BUDGET & FINANCE COMMITTEE / WORKSHOP AGENDA

Wednesday, March 13, 2024

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
   E. ARPA Budget to Actual Report

II. Monthly Current County Staffing Update

III. ARPA Childcare Allocation

IV. Public Health Staffing Proposal

V. Sale of 'Old Jail and Telephone Building' Property

VI. MCIT Dividend – Wellness, Safety and Ergonomics

VII. County Credit Card Policy

VIII. Chisago County Alcohol and Drug-Free Workplace Policy

IX. Leadership Workshop – Dr. Mike Kieffer

X. Chisago County Investment Policy

XI. Rush City Shop Sale – Fuel Tank Removal

XII. County Solar Production Tax Information

FUTURE ITEMS THAT NEED ATTENTION

- 2025 Budget and Levy Schedule
- County Lease Program

Notice of Virtual Attendance

Chisago County Commissioner Jim Swenson will be attending the Chisago County Board of Commissioner Budget and Finance Committee/Workshop on Wednesday March 13th at 3:00 p.m. and all other Committees until March 27th 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 Via Roma Resort, 2408 Gulf Drive N., 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.

Scheduling for Board

Wednesday, March 20th – Transportation Plan Update

- 4:30 p.m. Chisago County Boardroom

March 19th or April 16th – Chisago County Photo Project

- Pick one of the days to be in attendance

TAB I.

CHISAGO COUNTY 2023 FINANCIAL HIGHLIGHTS

- **2023 Amended Budget to Actual:**
  - Revenue: 104% of amended budget
  - Salaries & Wages: 101% of adopted budget
  - Operating Expenses: 90% of amended budget
    - $9.3M under amended budget
      - All of this was carried into 2024 as it pertained to: 2023 budgeted projects that were not completed (ex: Harris Public Works shop expansion), funds that have been earmarked by the Board during 2023 or earlier (ex: CIP, Public Safety Aid), or funds that are restricted in use (ex: Recorder's Comp/Tech, forfeiture funds, gun permit revenue)
  - The County Board authorized the use of over $2.2M in Fund Balance:

Use of General Fund Balance		
Project Name	***Approval Date***	***Amount***
Honeywell Phase I Bond Payment	1/18/2023	$ 132,262
Loan to HRA-EDA *(approved 11/2/22)*	5/17/2023	462,000
OpenGov Subscription	6/21/2023	28,163
Harris Shop Expansion *(project approved 4/19/23)*	6/21/2023	1,300,000
Fish Lake Park Gate House (net of insurance)	12/20/2023	934
Honeywell Phase II *(project approved 11/16/22)*	12/20/2023	311,973
		$ 2,235,332

- **2023 ARPA Expenditures**:
  - Spent $3.5M on ARPA approved projects in 2023
  - Total ARPA expenditures through 2023 is $5.3M
  - Remaining $5.7M must be spent or obligated by December 31, 2024
- **2023 CIP Expenditures:**
  - Completed $2.1M of CIP projects in 2023
  - Carried over $1.9M to 2024 for unfulfilled/incomplete projects
  - Returned $44k to 'Unallocated CIP' from under budget projects or projects that are no longer needed (per Department Head direction)
- **Other Highlights:**
  - Earned Interest Income of $2.1M, an increase of $1.3M over 2022
  - Collected $108.5M in Current Property Taxes on behalf of all jurisdictions and settled out $61.8M
  - Auditor-Treasurer staff processed over 51,000 current tax payments

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 02/29/2024
17% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Amended Budget	Notes
GENERAL FUND					
Board of Commissioners	$ 208,024	$ 208,024	$ 97,208	47%	2024 AMC & MICA Dues
District Court	212,500	212,500	32,745	15%	
Law Library	*30,000*	*162,368*	*5,249*	*3%*	*Restricted*
County Administrator	83,200	83,200	26,753	32%	HUB Q1 Fee
Auditor-Treasurer	28,065	28,065	2,218	8%	
Audit	110,000	110,000	800	1%	
Assessor	79,850	79,850	8,008	10%	
Enterprise Services	4,182,484	4,182,484	754,720	18%	
Central Services	110,750	110,750	12,536	11%	
Elections	116,500	277,904	41,744	15%	
County Attorney	92,550	92,550	29,548	32%	
County Attorney Forfeiture	*-*	*34,998*	*-*	*0%*	*Restricted*
Recorder	17,950	17,950	6,540	36%	1st Half Title Examiner Fee
Recorder Compliance/Technology	*1,500*	*2,207,802*	*42,577*	*2%*	*Restricted*
Maintenance	1,008,089	1,008,089	107,117	11%	
Planning & Zoning	291,500	291,500	30,760	11%	
General Government	1,287,695	1,403,150	828,267	59%	2024 General Liability Insurance
Contingency	100,000	225,630	-	0%	
Sheriff	930,521	930,521	111,361	12%	
Sheriff Forfeitures	*-*	*29,484*	*17,764*	*60%*	*Restricted*
Boat & Water	*-*	*-*	*-*	*0%*	*Restricted*
Sheriff's Reserve	*-*	*9,824*	*3,430*	*35%*	*Restricted*
Snowmobile Safety	*-*	*-*	*-*	*0%*	*Restricted*
Sheriff's Contingency	*-*	*6,253*	*-*	*0%*	*Restricted*
Gun Permits	*-*	*137,549*	*833*	*1%*	*Restricted*
Project Lifesaver	*-*	*5,986*	*-*	*0%*	*Restricted*
Public Safety Grants	*161,500*	*1,256,181*	*13,959*	*1%*	*Restricted*
Coroner	153,159	153,159	38,267	25%	
County Jail	742,650	742,650	90,943	12%	
Jail Canteen	*-*	*181,516*	*34,172*	*19%*	*Restricted*
Probation & Parole	131,006	131,006	9,273	7%	
Emergency Management	33,374	33,374	30,807	92%	2024 CODERED
E-911	*162,000*	*630,248*	*-*	*0%*	*Restricted*
Controlled Substances - Share of Fines	*-*	*298*	*-*	*0%*	*Restricted*
Historical Society	40,000	40,000	20,000	50%	1st Half Allocation
Regional Library	778,495	778,495	389,247	50%	1st Half Allocation
Parks	137,000	137,000	7,761	6%	
County Agricultural Society	16,000	16,000	-	0%	
County Extension Services	141,200	141,200	9,163	6%	
Soil & Water	200,000	200,000	100,000	50%	1st Half Allocation
Water Quality Grant	*80,900*	*361,139*	*2,148*	*1%*	*Restricted*
Sewer Grants	*-*	*45,494*	*17,690*	*39%*	*Restricted*
Wetland Grant	*5,000*	*5,000*	*5,672*	*113%*	*Restricted - has offsetting revenue*
Watercraft Inspection	*86,100*	*211,661*	*139*	*0%*	*Restricted*
Economic Development	47,000	47,000	-	0%	
TOTAL GENERAL FUND	**$ 11,806,562**	**$ 16,967,852**	**$ 2,929,419**	**17%**	
ROAD AND BRIDGE FUND					
Surveyor	$ 5,050	$ 5,050	$ 1,448	29%	Annual Reg Fee
Highway Administration	33,600	33,600	7,076	21%	Annual Dues
Highway Engineering	2,956,450	2,956,450	329,814	11%	
Highway Construction	12,940,000	14,240,000	908,926	6%	
Highway Maintenance	3,033,550	3,033,550	265,464	9%	
Equipment Maintenance/Shop	932,200	932,200	216,109	23%	Harris Shop Improvements
Traffic Operations	437,500	437,500	7,744	2%	
TOTAL ROAD AND BRIDGE FUND	**$ 20,338,350**	**$ 21,638,350**	**$ 1,736,581**	**8%**	

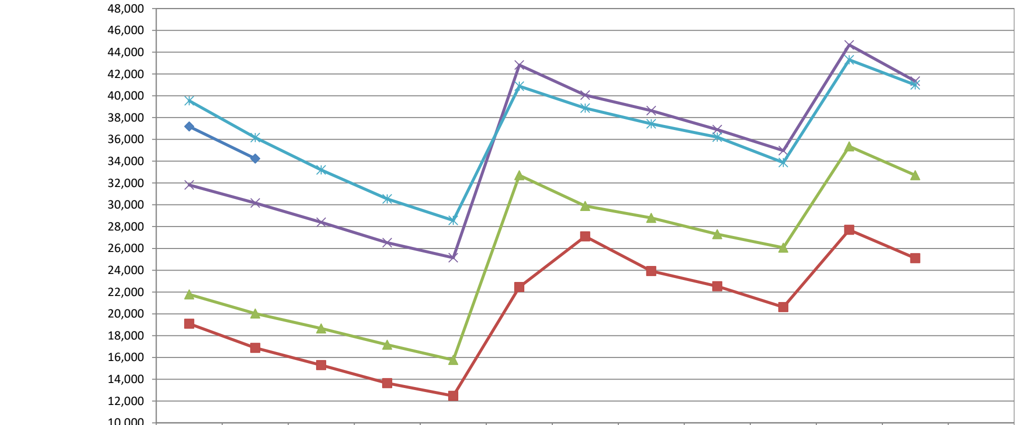
OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 02/29/2024
17% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Amended Budget	Notes
HEALTH AND HUMAN SERVICES					
Veterans Service	$ 37,150	$ 37,150	$ 4,767	13%	
Income Maintenance	792,045	1,070,889	128,943	12%	
Social Services	3,794,094	4,032,942	523,521	13%	
Public Health Nursing	332,030	332,030	47,200	14%	
Opioid Settlement	*-*	*618,129*	*-*	*0%*	*Restricted*
TOTAL HEALTH AND HUMAN SERVICES	**$ 4,955,320**	**$ 6,091,140**	**$ 704,431**	**12%**	
BUILDING FUND					
General Government	$ 83,602	$ 153,671	$ 83,602	54%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	
TOTAL BUILDING FUND	**$ 83,602**	**$ 170,671**	**$ 83,602**	**49%**	
CAPITAL EQUIPMENT FUND					
Administration	$ 9,055	$ 36,567	$ 20,317	56%	
Armer Radio - Replacement Fund	-	328,580	-	0%	
Auditor-Treasurer & Elections	65,500	160,911	-	0%	
Enterprise Servcies	587,800	974,791	18,613	2%	
HHS	-	80,000	-	0%	
Facilities/Maintenance	806,086	891,019	38,312	4%	
Other General Government *(Unallocated)*	-	56,901	-	0%	
Sheriff	548,617	771,391	381,905	50%	
Emergency Management	9,295	9,295	-	0%	
Highway	905,500	1,583,756	390,111	25%	
Environmental Services/Parks	361,500	361,500	-	0%	
TOTAL CAPITAL EQUIPMENT FUND	**$ 3,293,353**	**$ 5,254,711**	**$ 849,258**	**16%**	
SOLID WASTE FUND					
Score Grant Fund	$ 271,900	$ 271,900	$ 18,173	7%	
HHW Operations	443,430	907,467	26,190	6%	
TOTAL SOLID WASTE FUND	**$ 715,330**	**$ 1,179,367**	**$ 44,363**	**4%**	
LAKE IMPROVEMENT DISTRICT MAINTENANCE					
Lake Improvement District Maintenance	$ 196,000	$ 196,000	$ 20,394	10%	
TOTAL LAKE IMPV DISTRICT MAINT	**$ 196,000**	**$ 196,000**	**$ 20,394**	**10%**	
DEBT SERVICE FUND					
Road Debt	$ 2,108,019	$ 2,108,019	$ 1,775,605	84%	Principal + Interest
HHS Debt	260,781	260,781	231,575	89%	Principal + Interest
Library Debt	474,075	474,075	425,945	90%	Principal + Interest
Jail Debt	1,057,731	1,057,731	795,349	75%	Principal + Interest
Business Park Bonds	244,440	244,440	190,240	78%	Principal + Interest
Capital Projects	628,684	628,684	526,219	84%	Principal + Interest
TOTAL DEBT SERVICE FUND	**$ 4,773,730**	**$ 4,773,730**	**$ 3,944,933**	**83%**	
TOTAL ALL FUNDS	**$ 46,162,247**	**$ 56,271,821**	**$ 10,312,981**	**18%**	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 02/29/2024
17% OF YEAR COMPLETE

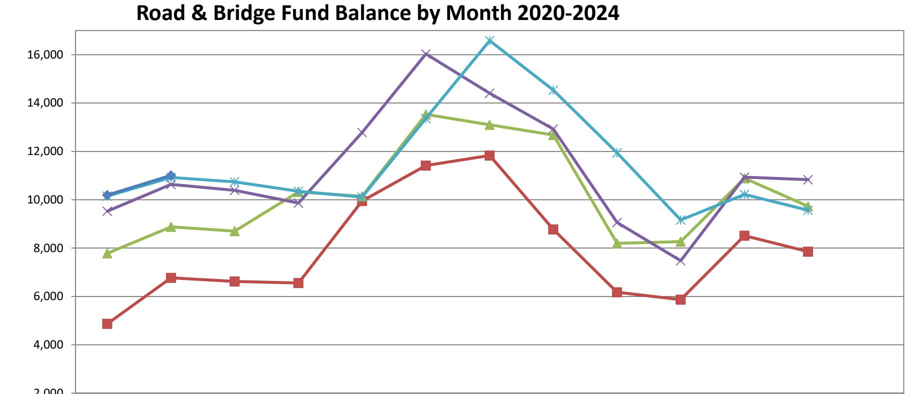
	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	$ 230,108	$ 46,180	20%
Law Library	10,514	1,106	11%
County Administrator	1,028,189	158,848	15%
Auditor-Treasurer	823,213	134,650	16%
Assessor	986,228	170,457	17%
Enterprise Services	2,153,925	338,626	16%
Elections	37,386	2,537	7%
County Attorney	2,832,540	477,755	17%
Recorder	346,477	46,239	13%
Maintenance	661,442	100,753	15%
Planning & Zoning	1,117,645	241,487	22%
Sheriff	7,297,256	1,216,084	17%
County Jail	4,324,033	780,291	18%
Probation & Parole	1,320,479	208,397	16%
Emergency Management	118,053	21,493	18%
Parks	465,220	56,089	12%
Water Quality Grant	118,293	22,994	19%
Wetland Grant	113,352	19,490	17%
Watercraft Inspection	229,223	15,280	7%
TOTAL GENERAL FUND	**$ 24,213,576**	**$ 4,058,756**	**17%**
ROAD AND BRIDGE FUND			
Surveyor	$ 168,442	$ 28,278	17%
Highway Administration	390,743	69,196	18%
Highway Engineering	1,069,593	178,951	17%
Highway Maintenance	1,961,065	333,256	17%
Equipment Maintenance/Shop	487,335	111,702	23%
Traffic Operations	209,075	39,375	19%
TOTAL ROAD AND BRIDGE FUND	**$ 4,286,253**	**$ 760,758**	**18%**
HEALTH AND HUMAN SERVICES			
Veterans Service	$ 220,212	$ 36,324	16%
Income Maintenance	3,110,312	538,693	17%
Social Services	7,423,133	1,229,183	17%
Public Health Nursing	1,888,620	277,513	15%
TOTAL HEALTH AND HUMAN SERVICES	**$ 12,642,277**	**$ 2,081,713**	**16%**
SOLID WASTE FUND			
Score Grant Fund	$ 61,067	$ 10,268	17%
HHW Operations	186,746	27,618	15%
TOTAL SOLID WASTE FUND	**$ 247,813**	**$ 37,886**	**15%**
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	$ 169,330	$ 27,948	17%
TOTAL LAKE IMPV DISTRICT MAINT	**$ 169,330**	**$ 27,948**	**17%**
TOTAL ALL FUNDS	**$ 41,559,249**	**$ 6,967,061**	**17%**

General Fund: Cash Fund Balance by Month 2020-2024



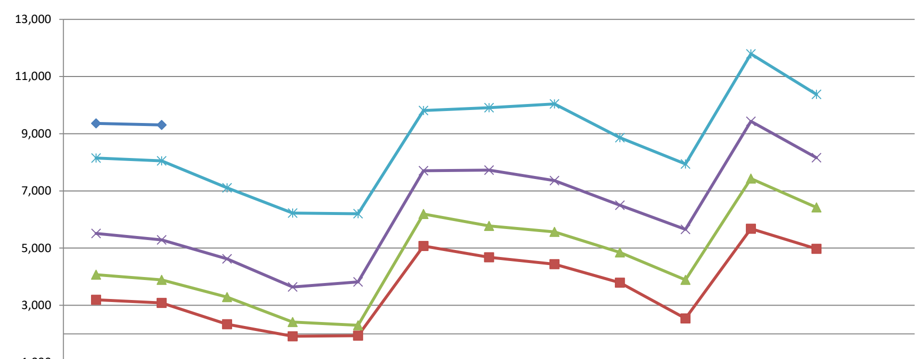
	1	2	3	4	5	6	7	8	9	10	11	12	13
2020	19,092	16,873	15,291	13,634	12,472	22,462	27,108	23,919	22,522	20,619	27,698	25,101	
2021	21,774	20,019	18,660	17,164	15,767	32,710	29,891	28,791	27,296	26,067	35,360	32,704	
2022	31,823	30,169	28,401	26,522	25,144	42,821	40,066	38,629	36,901	34,966	44,667	41,343	
2023	39,545	36,157	33,205	30,535	28,566	40,874	38,871	37,426	36,201	33,879	43,300	40,988	
2024	37,178	34,237											

Road & Bridge Fund Balance by Month 2020-2024

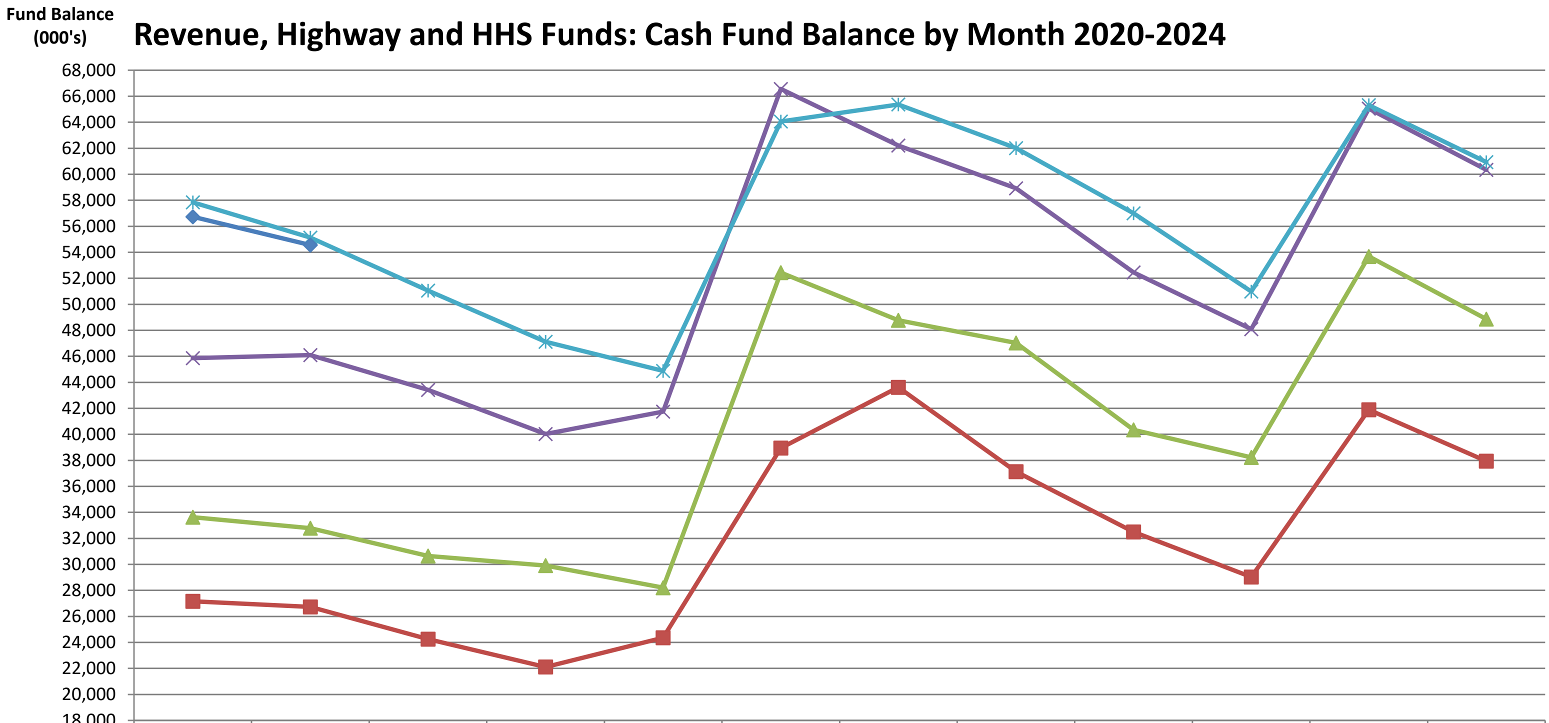


	1	2	3	4	5	6	7	8	9	10	11	12	13
2020	4,869	6,770	6,620	6,554	9,950	11,412	11,832	8,774	6,173	5,868	8,514	7,856	
2021	7,783	8,879	8,703	10,323	10,144	13,532	13,100	12,679	8,196	8,267	10,892	9,726	
2022	9,528	10,634	10,392	9,864	12,786	16,033	14,405	12,924	9,058	7,477	10,935	10,828	
2023	10,151	10,922	10,739	10,353	10,111	13,364	16,583	14,537	11,938	9,164	10,223	9,565	
2024	10,193	11,009											

Health & Human Services: Cash Fund Balance by Month 2020-2024



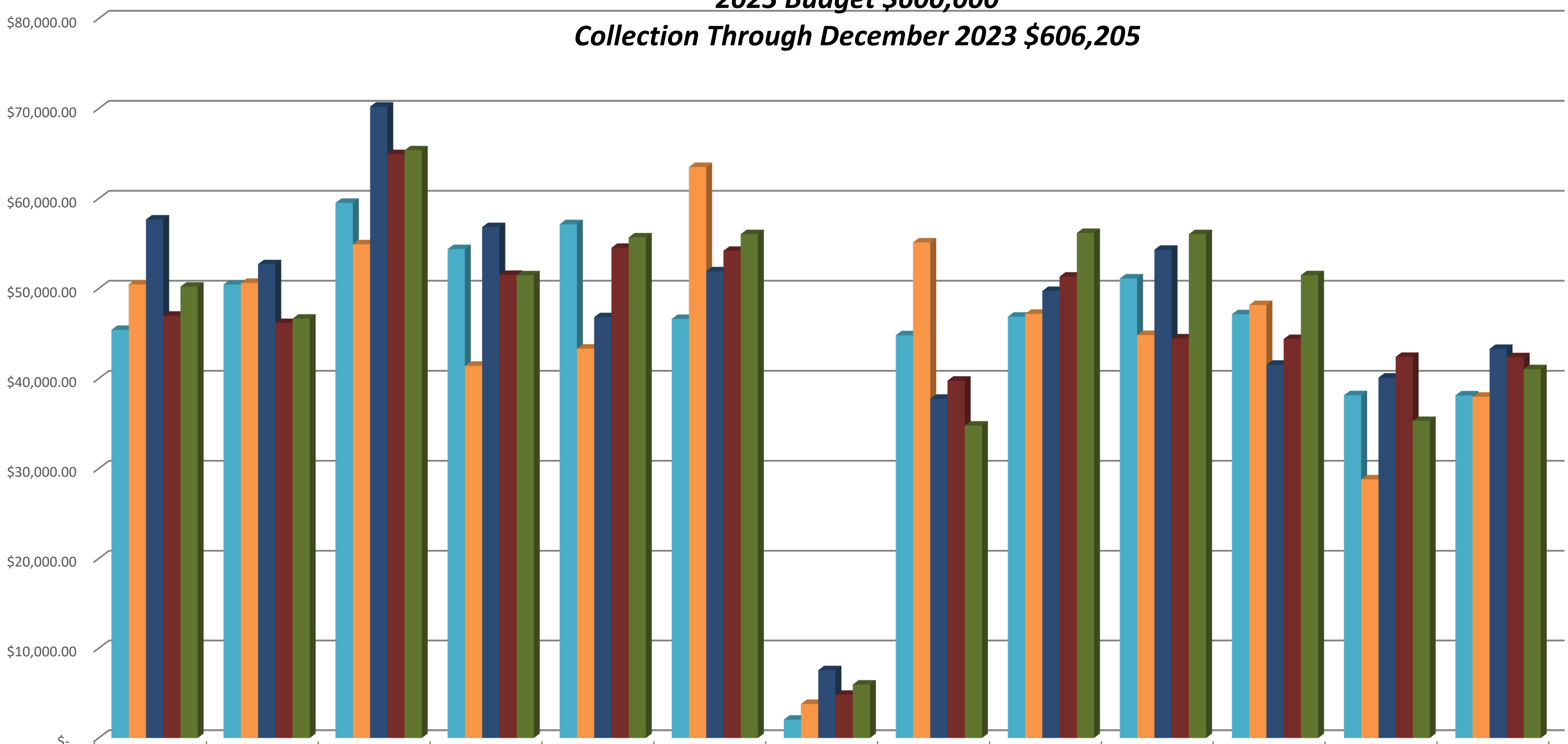
	1	2	3	4	5	6	7	8	9	10	11	12	13
2020	3,195	3,082	2,338	1,917	1,938	5,075	4,679	4,437	3,792	2,537	5,679	4,977	
2021	4,071	3,887	3,283	2,413	2,300	6,194	5,776	5,565	4,846	3,888	7,431	6,425	
2022	5,512	5,286	4,624	3,640	3,818	7,706	7,727	7,362	6,499	5,653	9,435	8,163	
2023	8,152	8,049	7,110	6,226	6,201	9,814	9,908	10,040	8,864	7,944	11,792	10,374	
2024	9,361	9,308											



	1	2	3	4	5	6	7	8	9	10	11	12
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	44,878	64,052	65,362	62,003	57,003	50,987	65,315	60,927
2024	56,732	54,554										

Wheelage Tax

Average Annual Collection $567,854
2023 Budget $600,000
Collection Through December 2023 $606,205



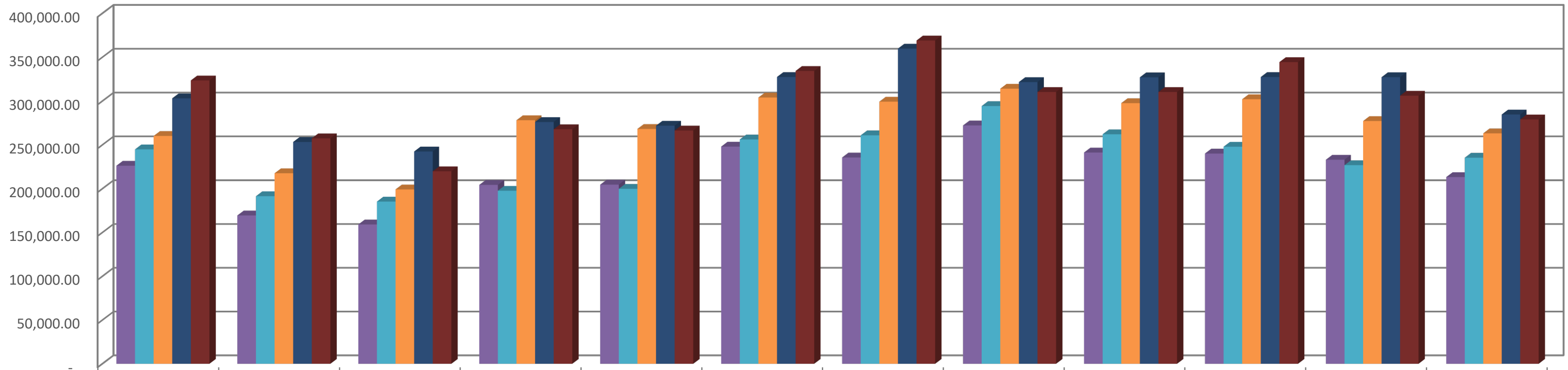
	January	February	March	April	May	June	Cleanup	July	August	September	October	November	December
2019	$45,410.66	$50,447.62	$59,526.25	$54,386.49	$57,152.45	$46,629.92	$2,043.50	$44,813.25	$46,878.14	$51,126.28	$47,146.69	$38,150.39	$38,130.00
2020	$50,463.58	$50,630.64	$54,917.39	$41,409.10	$43,328.09	$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	$65,361.61	$51,476.42	$55,686.04	$56,045.62	$5,954.89	$34,774.87	$56,178.32	$56,045.62	$51,483.00	$35,288.00	$41,040.38

Sales Tax

Average Annual Collection $2,802,594

2023 Budget $3,600,000

Total Collection Through December 2023 $3,588,158



	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	219,827.41	267,813.46	266,348.40	334,268.17	369,019.20	310,302.57	310,304.60	344,378.96	306,053.98	279,000.40

ARPA
Budget to Actual
As of February 29, 2024

ADMINISTRATION

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0335 ADM	Broadband	1,466,986	(1,317,986)	$ (149,000)	-
ARPA-0356 ADM	Childcare Provider Training Assistance	100,000	-	(100,000)	-
2023 ADD	Administration Fee/Unallocated	753,400	-	-	753,400
2023 ADD	Management Training - 2024	10,000	-	(10,000)	-
2023 ADD	Legal Counsel	30,000	-	(30,000)	-
		$ 2,360,386	**$ (1,317,986)**	**$ (289,000)**	**$ 753,400**

ATTORNEY

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(42,070)	$ (65,948)	-
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(47,457)	(4,011)	-
2023 ADD	LENS Update	40,600	-	(40,600)	-
		$ 200,086	**$ (89,527)**	**$ (110,559)**	**$ -**

AUDITOR-TREASURER

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0337 AUD	Tyler Tax/CAMA Software	$ 250,000	$ (109,630)	$ (140,370)	$ -
ARPA-0347 AUD	Single Use Audit 2023 - ARPA Funds	30,000	-	(30,000)	-
		$ 280,000	**$ (109,630)**	**$ (170,370)**	**$ -**

EMERGENCY MANAGEMENT

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ (4,550)**	**$ (55,450)**	**$ -**

ENTERPRISE SERVICES

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0062 ENTS	Replace ceiling grid and tile in the hallways of the 1989 Courthouse	$ 75,000	$ (48,024)	$ (26,976)	$ -
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	1,966,546	(489,172)	(1,477,374)	-
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	-	(60,000)	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	-	(100,000)	-
2024 ADD	Additional Cloud SharePoint Storage	35,800	-	(35,800)	-
2024 ADD	*ARPA ARMER* Radios (2) - Stacy squads	12,221	-	(12,221)	-
2024 ADD	*ARPA ARMER* Radios (35) - Public Works	99,649	-	(99,649)	-
2024 ADD	*ARPA ARMER* CL Library Security upgrade	4,884	-	(4,884)	-
2024 ADD	VPN Service - Sheriff Squads	26,000	-	(26,000)	-
		$ 2,380,100	**$ (537,196)**	**$ (1,842,904)**	**$ -**

ARPA
Budget to Actual
As of February 29, 2024

ENVIRONMENTAL SERVICES

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0240 ENVS	Chisago County Mountain Bike Course (add'l $109,500 allocated on 04/12/23)	184,500	(91,611)	(92,889)	-
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building (add'l $30,000 allocated on 04/12/23, add'l $5,605 allocated on 8/9/23)	185,605	(131,150)	(54,455)	-
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(64,779)	(185,221)	-
ARPA-0306 ENVS	Water Resources Truck	50,000	-	(50,000)	-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(4,981)	(116,219)	-
2023 ADD	Land Acquisition & Appraisal - Swedish Immigrant Trail Connection to Center City	25,513	(2,354)	(23,159)	-
2023 ADD	Ki Chi Saga Septic System	21,000	(2,196)	(18,804)	-
2023 ADD	Sunrise Prairie Regional Trail - seeding and fertilizing (not included in original bid)	70,000	-	(70,000)	-
2023 ADD	Planning Code Review	14,000	-	(14,000)	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	-
		$ 1,202,818	**$ (297,071)**	**$ (905,747)**	**$ -**

LID

Project #	Description	Budget	Actual	Allocated	Amount Remaining
2024 ADD	Channel and Weir Project	**$ 175,000**	**$ -**	**$ (175,000)**	**$ -**

MAINTENANCE

Project #	Description	Budget	Actual	Allocated	Amount Remaining
ARPA-0135 MNT	Repair elevator on 1973 side of Courthouse	$ 111,119	$ (44,448)	$ (66,671)	$ -
2023 ADD	Concrete Repairs	54,300	(3,300)	(51,000)	-
		$ 165,419	**$ (47,748)**	**$ (117,671)**	**$ -**

SHERIFF'S OFFICE

Project #	Description	Budget	Actual	Allocated	Amount Remaining
2023 ADD	Recruitment Program	$ 55,000	$ (23,500)	$ (31,500)	$ -
2023 ADD	School Safety	40,000	-	(40,000)	-
2024 ADD	Stacy Squads (2)	170,856	-	(170,856)	-
		$ 265,856	**$ (23,500)**	**$ (242,356)**	**$ -**

COMPLETED PROJECTS

Project #	Description	Budget	Actual	Allocated	Amount Remaining
		$ 3,900,142	**$ (3,900,142)**		**$ -**
	TOTALS	**$ 10,989,807**	**$ (6,327,350)**	**$ (3,909,057)**	**$ 753,400**

CHISAGO COUNTY
ARPA FUNDS SUMMARY

INFRASTRUCTURE INVESTMENTS

PROGRAM NAME	SPENT	ALLOCATED	TOTAL
COUNTY INFRASTRUCTURE	**$3,401,938**	**$2,091,721**	**$5,493,659**
CC PUBLIC WORKS HARRIS SHOP IMPROVEMENTS	$1,048,300		
CC GOV'T CENTER ENERGY EFFICIENCY UPGRADES	$729,577		
ARMER INFRASTRUCTURE UPGRADE/REPLACEMENT	$502,410	$1,580,890	
CC 'OLD' JAIL DEMOLITION	$439,467		
CC HOUSEHOLD HAZARDOUS WASTE COLD STORAGE	$281,000		
KI CHI SAGA PARK MUNICIPAL BUILDING	$121,190	$64,415	
CC PARKS MAINTENANCE COLD STORAGE/SHOP	$105,500		
CC GOV'T CENTER ELEVATOR REPAIR	$44,448	$66,671	
CC ARROWHEAD TRANSIT FACILITY - HVAC RPLCMNT	$26,012		
SWEDISH IMMIGRANT TRAIL CONNECTION - ENGINEERING	$10,227	$23,052	
KI CHI SAGA SEPTIC SYSTEM	$2,196	$18,804	
MOUNTAIN BIKE COURSE - KI CHI SAGA PARK	$91,611	$92,889	
CHANNEL & WEIRS PROJECT - LAKE IMP DISTRICT		$175,000	
SUNRISE PRAIRIE REGIONAL TRAIL - SEEDING & FERTILIZING		$70,000	

TOTAL INFRASTRUCTURE INVESTMENTS (50% OF FUNDS) $5,493,659

COMMUNITY SUPPORT

PROGRAM NAME	SPENT	ALLOCATED	TOTAL
BROADBAND GRANTS	**$1,317,986**	**$149,000**	**$1,466,986**
FRANCONIA TOWNSHIP	$200,000		
AMADOR TOWNSHIP	$200,000		
EAST CENTRAL ENERGY	$200,000		
SHAFER TOWNSHIP	$200,000		
CITY OF HARRIS	$186,736		
CHISAGO LAKE TOWNSHIP	$171,000		
HOMETOWN FIBER	$99,950		
CITY OF WYOMING	$60,300		
FUTURE PROJECTS		$149,000	
SCHOOL GRANTS	**$600,000**	**$40,000**	**$640,000**
CHISAGO LAKES SCHOOL DISTRICT	$228,534		
NORTH BRANCH AREA SCHOOLS	$189,105		
FOREST LAKE AREA SCHOOLS	$94,159		
RUSH CITY PUBLIC SCHOOLS	$65,144		
CAMBRIDGE-ISANTI SCHOOLS	$17,168		
BRAHAM AREA SCHOOLS	$5,890		
FUTURE PROJECTS		$40,000	
COMMUNITY OUTREACH GRANTS	**$216,061**	**$401,437**	**$617,498**
CHILDREN'S SERVICES COLLABORATIVE	$118,298		
CHISAGO COUNTY HISTORICAL SOCIETY	$28,000		
WATER RESOURCES MATCHING GRANTS	$64,780	$185,220	
LOWER ST. CROIX WATERSHED PLANNING	$4,983	$116,217	
CHILDCARE PROVIDER ASSISTANCE TRAINING		$100,000	

TOTAL COMMUNITY SUPPORT (25% OF FUNDS) $2,724,484

COUNTY EXPENSES

PROGRAM NAME	SPENT	ALLOCATED	TOTAL
COUNTY EXPENSES	**$1,089,208**	**$1,682,456**	**$2,771,664**
TECHNOLOGY	$727,698	$389,146	
COUNTY ATTORNEY	$89,527	$110,559	
MAINTENANCE	$180,250	$77,545	
ADMINISTRATION	$40,303	$753,400	
SHERIFF'S OFFICE	$23,500	$202,356	
JAIL	$13,058		
PUBLIC HEALTH	$8,190		
EMERGENCY MANAGEMENT	$4,550	$55,450	
LAKE IMPROVEMENT DISTRICT	$2,132		
ENVIRONMENTAL SERVICES		$64,000	
AUDITOR-TREASURER		$30,000	

TOTAL COUNTY EXPENSES (25% OF FUNDS) $2,771,664

TOTAL ARPA FUNDS SPENT & ALLOCATED $10,989,807

2024 Capital Improvement Plan
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ADMINISTRATION					
Description	**Project #**	**Source**	**Budget**	**Actual**	**Remaining**
Office Remodel - Veteran's Services	**ADM-0198**	CARRYOVER	10,000	-	10,000
Laser Measuring Tools (Assessor)	**2023 ADD**	CARRYOVER	1,567	(1,567)	-
Total Carryover from 2023			11,567	(1,567)	10,000
Community Engagement	**ADM-0419**	2024 CIP BUDGET	25,000	(18,750)	6,250
Total 2024 CIP Budget			**25,000**	**(18,750)**	**6,250**
Total			**$ 36,567**	**$ (20,317)**	**$ 16,250**

AUDITOR-TREASURER & ELECTIONS					
Description	**Project #**	**Source**	**Budget**	**Actual**	**Remaining**
Election Equipment Replacement Fund	**AUD-0137**	CARRYOVER	90,911	-	90,911
Election Results - Storage Media	**AUD-0139**	CARRYOVER	4,500	-	4,500
Total Carryover from 2023			**95,411**	-	**95,411**
Election Equipment Replacement Fund	**AUD-0137**	2024 CIP BUDGET	59,000	-	59,000
Election Results - Storage Media	**AUD-0139**	2024 CIP BUDGET	4,500	-	4,500
Safe	**AUD-0418**	2024 CIP BUDGET	2,000	-	2,000
Total 2024 CIP Budget			**65,500**	**-**	**65,500**
Grand Total			**$ 160,911**	**$ -**	**$ 160,911**

FACILITY MAINTENANCE					
Description	**Project #**	**Source**	**Budget**	**Actual**	**Remaining**
Repair Courthouse lots	**MNT-0055**	CARRYOVER	5,000	-	5,000
Better Hallway Signage on 3rd floor	**MNT-0219**	CARRYOVER	1,000	-	1,000
Fencing and Parking Gate at PSC	**MNT-0267**	CARRYOVER	47,213	(1,775)	45,438
Ceiling Tile Rplcmnt Overage (ARPA-0062)	**2023 ADD**	CARRYOVER	31,720	(21,048)	10,672
Total Carryover from 2023			**84,933**	**(22,823)**	**62,110**
Parking lot repairs at PSC	**MNT-0054**	2024 CIP BUDGET	20,000	-	20,000
Replace carpet in public hallways at Gov't Center (1989 side)	**MNT-0063**	2024 CIP BUDGET	60,000	-	60,000
Main lift for PSC	**MNT-0071**	2024 CIP BUDGET	18,000	-	18,000
Replace exterior doors at NBHHS	**MNT-0076**	2024 CIP BUDGET	10,000	-	10,000
Repair/Replace retaining wall around paring lot at Gov't Center	**MNT-0186**	2024 CIP BUDGET	250,000	-	250,000
Replace Leibert HVAC in data center at Gov't Center	**MNT-0187**	2024 CIP BUDGET	200,000	-	200,000
Replace alarm system in Gov't Center (1989 side & DES)	**MNT-0191**	2024 CIP BUDGET	80,000	-	80,000
Replace analog cameras in Courthouse for courthouse security	**MNT-0193**	2024 CIP BUDGET	30,000	-	30,000
Updates to 3rd floor victim/witness waiting area	**MNT-0222**	2024 CIP BUDGET	20,000	-	20,000
Office security changes for County Administration	**MNT-0393**	2024 CIP BUDGET	50,000	(15,489)	34,511
Window blinds for 3rd floor at Courhouse	**MNT-0396**	2024 CIP BUDGET	3,086	-	3,086
Add fencing and electronic gate to Harris DO	**MNT-0414**	2024 CIP BUDGET	65,000	-	65,000
Total 2024 CIP Budget			**806,086**	**(15,489)**	**790,597**
Grand Total			**$ 891,019**	**$ (38,312)**	**$ 852,707**

SHERIFF'S OFFICE					
Description	**Project #**	**Source**	**Budget**	**Actual**	**Remaining**
Insurance Reimbursements (incl Auction Proceeds)	**N/A**	REVENUE	210,302	(102,472)	107,830
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	CARRYOVER	12,472	(12,472)	-
Total Carryover from 2023			**222,774**	**(114,944)**	**107,830**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	2024 CIP BUDGET	414,670	(242,445)	172,225
NOPTIC NV3 Night Vision	**CCSO-0367**	2024 CIP BUDGET	8,000	-	8,000
Drone	**CCSO-0368**	2024 CIP BUDGET	20,075	(19,688)	387
Patrol Supressors	**CCSO-0369**	2024 CIP BUDGET	12,750	(12,090)	660
Less Lethal - Pepperball	**CCSO-0374**	2024 CIP BUDGET	5,172	(5,210)	(38)
SWAT Helmets	**CCSO-0379**	2024 CIP BUDGET	8,250	-	8,250
Ballistic bunker replacements	**CCSO-0416**	2024 CIP BUDGET	72,000	-	72,000
SWAT rifle place replacement	**CCSO-0417**	2024 CIP BUDGET	7,700	-	7,700
Total 2024 CIP Budget			**548,617**	**(279,433)**	**269,184**
Grand Total			**$ 771,391**	**$ (381,905)**	**$ 377,014**

PARKS/ENVIRONMENTAL					
Description	**Project #**	**Source**	**Budget**	**Actual**	**Remaining**
Sunrise Prairie Trail crack fill and fog seal	**ENVS-0121**	2024 CIP BUDGET	175,000	-	175,000
3/4 ton truck replacement	**ENVS-0123**	2024 CIP BUDGET	60,000	-	60,000
Swedish Immigrant Regional Trail land acquisition	**ENVS-0129**	2024 CIP BUDGET	50,000	-	50,000
Checkerboard Park swing replacement	**ENVS-0376**	2024 CIP BUDGET	16,000	-	16,000
Sunrise Prairie Trail benches	**ENVS-0381**	2024 CIP BUDGET	25,000	-	25,000
Millermatic 252 wire feed welder	**ENVS-0382**	2024 CIP BUDGET	5,500	-	5,500
Ki Chi Saga shelter picnic tables	**ENVS-0383**	2024 CIP BUDGET	10,000	-	10,000
Trash and recycling containers for park shelters	**ENVS-0384**	2024 CIP BUDGET	20,000	-	20,000
Total 2024 CIP Budget			**$ 361,500**	**$ -**	**$ 361,500**

2024 Capital Improvement Plan
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PUBLIC WORKS

Description	Project #	Source	Budget	Actual	Remaining
Auction Proceeds	N/A	REVENUE	84,350	-	84,350
Hydrant Replacement	N/A	CARRYOVER	10,073	-	10,073
1-Ton Work Truck	PWKS-0168	CARRYOVER	60,000	-	60,000
1-Ton Tipper Truck	PWKS-0206	CARRYOVER	76,563	-	76,563
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	(60,911)	19,089
Fuel Island Repairs	PWKS-0233	2023 CIP BUDGET	27,270	-	27,270
Total Carryover from 2023			**678,256**	**(60,911)**	**617,345**
1-ton Work Truck	PWKS-0167	2024 CIP BUDGET	75,000	-	75,000
Traffic Counters	PWKS-0400	2024 CIP BUDGET	20,000	-	20,000
Thermoplastic Heaters	PWKS-0401	2024 CIP BUDGET	10,000	(9,000)	1,000
938M Wheel Loader	PWKS-0402	2024 CIP BUDGET	300,000	-	300,000
Snowblower for Loader	PWKS-0403	2024 CIP BUDGET	65,000	(62,500)	2,500
Vehicle Lift	PWKS-0404	2024 CIP BUDGET	30,000	-	30,000
272D Skid Steer	PWKS-0405	2024 CIP BUDGET	85,000	(83,225)	1,775
299D Skid Steer	PWKS-0406	2024 CIP BUDGET	111,000	(111,000)	-
Chainsaws	PWKS-0407	2024 CIP BUDGET	8,000	-	8,000
Weedwhips	PWKS-0408	2024 CIP BUDGET	6,500	-	6,500
1-ton Work Truck	PWKS-0409	2024 CIP BUDGET	100,000	-	100,000
Crash Attenuator Trailers	PWKS-0410	2024 CIP BUDGET	65,000	(62,900)	2,100
Additional CIP funding for Approved Equipment	PWKS-0411	2024 CIP BUDGET	30,000	(575)	29,425
Total 2023 CIP Budget			**905,500**	**(329,200)**	**576,300**
Grand Total			**$ 1,583,756**	**$ (390,111)**	**$ 1,193,645**

TECHNOLOGY

Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	N/A	CARRYOVER	37,800	-	37,800
Relocate the Wyoming Emergency Paging Tower	ENTS-083	CARRYOVER	100,000	-	100,000
MCC 7500E Laptop Consoles (2)	ENTS-0088	CARRYOVER	165,000	-	165,000
Replace network cores at ECC, No parts available	ENTS-0099	CARRYOVER	20,970	(13,782)	7,188
Replace network switches that support end user devices at the ECC / 911 due to core replacement	ENTS-0103	CARRYOVER	60,000	-	60,000
Total Carryover from 2023			**383,770**	**(13,782)**	**369,988**
Replace primary UPS units #1 and #2 in Courthouse Data Center due to age and unavailibility of replacement parts	ENTS-0371	2024 CIP BUDGET	100,800	-	100,800
Replace primary UPS units #1 and #2 in North Branch Data Center due to age and unavailibility of replacement parts	ENTS-0372	2024 CIP BUDGET	48,200	-	48,200
2024 Small Equipment Replacement	ENTS-0385	2024 CIP BUDGET	255,200	-	255,200
Cyber Security - Policies	ENTS-0390	2024 CIP BUDGET	50,000	-	50,000
2024 Small Equipment New Requests	ENTS-0391	2024 CIP BUDGET	36,900	(1,610)	35,290
Replace primary UPS units #1 and #2 in Courthouse 2nd floor data room due to age and unavailability of replacement parts	ENTS-0395	2024 CIP BUDGET	48,200	-	48,200
Seim Tool - help us detect,prevent and resolve cybersecurity incidents along with centralizing server logs, firewall logs etc.	ENTS-0397	2024 CIP BUDGET	30,000	-	30,000
6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems	ENTS-0415	2024 CIP BUDGET	18,500	-	18,500
IT Equipment for Probation new hires	2024 ADD	2024 CIP BUDGET	3,221	(3,221)	-
Total 2024 CIP Budget			**591,021**	**(4,831)**	**586,190**
Grand Total			**$ 974,791**	**$ (18,613)**	**$ 956,178**

HHS

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

EMERGENCY MANAGEMENT

Description	Project #	Source	Budget	Actual	Remaining
EOC replacement chairs	EMGT-0386	2024 CIP BUDGET	9,295		
Total			**$ 9,295**	**$ -**	**$ 9,295**

UNALLOCATED

Description		Source	Budget	Actual	Remaining
2024 Unallocated CIP Funds		CARRYOVER	60,122		
IT Equipment for Probation new hires	12/20/23 Board Mtg	TO TECHNOLOGY	(3,221)		
Total			**$ 56,901**	**$ -**	**$ 56,901**
ARMER			**$ 328,580**		**$ 328,580**
TOTAL ALL DEPARTMENTS			**$ 5,254,711**	**$ (849,258)**	**$ 4,507,925**

TAB II.

Title	Notes:
Financial Worker – Part Time	Replacement – long-term ON HOLD
Case Aide/Front Desk HHS	Replacement – long-term ON HOLD
MCH Nurse 0.8 Public Health	Replacement – ON HOLD
MCH Nurse 0.8 Public Health	Replacement – ON HOLD
Contracted Workforce Analyst	NEW Grant Funded
MCH Nurse 1.0 Public Health	Replacement – Reposted, declined offers; ON HOLD
Community Health Services Lead (contract)	Replacement – reposted multiple times; ON HOLD
Community Health Worker	NEW under COVID-19 Vaccine Grant – posted 8/30/2023 – ON HOLD
MCH Nurse Team Lead – Public Health	Replacement – ON HOLD
MCH/Family Home Visiting Nurse – Public Health	Replacement – ON HOLD
Social Worker/Case Manager – Children's Services	Replacement – Job Closes 2/14/2024
Social Worker/Case Manager/Permanency	Replacement – accepted offer 2/5/2024
Case Manager – Aging and Disabilities Division	Replacement – accepted offer start date in March
Dispatcher	2 Vacancies as of March/April 2024
Patrol	3 Vacancies – 1 Deputy to cover City of Stacy contract hours and 2 retirements summer 2024
CSO	1 Vacancy – post in summer 2024
Records Clerk	1 Vacancy – retirement March 2024 – accepted offer start date in March
Office Support – Environmental Services	1 Vacancy
Office Support – Probation	1 Vacancy
Assistant County Attorney II	1 Vacancy – accepted offer start date in March
Deputy County Recorder I	1 Vacancy
Assistant County Attorney I	1 Vacancy

The ON HOLD vacancies are undergoing assessment and revisions will be made to duties/job descriptions that better suit the department, etc.

TAB III.

ARPA Childcare Allocation

March 13th, 2024

At the September 20th, 2023 Board of Commissioner meeting, the Board approved a grant of $75,000 to the Chisago County HRA-EDA for use of the Chisago County Child Care Coalition (+ $25,000 per approved for 'Childcare').

Context:

In the Fall of 2022, the Chisago County HRA-EDA was asked by the First Children's Finance and funded by Initiative Foundation to be the lead agency for a Chisago County effort to help address the need for childcare slots. A coalition was formed, and SMART Goals were created to find solutions to create childcare slots.

First Children's Finance along with the East Central Regional Development Commission (ECRDC) surveyed the county and put together a report specific to the needs of Chisago County. It shows that there is a need for 1,500 additional childcare slots. This is important for parents and businesses. Many local businesses have stated their concern because employees are often unable to come to work regularly because they cannot find childcare.

To encourage the creation of more slots and to retain existing childcare providers the Coalition is requesting $100,000 from the ARPA funds. There are several uses for the funds including grants for upgrading spaces for childcare, startup childcare businesses, training, mentorship, establishing childcare centers, and more.

Current Ask:

Following is how the Chisago County Child Care Coalition determined the ARPA funds would be utilized. We will need to create guidelines and applications for each of these items. There may be movement of some of the funds as opportunities arise as we are still in the planning stages. Please let me know if you need additional information so that we can receive the ARPA funds and how you want us to document the use of the funds.

Chisago County Child Care Coalition Proposed Budget for ARAP Funding

Start Up Home Providers – $10,000
Funds to be used to assist with start-up costs of home based providers.

Existing Home Providers - $10,000
These funds may be used for emergency costs that may close a home-based provider. The funds could also be used to assist with costs of expansion in terms of opening more slots or increasing hours or other efforts to provide more child care.

Center Assistance - $20,000
Assistance with start-up or expansion when additional slots are created.

Technology – $5,000
DHS will be requiring all providers to get on to the "HUB". Funds may help with costs or training around using the system. A web site may be created to help families find child care and for providers to find resources.

Architects/Feasibility - $25,000
For providers to determine if they can afford to build, renovate, find employees, find clients, etc. These funds can help remove the barrier by providing data for them to make decisions around investment in child care.

Schools - $25,000
As directed by the Board of Commissioners. The three primary districts are in the process of meeting to determine a good use of the fund allocated.

Training/Education/Recognition - $5,000
Providers have several needs for training and keeping up with their continuing education credits. This funding could leverage existing training available for events to bring the providers together on occasion. Providers often feel undervalued, and the coalition would like to provide recognition of their services that they provide. This activity may encourage others considering being a provider to move forward.

Total - $100,000

Attachment(s):

- **Chisago County Child Care Coalition PowerPoint**

CHISAGO COUNTY CHILD CARE COALITION

Chisago County Childcare Participants

CHISAGO COUNTY
CHILD CARE COALITION

- Lanay Miller – Chisago County Provider Licensing (Countywide)
- Michelle Thomas – East Central Regional Development Commission
- Jim Willeck – Real Estate (Stacy)
- Sue Moravec – Child Care Provider (Wyoming)
- Amy Mell – Rush City Administrator (Rush City)
- Tara Hallberg – Pine Tech (Wayfinder)
- Daniel McGonigle – Chisago Lakes School Community Ed (Lindstrom)
- Katie Werman Roche – Lindstrom with Passion for Child Care (Lindstrom)
- Madelyn Jensen – Chisago County Health and Human Services – Community Health Specialist
- Jason Zeimer – North Branch Community Development

- Sara Kaminski – Parent /County HRA-EDA – (North Branch)
- Nancy Hoffman – Chisago County HRA-EDA -economic development (Countywide)
- Venus – Family Pathways
- Shelly Kunz – First Children's Finance (FCF)
- Sara Paul – North Branch School
- Erica Bjerketvedt – North Branch School
- Chase Burnham – Chisago County Administrator
- Marlys Dunne – Chisago County Commissioner and Manufacturing Industry
- Don Hickman – Initiative Foundation
- Senator Mark Koran
- Mackenzie Halfen – Chisago County Public Health
- Samantha Olson – Chisago County HRA-EDA
- Jessica Gilder – Initiative Foundation   Jessica J. - Lakes and Pines

Testimonial

Madelyn from Chisago County Public Health:

- Over the last two years I have personally and professionally seen the impacts of the childcare gap crisis. From long, and confusing waitlists, limited to no availability, high prices, and poor quality. Finding childcare has been a struggle to say the least.

Mackenzie from Chisago County Public Health

- The lack of childcare spots in the county is placing an impossible decision on families- either leave the county for childcare or leave the workforce, a decision that we experience firsthand as new parents.

Erica from North Branch Schools

- What I frequently see is that mothers with young children are interested in our positions with the school district, but that they have to carefully do the math to see if they would actually make any money after paying for childcare, IF they are able to secure childcare.

- Last year I had a few employees who had to really search and nearly quit because of not being able to find childcare for their infants/toddlers.

CHISAGO COUNTY CHILD CARE COALITION

Chisago County
Child Care Need Analysis

CITIES

55012-Center City
55013 -Chisago City/Wyoming
55032 -Harris
55045 - Lindstrom
55056-North Branch
55069-Rush City
55074-Shafer
55079-Stacy
55084-Taylors Falls

Chisago County
Population 55,844

58
Licensed family child care

7
Licensed child care centers

2 Certified child care centers

1,449
Spots Needed Birth to 5

2,392
Children under 5 with all parents working
Estimate based on the 2015-2019 ACS

1,109 Current child care capacity
FCF Calculation

$650
per month/preschool
Cost of family child care
County level data from 2021 DHS Market Rate Study Survey 50 percentile price cluster 3

77%
Children under 5 with all parents in the workforce
Estimate based on the 2015-2019 ACS

$858

Child Care Coalition Goals
Goal 1

CHISAGO COUNTY
CHILD CARE COALITION

- Explore Special Family Child Care model in local spaces within the county for the purpose of maintaining and creating new child care options.
    - Special Family Child Care Model is more than one provider in a space.

Child Care Coalition Goals
Goal 2

CHISAGO COUNTY
CHILD CARE COALITION

Explore local churches for opportunities to expand or create new child care slots.

Child Care Coalition Goals
Goal 3

Establish an Advisory Board to inform decisions for quality child care options.

- Mentorship Program
- Upcoming Training and Appreciation Events

CHISAGO COUNTY
CHILD CARE COALITION

Child Care Coalition Goals
Goal 4

Explore funding options including ARPA funds to focus on start-up, expansion, and support for child care.

ARPA Funding Request

- Grant funds to assist Child Care Center Start-up or expansions
- School District Child Care Programs
- Piloting a Substitute Provider Program
- Assistance with Accounting and other Back Office Needs
- Child Care Appreciation and Trainings
- Provider Mentoring Programs and Association

TAB IV.

Staffing Proposal for Public Health

March 13th, 2024

As a result of the 2023 Legislative Session, legislators voted to increase funding to support Public Health Infrastructure, Foundational work, and ability to prepare for Public Health Emergencies.

New Funding:

Infrastructure Grant: $185,225 (1 sum over 5 yrs.)
Foundational Grant: $172,800 (annual ongoing funding)
Response Sustainability Grant: $106,201 (annual ongoing funding)

Staffing Proposal

Community Health Supervisor/PH supervisor

- Repurpose Nurse Lead vacant position 1FTE currently grade 14, would need to move to grade 16. Infrastructure grant to cover difference in salary in years 24/25

  - COST → $30,000

Environmental Health Specialist

- Covered 80% by Foundational grant and
- RSG grant to cover EP work 20% of time, covered 100% by grants.

  - COST → $100,000

Public Health Planner

- Repurpose of vacant .8 FTE (nurse)
- Increase from a .8 to 1.0 FTE

- COST → $20,000 Foundational Grant to cover .2 difference

Community Health Worker (*Future Considerations*)

- Increase WIC coordinator position from .8 to 1.0 FTE upon retirement of person currently in role which has been announced for early 2025.

- COST → $30,000 Foundation Funding to Support FTE

Attachment(s):

- **Proposal for Public Staffing Needs PowerPoint**

Staffing Proposal for Public Health

Prepared by: Courtney Wehrenberg, CHS Administrator

MN Statue 145A: CHBs are charged with identifying local public health priorities and implementing activities to address those priorities as well as addressing the “areas of public health responsibility”.

- assure an adequate local public health infrastructure
- promote healthy communities and healthy behavior
- prevent the spread of communicable diseases
- protect against environmental health hazards
- prepare and respond to emergencies
- assure health services.

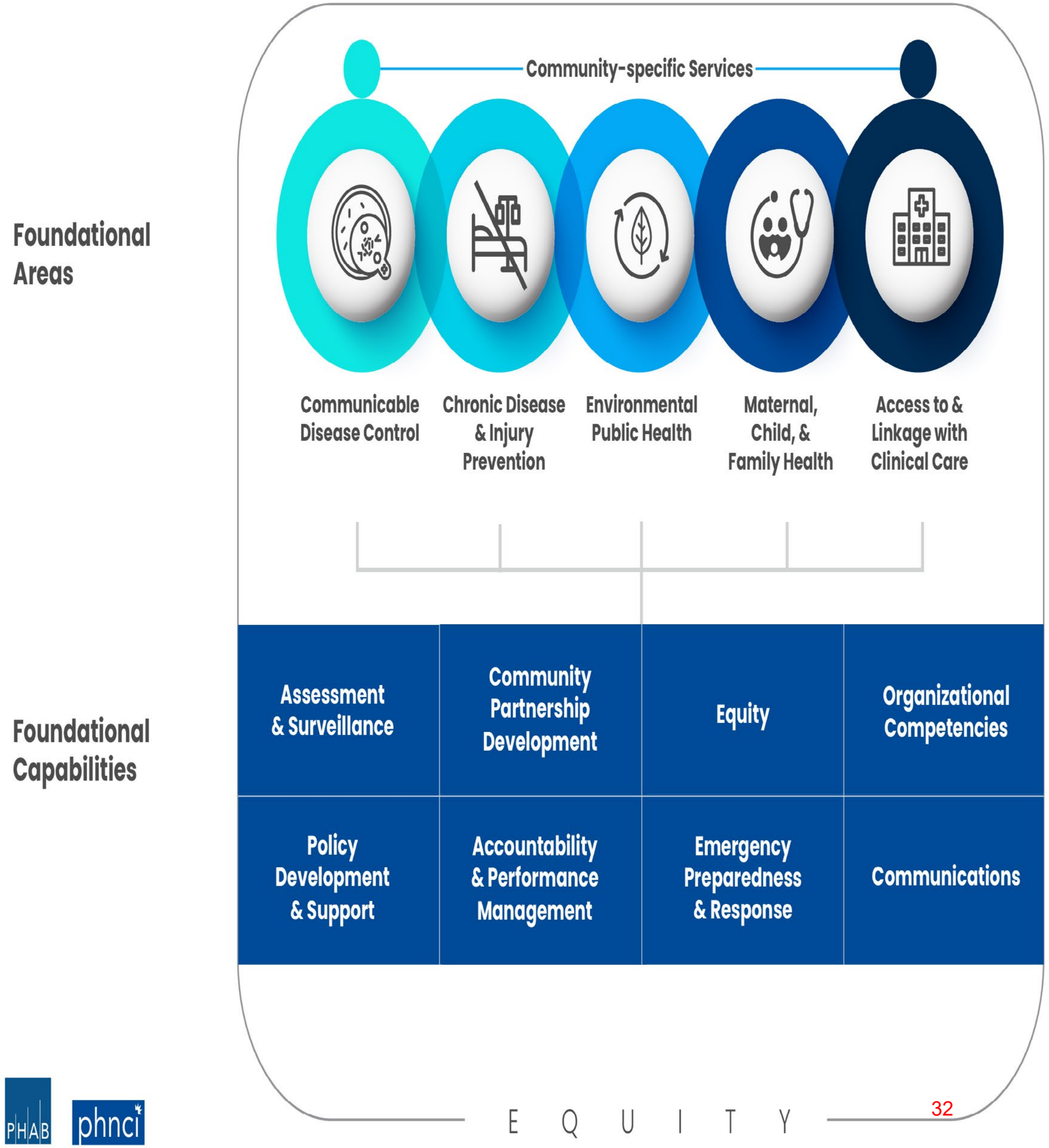
Each of these services are crucial in preventing the spread of communicable diseases, ensuring that the environment is safe and healthy for residents, and promoting the public’s health.

Work done over the past few years to examine what foundational work should look like at a minimum was concluded by MDH, SCHSAC, and local public health.

Findings:

Aligned with (PHAB) National

[Foundational Public Health Responsibilities: National Framework, Minnesota Activities (state.mn.us)]



Example of Public Health Responsibilities

Foundational public health responsibilities	Unique protections and services
Governmental public health must know data and emerging trends related to maternal and child health in the community—such as infant mortality rates, rates of disparity in birth outcomes, infant mortality and child health, and other indicators of the health of mothers and children.	Providing home visiting services to at-risk families is not a foundational public health responsibility. While vital and important to communities, there may be other providers in the community that are able to provide family home visiting services. In many communities, the only provider of this unique protection or service is governmental public health.
Governmental public health is responsible for knowing the demographics of people receiving WIC services, knowing where WIC services are available, and knowing if there are enough providers of WIC services to meet the community's needs.	In communities where there are no agencies available to provide WIC services, it is important for public health to do so. In some communities there may be providers who are able to provide this cost-effective, evidence-based prevention service, and there may be no need for public health to serve as a WIC provider.
Governmental public health is responsible for knowing the youth smoking rates in communities and providing information to state and local policy makers about the impact of policies such as raising the tobacco age on youth smoking and the long-term health implications.	Compliance check of local tobacco retailers may be provided by governmental public health, but could be provided by local law enforcement. Local public health may provide the unique protection or service of providing smoking cessation classes, but there may be other providers of this service in the community.
Governmental public health is responsible for working with hospitals, clinics, and other health system partners to identify services that are needed in the community to meet the health care needs of the elderly, mentally ill, or disabled.	Other providers in the community (hospitals, home care agencies) can provide home care services to the elderly, mentally ill, or disabled. In places where other providers are not available, public health may provide this unique protection or service.
Governmental public health must conduct an assessment of the health of their communities and the state. The significant impact of opioid use on the overall health of the community is identified through the assessment process.	Governmental public health is not responsible for treating people with addiction. Opioid treatment services may be available in area hospitals or treatment programs. Governmental public health would work with local stakeholders to know about the availability of those services.
Governmental public health must know the rates of measles in their communities and in the state. Governmental public health is responsible for conducting disease investigations to find the source of the outbreak, and providing accurate information to the community on preventing further spread.	Providing medical treatment to a child with measles is not a governmental foundational public health responsibility.

Cost & Capacity

- The state of MN along with every Community Health Board/County participated in a cost and capacity assessment.
- This assessment evaluated the cost and ability for each county to provide minimum work to meet mandates or foundational work.

Findings: Link: Cost and capacity assessment: Key findings, next steps, full report (state.mn.us)

Agency level Dashboard: MN_CCA_Individual | Tableau Public

In general, the Metro region consistently scored substantially implemented regarding headline responsibilities and foundational responsibilities. The counties with the highest overall implementation levels were the Metro counties as well as Blue Earth, Brown, Chisago, Countryside, Crow Wing, Isanti, Koochiching, Olmsted, Otter Tail, Polk, and Winona Counties. Pg 54

Recent Legislative Changes

- As a result, legislators voted last session to increase funding to support Infrastructure, Foundational work, and ability to prepare for Emergencies.

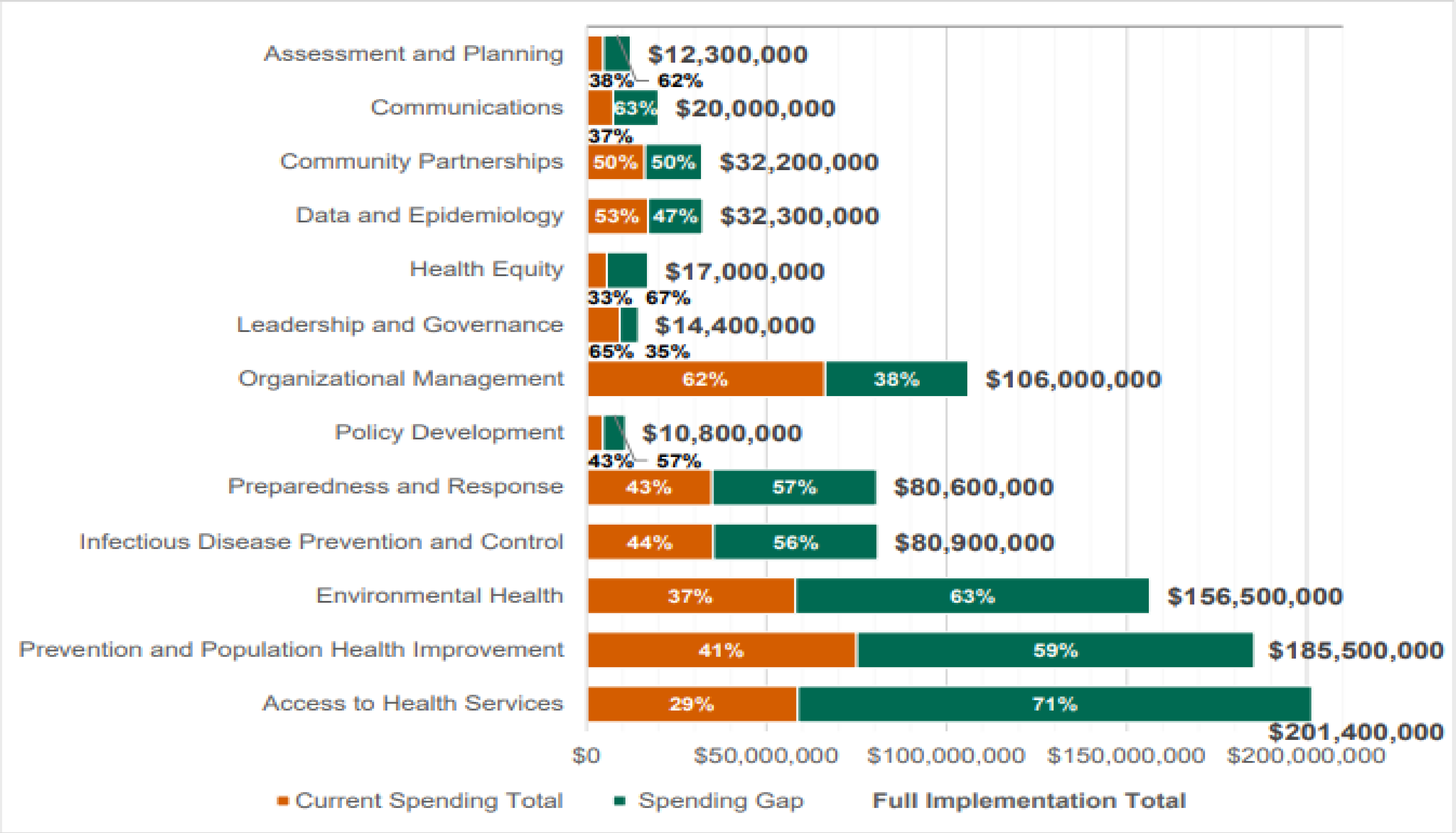
New Funding:

Infrastructure Grant: $185,225 (1 sum over 5 yrs)

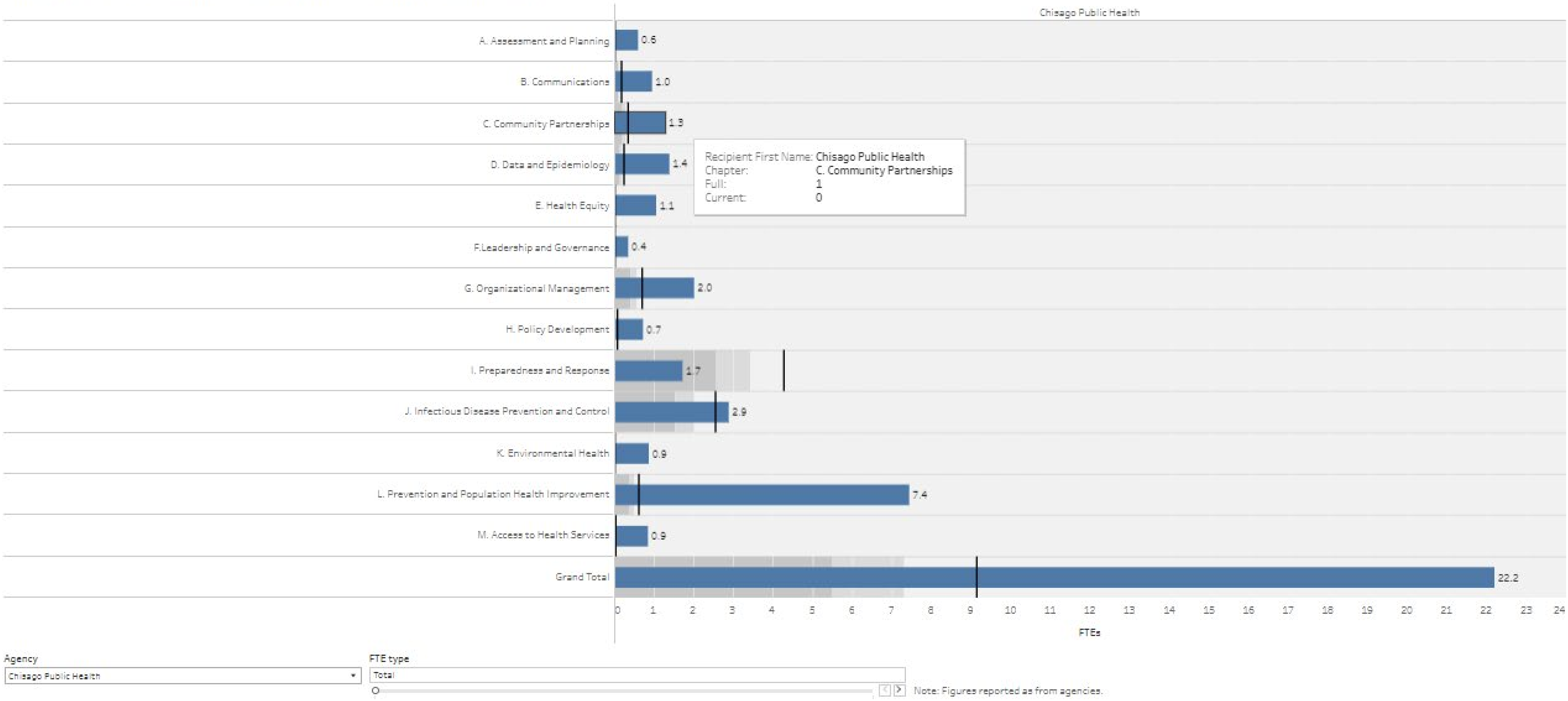
Foundational Grant: $172,800 (annual ongoing funding)

Response Sustainability Grant: $106,201 (annual ongoing funding)

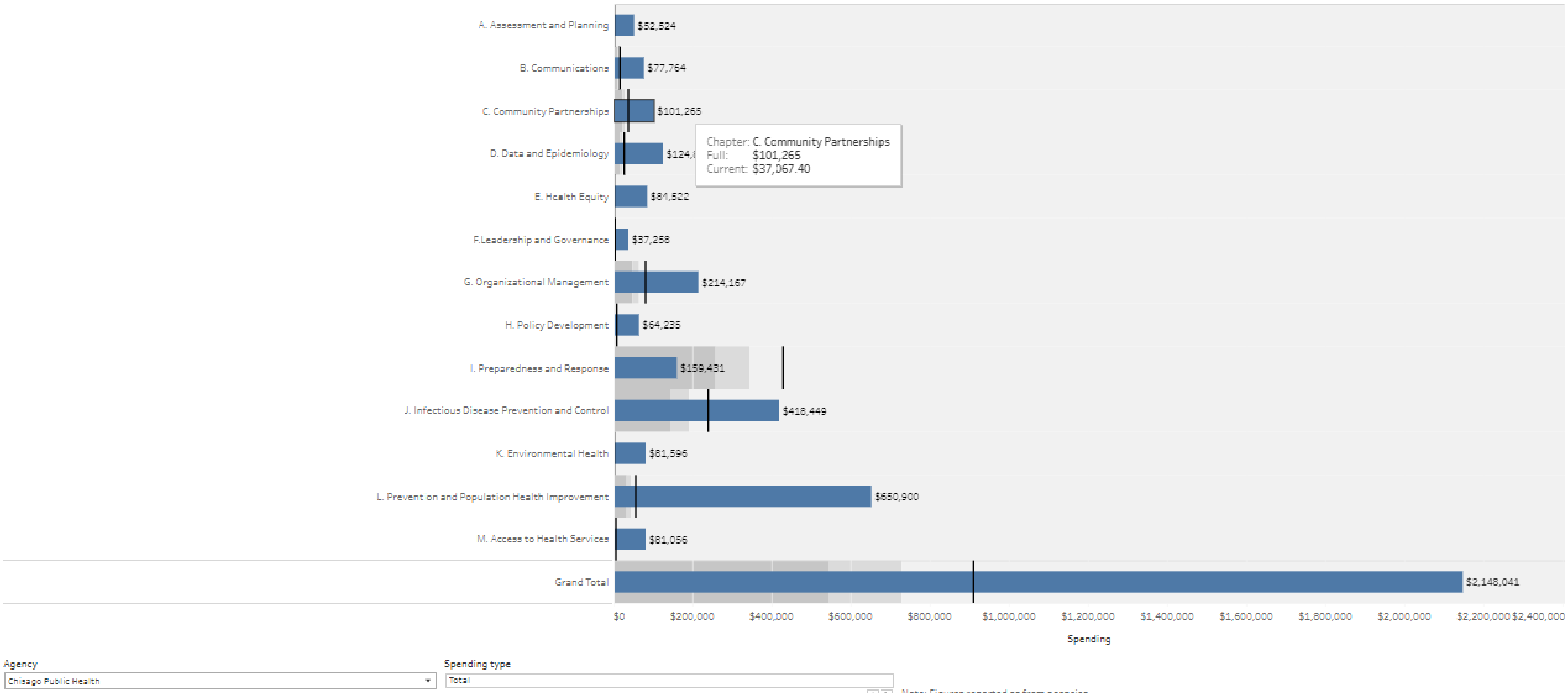
Figure ES - 9. Distribution of Statewide Full Implementation Cost by Current Spending and Gap

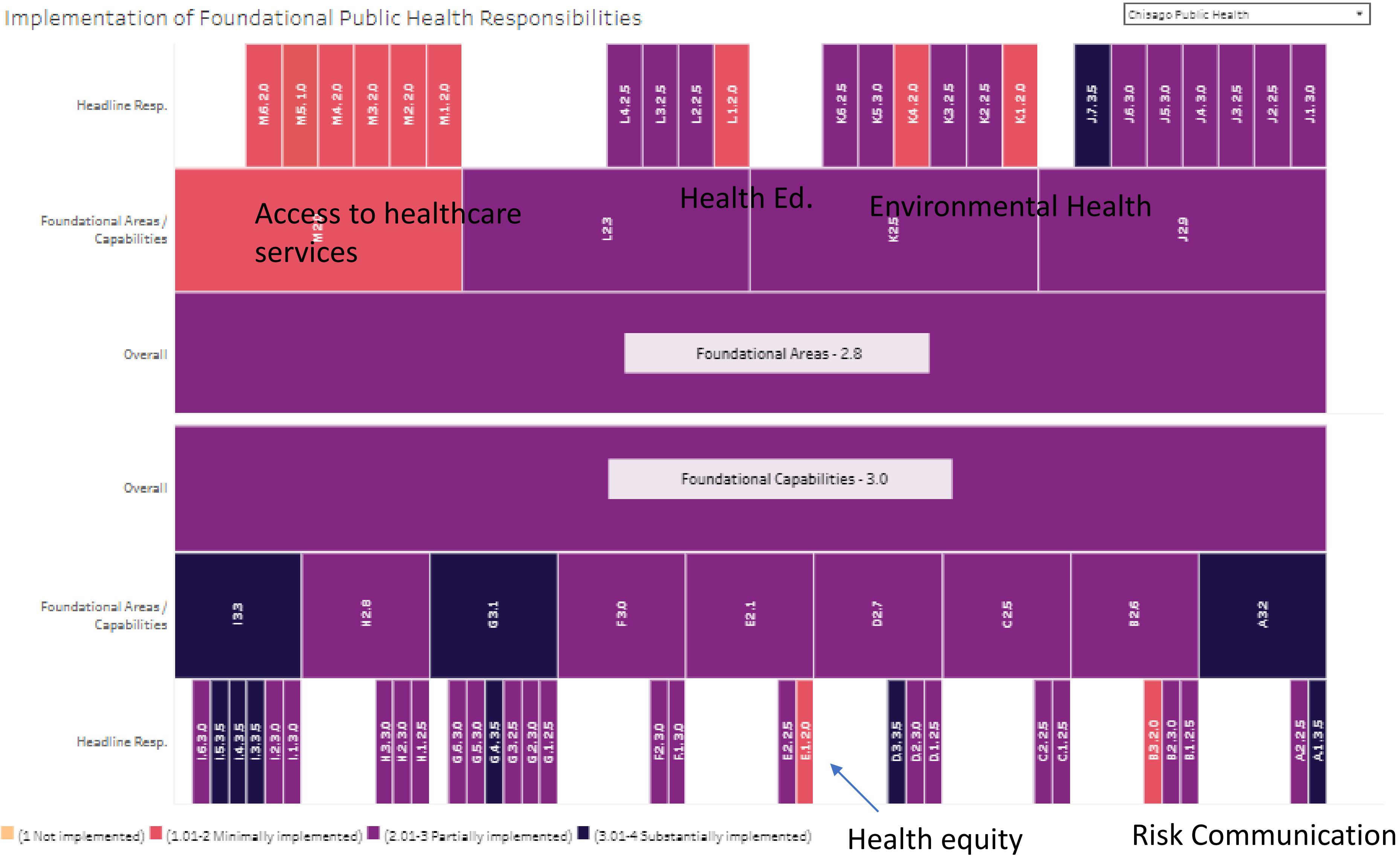


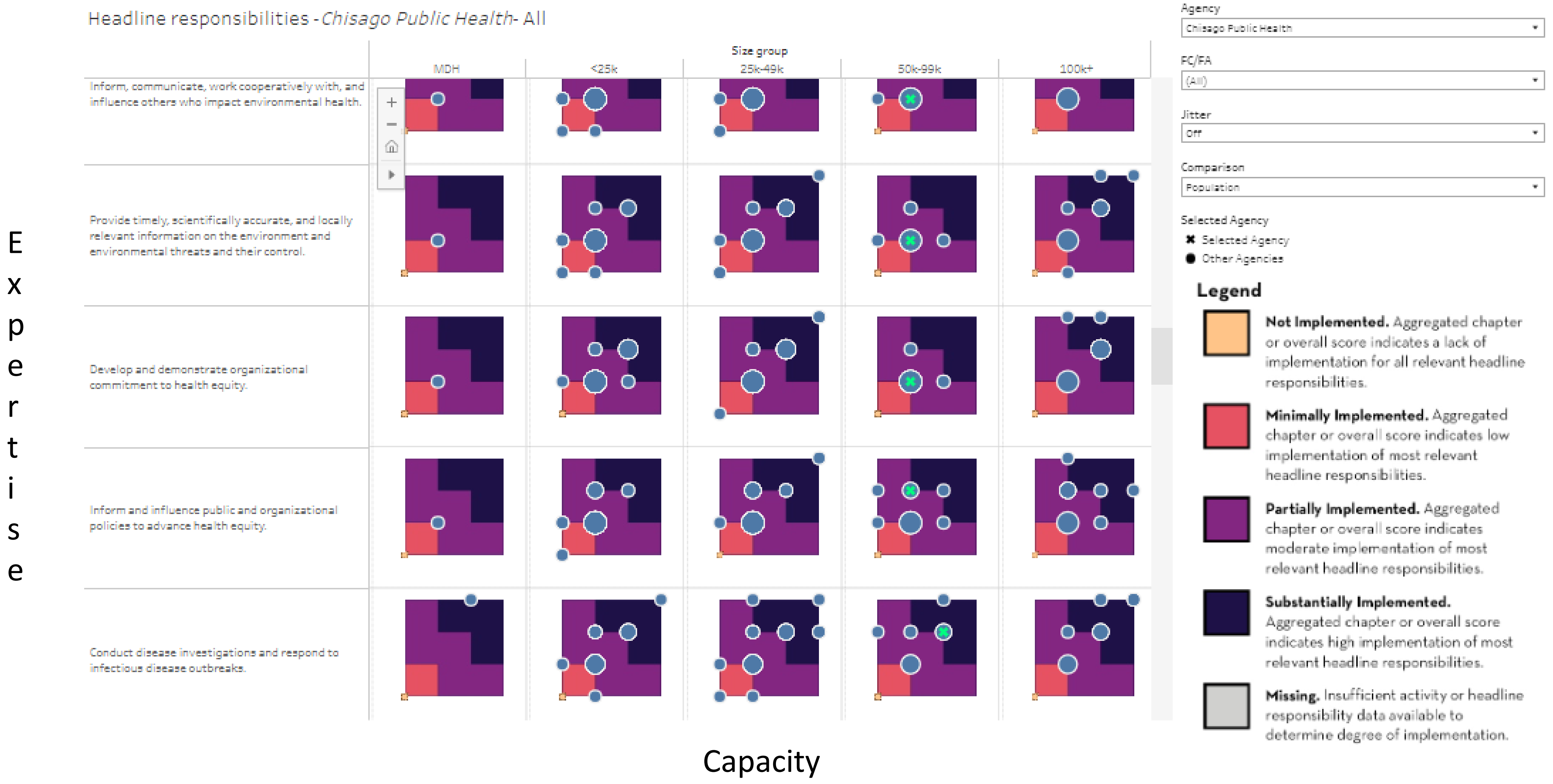
Current vs full implementation FTE reported by Chisago Public Health, *in Total*



Current vs full implementation spending reported by Chisago Public Health, *Expenditures in Total*




Implementation of Foundational Public Health Responsibilities
Chisago Public Health
Headline Resp.
Foundational Areas / Capabilities
Overall
Access to healthcare services
Health Ed.
Environmental Health
L2.3
K2.5
J2.9
Foundational Areas - 2.8
Foundational Capabilities - 3.0
I3.3
H2.8
G3.1
F3.0
E2.1
D2.7
C2.5
B2.6
A3.2
(1 Not implemented)
(1.01-2 Minimally implemented)
(2.01-3 Partially implemented)
(3.01-4 Substantially implemented)
Health equity
Risk Communication



Headline responsibilities - *Chisago Public Health*- All
Size group
MDH
<25k
25k-49k
50k-99k
100k+
Inform, communicate, work cooperatively with, and influence others who impact environmental health.
Provide timely, scientifically accurate, and locally relevant information on the environment and environmental threats and their control.
Develop and demonstrate organizational commitment to health equity.
Inform and influence public and organizational policies to advance health equity.
Conduct disease investigations and respond to infectious disease outbreaks.
Expertise
Capacity
Agency
Chisago Public Health
FC/FA
(All)
Jitter
Off
Comparison
Population
Selected Agency
Selected Agency
Other Agencies
Legend
Not Implemented. Aggregated chapter or overall score indicates a lack of implementation for all relevant headline responsibilities.
Minimally Implemented. Aggregated chapter or overall score indicates low implementation of most relevant headline responsibilities.
Partially Implemented. Aggregated chapter or overall score indicates moderate implementation of most relevant headline responsibilities.
Substantially Implemented. Aggregated chapter or overall score indicates high implementation of most relevant headline responsibilities.
Missing. Insufficient activity or headline responsibility data available to determine degree of implementation.

New Position

Community Health Supervisor/PH supervisor

Will supervise;

1. SHIP Coordinator
2. Community Health Specialist
3. Emergency Preparedness
4. Community Health workers (contract)
5. Environmental Health Specialist (new role)

This will allow for better supervision, and support of the community health services and meeting foundational work.

FINANCIALS:

- Estimated salary/fringe= 120K/annually

- Repurpose Nurse Lead vacant position 1FTE currently grade 14, would need to move to grade 16. Infrastructure grant to cover difference in salary in years 24/25 (30K)

When: Upon board approval

New Position-Environmental Health Specialist

Duties:

A. Investigate and respond to public health nuisance.

B. Provide timely, statewide, and locally relevant, complete, and accurate information to the state, health care system, and community on environmental public health threats and health impacts from common environmental or toxic exposures

C. Determine problems and implement solutions that eliminate hazards affecting the health of the environment or population by developing, promoting, and evaluating environmental health programs, assessments, and education within the community.

D. Identify statewide and local community environmental public health partners and their capacities, develop, and implement a prioritized plan, and ability to seek and secure action funding for high priority initiatives

E. Conduct mandated environmental public health laboratory testing, inspections, and oversight to protect food, recreation sites, and drinking water; manage liquid and solid waste streams safely; and identify other public health hazards related to environmental factors in accordance with federal, state, and local laws and regulations

F. Plan and implement environmental programs and initiatives in accordance with federal, state, and local laws and regulations.

G. Participate in broad land use planning and sustainable development to encourage decisions that promote positive public health outcomes and resilient communities (e.g., housing and urban development, recreational facilities, transportation systems and climate change).

H. Coordinate and integrate categorically funded environmental health programs and services

I. Coordinate and support the work in emergency preparedness as it relates to environmental disasters. (20% of time)

J. Provide timely, statewide, and locally relevant, complete, and accurate information to the state, health care system, and community on environmental public health threats and health impacts from common environmental or toxic exposures

FINANCIAL:

- Estimated Salary/Fringe: (100K) gr. 13
- Covered 80% by Foundational grant and

RSG grant to cover EP work 20% of time, <u>covered 100% by grants</u>.

Plan to hire: May/June of 2024

Opportunities:

Collaboration with Environmental Services, and municipalities

Provide advocacy/education/resources on clean Ground Water issues/private wells

Build process for nuisance issues that expand across sectors

Apply for grant funds to support environmental concerns

New Position

Public Health Planner

Duties:

- collect, analyze, query, report, and visualize data from a variety of different domains, and use the data to improve the health of the community.
- Provide timely, statewide, and locally relevant, complete, and accurate information to the health care system and community on access and linkage to clinical care (including behavioral health), healthcare system access, quality, and cost.
- Ability to assist in development and implement diversity, equity, inclusion within the organization.
- Source and secure grants to access funding to support services and/or programs to address public health priorities or initiatives.
- Provide education on important health community health issues.
- Provide communication support using various methods to convey important public health messaging.

Financials:

- Estimate salary/fringe (100K) gr. 13
- Repurpose of vacant .8 FTE (nurse)
- Increase from a .8 to 1.o FTE

Will use Foundational funds to cover salary difference for .2 ongoing. (20k/annually)

Future Considerations: New Position (repurpose vacant role)

Community Health Worker

This position currently serves in a contract role. If successful would like to make it sustainable.

FINANCIAL:

Repurpose vacant .8 role (nurse)

Request to move from .8 to 1.0 using infrastructure grant dollars to pay the difference from .8 to 1.0 for 2025 and 2026.

Estimated Cost: (20K)

When: Evaluate and determine need for this program at the end of 2024.

Future Considerations:

Increase WIC coordinator position from .8 to 1.0 FTE upon retirement of person currently in role which has been announced for early 2025.

Re-evaluation of job duties.

FINANCIAL:

- Estimated Cost: (30K)
- Foundational funding to support increase in FTE

When: 2025.

Budget Implications

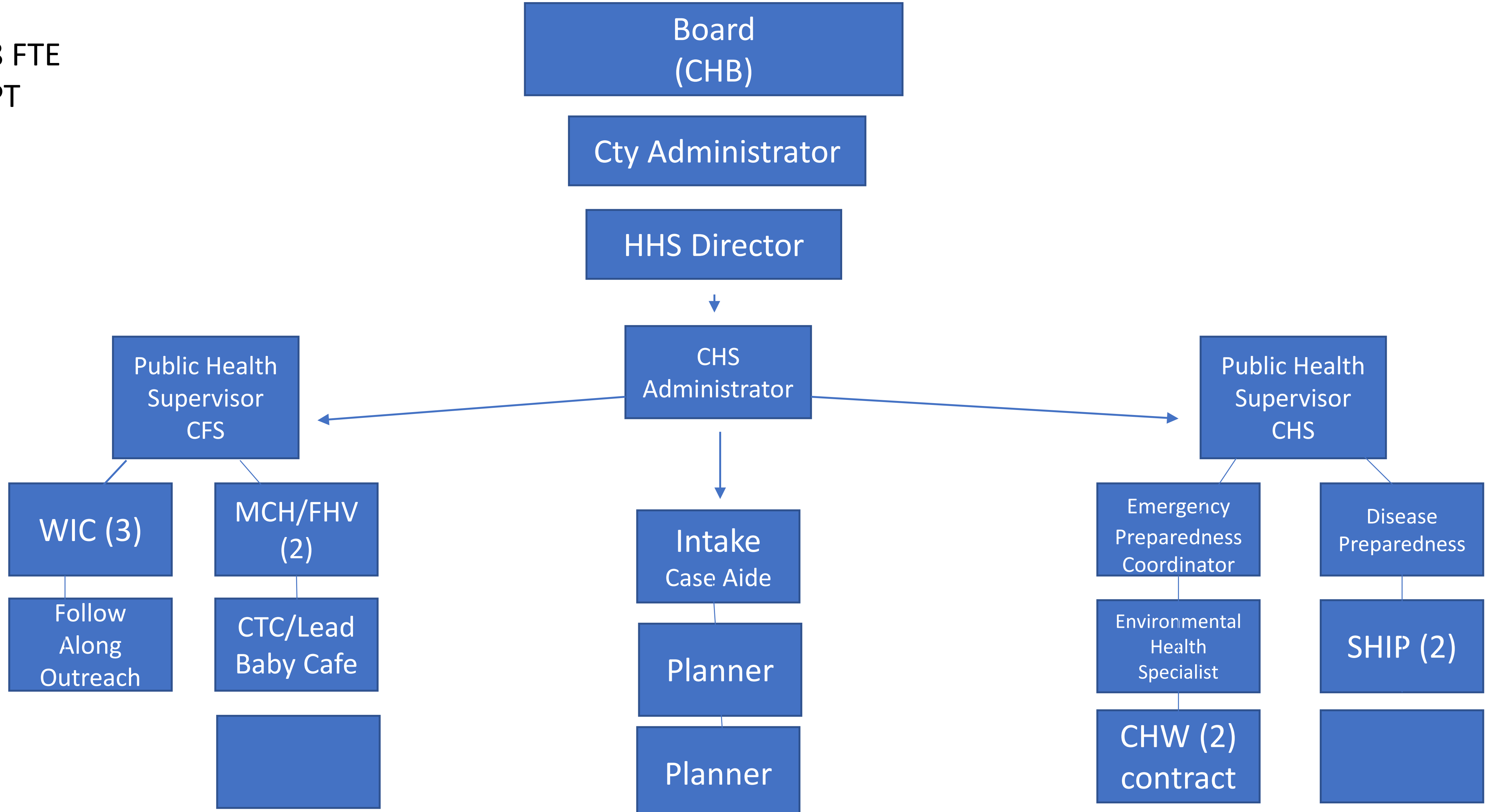
New grant funding will also have offset previous levy dollars spent on staff salary and fringe.

RSG-

1. pay for 20% of DPC position by incorporating duties. (20K)
2. pay for 20% of Environment Health Specialist role. (15K)
3. cover additional salary/fringe for Emergency preparedness (48K)
4. Cover staff time participating in RSG meetings/trainings (13K)

New Public Health Structure (proposed)

18 FTE
2PT



TAB V.

<u>**Sale of 'Old Jail and Telephone Building' Property**</u>

March 13th, 2024

According to MN Stat. 373.01 subd. 4, Chisago County may 'sell, lease, and convey real or personal estate owned by the county, and give contracts or options to sell, lease, or convey it, and make orders respecting it as deemed conducive to the interests of the county's inhabitants.'

The County cannot sell the property until first advertising for bids or proposals in the <u>**official newspaper of the county and the county's website for three consecutive weeks**</u>, and once in a newspaper of general circulation in the area where the property is located.

The notice shall state the time, place, and manner of considering and accepting proposals, and contain a legal description of any real estate. After publication in the official newspaper, county website, and relevant newspaper of general circulation, bids may be solicited and accepted by the online auction process authorized in section 471.345, subdivision 17. Leases and proposals that do not exceed $15,000 for any one year may be negotiated and are not subject to the competitive bid procedures of this section. All proposals estimated to exceed $15,000 in any one year shall be considered at the time set for accepting proposals, and the one most favorable to the county accepted, but the county board may, in the interest of the county, reject any or all proposals.

The PID Numbers for the 'Old Jail and Telephone Building' are;

12.00048.00 – Commercial Zoning
12.00082.00 – Government Zoning
12.00084.00 – Unbuildable

Attachment(s):

- **MN Stat. 373.01**

373.01 POWERS.

Subdivision 1. **Public corporation; listed powers.** (a) Each county is a body politic and corporate and may:

(1) Sue and be sued.

(2) Acquire and hold real and personal property for the use of the county, and lands sold for taxes as provided by law.

(3) Purchase and hold for the benefit of the county real estate sold by virtue of judicial proceedings, to which the county is a party.

(4) Sell, lease, and convey real or personal estate owned by the county, and give contracts or options to sell, lease, or convey it, and make orders respecting it as deemed conducive to the interests of the county's inhabitants.

(5) Make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers.

(b) No sale, lease, or conveyance of real estate owned by the county, except the lease of a residence acquired for the furtherance of an approved capital improvement project, nor any contract or option for it, shall be valid, without first advertising for bids or proposals in the official newspaper of the county and the county's website for three consecutive weeks, and once in a newspaper of general circulation in the area where the property is located. The notice shall state the time, place, and manner of considering and accepting proposals, contain a legal description of any real estate, and a brief description of any personal property. After publication in the official newspaper, county website, and relevant newspaper of general circulation, bids may be solicited and accepted by the online auction process authorized in section 471.345, subdivision 17. Leases and proposals that do not exceed $15,000 for any one year may be negotiated and are not subject to the competitive bid procedures of this section. All proposals estimated to exceed $15,000 in any one year shall be considered at the time set for accepting proposals, and the one most favorable to the county accepted, but the county board may, in the interest of the county, reject any or all proposals.

(c) Sales of personal property the value of which is estimated to be $15,000 or more shall be made only after advertising for bids or proposals in the county's official newspaper, on the county's website, or in a recognized industry trade journal. At the same time it posts on its website or publishes in a trade journal, the county must publish in the official newspaper, either as part of the minutes of a regular meeting of the county board or in a separate notice, a summary of all requests for bids or proposals that the county advertises on its website or in a trade journal. After publication in the official newspaper, on the website, or in a trade journal, bids or proposals may be solicited and accepted by the electronic selling process authorized in section 471.345, subdivision 17. Sales of personal property the value of which is estimated to be less than $15,000 may be made either on competitive bids or in the open market, in the discretion of the county board. "Website" means a specific, addressable location provided on a server connected to the Internet and hosting World Wide Web pages and other files that are generally accessible on the Internet all or most of a day.

(d) Notwithstanding anything to the contrary herein, the county may, when acquiring real property for county highway right-of-way, exchange parcels of real property of substantially similar or equal value without advertising for bids. The estimated values for these parcels shall be determined by the county assessor.

(e) Notwithstanding anything in this section to the contrary, the county may, when acquiring real property for purposes other than county highway right-of-way, exchange parcels of real property of substantially similar or equal value without advertising for bids. The estimated values for these parcels must be determined by the county assessor or a private appraisal performed by a licensed Minnesota real estate appraiser. For the purpose of determining for the county the estimated values of parcels proposed to be exchanged, the county assessor need not be licensed under chapter 82B. Before giving final approval to any exchange of land, the county board shall hold a public hearing on the exchange. At least two weeks before the hearing, the county auditor shall post a notice in the auditor's office and the official newspaper of the county of the hearing that contains a description of the lands affected.

(f) If real estate or personal property remains unsold after advertising for and consideration of bids or proposals the county may employ a broker to sell the property. The broker may sell the property for not less than 90 percent of its appraised market value as determined by the county. The broker's fee shall be set by agreement with the county but may not exceed ten percent of the sale price and must be paid from the proceeds of the sale.

(g) A county or its agent may rent a county-owned residence acquired for the furtherance of an approved capital improvement project subject to the conditions set by the county board and not subject to the conditions for lease otherwise provided by paragraph (a), clause (4), and paragraphs (b), (c), (d), (f), and (h).

(h) In no case shall lands be disposed of without there being reserved to the county all iron ore and other valuable minerals in and upon the lands, with right to explore for, mine and remove the iron ore and other valuable minerals, nor shall the minerals and mineral rights be disposed of, either before or after disposition of the surface rights, otherwise than by mining lease, in similar general form to that provided by section 93.20 for mining leases affecting state lands. The lease shall be for a term not exceeding 50 years, and be issued on a royalty basis, the royalty to be not less than 25 cents per ton of 2,240 pounds, and fix a minimum amount of royalty payable during each year, whether mineral is removed or not. Prospecting options for mining leases may be granted for periods not exceeding one year. The options shall require, among other things, periodical showings to the county board of the results of exploration work done.

(i) Notwithstanding anything in this subdivision to the contrary, the county may, when selling real property owned in fee simple that cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage, or access, proceed to sell the nonconforming parcel without advertising for bid. At the county's discretion, the real property may be restricted to sale to adjoining landowners or may be sold to any other interested party. The property shall be sold to the highest bidder, but in no case shall the property be sold for less than 90 percent of its fair market value as determined by the county assessor. All owners of land adjoining the land to be sold shall be given a written notice at least 30 days before the sale. This paragraph shall be liberally construed to encourage the sale of nonconforming real property and promote its return to the tax roles.

Subd. 2. **Road equipment agreements, terms.** Notwithstanding any other contrary law, a county may enter into a rental purchase agreement or conditional sales agreement to acquire road equipment but the seller shall be limited to the remedy of recovery of the property in case of nonpayment of all or part of the purchase price. The purchase price shall be payable over not more than five years.

Subd. 3. **Capital notes.** (a) A county board may, by resolution and without referendum, issue capital notes subject to the county debt limit to purchase capital equipment useful for county purposes that has an expected useful life at least equal to the term of the notes. The notes shall be payable in not more than 20 years and shall be issued on the terms and in the manner determined by the board. A tax levy shall be made for payment of the principal and interest on the notes, in accordance with section 475.61, as in the case of bonds.

(b) For purposes of this subdivision, "capital equipment" means:

(1) public safety, ambulance, road construction or maintenance, and medical equipment;

(2) computer hardware and software, whether bundled with machinery or equipment or unbundled, together with application development services and training related to the use of the computer hardware or software; and

(3) projects that eliminate R-22, as defined in section 240A.09, paragraph (b), clause (2).

Subd. 4. **Tax anticipation certificates.** The county board of any county may, by resolution, issue and sell as many certificates of indebtedness as may be needed in anticipation of the collection of taxes levied for any fund named in the tax levy for the purpose of raising money for such fund, but the certificates outstanding for any such separate funds shall not on the date on which the certificates are issued exceed 75 percent of the amount of taxes previously levied for such fund remaining uncollected. No certificate shall be issued to become due and payable later than 15 months after the deadline for the certification of the property tax levy under section 275.07, subdivision 1, and the certificates shall not be sold for less than par and accrued interest. The certificates of indebtedness may be issued at any time after the levy has been finally made and certified to the county auditor. They shall be numbered consecutively, be in denominations of $100 or a multiple thereof, may have interest coupons attached, shall be otherwise of such form and terms, and may be made payable at such place, as will best aid in their negotiation, and the proceeds of the tax assessed and collected on account of the fund and the full faith and credit of the county shall be irrevocably pledged for the redemption and payment of the certificates so issued. Such certificates shall be payable primarily from the moneys derived from the levy for the years against which such certificates were issued, but shall constitute unlimited general obligations of the county. Money derived from the sale of such certificates shall be credited to the fund or funds the taxes for which are so anticipated.

History: *(638) RL s 409; 1907 c 310 s 1; 1961 c 539 s 1; 1965 c 56 s 1; 1973 c 163 s 1; 1984 c 437 s 1; 1984 c 629 s 1; 1985 c 108 s 4; 1989 c 26 s 1; 1989 c 176 s 2; 1996 c 471 art 3 s 54; 2003 c 127 art 12 s 8; 1Sp2003 c 21 art 10 s 11; 2004 c 278 s 4; 2005 c 152 art 1 s 6; 2007 c 131 art 1 s 78; 2008 c 154 art 10 s 9; 2011 c 14 s 15; 2013 c 143 art 12 s 4; art 17 s 17; 2022 c 66 s 1; 2023 c 64 art 12 s 4*

TAB VI.

MCIT Dividend – Wellness, Safety and Ergonomics

March 13th, 2024

Chisago County currently uses MCIT Dividend revenue to fund the **Wellness, Safety, Ergonomic and, beginning in 2024, the Recognition programs** for employees of the County.

Ergonomic Fund is intended to help employees optimize their ergonomic posture and practices and provide ergonomically correct equipment in the workspace to prevent and/or minimize the effects of injuries related to repetitive motion and awkward posture. It is administered, in conjunction with experts from MCIT, by the Human Resources Director.

Safety Committee Fund is a cross-departmental group of volunteers tasked with responsibility for promoting a Safety Culture throughout Chisago County. This includes identifying safety needs in terms of training needs, concerns and actively addressing issues found in the workplace that can help us improve our safety statistics.

Wellness Fund is to educate, support and empower employees to improve and maintain their overall health and well-being through healthy lifestyle choices. These funds allow us to provide voluntary challenges and education to employees in all areas of wellness: nutrition, physical health, exercise, mental health, financial wellness and more.

Employee Recognition Committee Fund supports facilitating connections and fostering interdepartmental teamwork and appreciation for our coworkers' contributions. Funds are used to support efforts to call out and celebrate Chisago County employees for all the good they do, for their years of service and achievement.

Dividends reflect MCIT's past claim experience and the performance of MCIT's investments. MCIT only issues a dividend when it is actuarially sound and fiscally prudent. Despite declining investment income and multiyear rate reductions, the MCIT Board announced a dividend in 2023. Although not guaranteed, the board is committed to returning funds to members when appropriate.

The 2023 dividend announcement marks the 33rd consecutive year that MCIT has returned fund balance to members, bringing total dividends to more than $376 million. The 2023 announcement reflects the benefits of pooling and continued participation in MCIT.

For the second year in a row, MCIT did not issue a dividend in the property/casualty division. However, MCIT has stated that this is not a cause for alarm but evidence that MCIT is accurately predicting and pricing expected losses in that division. The property/casualty division's financial condition remains strong with contributions sufficient to cover operational costs and exposure to risk. There is no guarantee of future dividends.

AccountDescription	VendorName	AuditDate	Amount	TransDescription	Ir
Workers Compensation Refunds	MCIT	11/17/2022 0:00	(103,860.00)	2022 WC DIVIDEND REFUND	
Workers Compensation Refunds	MCIT	11/27/2023 0:00	(52,750.00)	2023 WC DIVIDEND REFUND	
			(156,610.00)		
Property Insurance Refund	MCIT	11/18/2019 0:00	(129,508.00)	2019 DIVIDEND BUDGETED	
Property Insurance Refund	MCIT	11/18/2020 0:00	(123,911.00)	2020 DIVIDEND PAYMENT	
Property Insurance Refund	MCIT	11/17/2021 0:00	(148,417.00)	2021 DIVIDEND PAYMENT	
Property Insurance Refund	MCIT	8/9/2022 0:00	(123,900.00)	2022 DIVIDEND BUDGETED	
			(525,736.00)		

As of 2/28/2024, the funds have the following balances;

Wellness:	$21,319	40%
Safety:	$18,575	25%
Ergo:	$6,492	10%
Recognition:	$14,447	25%

TAB VII.

<u>County Issued Credit Card Policy</u>

March 13th, 2024

The Chisago County Issued Credit Card Policy was adopted in 4/3/2002 and then revised in 11/22/2006.

The purpose of this policy is to provide detailed information regarding the use of county issued credit cards authorized by the Chisago County Board of Commissioners and assigned to selected Chisago County employees or elected officials to purchase goods and services for Chisago County.

Minnesota Statute 375.171 Credit Cards. "A county board may authorize the use of a credit card by any county officer or employee otherwise authorized to make a purchase on behalf of the county. If a county officer or employee makes a purchase by credit card that is not approved by the county board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or county policy applicable to county purchases." *HIST: 2000 c 328 s 1 Copyright 2000 by the Office of Revisor of Statutes, State of Minnesota.*

Current County issued Credit Card limits are as follows:

Cardholder	Account Limit
County Board of Commissioners/Administration	$1,500
County Department Heads	$1,000
County Employees	$500

The proposed changes to the policy are the following;

Current County issued Credit Card limits are as follows:

Cardholder	Account Limit
County Board of Commissioners	$1,500
County Administrator/Department Heads	$5,000
County Employees	$1,000

Attachment(s):

- **DRAFT County Issued Credit Card Policy**
- **Current County Credit Cards**

CHISAGO COUNTY
COUNTY ISSUED CREDIT CARD POLICY

(This policy does not pertain to local “charge” accounts)

I. <u>PURPOSE</u>

The purpose of this policy is to provide detailed information regarding the use of county issued credit cards authorized by the Chisago County Board of Commissioners and assigned to selected Chisago County employees or elected officials to purchase goods and services for Chisago County.

II. <u>SCOPE</u>

This policy applies to all County Departments, funds and agencies that have selected employees or elected county officials, including county commissioners, to use County issued credit cards.

III. <u>GENERAL</u>

A County issued credit card is to be used for County business only. Personal use of County issued credit cards is prohibited. The Request for a County issued Credit Card will be made by the Department Head and submitted to the County Auditor’s Office for presentation to the County Board for approval. Upon approval, the County Auditor’s Office will process the request for County issued credit cards for the selected employee(s).

IV. <u>BACKGROUND</u>

The County has used various methods to purchase goods and services for Chisago County. Chisago County is enhancing the existing methods of reimbursements for merchandise purchases to provide an effective and efficient tool to allow selected Chisago County employees to improve methods of requisitioning, purchasing, and payment for transactions. Purchase information will be provided in sufficient detail to allow for verification by the approving official.

V. <u>STATUTORY AUTHORITY</u>

Minnesota Statute 375.171 Credit Cards. “A county board may authorize the use of a credit card by any county officer or employee otherwise authorized to make a purchase on behalf of the county. If a county officer or employee makes a purchase by credit card that is not approved by the county board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or county policy applicable to county purchases.” *HIST: 2000 c 328 s 1 Copyright 2000 by the Office of Revisor of Statutes, State of Minnesota.*

VI. CREDIT CARD POLICY AND PROCEDURE

A. Intended Accomplishments.
This policy is intended to ensure that county issued credit cards are used in accordance with Chisago County policies; ensure internal controls for authorized credit; ensure that the County bears no legal liability from inappropriate use; to provide a convenient credit method; minimize the number of county issued credit cards used in the County; and to empower employees to increase productivity, flexibility, and efficiency.

B. Credit Card Authorization.
County issued credit cards will have the County's name, employee's name and the expiration date. The credit card vendor will have no personal credit records, social security numbers or other personal information maintained. Without exception, all county issued credit cards require approval by the County Board of Commissioners and will be processed by the Chisago County Auditor or as delegated to Deputy Auditors.

C. Request for a County Issued Credit Card.
A request for a County issued credit card will be done by submitting a Request for County Issued Credit Card form (Exhibit A) and a County Issued Credit Card User Agreement (Exhibit B). A request for a County issued credit card must be made by the Department Head. In the event the request is from a county commissioner, the request must be made by the Administrator. Any Department Head wanting an employee to have a County issued credit card for official business purposes must fill out a Request for County Issued Credit Card form. The Department Head shall complete the appropriate sections of the Request for County Issued Credit Card form and submit it to the County Auditor's Office. The County Auditor will present the request for the County issued credit card(s) to the County Board of Commissioners. The County Board of Commissioners will approve or deny the request based upon the information presented on the form. There must be a compelling reason for the County Board of Commissioners to approve issuance of a County provided credit card. The County may run a background credit check on the employee's personal credit history. Upon approval, the County Auditor will process the request for County issued credit cards for the selected employee(s). The County Auditor will distribute the County Issued Credit Card(s) and add it to the inventory of County issued credit cards list. Upon issuance of the County provided credit card, the cardholder will personally sign for their county issued credit card.

D. County Issued Credit Card Account Limit.
County issued credit card account limits are as follows:

Cardholder	Account Limit
County Board of Commissioners	$1,500

County Administrator/Department Heads	$5,000
County Employees	$1,000

Without exception, the County Board of Commissioners will establish all account limits. Any purchase exceeding the cardholder limit will not be allowed on the county issued credit card.

Any request for a deviation from the account limits MUST be submitted in writing by the Department Head. The reasons why the limit is not sufficient MUST be stated in detail in the written request.

E. Use of County Issued Credit Card.
County provided credit cards are to be used only for conducting officially approved County Business. **They are <u>not to be used in any circumstances for personal reasons.</u>** Any cardholder who makes a purchase with a county issued credit card that is not authorized by the County Board becomes personally liable for the amount of purchase, as well as any fees or penalties associated with the purchase. Official County business includes approved travel (lodging, gas, transportation services, parking, and airfare) and registration fees per County policy. Any other purchases and any other items approved, per County policies, prior to actual purchase. **<u>No meals or alcoholic beverages may be charged to a county-issued credit card.</u>** *Cardholder responsibility – The county provided credit card is issued in the name of a specific cardholder with their name embossed on the card. No other person is authorized to use the card.* All items purchased over the counter must be immediately available and cannot be back ordered. **<u>Any charges incurred must be submitted to the Chisago County Auditor's Office within 5 days of statement receipt date (Charge Card Compliance Form with detailed receipts attached).</u> Repeated violations of this section will result in the forfeiture of the county issued credit card.**

F. Documentation, Reconciliation, and Payment of County Issued Credit Cards.
Documentation must be retained as proof of purchase whenever using the credit card. For purchases over the counter, the cardholder must obtain a customer copy of the charge slip, and submit it to the County Auditor's Office with the monthly statement. **There must be detailed documentation to verify purchases shown on the cardholder's monthly statement**. If, for some reason, the cardholder is missing documentation of the transaction, the cardholder must contact the vendor for a duplicate receipt. **Charges with lost receipts or where no duplicate receipt is available will be immediately reimbursed to the County by the cardholder**. It is the responsibility of the cardholder to resolve any dispute with a vendor. Customer copies of charge slips, receipts and monthly statement will be reconciled by the department and forwarded to County Auditor's Office for payment within seven (5) working days of the receipt of the statement or within the terms and conditions of the vendor. The Department Head must review all documentation and ensure that all purchases are valid and appropriate prior to

approving the claims for payment. Any "over limit" fee will be the responsibility of the cardholder. **<u>Repeated violations of this section will result in the forfeiture of the county issued credit card.</u>**

G. Inventory of County Issued Credit Cards.
A list of County issued credit cards will be maintained in the County Auditor's Office. Department Heads on an annual basis must submit to the Auditor's Office a list of who has charge cards in their department and what each card holder is authorized to use the card for. As needed, but at least on an annual basis the County Auditor will conduct a physical inventory of county issued credit cards and provide a report to the County Board. The cardholder must physically produce the card.

H. Lost or Stolen County Issued Credit Cards.
Should any cardholder lose or have their County issued credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the County Auditor's Office. Contact information of the credit card issuer will be provided to the cardholder.

I. Cancellation.
The Chisago County Board of Commissioners reserves the right to cancel any individual cardholder at any time. The County Auditor (or as delegated to Deputy Auditors) is authorized to cancel individual cardholders due to resignation or termination of employment from Chisago County.

Any deviation from this policy may be grounds for discipline up to and including termination of employment from Chisago County.

November 2009
Paula Fox

Chisago County Issued Credit Cards

Updated list with current limits.

Name	Department	Credit Limit	Notes
Burnham, Chase	Administration	$500.00	
Moeller, Daryl	Assessor	$3,500.00	
Reiter, Janet	Attorney's Office	$5,000.00	limit increased 12/16/2015
Konrad, Bridgitte	Auditor's Office	$5,000.00	limit increased 10/2023
Waddell, Kristin	Auditor's Office	$1,000.00	
Krona, Tracy	HHS	$5,000.00	increased limit to $1,000 2/3/2016 - $3000 6/7/18 - $5000 7/21/21
McMurray, Todd	HHS	$3,000.00	
Gates, Karen	Human Resources	$1,000.00	
Brown, Ward	Maintenance	$500.00	
Eckel, Jon	MICS	$5,000.00	Increased limit to $5,000 12/15/04
Wilton, Dennis	MICS	$500.00	
Hendrickson, Mark	Probation Office	$1,500.00	
Shimmon, Barbara	Public Works	$1,500.00	
Triplett, Joseph	Public Works	$5,000.00	increased limit to $2,500 1/18/17 - increased to $5000 4/6/22
Long, Karen	Recorder's Office	$3,500.00	repl card 10/2023
Anklan, Derek	Sheriff's Office	$1,000.00	
Beckman, Matthew	Sheriff's Office	$5,000.00	Increased limit to $5,000 5/2/2018
Edmonds, Ryan	Sheriff's Office	$500.00	
Finnegan, Scotty	Sheriff's Office	$500.00	
Gray, Jonathan	Sheriff's Office	$2,000.00	
Istvanovich, Ronald	Sheriff's Office	$500.00	
Mahowald, Andrew	Sheriff's Office	$2,000.00	limit increase requested to $5K 6/23/2023
Mott, James	Sheriff's Office	$1,000.00	
Olson, Lori	Sheriff's Office	$500.00	
Puelston, Kyle	Sheriff's Office	$5,000.00	
Sellman, Scott	Sheriff's Office	$500.00	
Stovern, Alicia	Sheriff's Office	$1,000.00	
Thyen, Brandon J	Sheriff's Office	$1,000.00	
Wood, Justin	Sheriff's Office	$2,000.00	increased limit to $2,000 6/7/18
Zais, Polly	Sheriff's Office	$1,000.00	
Melby, Mary	Wellness Committee	$500.00	
Elfelt, Benjamin	Zoning/Enviro Services	$1,000.00	
Schneider, Kurt	Zoning/Enviro Services	$2,500.00	limit increased 09/23/2022
Tart, Joseph	Zoning/Enviro Services	$1,000.00	new card number issued 3/2023 - fraud on previous card

Recommended limits at time of opening account. Subject to change upon Board approval.

Cardholder	Account Limit
County Board of Commissioners	$1,500
County Administrator/Department Heads	$5,000
County Employees	$1,000

TAB VIII.

Chisago County Alcohol and Drug-Free Workplace Policy

March 13th, 2024

Chisago County strives to provide a safe and productive work environment for employees and safe and secure facilities for those who are served by the County's operations. Alcohol and drug abuse pose threats to the health and safety of employees and to the security of County equipment and facilities. For these reasons, Chisago County is committed to maintaining an alcohol and drug-free workplace consistent with state law.

Accordingly, the Alcohol and Drug-Free Workplace Policy is adopted and implemented to achieve this goal.

Attachment(s):

- **DRAFT Alcohol and Drug-Free Workplace Policy**

CHISAGO COUNTY

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

I. PURPOSE

Chisago County strives to provide a safe and productive work environment for employees and safe and secure facilities for those who are served by the County's operations. Alcohol and drug abuse pose threats to the health and safety of employees and to the security of County equipment and facilities. For these reasons, Chisago County is committed to maintaining an alcohol and drug-free workplace consistent with state law. Accordingly, the Alcohol and Drug-Free Workplace Policy is adopted and implemented to achieve this goal.

II. POLICY

Manufacturing, using, possessing, distributing, selling, consuming, and working while under the influence of, or impaired by, alcohol, cannabis, any illegal drug, or any controlled substance contrary to the Prescription Medications provision, stated below, is prohibited during work hours; while on County premises; while driving on County business (whether in a personal or County vehicle);while conducting County business off premises; or while representing the County at any time. Conduct which is contrary to this policy is considered a violation of this policy.

This policy applies to employees and applicants for employment. Employees who violate this policy will be subject to disciplinary action, which may include immediate termination of employment. Applicants for employment who violate this policy will be disqualified and ineligible for County employment.

An exception for possessing and consuming alcohol is allowed for those at least 21-years of age when served at County-sponsored activities or conferences. However, employees are required to act responsibly and limit their consumption. Drunken and disorderly conduct during such activities remains a violation of this policy.

Cannabis is considered a drug for purposes of safety-sensitive positions: peace officer; a position requiring face-to-face care, education, training, supervision, counseling, consultation or medical assistance to children, vulnerable adults, or healthcare patients; a position requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of the applicant or an employee; any position funded by a federal grant; or any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

The term “illegal drug” includes those prohibited by federal and state law, as well as drug paraphernalia and prescription medications not prescribed to the employee or not being used in accordance with the prescription’s instructions.

a. Medical Marijuana

Qualified clients under the Minnesota Medical Cannabis Act are held to the same standard as with any other prescription medication use, although medical marijuana may not be used, consumed, or possessed, in any form, while on County premises or while working. However, the County will not discriminate against a person in hiring, termination, or any term or condition of employment based on their status as a patient enrolled in the registry program.

Using, possessing, or working while impaired by medical cannabis on County premises or during work hours remains in violation of this policy. An employee subject to drug testing may present verification of enrollment in the patient registry as part of their explanation for a positive test result.

b. Prescription Medications

The use, possession, or influence of a controlled substance (i.e., prescription drug) during work hours and on County premises is prohibited unless 1) the drug was prescribed to the employee by their physician, 2) employee use complies with the prescription, and 3) the use does not negatively affect employee performance or create a safety risk.

An employee who is taking a prescription medication (including legally prescribed medical marijuana) with dangerous side effects that may create a safety risk to themself or others, is to notify Human Resources when beginning the prescription. Employees may be required to provide information from their doctor regarding the safety of the medication. Any medical information provided will be kept confidential and separate from the employee’s general personnel file.

c. Types of Testing

To ensure compliance with this policy, the County will conduct drug and/or alcohol testing of applicants and employees under the following circumstances and conditions:

1) Pre-Employment: Conducted on all job applicants following a conditional job offer.
2) Reasonable Suspicion: Conducted on an employee upon reasonable suspicion that the employee:
    a. is under the influence of drugs, cannabis, or alcohol; or
    b. has violated this Alcohol and Drug Free Workplace Policy.
3) Post-Evaluation or Treatment: Conducted on an employee who has been referred by the County for chemical dependence evaluation or treatment. Such testing will be conducted on an unannounced basis throughout the evaluation or treatment, and for up to 2 years following completion of the treatment program.

4) Random: Under Minnesota law, employees in the following position classifications may be subject to random testing for cannabis, alcohol, and illegal substances:
    a. Safety-sensitive positions;
    b. Peace officers;
    c. Positions requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children, vulnerable adults, or healthcare patients;
    d. Positions requiring a commercial driver's license;
    e. Positions funded by federal grants; or
    f. Positions which federal or state law requires testing to be done to job applicants or employees for cannabis.

d. Confirmation and Notice

Before confirming a test result, the Human Resources Department will offer the individual an opportunity to explain the initial positive result and provide any information relevant to the testing, such as any prescription or non-prescription drugs that may have affected test results. The results will be confirmed utilizing approved methods, in accordance with the law.

Once a test is confirmed as positive or negative, a notice along with the confirmed test results will be sent to the individual in writing within 3 days after receipt of the results. The notice will inform the individual of his or her rights following the test result. These rights include the right to explain any positive results within 3 days and the right to request a confirmatory retest at his or her own expense within 5 business days from receipt of the notice.

e. Right to Refuse

Employees and applicants have the right to refuse to participate in any drug and/or alcohol testing required by the County. However, such refusal is considered equal to a positive test result for the purposes of determining the appropriate consequence. Confirmed positive test results for an applicant will result in a withdrawal of the offer of employment and disqualification as an eligible applicant

f. **Consequences**

Failure to comply with any part of this policy may result in disciplinary action, up to and including termination of employment.

In the event of a confirmed positive pre-employment drug test, the job offer will be rescinded, and the candidate made ineligible for hire.

Employees who refuse to cooperate immediately in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. An employee who promptly exercises his or her right to refuse to participate in drug and or alcohol testing as provided in II. e., above, will not be considered as failing to cooperate. Employees who do not exercise such right of refusal and fail to cooperate in the testing process will be terminated.

First-time violations: Any employees for whom a confirmed positive test result was his or her first such result will be subject to disciplinary action, including but not limited to termination of employment.

Disciplinary action will be issued in a non-discriminatory manner. Factors to consider will include, but are not limited to, the nature of the confirmed positive test result, and the employee's position, length of employment, and overall work record, including any previous corrective actions and violations.

g. First Time Violations

Employees for whom a confirmed positive test result was his or her first such result will be subject to disciplinary action, including but not limited to termination of employment. An employee who is subject to discipline for his or her first confirmed positive test result will be given an opportunity to participate in, at their own expense or as covered by their insurance, an appropriate drug or alcohol counseling or rehabilitation program, as determined upon consultation with a certified chemical dependence counselor or trained physician. Termination of employment will be withheld unless the employee refuses to participate in the counseling or rehabilitation program, fails to successfully complete the program, withdraws from the program before its completion, or has a positive follow-up test result.

h. Assistance Resources

The County recognizes drug dependency is an illness and major health problem. Employees interested in help dealing with any drug or alcohol issues, whether for themselves or a family member, are encouraged to contact Human Resources or the County's EAP programs. All communications with the EAP are confidential. No one who seeks assistance through our EAP programs will be identified to the County.

i. Reports

In consideration of workplace safety, employees are required to notify their supervisor or Human Resources if they observe any violation or potential violation of this policy. Employees will not be subjected to negative actions or retaliation in any way for making a report of any violation of this policy in good faith.

j. Confidentiality

All communications related to the drug test or alcohol test results and received under or through this policy are confidential communications and may not be disclosed or used as evidence in a criminal proceeding, except as allowed by law.

(Approved to Form: County's Attorney Office. 02.28.2024)
Jeffrey B. Fuge, Assistant County Attorney

TAB IX.

Leadership Workshop – Dr. Mike Kieffer

March 13th, 2024

Workshops:

1. Management and Communication Skills- Gaining Likeability and Respect (3.5 hours)

Modern leaders need to understand the concept of customizing their communications to different personality types. Gaining respect and developing their likeability factor depends on their ability to do this. This workshop enables everyone to first determine their personality style with a short in-class assessment. Then each of the 4 styles will be discussed in detail regarding: traits, talents, and communication preferences. The workshop is designed to help participants both in their work lives and personal lives, enriching their communication skill set. Several small group discussions are included in this workshop.

2. Leadership Agility- Understanding the Six Leadership Styles (3.5 hours)

Most people in a leadership role use one leadership style for every situation they encounter. This is ineffective. One leadership style does not fit all situations. This workshop centers on each participant taking an in-class leadership style survey. The assessment will show them what leadership style they use the most, their natural style. Then all six leadership styles will be discussed in detail as well as appropriate situations that match to each style. When participants are finished with the workshop they will have a working knowledge of six leadership styles and when to use each style. This will increase their leadership agility from one style to six. Several small group activities are included in this workshop.

Instructor: Dr. Michael Monroe Kiefer has a Ph.D. in behavioral psychology and is the author of 10 books including his new Spiritual Enhancement series. He is a leadership trainer and life coach working with diverse people and organizations throughout the Midwest. He is also a masterclass Neuro-Linguistic Programmer (NLP) and psychological profiler.

Flat fee: $2,500. per workshop: $5,000. Total

Attachment(s):

- **Dr. Mike Monroe Kieffer Biography**

BIOGRAPHY

DR. MICHAEL MONROE KIEFER

Born in Albany, NY in 1963, Michael Monroe Kiefer graduated from high school at an accelerated rate of three years. He received the Teachers' Association College scholarship from Hornell High School in upstate NY. He attended college at the State University of New York at Buffalo. In his first college year, he was inducted into the Latin honor society Phi Eta Sigma for outstanding academic achievement. He majored in cell and molecular biology and minored in abnormal psychology. In 1984, Michael graduated with honors Cum Laude with a B.S. degree.

He then attended Texas A&M University for graduate school and graduated with a Master of Science degree in genetic engineering.

Michael also has a Ph.D. Summa Cum Laude in psychology from Addison University. His ground breaking dissertation research was on conscious, subconscious, and superconscious mental reprogramming models.

After graduation, Michael worked for American Cyanamid Corp. an agricultural chemical company developing genetically engineered BST and PST, creating experimental genetically mutated forms of cow and pig growth hormones respectively. After one year, he was hired by the Northup King Seed Company to run their new multimillion dollar DNA fingerprinting research lab in Stanton, MN. He ran the lab for seven years and helped develop several genetically modified commercial corn and Roundup ready soybean hybrids.

In his late twenties, he was struck down and nearly overcome by a genetic disease and almost died, yet made a startling full recovery. This life story is detailed in Part 1 of his masterwork book series, The POWERMIND System, Life Guide to Success. After the amazing recovery, Michael left Northrup King and founded

POWERMIND Systems Inc. to study human potential. After twelve years of diligent study by Michael and his team; Michael published the research results in the form of a book series titled, The POWERMIND System. Instantly the book series was regarded as new science in the personal development field, selling internationally in its first year of publication. Michael toured the United States for two years for the Dun and Bradstreet corp. as a national business trainer and seminar developer. Michael then left that and focused on developing more workshops and keynotes that he delivers around the country to: corporations, schools, colleges, prisons, sports teams, military, government, and law enforcement agencies.

His later research work on: the luck factor, psychic power, ESP, sixth sense, and the Law of Attraction has resulted in the publication of, Superconscious Power, The Science of Attracting Health, Wealth, and Wisdom, available as an e-book, MP3 audiobook, or paperback from Amazon.com and Smashwords.com.

Celebrating more than twenty years as a top ranked national professional motivational speaker, author, radio talk show guest, and subconscious core reprogrammer, Michael has delivered well over 3,000 presentations and has spoken in nearly every state in the U.S.A. His MP3 audiobooks, e-books, and paperbacks sell to a worldwide audience.

Michael has well developed skills and natural talent in teaching techniques. He is a master storyteller and an adjunct professor at 9 colleges.

TAB X.

County Investment Policy

March 13th, 2024

The Chisago County Investment Policy was adopted on 5/24/2006.

This investment policy is designed to safeguard funds on behalf of the County, to assure the availability of operating and capital funds when needed, ensure compliance with applicable Minnesota statues, and provide a competitive investment return in light of statutory restrictions.

In accordance with accounting standards, financial reporting guidelines, and Minnesota statutes, this investment policy applies to all cash and investments held or controlled by the County Auditor-Treasurer on behalf of the County. This policy does not apply to funds related to the issuance of debt where there are other indentures in effect for such funds. In addition, any future revenues and proceeds, which have statutory investment requirements conflicting with this Investment Policy, are not subject to the provisions of the policy.

Updating the policy will change:

1. Changing Chisago County Treasurer to Chisago County Auditor-Treasurer
2. Adding 'or designated representative' behind Auditor-Treasurer in the language as to who the Investment Officer is
3. Adding the National Credit Union Administration as an acceptable insurer under timed deposits, to match the update in MN State Statute 118A.04 that was passed in the 2023 session.

Attachment(s):

- **DRAFT Chisago County Investment Policy**

CHISAGO COUNTY

CHISAGO COUNTY INVESTMENT POLICY

I. Purpose

The purpose of this policy is to set forth investment objectives and parameters for the management of the public funds of Chisago County. This investment policy is designed to safeguard funds on behalf of the County, assure the availability of operating and capital funds when needed, ensure compliance with applicable Minnesota statues, and provide a competitive investment return in light of statutory restrictions.

II. Scope

In accordance with accounting standards, financial reporting guidelines, and Minnesota statutes, this investment policy applies to all cash and investments held or controlled by the County Auditor-Treasurer on behalf of the County. This policy does not apply to funds related to the issuance of debt where there are other indentures in effect for such funds. In addition, any future revenues and proceeds, which have statutory investment requirements conflicting with this Investment Policy, are not subject to the provisions of the policy.

III. Investment Objectives

The primary objectives of the County, in priority order, of investment activities shall be safety, liquidity, and yield.

A. Safety of Principle

The foremost objective of this investment policy is to ensure the safety of the principal of public funds. Investment transactions shall be undertaken in a manner to ensure the preservation of capital in the overall portfolio. This objective also includes minimizing credit and interest rate risk.

1. Custodial Credit Risk.

The County will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities listed in Section 7 of this Investment Policy and obtaining necessary documentation (broker certification forms and documentation of perfected security interests in pledged collateral) from the financial institutions, broker/dealers, intermediaries and advisors, as applicable, with which the County will do business in accordance with Section 7 of this Investment Policy.

2. Concentration Credit Risk

   The County will attempt to minimize Concentration Credit Risk, which is the risk of loss attributed to the magnitude of the County's investments in a single issuer, by making investments which shall suggest diversification to minimize risk. This will based on the applicable opinion units.

3. Interest Rate Risk

   The County will endeavor to minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: 1) structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and 2) investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the County's cash requirements.

B. Maintenance of Liquidity

County funds shall be managed such that they are available to meet reasonably anticipated cash flow requirements.

C. Yield/Return on Investment

The County investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the applicable investment risk constraints and liquidity needs. It is understood that return on investment is of secondary importance when compared to the safety and liquidity objectives described above.

IV. Management of Investments

The County Auditor-Treasurer (or designated representative) is assigned as the Investment Officer and is responsible for overseeing the day-to-day management of County investments. The County Auditor-Treasurer shall be responsible for the transferring of appropriate funds to affect investment transactions, for designation of depositories, and for the investment of operating funds and bond proceeds consistent with this policy and actions of the County Board. The County Auditor-Treasurer is authorized to use electronic transfer of funds.

V. Standards of Prudence

The standard of prudence to be used by the County Auditor-Treasurer shall be the "Prudent Person" standard and shall be applied in the context of managing the overall investment program. The Prudent Person standard states:

"Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

VI. Ethics and Conflict of Interest

The County Auditor-Treasurer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair one's ability to make impartial investment decisions. Also, the County Auditor-Treasurer shall disclose to the Board any material financial interests in financial institutions that conduct business with the Board or the County, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the County's investment program.

VII. Authorized Investments, Institutions, and Dealers

Each depository used by the County must be one of the following:

A. Savings association
B. Commercial bank
C. Trust company
D. Credit union
E. Industrial loan and thrift company

County funds will be invested in instruments which meet at least one of the following criteria:

A. In governmental bonds, notes, bills, mortgages, and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an Act of Congress.

B. In a general obligation of a state or local government with taxing powers which are rated “A” or better by a national bond rating service.
C. In a revenue obligation of a state or location government with taxing powers which are rated “AA” or better by a national bond rating service.
D. In a general obligation of the Minnesota Housing Finance Agency which is a moral obligation of the State of Minnesota and is rated “A” or better by a national bond rating service.
E. In commercial paper issued by a United States corporation or its Canadian subsidiary and that are rated in the highest quality category by at least two nationally recognized rating agencies <u>and</u> matures in 270 days or less.
F. In time deposits fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Administratin (NCUA, or bankers acceptances of United States banks.
G.
H. In its own temporary obligations issued under Minn. Stat. 429.091, subd. 7 (special assessments), 469.178, subd. 5 (tax increment bonds), or 475.61, subd. 6.
I. Other investment instruments as allowed by Minnesota statutes (e.g. repurchase agreements, reverse repurchase agreements, MAGIC fund, mutual funds, and units of a short term investment fund).

VIII. Investment Interest Allocation and Reporting

All interest earned on public funds invested by the County Auditor-Treasurer shall be receipted to the County Revenue fund. Interest attributable to bond funds that require their interest earnings be receipted to the fund will be transferred from County Revenue fund to the appropriate bond fund at the end of each month.

The County Auditor-Treasurer will prepare an annual investment report which will be available upon request.

IX. Policy Considerations

Any investment held at the time of the implementation of this policy that meets the requirements of the Minnesota Statutes but does not meet the guidelines of this policy, shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be reviewed from time to time. The Board must adopt any changes to this policy.

TAB XI.

<u>Rush City Shop Sale</u>

March 13th, 2024

The City of Rush City has approached the County and Public Works Director about the sale of the Chisago County Maintenance Garage in Rush City.

There is currently a 99-year land lease agreement between the City and County so the County could build the proposed Highway Maintenance Shop. This agreement was signed in 1984.

The shop is located at 51533 Forest Boulevard, Rush City, MN 55069. It is 2,160 s.f. (36' x 60') and was built in 1984.

Estimated Market Value: $94,000 Date of Valuation May 31, 2023

At the February 21st, 2024, the Board of Commissioners directed the County Engineer to seek the cost to remove the fuel tank on the property.

County Engineer Triplett reached out to AET, and AET has determined that the cost to remove the tank would be **<u>$6,375.00</u>**.

Attachment

- AET Quote

March 5, 2024
AET Project No. P-0031545

AMERICAN ENGINEERING TESTING

ACKNOWLEDGEMENT AND AGREEMENT OF SERVICES

Mr. Joe Triplett, Chisago County Engineer/Director Public Works requested environmental services of American Engineering Testing, Inc., (AET) pertaining to proper closure of the former diesel fueling system at the county shop in Rush City, Minnesota. We understand that one diesel fuel underground storage tank (UST) and a dilapidated metal portion of a fuel dispenser and associated piping will be removed. The UST is presumed to be a 500-gallon diesel tank. The tank is likely steel construction.

Understood information from requesting party includes the following:

Project Name:	Tank Closure Sampling Services
Project Address:	51533 County Road 33 Rush City, MN
Project Number:	AET Project No. P-0031545
Client:	Chisago County Public Works
Client Address:	31325 Oasis Road Center City, MN 55012
Client Contact:	Joe Triplett, County Engineer/Director Public Works
Client Phone:	651.213.8708
Client Email:	Joe.Triplett@chisagocountymn.gov

SERVICE EXTENT/COMMUNICATION

AET's services will be provided on a will-call basis when requested by Client or authorized representative of tank removal service.

UNDERSTOOD SCOPE OF SERVICES

- Zahl-Petroleum Maintenance will notify the MPCA, clear utilities, vac out remaining product, remove and clean out the tank onsite, haul away for proper disposal, and backfill and compact to grade.
- The Zahl-Petroleum Maintenance quote states City permits, if needed, not included in bid, concrete or asphalt demo or replacement not included in bid, electrical and private locates not included, and the bid is based on one 500-gallon steel tank.
- The Zahl-Petroleum Maintenance quote specifies the pricing for disposal, above their base bid, is $1.00 per gallon for liquids and $4.00 per gallon for solids.
- Mobilize to the site from our St. Paul office to observe and document excavation activities and collect one soil sample from beneath the middle of the UST.
- As you stated, we assume the dispenser was over the UST, so no additional sample will be

collected for the dispenser.

- During excavation activities, screen soils beneath the removed piping between the UST basin and the dispenser, if any, using a photoionization detector (PID).
- Submit the collected soil sample to an approved laboratory for analysis of diesel range organics (DRO) and MN-list petroleum volatile organic compounds (PVOCs).
- If contamination is not present, which is what we anticipate for this project, we will prepare and submit a Letter Report to the Client describing the methods used, results, conclusions, and recommendations.
- If contamination is present exceeding MPCA action levels, detected either during the tank removal process or upon receipt of the analytical report, additional tasks may be required which are not included in this proposal. These could include calling in the contamination as a tank release to the State of Minnesota Duty Officer, preparing and submitting a General Excavation Report Worksheet (MPCA Guidance Document 3-02), and possibly additional investigative tasks. No additional tasks will be completed outside this proposal without your prior authorization.
- After uncovering the tank, If the tank is larger than 1,000-gallons in capacity, the subcontractor, Zahl -Petroleum Maintenance, stated that they may not be able to properly remove and haul the tank offsite, due to road restrictions, if they are still in place. In this event, we will discuss the best way and time to remove the tank. Additional fees may be necessary in this event.

FEES AND PROJECT SCHEDULE

Our services will be conducted on a time and material basis for an estimated fee of $6,375.00, which is the base bid with no additional fees charged by Zahl-Petroleum Maintenance and assuming a clean tank removal. We understand the fueling system removal schedule is not certain. For budgeting purposes, we assume one day to complete the work.

TERMS/CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the attached AET Service Agreement, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

AMERICAN ENGINEERING TESTING

ACCEPTANCE

AET requests written acceptance of this proposal in the Authorized Client Representative section below, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET's presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

AET Representative:

Dennis McComas, PG (MN, WI)
Senior Geologist
Phone: 651.647.2759
Email: dmccomas@teamaet.com

OTHER ATTACHMENTS (PART OF THIS AGREEMENT)

AET Service Agreement
Proof of Insurance
W9

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0031545

SIGNATURE:____

PRINTED NAME:_______________________________________

COMPANY:____

ADDRESS: ____

PHONE NUMBER AND EMAIL:______________________________

DATE:____

INVOICING INFORMATION (Provide Company AP Department Information if present.)

AP CONTACT NAME:____________________________________

BILLING/MAILING ADDRESS:______________________________

AP PHONE NUMBER AND INVOICE EMAIL:______________________

P.O. NO./ PROJECT NO.: ________________________________

TAB XII.

<u>County Solar Production Tax Information</u>

March 13th, 2024

County staff received information regarding the County's Energy Production, and the taxes the County collected in 2023. According to the info we received, Chisago County's total production tax for 2023 was **<u>$372,300</u>** – of which 80% stays with the county and 20% goes to local city/towns.

For clarity, Chisago County was the #1 in solar energy producer but 12 of 87 counties in production tax revenue. Here is the explanation and added info:

- **<u>Chisago County was the #1 producer of SOLAR energy in the state of Minnesota in 2023.</u>** The 12th ranking is in terms of TOTAL energy production and associated production tax revenue received, meaning that 11 other counties produced more wind/solar and received a great amount of revenue as a result.

- The counties that rank above Chisago in terms of production are largely, if not exclusively, wind producers localized in the SW part of the state. Wind energy is generally more efficient than solar since the wind is capable of blowing day and night.

- Sherburne County is currently ranked 22nd in the state and produced only 74,000 MW of energy last year. It would still take quite a bit of development in Sherburne to come close to Chisago, even when that ~900 MW project comes online.

- The Community Solar Gardens, or the 1 MW projects you are probably familiar with that the county has regulatory authority over, are exempt from paying production tax based on how much is generated. The exemption is for 1 MW and below. However, beginning this year, community solar gardens can be built up to 5 MW and still participate in Xcel's Community Solar Program, meaning that these types of projects will start to pay production tax on generation above 1 MW

The County has collected the following in Solar Production Revenue;

Amount	TransDescription
(121.45)	2017 June Settlement
(12,915.84)	2017 November Settlement
(211,158.29)	2018 June Settlement
(246,784.69)	2019 June Settlement
(19,268.55)	2019 November Settlement
(235,640.37)	2020 June Settlement
(8,284.80)	2020 November Settlement
(275,319.38)	2021 June Settlement
(10,388.53)	2021 NOVEMBER SETTLEMENT
(281,228.05)	2022 June Settlement
(16,515.35)	2022 November Settlement
(274,743.26)	2023 June Settlement
(14,928.51)	2023 November Settlement
(10,091.52)	2023 Short Settlement
(1,617,388.59)	

Attachment(s):

- **Graphic from The Minnesota Land and Liberty Coalition.**
- **Map of Chisago County Solar Sites**

CHISAGO COUNTY

2023 PRODUCTION TAX REVENUE FACT SHEET

Chisago County Total Production Tax:

$372,300

#1 Solar County

310,280

Total MW of Solar

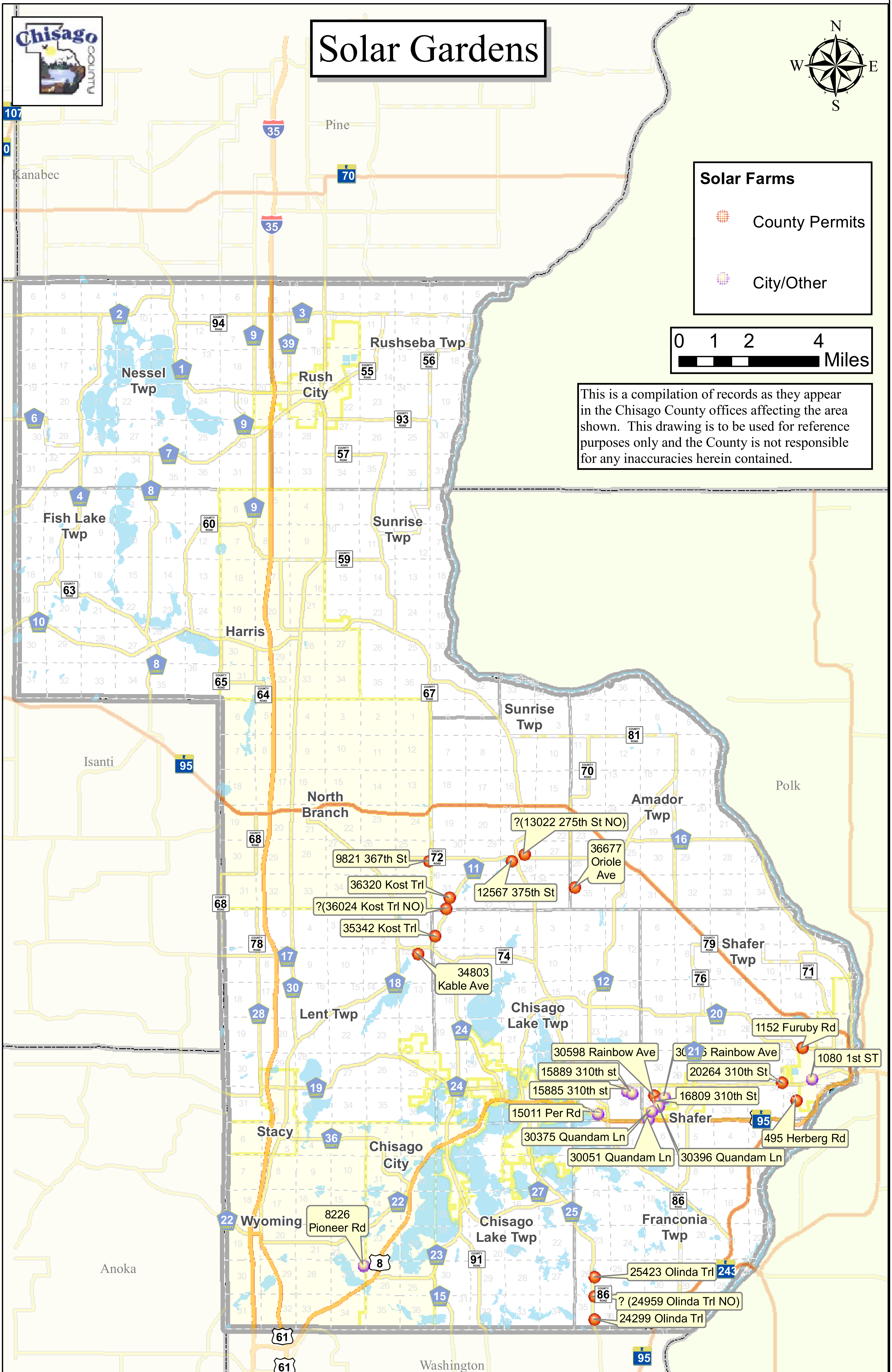
Minnesota Total Production Tax: **$18.75 million**

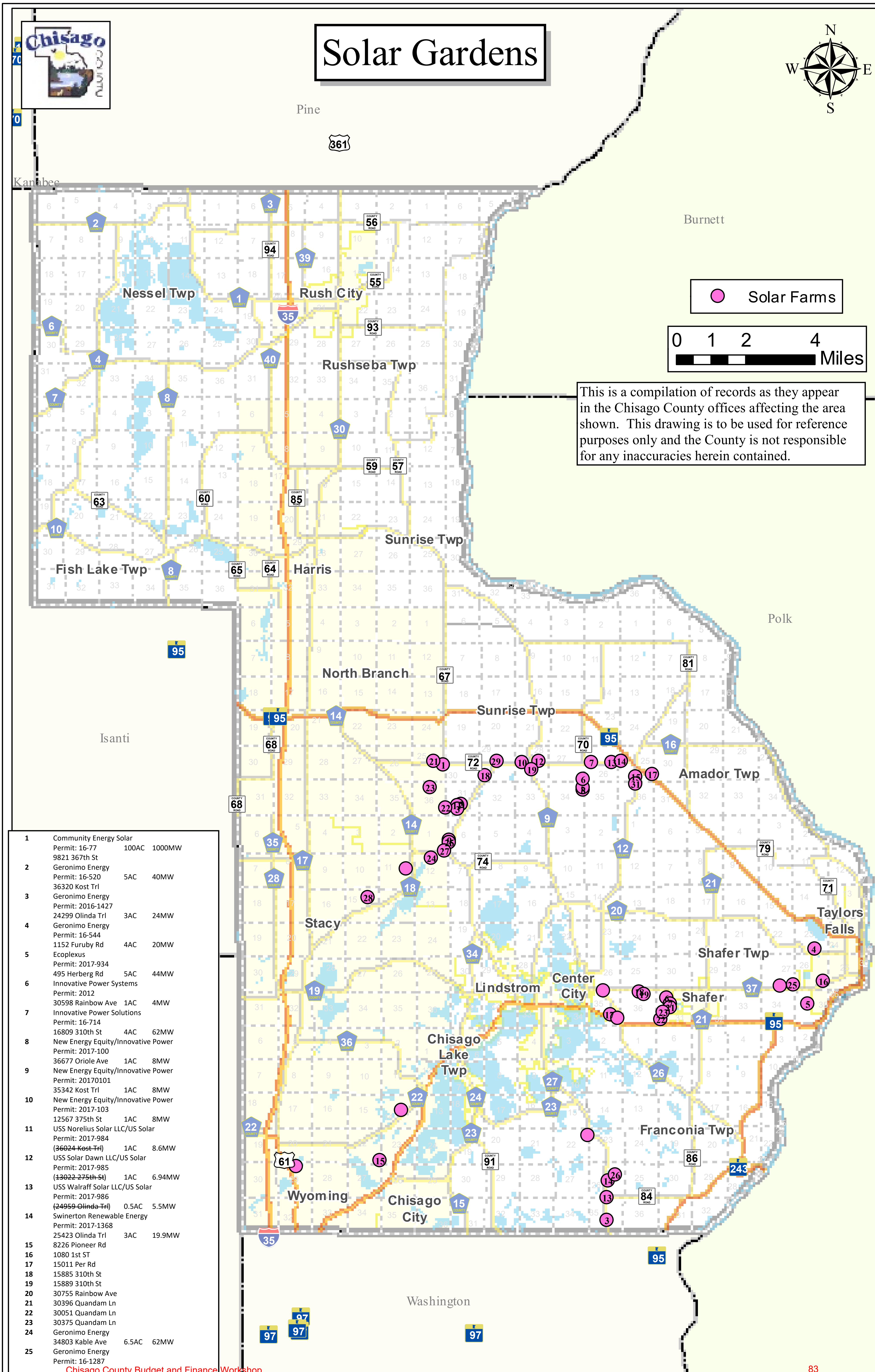
MINNESOTA RANK

12/87

A PROJECT OF THE MINNESOTA CONSERVATIVE ENERGY FORUM

LAND & LIBERTY COALITION ®


Solar Gardens
Chisago County
Solar Farms
County Permits
City/Other
0 1 2 4 Miles
This is a compilation of records as they appear in the Chisago County offices affecting the area shown. This drawing is to be used for reference purposes only and the County is not responsible for any inaccuracies herein contained.
N
S
E
W
Pine
Kanabec
Isanti
Polk
Anoka
Washington
Nessel Twp
Rush City
Rushseba Twp
Fish Lake Twp
Sunrise Twp
Harris
North Branch
Amador Twp
Shafer Twp
Lent Twp
Chisago Lake Twp
Stacy
Chisago City
Wyoming
Franconia Twp
Shafer
?(13022 275th St NO)
9821 367th St
36677 Oriole Ave
36320 Kost Trl
12567 375th St
?(36024 Kost Trl NO)
35342 Kost Trl
34803 Kable Ave
1152 Furuby Rd
30598 Rainbow Ave
30215 Rainbow Ave
1080 1st ST
15889 310th st
20264 310th St
15885 310th st
16809 310th St
15011 Per Rd
30375 Quandam Ln
495 Herberg Rd
30051 Quandam Ln
30396 Quandam Ln
8226 Pioneer Rd
25423 Olinda Trl
? (24959 Olinda Trl NO)
24299 Olinda Trl



1	Community Energy Solar		
	Permit: 16-77	100AC	1000MW
	9821 367th St		
2	Geronimo Energy		
	Permit: 16-520	5AC	40MW
	36320 Kost Trl		
3	Geronimo Energy		
	Permit: 2016-1427		
	24299 Olinda Trl	3AC	24MW
4	Geronimo Energy		
	Permit: 16-544		
	1152 Furuby Rd	4AC	20MW
5	Ecoplexus		
	Permit: 2017-934		
	495 Herberg Rd	5AC	44MW
6	Innovative Power Systems		
	Permit: 2012		
	30598 Rainbow Ave	1AC	4MW
7	Innovative Power Solutions		
	Permit: 16-714		
	16809 310th St	4AC	62MW
8	New Energy Equity/Innovative Power		
	Permit: 2017-100		
	36677 Oriole Ave	1AC	8MW
9	New Energy Equity/Innovative Power		
	Permit: 20170101		
	35342 Kost Trl	1AC	8MW
10	New Energy Equity/Innovative Power		
	Permit: 2017-103		
	12567 375th St	1AC	8MW
11	USS Norelius Solar LLC/US Solar		
	Permit: 2017-984		
	(~~36024 Kost Trl~~)	1AC	8.6MW
12	USS Solar Dawn LLC/US Solar		
	Permit: 2017-985		
	(~~13022 275th St~~)	1AC	6.94MW
13	USS Walraff Solar LLC/US Solar		
	Permit: 2017-986		
	(~~24959 Olinda Trl~~)	0.5AC	5.5MW
14	Swinerton Renewable Energy		
	Permit: 2017-1368		
	25423 Olinda Trl	3AC	19.9MW
15	8226 Pioneer Rd		
16	1080 1st ST		
17	15011 Per Rd		
18	15885 310th St		
19	15889 310th St		
20	30755 Rainbow Ave		
21	30396 Quandam Ln		
22	30051 Quandam Ln		
23	30375 Quandam Ln		
24	Geronimo Energy		
	34803 Kable Ave	6.5AC	62MW
25	Geronimo Energy		
	Permit: 16-1287		