118**	2023 CIP BUDGET	15,000	-	15,000
Parks 2001 Trailer Replacement	**ENVS-0119**	2023 CIP BUDGET	15,000	-	15,000
Parks Maintenance Facility Well	**ENVS-0239**	2023 CIP BUDGET	15,000	-	15,000
Sunrise Prairie Regional Trail-Subgrade Correction and Paving	**ENVS-0241**	2023 CIP BUDGET	25,000	-	25,000
Total 2023 CIP Budget			**125,000**	**-**	**125,000**
Grand Total			**$ 357,824**	**(15,700)**	**$ 342,124**

TECHNOLOGY

Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	**N/A**	CARRYOVER	37,800	-	37,800
Replace 9 Printers for Sheriff's Office - Jail, Jail Admin, SO	**ENTS-017**	CARRYOVER	4,600	-	4,600
Replace 6 high volume scanners for HHS	**ENTS-030**	CARRYOVER	6,000	-	6,000
Upgrade of Keysecure Data Encryption Equipment	**ENTS-095**	CARRYOVER	17,250	(17,250)	-
Relocate the Wyoming Emergency Paging Tower	**ENTS-083**	CARRYOVER	100,000	-	100,000
Total Carryover from 2022			**165,650**	**(17,250)**	**148,400**
Replacement of 20 MDC's/Laptops for Sheriff's Office due to age 1/2 were done in 2022	**ENTS-0028**	2023 CIP BUDGET	32,500	(31,800)	700
5 replacement laptops for HHS	**ENTS-0031**	2023 CIP BUDGET	6,175	-	6,175
MCC 7500E Laptop Consoles (2)	**ENTS-0088**	2023 CIP BUDGET	165,000	-	165,000
Replace Printer for County Administration	**ENTS-0096**	2023 CIP BUDGET	500	-	500
Replace Fujitsu Scanner in Treasurer's Office	**ENTS-0098**	2023 CIP BUDGET	985	-	985
Replace network cores at ECC, No parts available	**ENTS-0099**	2023 CIP BUDGET	515,926	(133,475)	382,451
Replace network switches that support end user devices	**ENTS-0103**	2023 CIP BUDGET	60,000	-	60,000
Social Media and Texting archive solution	**ENTS-0179**	2023 CIP BUDGET	7,200	(4,990)	2,210
Replace 3 PC's in Attorney's Office	**ENTS-0243**	2023 CIP BUDGET	3,300	-	3,300
Replace 6 laptops for County Attorney Office	**ENTS-0244**	2023 CIP BUDGET	8,700	-	8,700
Replace laptop for Assessor's Department	**ENTS-0245**	2023 CIP BUDGET	1,450	-	1,450
Replace laptop in Auditor's Department	**ENTS-0246**	2023 CIP BUDGET	1,450	-	1,450
Replace 2 laptops in Probation due to age	**ENTS-0248**	2023 CIP BUDGET	2,900	-	2,900
Replace 4 PC's in ECC / 911 Center due to age	**ENTS-0250**	2023 CIP BUDGET	4,400	-	4,400
Replace 2 PC's in HHS due to age	**ENTS-0251**	2023 CIP BUDGET	2,200	-	2,200
Replace 3 Desktop PC's in the Jail due to age	**ENTS-0254**	2023 CIP BUDGET	3,300	-	3,300
Replace "all in one" printer for Sheriff's Office due to age	**ENTS-0255**	2023 CIP BUDGET	750	-	750
Replace 6 Desktop PC's in Sheriff's Office due to age	**ENTS-0256**	2023 CIP BUDGET	6,600	-	6,600
Replace 1 printer due to age in Zoning	**ENTS-0259**	2023 CIP BUDGET	850	-	850
Add 1 WDA / Laptop to Probation *May need added software licenses for Pro Phoenix	**PBTN-0249**	2023 CIP BUDGET	3,200		3,200
Total 2023 CIP Budget			**827,386**	**(170,265)**	**657,121**
Grand Total			**$ 993,036**	**$ (187,515)**	**$ 805,521**

HHS

Description	Project #	Source	Budget	Actual	Remaining
Child Protection interview/visitation rooms	**HHS-0195**	2023 CIP BUDGET	40,000		40,000
HHS Interview Rooms	**HHS-0196**	2023 CIP BUDGET	40,000		40,000
Total			**$ 80,000**	**$ -**	**$ 80,000**

UNALLOCATED

Description		Source	Budget	Actual	Remaining
2023 Unallocated CIP Funds		2023 CIP BUDGET	163,181		
NB Library - Office blinds replacement	Allocated at 2/8/23 meeting	TO ADMIN	(3,240)		
Management Training	Allocated at 2/8/23 meeting	TO ADMIN	(5,500)		
Total			**$ 154,441**	**$ -**	**$ 154,441**

TOTAL ALL DEPARTMENTS (NET OF REVENUE)			**$ 3,607,022**	**$ (524,004)**	**$ 3,077,518**

ARPA Expenses
Budget to Actual
As of April 30, 2023

ADMINISTRATION

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0199 ADM	'Old' Jail and White House Demolition	$ 800,000	$ (44,455)	$ (13,163)	$ 742,382
ARPA-0335 ADM	Broadband	2,045,000	(79,960)	(19,990)	1,945,050
ARPA-0336 ADM	School Grants - Vocational Programs	500,000	(500,000)	-	-
ARPA-0341 ADM	School Grants - Open Use	100,000	(100,000)	-	-
ARPA-0345 ADM	IT Assessment	35,000	(36,944)	-	(1,944)
ARPA-0349 ADM	Employee Engagement Survey	9,300	(8,660)	-	640
ARPA-0354 ADM	ARPA Advisory Consultant	1,775	(1,775)	-	-
ARPA-0356 ADM	Childcare Provider Training Assistance	100,000	-	-	100,000
		$ 3,591,075	**$ (771,794)**	**$ (33,153)**	**$ 2,786,128**

ATTORNEY

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0339 ATT	Children's Services Collaborative	$ 118,298	$ (118,298)	$ -	$ -
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(5,575)	(3,050)	99,393
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	(4,640)	31,183
		$ 277,784	**$ (139,518)**	**$ (7,690)**	**$ 130,576**

AUDITOR-TREASURER

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

EMERGENCY MANAGEMENT

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

ENTERPRISE SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0062 ENTS	Replace ceiling grid and tile in the hallways of the 1989 Courthouse	$ 75,000	$ -	$ -	$ 75,000
ARPA-0092 ENTS	Cisco USC Interconnects / Chassis	229,032	-	(229,032)	-
ARPA-0093 ENTS	Upgrade Backup Exec Tape Library	75,000	-	(70,641)	4,359
ARPA-0101 ENTS	Upgrade data center fabric network switches at the ECC data center	75,000	-	(75,000)	-
ARPA-0102 ENTS	Upgrade data center fabric network switches at the Courthouse data center	75,000	-	(75,000)	-
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	(61,529)	3,471
ARPA-0202 ENTS	Cisco UCS in DMZ Replacement of Chassis and Fabric Interconnects	53,400	-	(53,400)	-
ARPA-0352 ENTS	2 Laptops - U of MN Extension	4,200	(2,937)	-	1,263
ARPA-0355 ENTS	Laptop - HHS	1,620	(1,620)	-	-
ARPA-0086 ENTS	*ARPA ARMER* Broadband PTT Solution (ARMER Radio to Smartphone)	15,000	-	-	15,000
ARPA-0087 ENTS	*ARPA ARMER* Increase microwave bandwidth to Nessel ARMER site	1,700	-	-	1,700
ARPA-0261 ENTS	*ARPA ARMER* Upgrade of ARMER Microwave backhaul system- this is a multi year project	800,000	-	-	800,000
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	2,083,300	-	(41,661)	2,041,639
		$ 3,553,252	**$ (4,557)**	**$ (606,263)**	**$ 2,942,433**

ENVIRONMENTAL SERVICES					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0117 ENVS	Park Maintenance Cold Storage and Shop (add'l $5,500 allocated on 04/12/23)	$ 105,500	$ -	$ (17,589)	$ 87,911
ARPA-0180 ENVS	Online Permitting/Licensing Module ($145,000 budget reallocated on 04/12/23)	-	-	-	-
ARPA-0240 ENVS	Chisago County Mountain Bike Course (add'l $109,500 allocated on 04/12/23)	184,500	-	-	184,500
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building (add'l $30,000 allocated on 04/12/23)	180,000	-	-	180,000
ARPA-0305 ENVS	Water Resources Grant Match	250,000	-	-	250,000
ARPA-0306 ENVS	Water Resources Truck	50,000	-	-	50,000
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	-	(195)	121,005
		$ 891,200	**$ -**	**$ (17,784)**	**$ 873,416**

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

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

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

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

PUBLIC WORKS					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0338 PWKS	Harris Building Improvements - Phase I (Engineering/Architectural Fees)	$ 148,300	$ (9,230)	$ (55,604)	$ 83,466
2023 ADD	Harris Building Improvements - Phase II	900,000	-	-	900,000
		$ 1,048,300	**$ (9,230)**	**$ (55,604)**	**$ 983,466**

SHERIFF'S OFFICE					
Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0182 CCSO	Camera Work Station for Jail	$ 5,061	$ -	$ -	$ 5,061
2023 ADD	Recruitment Program	55,000	-	-	55,000
		$ 60,061	**$ -**	**$ -**	**$ 60,061**
	TOTALS	**$ 10,650,982**	**$ (1,774,381)**	**$ (720,495)**	**$ 8,156,107**

2023 Budget for Debt Service

TAB II

2023 Debt Service Payments

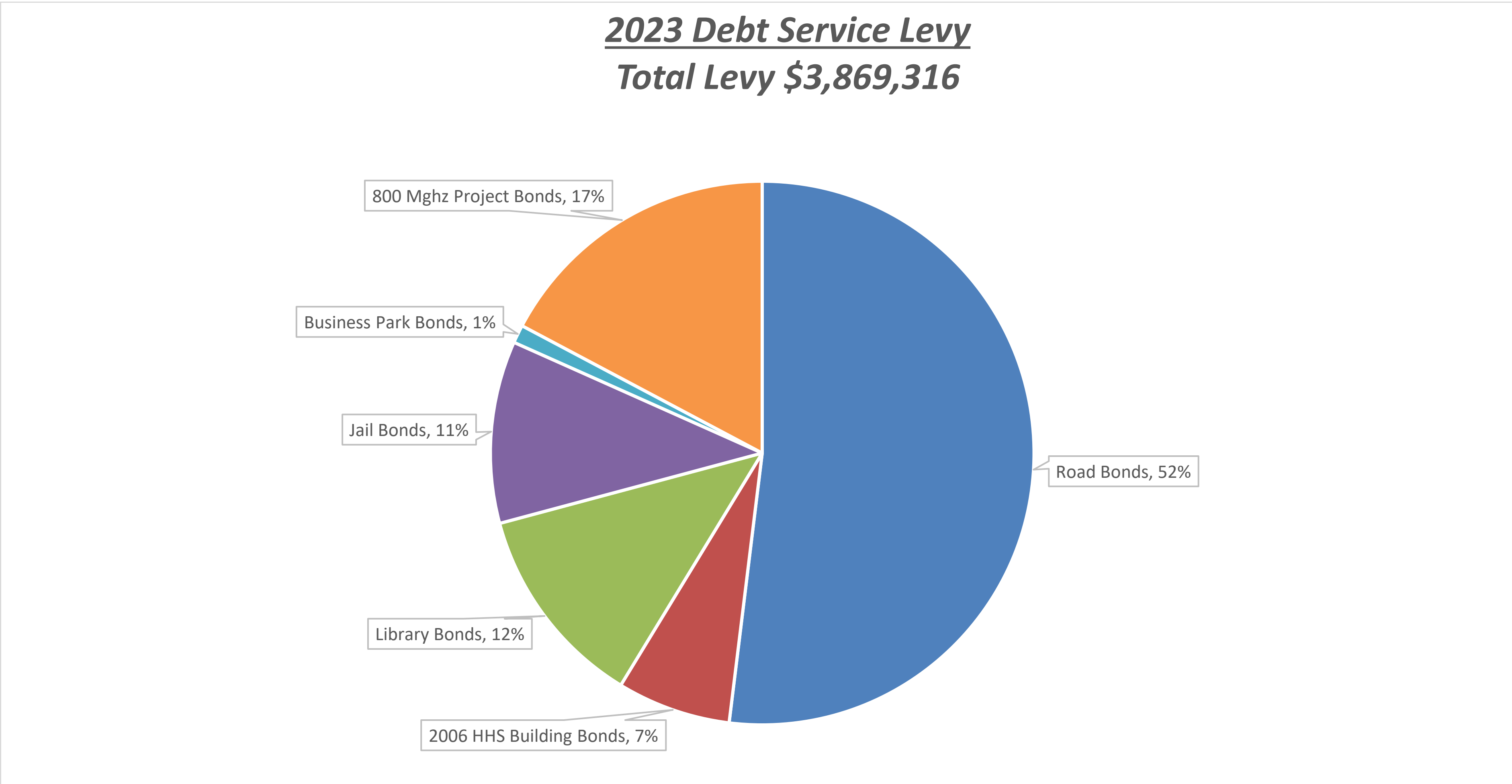
Fund	Type of Bonds	Expenditures	Non-Levy Revenues	Levy
832	Road Bonds	2,009,910		$ 2,009,910.00
833	2006 HHS Building Bonds	261,765		$ 261,765.00
834	Library Bonds	469,088		$ 469,087.50
836	Jail Bonds	1,048,464	628,925	$ 419,539.38
840	Business Park Bonds	241,815	200,000	$ 41,815.00
850	800 Mghz Project Bonds	667,199		$ 667,198.88
	Total	**$ 4,698,241**	**$ 828,925**	**$ 3,869,316**

**Note - Jail Bonds - $628,925 from CPA used annually (2018-2022) to reduce levy.

***2022 Debt Levy $4,052,255

Outstanding Indebtedness

Current Bond Issues	Purpose	Maturity	Principal Outstanding as of 12/31/2022
2022A GO Refunding Bonds (Refunded 2010B Bond)	Roads	2026	$ 1,930,000.00
2022A GO Refunding Bonds (Refunded 2012B Bond, which Refunded 2004A, 2006A and 2010A Bonds)	Roads, Library, Business Park & HHS Building	2032	$ 9,095,000.00
2015A GO Refunding Bonds (Refunded 2010 Bond)	Capital Impv - ARMER	2031	$ 8,155,000.00
2016A GO Jail Bonds	Jail/LEC	2032	$ 8,365,000.00
2017A GO Jail Bonds	Jail/LEC	2031	$ 8,595,000.00
			$ 36,140,000.0

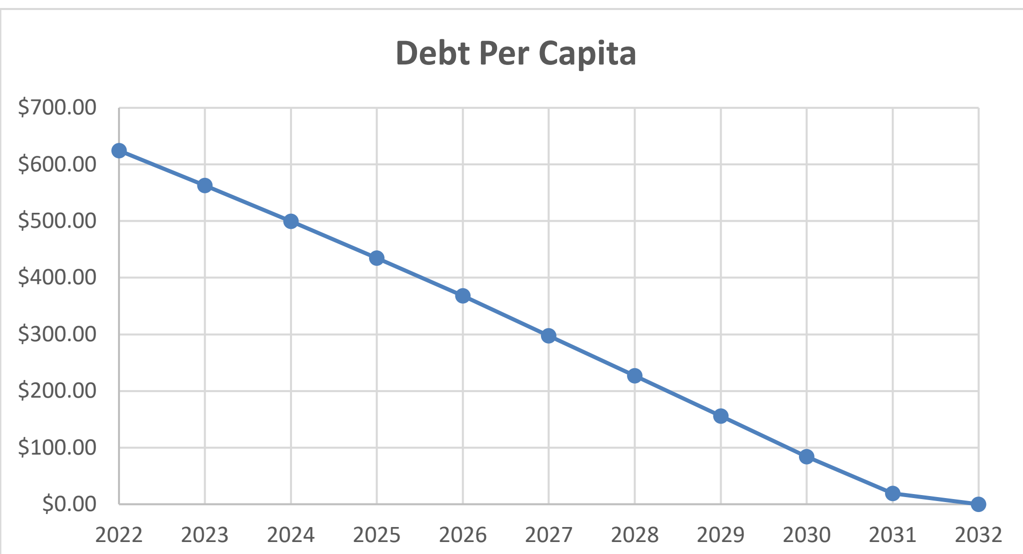


2023 Total Levy (All Funds)	$ 46,068,380
2023 Debt Service Levy	$ 3,869,317
Debt Levy % of Total Levy	8.40%

Debt Per Capital

Year	Debt Principal Ourstanding	Estimated Population	Debt Per Capita
2022	36,140,000	57,864	$624.57
2023	32,890,000	58,443	$562.77
2024	29,480,000	59,027	$499.43
2025	25,905,000	59,617	$434.52
2026	22,150,000	60,214	$367.86
2027	18,100,000	60,816	$297.62
2028	13,925,000	61,424	$226.70
2029	9,650,000	62,038	$155.55
2030	5,275,000	62,658	$84.19
2031	1,220,000	63,285	$19.28
2032	-	63,918	$0.00

*Average Population increase 1% per year (based on average growth 2017-2021)



Chisago County
MINNESOTA
ADMINISTRATION

TAB III

ARPA Claw Back – Unobligated Funds

At the May 3rd Board of Commissioners meeting, the Commissioners had a discussion regarding the County's unobligated/obligated ARPA funds. This conversation arose from the Federal government's current 'debt ceiling debate,' in which bills within the US Senate and US House of Representative have both presented proposals to 'claw back' unobligated ARPA funds.

After the Board's discussion, the Board requested from each department, 'what is your department's greatest need?' The Board's goal is to determine how to best obligate the County's remaining $338,000 of 'unobligated' ARPA funds so they don't lose it. They are not seeking to change to the current ARPA allocations (also attached), they are seeking to obligate it so the Federal government cannot 'claw it back.'

The total amount of ARPA funds allocated to Chisago County was $10,989,807. As of March 31st, 2023, Chisago County has **obligated** $10,650,982 for specific projects/programming. In 2022, the County spent a total of $1,774,381. As of March 31st, 2023 the County has spent $180,807. The County has $8,695,795 remaining to be spent, however it is all deemed **obligated**. This leaves a total ARPA allocation of **$338,824**, unobligated. This amount was reserved for inflationary and contingency purposes.

Each Department provided a response to the following questions:

What is your department's greatest need (in your opinion as department head)? How much of the $338,000 do you think your need would require?

To: County Reps
From: National Association of Counties (NACo)
Re: Debt Limit Negotiations & ARPA Claw Back Proposals

Limit, Save and Grow Act (H.R. 2811)

- House Speaker Kevin McCarthy introduced a debt limit bill – Limit, Save and Grow Act (H.R. 2811) – which proposed to claw back unobligated American Rescue Plan Act (ARPA) funds
- H.R. 2811 **does not directly aim to claw back unobligated county ARPA State and Local Fiscal Recovery Funds (SLFRF)**

NACo is reiterating the following points to our federal partners:

- The U.S. Treasury has already obligated nearly 100 percent of the $65.1 billion to America's counties, parishes and boroughs
- As intergovernmental partners, counties trust the federal government to fulfill its commitments in legislation like the American Rescue Plan
- Counties are fulfilling our own responsibilities as intergovernmental partners by complying with the law and Treasury's guidance to meet the December 31, 2024, obligation and December 31, 2026 expenditure deadlines
- Any proposal that aims to claw back ARPA dollars would undermine the intergovernmental partnership and hinder our ability to fulfill our mandated responsibilities
- Utilize NACo's new resource – Myths & Facts: American Rescue Plan State & Local Fiscal Recovery Funds – which dispels "myths" about improper county spending, reporting and overall messaging about the ARPA SLFRF

NACo is reiterating the following points to counties:

- Completing your Project and Expenditure (P&E) Reports on-time and with as much detail as possible about county investments will ensure Treasury has the most accurate data for county obligations and expenditures
    - **This includes counties that have claimed the $10 million revenue standard allowance** – as they complete their reports, they should provide a detailed narrative about how revenue loss dollars are being invested
- Reach out to your Representatives and Senators to highlight your county's investments and how direct investments in counties are helping us recover from the pandemic and ensure
- Use NACo's ARPA advocacy toolkit to help with your efforts

Enterprise Services:

Security in County Buildings:

1) At the Courthouse we should have glazing on the windows by the security desk in the lobby, those windows are easily broken, or shot out, right were the guards sit, these windows are not even safety glass.
2) We still have many old poorly functioning security cameras at the Courthouse that need to be replaced.
3) The Courthouse and NB HHS should have the ability to go into lock down for a shooter / etc. type of event.
4) We need a method to alert the employees of an incident that they need to take action on, Weather, Shooter, Other security issue (all of our office buildings).
5) Need to have the ability for employees to trigger a "panic button" when needed (we do have a start of a system that has the devices as part of the ID holder). At Courthouse, PW, NB HHS, etc.
6) We need to secure Co Admin and HR office area including segregated waiting area door badging, cameras, etc.
7) We need to look at the need for HHS to have their interview / visit rooms, not in the back corner of the Courthouse, high risk meeting areas should be near the front doors and near security staff.
8) PW Center City needs security cameras, door badging, etc.
9) NB HHS needs added security cameras, maybe window glazing as it would be simple to break the windows or shoot through them at an employee as all is on ground floor. HHS does deal with some very unstable people that have anger issues.
10) Need to upgrade the security video system back end to better support the increased security video needs.

County Assessor:

1) Vehicles – Hands down this is our biggest need. We budgeted for 3 this year, having 6 is the ultimate goal. (Lease – 1 vehicle at $450/month = $5400)
   a. 2023 Chevy Equinox LT - $31,000
   b. 2023 Chevy Trailblazer LT - $28,000
   c. 2023 Ford Escape - $34,000
   d. 2023 Ford Bronco - $37,000
   e. 2023 Jeep Cherokee Latitude - $38,000
   f. 2023 Jeep Compass Latitude - $34,000
2) Furniture – Some chairs staff are sitting on are more than 20 years old. Looking at replacing 4-5. Max $2500
3) Laptops – We went from the VDI to PC's for the staff and Laptops for Chase and myself. Having laptops for the staff will remove the VDI at home, the Verizon MiFi, and make the staff more mobile. Prefer laptops with the number keys on the side. $700 x 9 = $6300 (Not sure on the price through ES)
4) Measuring Tools – Tape measures are very accurate, but the wear and tear on them is significant. Laser Tape Measures are easier to hold, don't get stuck in cracks, fall off the

end of a building when you are halfway down the side of it or have the end of them rip off. 7 laser tools @ $250 = $1750. BOSCH GLM400CL – Amazon on sale at $203.55 regular price at $250

5) I am not exactly sure how our website will look after our conversion to Tyler, but another vendor that counties go with for tax/value information is Schneider Corp. (Beacon). Not sure on the price, but if I ask, we will be contacted by them consistently.

Public Works:

Roads – especially after this last winter. We would add this funding to our resurfacing project.

Sheriff's Office:

- Storage Building – Unknown Cost
- M30 Drone $15,000
- Tether for Drone $13,000
- Tactical R/C Throw Robot $4000 Police Patrol Robot | Tactical RC | Prior Lake (tactical-rc.com)
- Pack Robot 510 $75,000
- Crisis Negotiation Vehicle $106,000 See Attachment
- Snowmobile $15,000

Environmental Services:

1. North Branch HHW / Parks Division Shared Skid Steer w/Bucket & Forklift $89,230.99

   w/Snowblower for Trails $11,950

   Total Quote Attached: $101,950
2. Preliminary Engineering Layout/Desktop Design and Legal Descriptions for the Swedish Immigrant Regional Trail Connection to Center City **Estimated Attached: $7,766**
3. Land Acquisition & Appraisal Services Swedish Immigrant Regional Trail Connection to Center City **Estimated Attached: $25,513**
4. HHW CAP Grant Match Funding **$280,000**

(Forgo use of SW Fund dollars and replace with ARPA)

5. Front Service Counter/Hallway/Interior Office/Shared Assessor Conference Renovations

(*ADA Improvements; Interior stairwell security; 1st floor customer conference space)* $$$,000

Administration an AUD/TRES:

Leave the remaining $338,000 unspent to pay for all overages in planned ARPA expenditures (i.e. inflation or change orders). If the money remains unspent at the end of 2025, allocate the money to pay for public safety salaries and move money unspent on public safety salaries to fund balance.

<u>School Safety Grant</u>:

Commissioner Montzka's request to determine 'School Safety Grant' costs per school district.

School District	**2021 Chisago County Students**	**'School Safety Allocation'**
Braham	82	$3,534.20
Cambridge-Isanti	239	$10,300.90
Chisago Lakes	3182	$137.144.20
Forest Lake	1311	$56,504.10
North Branch	2633	$113,482.30
Rush City	414	$17,843.40
Total Students	**7861**	**$43.10 per student** **TOTAL $338,824**

Chisago County Sheriff's Office
Emergency Response Unit
Crisis Negotiation Team

Crisis Negotiation Vehicle Proposal

Prepared February 14, 2023

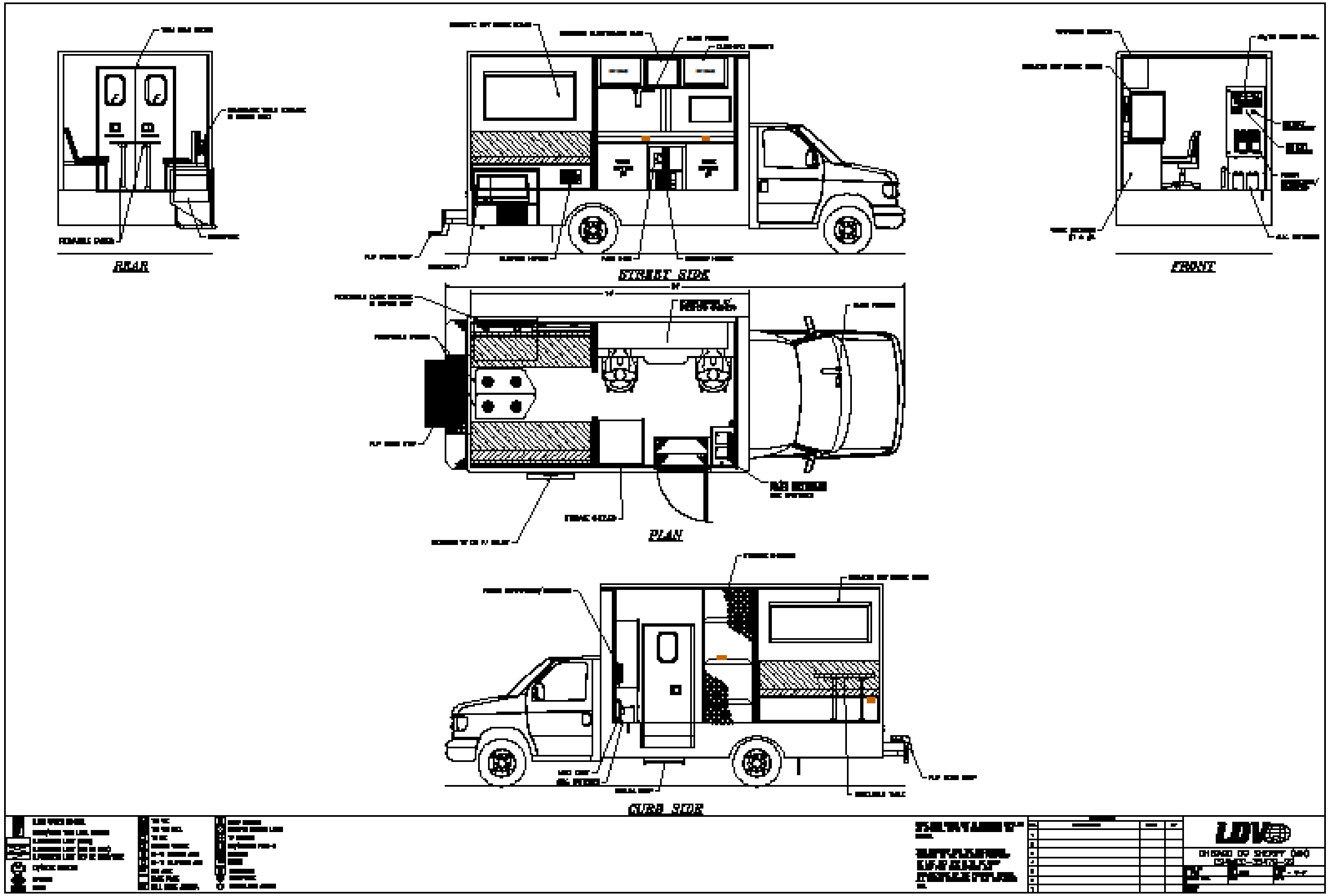
Proposal #1

- Custom Built Vehicle from LDV, Inc.
- Total cost with delivery: $253,676.00
- Top of the line apparatus with ability to supplement any Drone deployment on site
- Comes fully fitted with only minor adjustments needed by Enterprise Services to become operational

Proposal #1 Continued

- Comes equipped with following
  - Removable table for Negotiation area in rear with magnetic white boards on walls
  - Sliding door to isolate rear area from rest of vehicle
  - Front compartment with two workstations for drone or tactical operations
  - Storage rack for drone or other equipment, as needed, with charging capability
  - On-board generator for power
  - Retractable awning for cover from elements
  - Scene lights on exterior and telescoping lights on rear

Proposal #1 Drawing



Proposal #2

- Used vehicle currently in use by Pooler, GA Police Department
- Asking price set at $185,000
- Current Mileage 3328
  - Engine hours 271
  - Generator hours 437.4
- No known mechanical issues (stored inside and in a Southeastern US location)
- Currently used as Command/Crime Scene Unit
- Marked by city as being available to sell upon acceptance of offer

Proposal #2 Continued

- Currently has Pooler PD Graphics on all surfaces
- Unknown time for removal and installation of equipment
- 19 ½ - 20-hour drive for pickup (1372 miles)
  - Located 7 miles from Savannah, GA airport, Pooler would provide transport to PD for pickup/inspection
- Currently has scene lights and storage areas
- Negotiation area would not be separated upon delivery
- Plentiful storage/accessories for on-scene convenience

Proposal #2 Pictures

Proposal #2 Interior Pictures

Proposal #3

- New 2023 Ford Cargo Van with Conversion by SWATMOD, LLC
- Total cost: $105,710
  - 2023 Ford Cargo Van Extended Rear: $56,585
  - Upfitting by SWATMOD: $49,125
- Known upfitter to our agency and to other MN agencies
- Has experience building CNT Vehicles (St Cloud PD)
- Customized to be used and deployed solely as CNT Vehicle

Proposal #3 Continued

- No exterior lights added
- “High speed, low drag”
- Sound dampening wall with sliding door to separate rear negotiation area
- Removable table for rear area to be stored under bench seats
- Magnetic dry-erase boards on each wall
- Front area with workspace for tactical operation/support with cabinet above for storage with front facing dry-erase board
- Red “On Air” light to show when CNT is on active call/busy
- Multiple outlets for charging, equipment power, auxiliary uses

ENVIRONMENTAL SERVICES DEPARTMENT - ARPA CLAWBACK EXPENDITURE LIST

May 10, 2023

1. North Branch HHW / Parks Division Shared Skid Steer w/Bucket & Forklift $89,230.99

   w/Snowblower for Trails $11,950

   Quote Attached: **$101,950**

2. Preliminary Engineering Layout/Desktop Design and Legal Descriptions for the Swedish Immigrant Regional Trail Segment D (Connection to Center City)

   Quote Attached: **$7,766**

3. Land Acquisition & Appraisal Services Swedish Immigrant Regional Trail Segment D (Connection to Center City)

   Quote Attached: **$25,513**

4. HHW CAP Grant Match Funding **$280,000**

   (Forgo use of SW Fund dollars and replace with ARPA – SW Director notes significant COVID cleanout impacts to the HHW Facility as it remained open through all phases of the Pandemic)

5. Front Hallway/Service Counter/Office/Shared Assessor Conference Renovations **$??,000**

   (ADA Improvements; Interior stairwell security; 1st floor customer conference space - Further Consult with Enterprise Services/Facilities Maintenance Required)

wsb

May 5, 2023

Mr. Joseph Tart
Parks Director
Chisago County Environmental Services
313 N Main Street, Suite 240
Center City, MN 55012

Re: Swedish Immigrant Trail – Segment D
Proposal for Preliminary Design Services

Dear Mr. Tart:

WSB is pleased to present this proposal to complete preliminary design services related to the Swedish Immigrant Trail – Segment D.

SCOPE OF SERVICES

1. Preliminary Trail Layout

   a. WSB will coordinate with Chisago County Environmental Services to obtain background information for the trail corridor. WSB will then prepare a preliminary layout for the corridor that displays the most current aerial base map, the proposed trail geometry, and the proposed trailhead location. The trail geometry will be colored in such a manner to distinguish the preliminary alignment of the trail along the existing railroad bed. The trailhead location will be displayed on the layout as a colored shape. WSB understands that a pedestrian bridge will be needed at a specific location along the trail corridor. We will label this location on the preliminary layout. Labels will also be included on the layout for both the trail and the trailhead. WSB will not include any vertical design information, trail pavement section information, grading information, or drainage information as a part of the layout. These items can be discussed for addition at a future time.

PROJECT COST

The fees for the scope of services defined in this proposal will be billed hourly with an anticipated total not-to-exceed cost of **$7,766.00.**

Thank you again for your consideration in accepting this requested scope and fee. If you agree with the requested design fees, please sign the statement provided below and return the executed copy to me at your convenience. If you have any questions regarding this proposal, please contact me at 612-360-1286

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

Sincerely,

WSB

Nicholas E. Hentges, PE
Project Manager

ACCEPTED BY:

Chisago County Environmental Services

By: ______________________________

Title: ______________________________

Date: ______________________________

Exhibit B

Chisago County Swedish Immigrant Trail Segment D
Preliminary Design Services
Detailed Cost Breakdown of Tasks

Task	Description	Project Manager Nic Hentges	Project Technician Chuck Kochmann	Total Hours	Cost
1.0	**Project Management**				
	Project Management and Coordination	4		4	$ 892.00
2.0	**Preliminary Layout Development**				
2.1	Preliminary Layout Development	4	20	24	$ 4,352.00
2.2	County Coordination and Revisions	2	12	14	$ 2,522.00
Total Hours		10	32	42	

Hourly Rates	$223.00	$173.00		
WSB Salary Costs	**$2,230.00**	**$5,536.00**		**$7,766.00**

TOTAL COST	**$7,766.00**

ZIEGLER CAT

202802-01

May 05, 2023

CHISAGO COUNTY
DIV PARKS DEPARTMENT
313 N MAIN ST
CENTER CITY, MN 55012

Dear Joe,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 279D3 Compact Track Loader

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

VJ Polkus
Territory Manager

Caterpillar Model: 279D3 Compact Track Loader

MACHINE SPECIFICATIONS

REF #	DESCRIPTION	LIST PRICE
512-4279	279D3 COMPACT TRACK LOADER	$87,162.18
	LANE 3 - AVAILABLE FROM SANFORD FACTORY	
	Meets U.S. EPA Tier 4 Final emission standards	
	Available for AM-N and Puerto Rico	
	Available for AM-N, Chile and Puerto Rico	
	Available for AM-N, Puerto Rico & South Korea	
	LANE 2 - AVAILABLE FROM SANFORD FACTORY	
454-6059	TRACK,RUBBER,450MM(17.7 IN)BAR	$880.96
568-5603	BATTERY,EXTRA HEAVY DUTY, DISC	$251.43
356-6082	REAR LIGHTS	$0.00
542-6994	SEAT BELT, 2"	$0.00
563-1163	CERTIFICATION ARR, P65	$0.00
512-3743	INSTRUCTIONS, ANSI, USA	$0.00
345-3556	HEATER, ENGINE COOLANT, 120V	$240.00
588-9128	CAB PACKAGE, ULTRA	$18,485.77
573-8121	PRODUCT LINK, CELLULAR PL641	$575.24
556-5898	RIDE CONTROL, NONE	$0.00
539-8061	DOOR, CAB, POLYCARBONATE	$261.91
	TOTAL LIST PRICE	$107,857.49
	TOTAL MN DOT DISCOUNT (20.7% OF LIST)	($22,326.50)
	TOTAL CONFIGURED PRICE	$85,530.99
421-8926	SERIALIZED TECHNICAL MEDIA KIT	$0.00
0P-0210	PACK, DOMESTIC TRUCK	$0.00
	TOTAL NET ITEMS	$0.00
	2 YEAR / 2,000 HOUR PREMIER WARRANTY	$0.00
279-5377	BUCKET-GP, 80", BOCE	$1,810.00
	FORKS-HD, 48"	$1,890.00
	SNOWBLOWER-SR321 XPS, 85"	$11,300.00
	AXLE STOPS	$650.00
	TOTAL POST FACTORY ITEMS	$15,650.00
	TOTAL MN DOT CONTRACT PRICE	**$101,100.99**

Chisago County Swedish Immigrant Regional Trail Project Right of Way Services May 8, 2023							
Task Description		Project Manager	R/W Agent			TOTAL HOURS	Costs
		Lisa Beckman	Don Tollefson				
1	**Project Management**	12				12	$2,676
1.1	General Project Management, Status Update Reports						
1.2	Review title work						
2	**Pre-Acquisition Services**	6	12			18	$3,090
2.1	Early Notification Letters						
2.2	Field Title Reports						
3	**Valuation Services**	3				3	$669
3.1	Coordinate valuations and reviews						
3	**Acquisition Services**	6	40			46	$7,178
3.1	Prepare offer documentation						
3.2	Negtiations, Administrative Settlements, Obtain Easements, Mortgage Consents, if LTV is over 80%						
Total Hours - WSB Staff		27	52	0	0	79	
Hourly Fees (includes overhead and profit)		$223	$146				
Sub-Total: WSB Right of Way Labor							**$13,613**
Expenses:							
Mileage, certified mailings, misc							**$1,500**
Sub-Consultant:							
Ownership & Encumbrance Reports - Capitol Lien - $250 / parcel x 3							$750
Appraisals by Lake State Realty Services							$7,150
3 Review Appraisals by John Hraba $500							$1,500
Sub-Total: Sub-Consultant Services							**$9,400**
Total Right of Way Services							**$24,513**
ASSUMPTIONS:							
1. We have assumed 3 different tax parcels consisting of 3 property owners are affected.							
2. We have assumed no relocaiton tasks.							
3. Valuation report type are preliminary and may change perimeters dependent on ffinal acquisition limits being completed.							
4. Estimate includes four trips to the project – one to conduct field title meetings and the remainder to present the offers and negotiate. The balance of the work will be conducted by mail, phone or e-mail.							
5. We have assumed the County will record the conveyances.							
6. Right of Way negotiations will continue until the title and possession date. Any services requested beyond that date would be billed at our standard hourly rates shown above.							
7. Eminent Domain services include providing documentation to the County. If additional services are needed, the contract would be amended to include those services.							

TAB IV

Collaboration Meeting – Public Safety/Mental Health

There have been several meetings[1] where CCSO, HHS and County Attorney met to discuss the need for a more pertinent mental health intervention for Chisago County residents to address needs, reduce crime, alleviate the non-law enforcement burden on criminal justice, and support residents in thriving, especially when the needs does not fit within the boundaries of existing interventions and services.

The attendees have included HHS staff, including Behavioral Health, Adult Protection and Public Health personnel. On law enforcement end, Jail Admin staff, Captains; LE support staff and Dir of 911. Also taking part were Probation Department, County Attorney's Office; and the County Administrator.

NEED: The issues/circumstances this group has discussed include:
(1) Utilization and effectiveness of Crisis Hotline and services the Hotline staff cannot/do not provide;
(2) Persons transported to a hospital for a mental health hold, only to be promptly released with no intervention (possibly no follow-up);
(3) Persons who are arrested for low-level offenses to intervene & stop criminal behavior apparently exacerbated by Mental Health issues (trespass, disorderly conduct, theft, etc.)
(4) Persons who incessantly call 911; CCSO; HHS; Co Atty's Office who seem to be in need of some level of support, but do not "rise to the level" of a civil commitment or longer term incarceration;
(5) Criminal defendants who are subject of criminal prosecution and after Rule 20 are not subject of civil Commitment (aka Gap case);
(6) Persons referred to Chisago County Adult Mental Health Services and due to the voluntary nature, do not engage or utilize resources.

OBJECTIVE: Devise a program or intervention that would provide prompt, seamless, low red-tape resources to allow quick intervention and support?

This is both an issue of allowing people to build mental health resiliency and address MH symptoms in order to thrive and become productive members of our community and an issue of limited public resources being expended on a relatively few high-needs individuals. Many public-facing staff are not equipped or legally tasked with the role of providing the type of intervention needed. Often there is not a legal basis to intervene or address mental health on the front end, before symptoms become deep-end issues.

FOCUSING OUR DISCUSSION: (A) what a Program would look like; (B) what a job description would include; (C) how many people would be in the pool of individuals who would benefit or be on the "case load."

- Would the County Benefit from an Intern or Law Clerk who would work on the issues and solutions and collect data to support a program?

DESCRIBE POSITION(s):
Location/Supervision:
Qualifications:
Duties:

[1] History of Collaboration Meetings: 2/1/2023; 2/15/2023; 3/15/2023; 4/12/2023

DRAFT

Make no entries here
Allocation______________
Date____________________
By______________________

CHISAGO COUNTY HEALTH & HUMAN SERVICES

EMPLOYEE'S NAME:

POSITION TITLE:

DEPARTMENT: Health and Human Services

POSITION STATUS: Full-time; MN Teamsters Local 320

JOB LOCATION: Chisago County Government Center

POSITION OBJECTIVE: Provide prompt, seamless, low red-tape intervention and resources to assist individuals dealing with mental health issues. Help to build mental health resiliency and avoid or minimize repeated contacts with law enforcement, or other first responders, in the community. Provide resources to keep individuals safe in the community.

SUPERVISION RECEIVED:

Social Services Supervisor, Mental Health Clinical Supervisor, Team Lead

SUPERVISION EXERCISED:

No supervisory duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Provide case management services Discretion A % 80

A. Interviews clients at intake. Complete a functional assessment. Utilize person centered practices.
B. Assess, reassess, plan, refer, link, and evaluate the delivery, appropriateness, and effectiveness of services over time.
C. Performs a variety of community relations, public relations and outreach services in assigned program areas. .
D. Assist the individual in obtaining needed services by coordination with other agencies involved with the individual, to assure continuity of care.
E. Assistance and outreach in obtaining a diagnostic assessment, as needed, for determination of mental health case management services.
F. Work with Child & Teen Check-up program, MN Choices Assessors and case managers, Chemical Health programs and Child Protection as needed.
G. Coordinate foster care or other residential setting, intensive residential treatment services, community behavioral health hospital placement, and services on the continuum of mental health care. Complete necessary paperwork.
H. Complete court reports and prepare for court hearings. Monitor civil commitments and/or participation in screening teams.
I. Maintain accurate and current case records as required by State, Federal and County agency regulations.
J. Interprets policies and regulations to clients.
K. Demonstrated ability to understand, model, and support County and HHS Department policy and procedures.

II Miscellaneous Discretion B % 20

A. Participate in training and educational workshops
B. Receive other work assignments as requested
C. Complete services as needed
D. Make case presentations to appropriate review/authorization committees.
E. Demonstrates knowledge and adherence to Minnesota Data Practices/HIPPA and other statues/policies and procedures directed at safeguarding client information.
F. Follows county and departmental policies and procedures when working for Chisago county.
G. Employee must have demonstrated ability to work effectively and efficiently in a wide variety of computer programs and systems.
H. Must be able to maintain positive working relationship with County Attorney, County Administration, Department Administrative team, and other county and community committees, State offices of the State of Minnesota for miscellaneous programs.
K. Keeps and Maintains Automobile Insurance and valid Driver's License at all times.

L. Maintains complete case record, including timely case notes.
M. Completes time reporting, in timely fashion.
N. Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience

1. A bachelor's degree from an accredited college/university with a major in social work with a supervised field placement providing case management services to individuals and families, **or**
2. A master's or bachelor's degree from an accredited college/university with a major in psychology, sociology or closely related field, one to three years of experience in a human services setting, **or**
3. A master's degree in social work from an accredited college/university with a supervised field placement providing case management and/or counseling services to individuals and families.

The incumbent must participate in a minimum of 15 hours per year of continuing education or in-service training as outlined in Minn. Stat. 626.559 as well as training required to follow MN Rule 79. Mental Health Professional licensure is not required.

Knowledge, Skills and Abilities

1. Considerable knowledge of the principles and techniques of interviewing and recording in social work and the ability to apply them.
2. Considerable knowledge of individual and group behavior.
3. Considerable knowledge of social casework objectives, principles and methods.
4. Considerable knowledge of the causative factors leading to social maladjustment.
5. Considerable knowledge of family systems and dynamics.
6. Considerable knowledge of the principles of family and marital counseling.
7. Considerable knowledge of physical and mental illness and their impact on personality.
8. Considerable knowledge of social-economic factors, which promote stable family life and understanding of the elements, which affect family security.
9. Knowledge of relevant federal, state and local laws and regulations pertaining to social services.
10. Knowledge of the principles of community organization.
11. Ability to communicate with and understand the problems faced by families from all cultural and economic levels.
12. Ability to develop and maintain effective working relationships with clients, relatives and the public.
13. Ability to effectively apply casework knowledge and skills.
14. Ability to work constructively within an agency or community setting in effectively developing and utilizing appropriate resources and services to meet special needs.
15. Ability to analyze complex situations and evaluate potential for improvement.
16. Ability to manage time productively.
17. Ability to prioritize caseloads.

18. Ability to communicate effectively, both in writing and orally.
19. Proficiency in keyboarding.

TOOLS AND EQUIPMENT USED:
Telephone, copier, computer, automobile, fax machine, Dictaphone.

PHYSICAL DEMANDS:

The physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a combination of an office setting and out in the homes. While performing the duties of this job, the employee is required to sit and talk and hear. The employee is regularly required to walk; use hands and arms, to operate, handle or feel objects, tools or controls. The employee will reach with arms and hands. Occasionally the employee is required to climb, bend, stoop and/or crawl.

The employee will occasionally lift, and/or move up to 50 pounds. Specific vision abilities required by this job include close and distant vision and the ability to adjust focus.

The employee must be able to drive and operate a vehicle.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a combination of both the office and the client's homes. When out of the office the employee may be subject to adverse weather such as hot and wet and/or humid in the summer and cold and wet in the other seasons. The noise level can range from moderately quiet in the office to loud and noisy in the field.

The employee occasionally may be exposed to contagious diseases and parasites and/or potentially violent individuals or domestic animals.

GENERAL STATEMENT:
Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check. Job related tests may be required of any applicant. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the

position.

This job description does not constitute and employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB RANK:

Grade _22-24_ Points

Effective Date: Revision History: 10/2022

(ADA)

05.9.2023 **Memo** **TAB V**

To
County Board

From
Bridgitte Konrad, Auditor-Treasurer

Re
Electronic Invoice Processing Program

Comments:

We have been working with Enterprise Services to develop a workflow program to electronically route, code and approve invoices. They were utilizing our existing electronic records software and trying to create a workflow to streamline the process.

Last month Mn Counties Computer Cooperative entered into a contract with RT Vision who has an application (GovAP) to accomplish electronic processing of invoices. GovAP interfaces with IFS (our accounting software) and with New Roads (Highway's cost accounting system). Highway, Enterprise Services, HHS and my office have met with RT Vision and demoed the program. We feel that this is a better option than trying to create our own system. Moving to an electronic processing will increase productivity and reduce coding errors that need to be corrected after the invoice is processed.

Through the MnCCC the initial contract is for three years. The cost is $15,000 in year one for the program and implementation and then $12,500 per year for years two and three. We are asking for authorization to enter into a contract with MnCCC for RT Vision's GovAP program so we can automate our invoice approval process. We are requesting use of $15,000 of the 2023 unallocated CIP Funds to cover the costs for year one. There are currently $154,000 of unallocated CIP funds. Annual costs for years two and three will be budgeted in the annual operating budget.

Chisago County Auditor-Treasurer's Office

Tel 651-213-8509 313 North Main Street, Room 271 www.chisagocountymn.gov
Fax 651-213-8510 Center City, MN 55012 bridgitte.konrad@chisagocountymn.gov