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

BUDGET & FINANCE COMMITTEE / WORKSHOP AGENDA

Wednesday, December 12th, 2025
County Board Room, Room 172 at 3:00 p.m.
PROPOSED AGENDA

I. Current Year-to-Date Financial Update
- a. Operating Budget vs Actual
- b. Salaries and Wages Budget vs Actual
- c. Fund Balance Charts
- d. Wheelage Tax and Local Option Sales Tax Charts
- e. CIP Budget to Actual
- f. ARPA Budget to Actual
- g. Discussion Topics

II. Monthly Current County Staffing Update

III. FAC-MAINT Clothing

IV. CivicPlus – Agenda and Meeting Management

Upcoming Schedule

- **Chisago County Board of Commissioners Meeting,** Wednesday, February 19, 2025
- **AMC Legislative Conference**, February 26 - 27, 2025, InterContinental Hotel, St. Paul

******* NOTICE*******

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

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

I.

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 12/31/2024
100% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
GENERAL FUND						
Board of Commissioners	$ 208,024	$ 280,024	$ 278,510	134%	99%	
District Court	212,500	212,500	219,102	103%	103%	
Law Library	*30,000*	*162,368*	*26,704*	*89%*	*16%*	*Restricted*
County Administrator	83,200	83,200	122,672	147%	147%	HUB Fees, 2024 AMC Dues Arbitration Fees Leadership Training
Auditor-Treasurer	28,065	28,065	13,729	49%	49%	TNT forms paid January 2025 ($5,300)
Audit	110,000	110,000	87,795	80%	80%	
Assessor	79,850	79,850	79,515	100%	100%	
Enterprise Services	4,182,484	4,182,484	4,040,847	97%	97%	
Central Services	110,750	110,750	69,159	62%	62%	Publications down
Elections	116,500	277,904	143,269	123%	52%	
County Attorney	92,550	92,550	92,160	100%	100%	
County Attorney Forfeiture	*-*	*34,998*	*4,766*	*0%*	*14%*	*Restricted*
Recorder	17,950	17,950	14,877	83%	83%	
Recorder Compliance/Technology	*1,500*	*2,207,802*	*744,726*	*N/A*	*34%*	*Restricted*
Maintenance	1,008,089	1,008,089	1,067,317	106%	106%	Repairs - CL Library, NB Library, PSC
Planning & Zoning	291,500	291,500	165,351	57%	57%	
Wellness, Safety and Ergonomics	-	40,768	14,728	0%	36%	
General Government	1,287,695	1,492,798	1,356,659	105%	91%	2024 Gen Liab & Worker's Comp Ins **Retiree Payouts:**
ARPA	-	4,709,226	4,721,389	0%	100%	
Contingency	100,000	225,630	17,000	17%	8%	
Sheriff	930,521	930,521	771,658	83%	83%	
Sheriff Forfeitures	*-*	*29,484*	*19,064*	*0%*	*65%*	*Restricted*
Boat & Water	*-*	*-*	*-*	*0%*	*0%*	*Restricted*
Sheriff's Reserve	*-*	*9,824*	*8,893*	*0%*	*91%*	*Restricted*
Snowmobile Safety	*-*	*-*	*-*	*0%*	*0%*	*Restricted*
Sheriff's Contingency	*-*	*6,253*	*6,283*	*0%*	*100%*	*Restricted*
Gun Permits	*-*	*137,549*	*49,597*	*0%*	*36%*	*Restricted*
Project Lifesaver	*-*	*5,986*	*-*	*0%*	*0%*	*Restricted*
Public Safety Grants	*161,500*	*1,256,181*	*185,244*	*115%*	*15%*	*Restricted*
Coroner	153,159	153,159	152,369	99%	99%	
County Jail	742,650	742,650	656,737	88%	88%	
Jail Canteen	*-*	*181,516*	*105,063*	*0%*	*58%*	*Restricted*
Probation & Parole	131,006	131,006	136,893	104%	104%	Interpreter Line Vehicle Leases
Emergency Management	33,374	33,374	34,605	104%	104%	2024 CODERED
E-911	*162,000*	*630,248*	*184,200*	*114%*	*29%*	*Restricted*
Controlled Substances - Share of Fines	*-*	*298*	*-*	*0%*	*0%*	*Restricted*
Historical Society	40,000	40,000	40,000	100%	100%	2024 Allocation
Regional Library	778,495	778,495	778,495	100%	100%	2024 Allocation
Parks	137,000	147,100	139,223	102%	95%	
County Agricultural Society	16,000	16,000	8,000	50%	50%	2nd half paid January 2025
County Extension Services	141,200	141,200	149,135	106%	106%	
Soil & Water	200,000	200,000	200,000	100%	100%	2024 Allocation
Water Quality Grant	*80,900*	*361,139*	*63,761*	*79%*	*18%*	*Restricted*
Sewer Grants	*-*	*45,494*	*32,420*	*0%*	*71%*	*Restricted*
Wetland Grant	*5,000*	*5,000*	*5,672*	*113%*	*113%*	*Restricted - has offsetting revenue*
Watercraft Inspection	*86,100*	*211,661*	*42,620*	*50%*	*20%*	*Restricted*
Economic Development	47,000	47,000	37,429	80%	80%	
TOTAL GENERAL FUND	**$ 11,806,562**	**$ 21,889,594**	**$ 17,087,636**	**145%**	**78%**	

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 12/31/2024
100% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
ROAD AND BRIDGE FUND						
Surveyor	$ 5,050	$ 5,050	$ 3,932	78%	78%	
Highway Administration	33,600	33,600	34,464	103%	103%	
Highway Engineering	2,956,450	2,884,450	2,487,535	84%	86%	
Highway Construction	12,940,000	14,240,000	14,158,104	109%	99%	
Highway Maintenance	3,033,550	3,033,550	2,046,987	67%	67%	
Equipment Maintenance/Shop	932,200	932,200	939,440	101%	101%	
Traffic Operations	437,500	437,500	391,012	89%	89%	
TOTAL ROAD AND BRIDGE FUND	**$ 20,338,350**	**$ 21,566,350**	**$ 20,061,474**	**99%**	**93%**	
HEALTH AND HUMAN SERVICES						
Veterans Service	$ 37,150	$ 37,150	$ 28,725	77%	77%	
Income Maintenance	792,045	1,145,889	849,568	107%	74%	
Social Services	3,794,095	4,032,942	3,439,092	91%	85%	
Public Health Nursing	332,030	332,030	297,715	90%	90%	
Opioid Settlement	*-*	*618,129*	*24,214*	*0%*	*4%*	*Restricted*
TOTAL HEALTH AND HUMAN SERVICES	**$ 4,955,320**	**$ 6,166,140**	**$ 4,639,314**	**94%**	**75%**	
BUILDING FUND						
General Government	$ 83,602	$ 153,671	$ 83,602	100%	54%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	0%	
TOTAL BUILDING FUND	**$ 83,602**	**$ 170,671**	**$ 83,602**	**100%**	**49%**	
CAPITAL EQUIPMENT FUND						
Administration	$ 9,055	$ 131,685	$ 119,647	1321%	91%	
Armer Radio - Replacement	-	328,580	-	0%	0%	
Auditor-Treasurer & Elections	65,500	160,911	1,750	3%	1%	
Enterprise Servcies	587,800	1,012,608	823,665	140%	81%	
HHS	-	69,504	40,457	0%	58%	
Facilities/Maintenance	806,086	804,576	170,906	21%	21%	
Other General Government *(Unallocated)*	-	11,063	-	0%	0%	
Sheriff	548,617	771,391	649,906	118%	84%	
Emergency Management	9,295	9,295	9,253	100%	100%	
Highway	905,500	1,593,598	1,053,039	116%	66%	
Environmental Services/Parks	361,500	361,500	206,742	57%	57%	
TOTAL CAPITAL EQUIP FUND	**$ 3,293,353**	**$ 5,254,711**	**$ 3,075,365**	**93%**	**59%**	
SOLID WASTE FUND						
Score Grant Fund	$ 271,900	$ 271,900	$ 282,882	104%	104%	
HHW Operations	443,430	907,467	289,264	65%	65%	
TOTAL SOLID WASTE FUND	**$ 715,330**	**$ 1,179,367**	**$ 572,146**	**80%**	**49%**	
PARK ACQUISITION & IMPROVEMENT FUND						
Park Acq & Imp Fund	$ -	$ 483,526	$ 483,526	0%	100%	
PARK ACQ & IMP FUND	**$ -**	**$ 483,526**	**$ 483,526**	**0%**	**100%**	
LAKE IMPROVEMENT DISTRICT MAINTENANCE						
LID Maintenance	$ 196,000	$ 199,500	$ 129,831	66%	66%	
TOTAL LAKE IMPV DIST MAINT	**$ 196,000**	**$ 199,500**	**$ 129,831**	**66%**	**65%**	

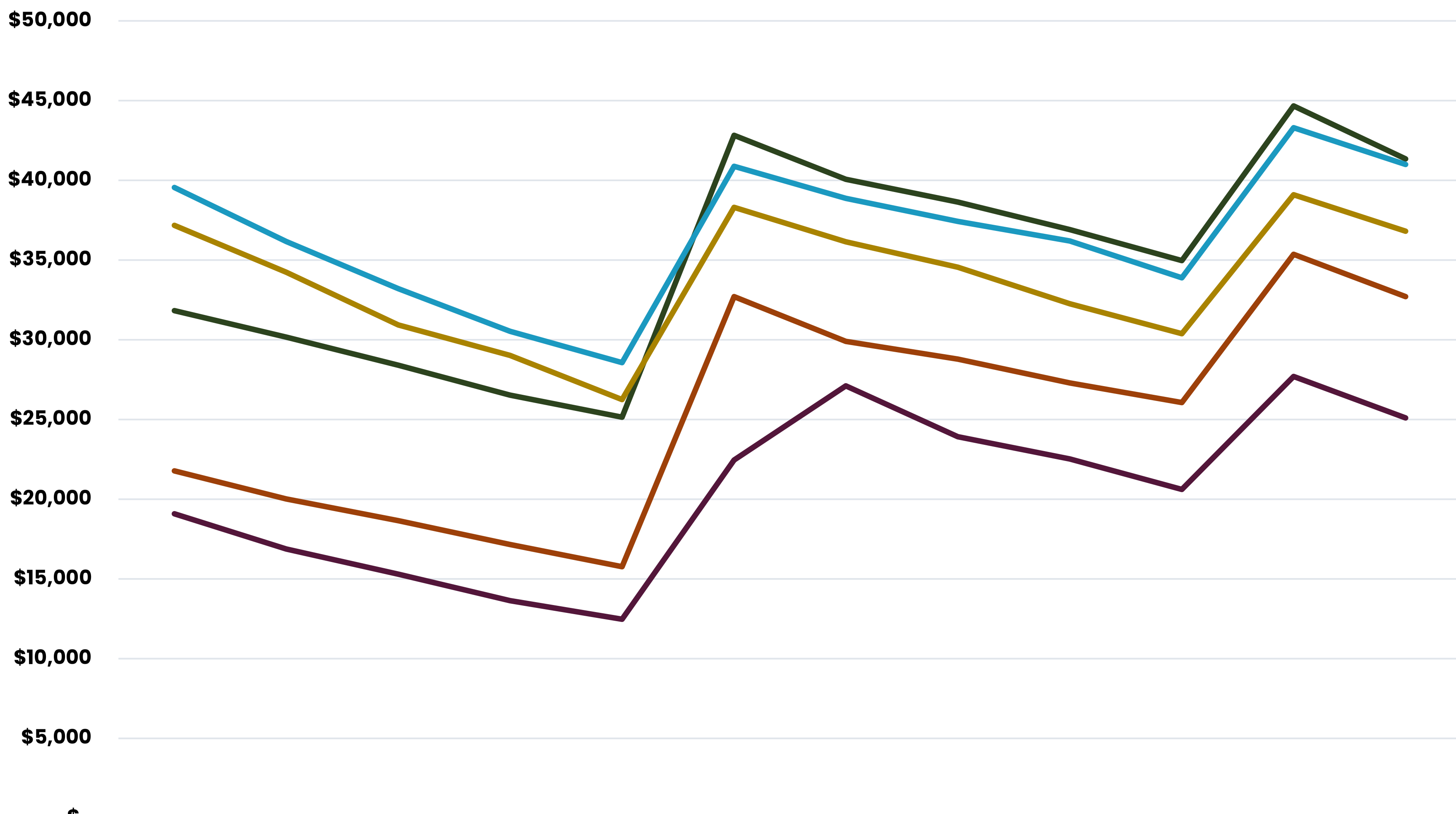
OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 12/31/2024
100% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
DEBT SERVICE FUND						
Road Debt	$ 2,108,019	$ 2,108,019	$ 1,873,674	89%	89%	Principal + Interest
HHS Debt	260,781	260,781	244,006	94%	94%	Principal + Interest
Library Debt	474,075	474,075	436,695	92%	92%	Principal + Interest
Jail Debt	1,057,731	1,057,731	992,955	94%	94%	Principal + Interest
Business Park Bonds	244,440	244,440	226,640	93%	93%	Principal + Interest
Capital Projects	628,684	628,684	629,689	100%	100%	Principal + Interest
TOTAL DEBT SERVICE FUND	**$ 4,773,730**	**$ 4,773,730**	**$ 4,403,659**	**92%**	**92%**	
TOTAL ALL FUNDS	**$ 46,162,247**	**$ 61,683,589**	**$ 50,536,553**	**109%**	**82%**	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 12/31/2024
100% OF YEAR COMPLETE

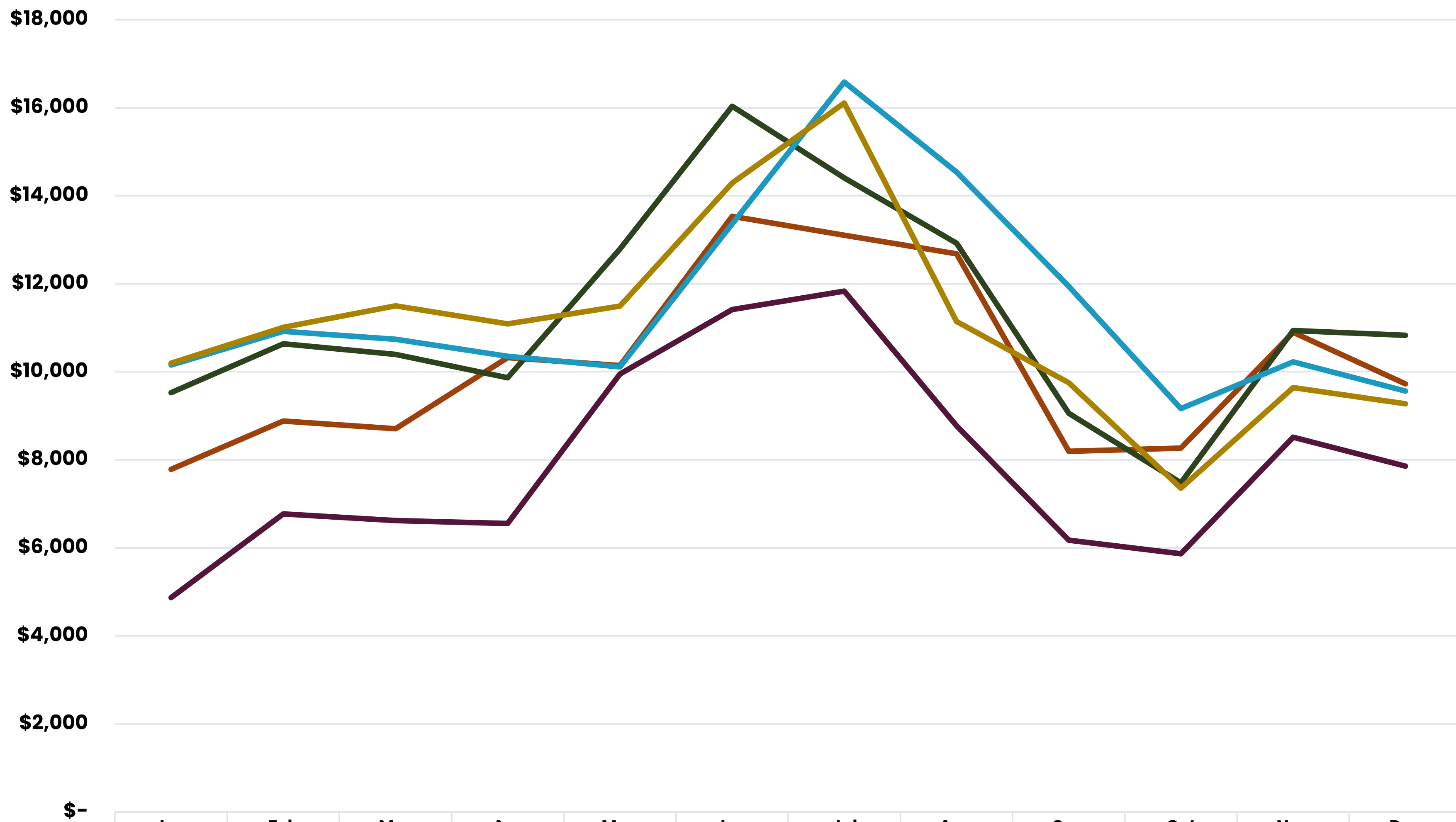
	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	$ 230,108	$ 252,503	110%
Law Library	10,514	7,172	68%
County Administrator	1,028,189	968,484	94%
Auditor-Treasurer	823,213	809,072	98%
Assessor	986,228	948,373	96%
Enterprise Services	2,153,925	2,179,039	101%
Elections	37,386	29,273	78%
County Attorney	2,832,540	2,537,551	90%
Recorder	346,477	322,250	93%
Maintenance	661,442	590,736	89%
Planning & Zoning	1,117,645	1,084,551	97%
Sheriff	7,340,816	7,469,117	102%
County Jail	4,324,033	4,266,461	99%
Probation & Parole	1,320,479	1,284,378	97%
Emergency Management	118,053	126,287	107%
Parks	465,220	430,437	93%
Water Quality Grant	118,293	131,783	111%
Wetland Grant	113,352	112,985	100%
Watercraft Inspection	229,223	139,452	61%
TOTAL GENERAL FUND	**$ 24,257,136**	**$ 23,689,904**	**98%**
ROAD AND BRIDGE FUND			
Surveyor	$ 168,442	$ 169,835	101%
Highway Administration	390,743	415,970	106%
Highway Engineering	1,069,593	1,006,197	94%
Highway Maintenance	1,961,065	1,824,412	93%
Equipment Maintenance/Shop	487,335	636,532	131%
Traffic Operations	209,075	218,346	104%
TOTAL ROAD AND BRIDGE FUND	**$ 4,286,253**	**$ 4,271,292**	**100%**
HEALTH AND HUMAN SERVICES			
Veterans Service	$ 220,212	$ 218,195	99%
Income Maintenance	3,110,312	3,100,853	100%
Social Services	7,423,133	7,379,729	99%
Public Health Nursing	1,888,620	1,716,117	91%
Opioid Settlement	-	15,369	0%
TOTAL HEALTH AND HUMAN SERVICES	**$ 12,642,277**	**$ 12,430,263**	**98%**
SOLID WASTE FUND			
Score Grant Fund	$ 61,067	$ 61,409	101%
HHW Operations	186,746	181,037	97%
TOTAL SOLID WASTE FUND	**$ 247,813**	**$ 242,446**	**98%**
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	$ 169,330	$ 186,311	110%
TOTAL LAKE IMPV DISTRICT MAINT	**$ 169,330**	**$ 186,311**	**110%**
TOTAL ALL FUNDS	**$ 41,602,809**	**$ 40,820,216**	**98%**

GENERAL FUND BALANCE BY MONTH 2020 – 2024



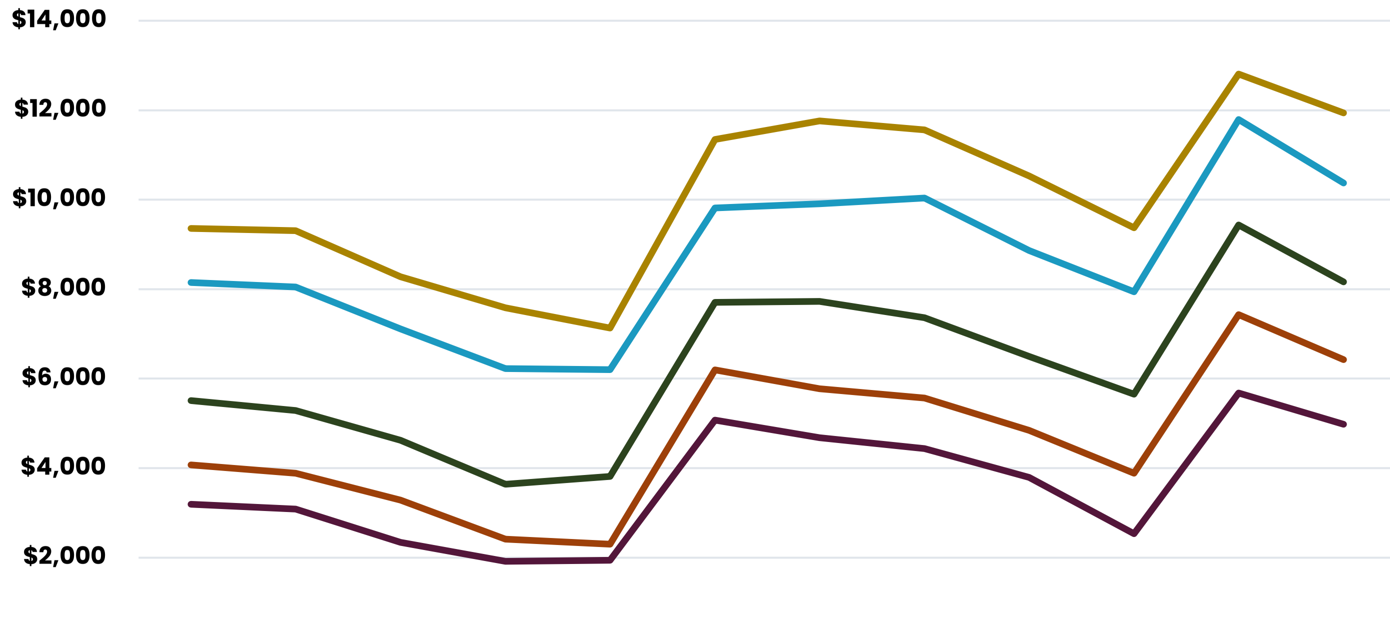
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$19,092	$16,873	$15,291	$13,634	$12,472	$22,462	$27,108	$23,919	$22,522	$20,619	$27,698	$25,101
2021	$21,774	$20,019	$18,660	$17,164	$15,767	$32,710	$29,891	$28,791	$27,296	$26,067	$35,360	$32,704
2022	$31,823	$30,169	$28,401	$26,522	$25,144	$42,821	$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	$30,936	$29,025	$26,248	$38,312	$36,141	$34,557	$32,253	$30,383	$39,095	$36,812

ROAD & BRIDGE FUND BALANCE BY MONTH 2020 – 2024



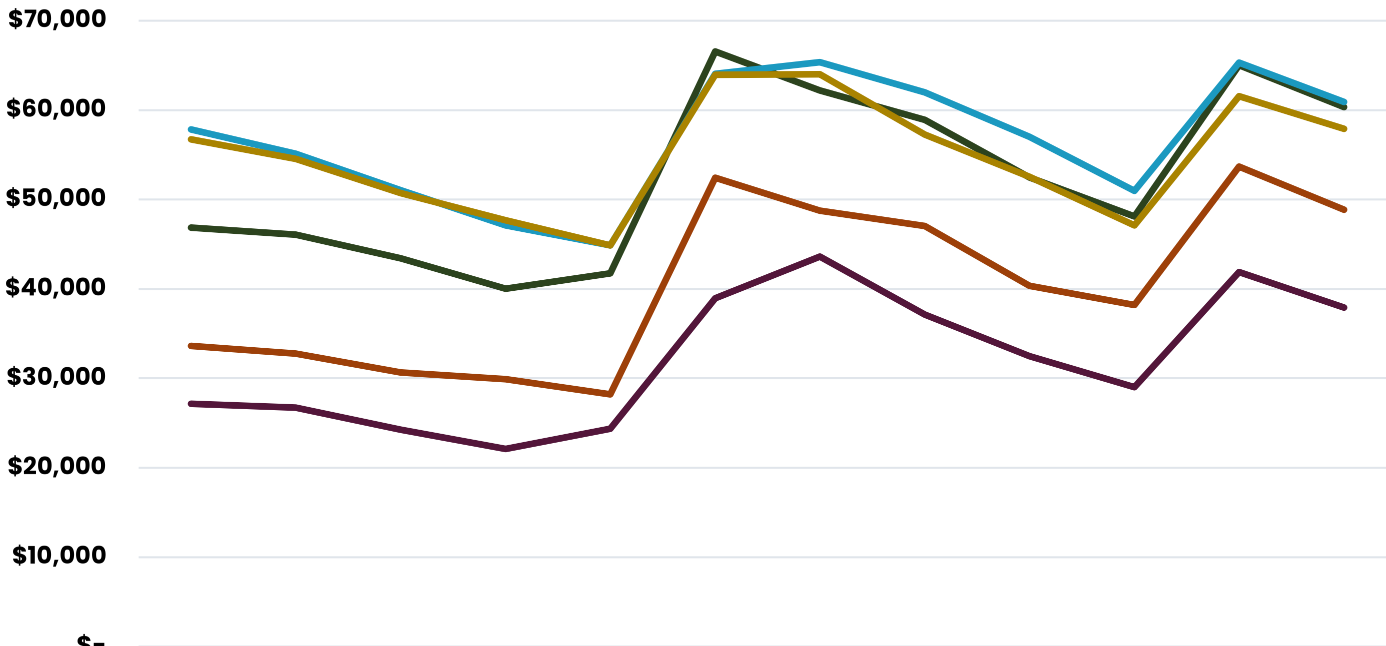
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$4,869	$6,770	$6,620	$6,554	$9,950	$11,412	$11,832	$8,774	$6,173	$5,868	$8,514	$7,856
2021	$7,783	$8,879	$8,703	$10,323	$10,144	$13,532	$13,100	$12,679	$8,196	$8,267	$10,892	$9,726
2022	$9,528	$10,634	$10,392	$9,864	$12,786	$16,033	$14,405	$12,924	$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	$11,497	$11,085	$11,491	$14,290	$16,106	$11,143	$9,751	$7,355	$9,642	$9,274

HEALTH & HUMAN SERVICES FUND BALANCE BY MONTH 2020 - 2024



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	$8,276	$7,585	$7,131	$11,344	$11,764	$11,564	$10,533	$9,375	$12,808	$11,941

REVENUE, ROAD & BRIDGE AND HHS COMBINED FUND BALANCE BY MONTH 2020 – 2024



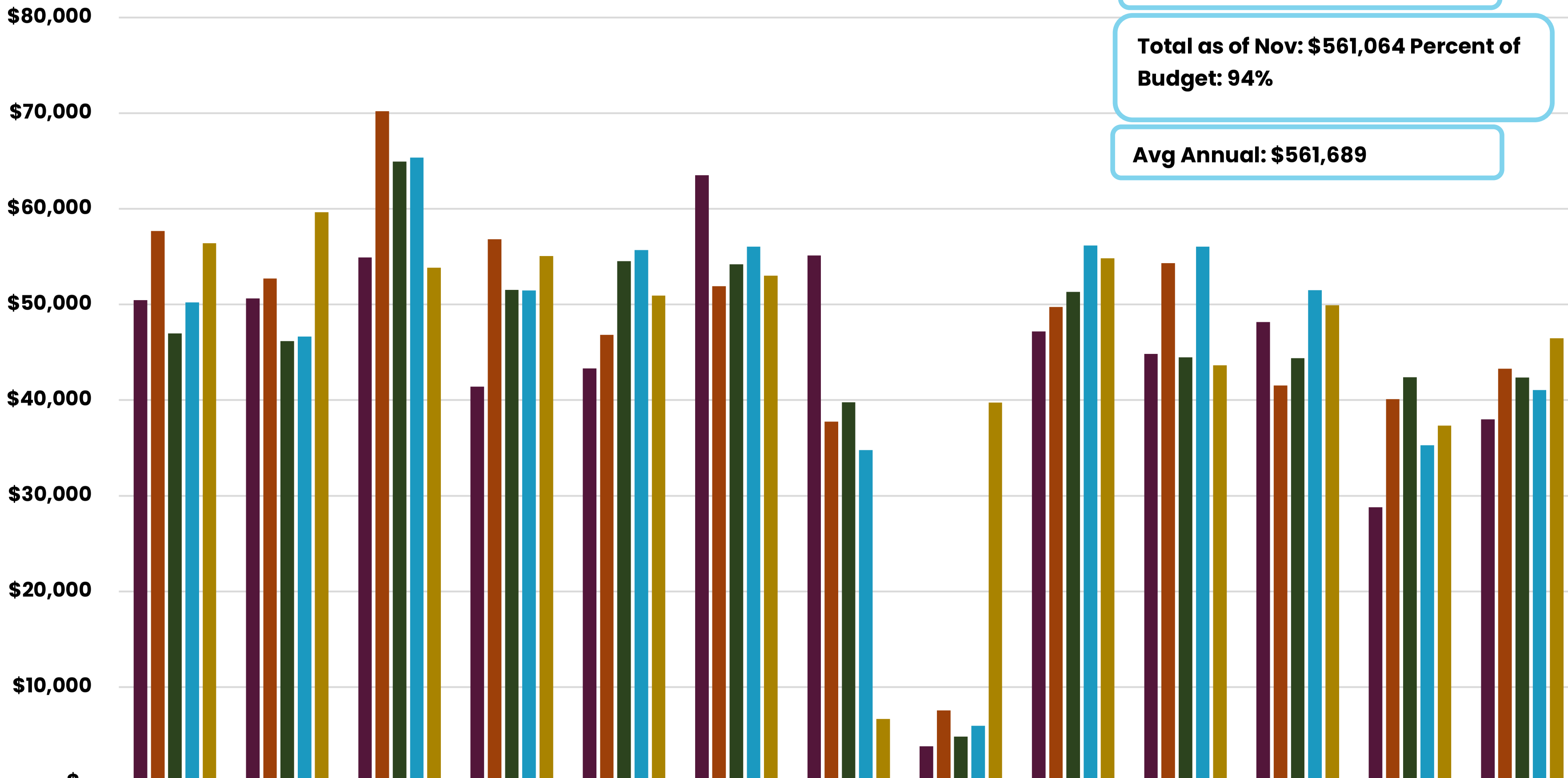
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	$27,156	$26,725	$24,249	$22,105	$24,360	$38,949	$43,619	$37,130	$32,487	$29,024	$41,891	$37,934
2021	$33,628	$32,785	$30,646	$29,900	$28,211	$52,436	$48,767	$47,035	$40,338	$38,222	$53,683	$48,855
2022	$46,863	$46,089	$43,417	$40,026	$41,748	$66,560	$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	$50,709	$47,695	$44,870	$63,946	$64,011	$57,264	$52,537	$47,113	$61,545	$57,902

November 2024 Wheelage Tax
92% of Year Complete

2024 Budget: $600,000

Total as of Nov: $561,064 Percent of Budget: 94%

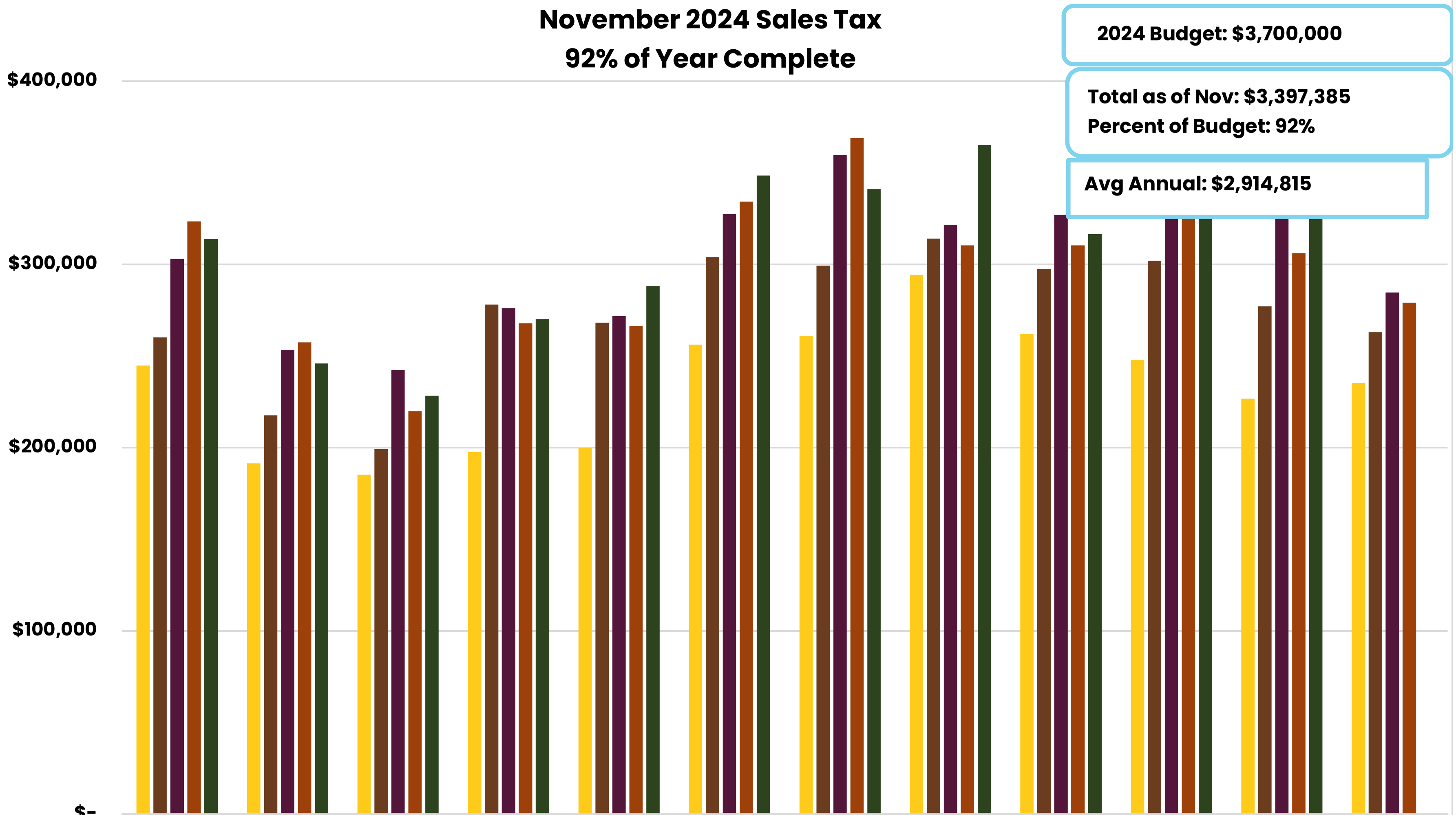
Avg Annual: $561,689



	January	February	March	April	May	June	July	Cleanup	August	September	October	November	December
2020	$50,464	$50,631	$54,917	$41,409	$43,328	$63,508	$55,127	$3,796	$47,193	$44,838	$48,169	$28,795	$37,984
2021	$57,676	$52,708	$70,214	$56,833	$46,821	$51,917	$37,755	$7,560	$49,733	$54,316	$41,540	$40,107	$43,298
2022	$46,984	$46,175	$64,941	$51,524	$54,525	$54,194	$39,766	$4,820	$51,328	$44,461	$44,395	$42,405	$42,376
2023	$50,214	$46,656	$65,362	$51,476	$55,686	$56,046	$34,775	$5,955	$56,178	$56,046	$51,483	$35,288	$41,040
2024	$56,392	$59,652	$53,847	$55,067	$50,942	$53,011	$6,678	$39,749	$54,829	$43,653	$49,906	$37,338	$46,477

2020 2021 2022 2023 2024

November 2024 Sales Tax
92% of Year Complete



	January	February	March	April	May	June	July	August	September	October	November	December
2020	$244,823	$191,388	$185,240	$197,582	$199,802	$256,120	$260,846	$294,225	$262,010	$247,843	$226,772	$235,296
2021	$260,107	$217,562	$199,108	$278,070	$268,127	$303,945	$299,223	$314,042	$297,542	$301,997	$277,139	$263,063
2022	$303,035	$253,275	$242,386	$276,025	$271,846	$327,383	$359,758	$321,598	$327,000	$327,347	$327,169	$284,561
2023	$323,438	$257,403	$219,827	$267,813	$266,348	$334,268	$369,019	$310,303	$310,305	$344,379	$306,054	$279,000
2024	$313,742	$245,851	$228,314	$270,042	$288,215	$348,443	$341,074	$365,149	$316,532	$338,363	$341,661	

2020 2021 2022 2023 2024

2024 Capital Improvement Plan
Budget to Actual
As of December 31, 2024

ADMINISTRATION

Description	Project #	Source	Status	Budget	Actual	Remaining
Office Remodel - Veteran's Services	**ADM-0198**	CARRYOVER	**AVAILABLE**	10,000	-	**10,000**
Laser Measuring Tools (Assessor)	**2023 ADD**	CARRYOVER	COMPLETE	1,567	(1,567)	-
Total Carryover from 2023				11,567	(1,567)	10,000
Community Engagement	**ADM-0419**	2024 CIP BUDGET	COMPLETE	25,000	(25,000)	-
SpyGlass Audit	**2024 ADD**	UNALLOCATED	COMPLETE	40,306	(40,306)	-
Government Center Scanner Disposal	**2024 ADD**	UNALLOCATED	COMPLETE	8,910	(8,910)	-
SpyGlass Technology Audit Inv #3	**2024 ADD**	UNALLOCATED	COMPLETE	24,808	(24,808)	-
County Membership in Local Chambers of Commerce	**2024 ADD**	UNALLOCATED	IN PROCESS	2,080	(1,050)	1,030
Historical Society: Digital Memories Project	**2024 ADD**	UNALLOCATED	COMPLETE	13,600	(13,600)	-
Office Chairs - Attorney	**2024 ADD**	UNALLOCATED	IN PROCESS	3,000	(3,000)	-
Office Chairs - Assessor	**2024 ADD**	UNALLOCATED	IN PROCESS	1,000	-	1,000
AED at Wyoming Library	**2024 ADD**	UNALLOCATED	COMPLETE	1,414	(1,414)	-
Total 2024 CIP Budget				**120,118**	**(118,088)**	**2,030**
Total				**$ 131,685**	**$ (119,655)**	**$ 12,030**

AUDITOR-TREASURER & ELECTIONS

Description	Project #	Source	Status	Budget	Actual	Remaining
Election Equipment Replacement Fund	**AUD-0137**	CARRYOVER	ONGOING	90,911	-	90,911
Election Results - Storage Media	**AUD-0139**	CARRYOVER	ONGOING	4,500	-	4,500
Total Carryover from 2023				**95,411**	**-**	**95,411**
Election Equipment Replacement Fund	**AUD-0137**	2024 CIP BUDGET	ONGOING	59,000	-	59,000
Election Results - Storage Media	**AUD-0139**	2024 CIP BUDGET	ONGOING	4,500	-	4,500
Safe	**AUD-0418**	2024 CIP BUDGET	**COMPLETE**	2,000	(1,750)	**250**
Total 2024 CIP Budget				**65,500**	**(1,750)**	**63,750**
Grand Total				**$ 160,911**	**$ (1,750)**	**$ 159,161**

FACILITY MAINTENANCE

Description	Project #	Source	Status	Budget	Actual	Remaining
Repair Courthouse lots	**MNT-0055**	CARRYOVER	**AVAILABLE**	5,000	-	**5,000**
Better Hallway Signage on 3rd floor	**MNT-0219**	CARRYOVER	**AVAILABLE**	1,000	-	**1,000**
Fencing and Parking Gate at PSC	**MNT-0267**	CARRYOVER	IN PROCESS	47,213	(6,900)	40,313
Ceiling Tile Rplcmnt Overage (ARPA-0062)	**2023 ADD**	CARRYOVER	COMPLETE	31,720	(31,720)	-
Total Carryover from 2023				**84,933**	**(38,620)**	**46,313**
Parking lot repairs at PSC	**MNT-0054**	2024 CIP BUDGET	COMPLETE	21,862	(21,862)	-
Replace carpet in public hallways at Gov't Center (1989 side)	**MNT-0063**	2024 CIP BUDGET	IN PROCESS	60,000	-	60,000
Main lift for PSC	**MNT-0071**	2024 CIP BUDGET	**COMPLETE**	**18,000**	**(1,000)**	**17,000**
Replace exterior doors at NBHHS	**MNT-0076**	2024 CIP BUDGET	**AVAILABLE**	10,000	-	**10,000**

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Repair/Replace retaining wall around paring lot at Gov't Center	**MNT-0186**	2024 CIP BUDGET	ON HOLD	111,000	-	111,000
Updates to 3rd floor victim/witness waiting area	**MNT-0222**	2024 CIP BUDGET	ON HOLD	20,000	-	20,000
Office security changes for County Administration	**MNT-0393**	2024 CIP BUDGET	**COMPLETE**	**50,000**	**(47,505)**	**2,495**
Window blinds for 3rd floor at Courhouse	**MNT-0396**	2024 CIP BUDGET	IN PROCESS	3,086	-	3,086
Add fencing and electronic gate to Harris DO	**MNT-0414**	2024 CIP BUDGET	IN PROCESS	65,000	(54,419)	10,581
Concrete Repair - Center City Public Works shop	**2024 ADD**	UNALLOCATED	IN PROCESS	8,500	(8,500)	-
Gate Controller - CCSO Harris District Office	**2024 ADD**	UNALLOCATED	IN PROCESS	3,500	-	3,500
Total 2024 CIP Budget				**370,948**	**(133,286)**	**237,662**
Grand Total				**$ 455,881**	**$ (171,906)**	**$ 283,975**

SHERIFF'S OFFICE

Description	Project #	Source	Status	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	**N/A**	REVENUE		244,335	(115,846)	128,489
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	CARRYOVER	COMPLETE	12,472	(12,472)	-
Total Carryover from 2023				**256,807**	**(128,318)**	**128,489**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	**CCSO-0141**	2024 CIP BUDGET	IN PROCESS	414,670	(400,418)	14,252
NOPTIC NV3 Night Vision	**CCSO-0367**	2024 CIP BUDGET	**COMPLETE**	8,000	(7,994)	**6**
Drone	**CCSO-0368**	2024 CIP BUDGET	COMPLETE	20,075	(20,075)	**-**
Patrol Supressors	**CCSO-0369**	2024 CIP BUDGET	**COMPLETE**	12,750	(12,530)	**220**
Less Lethal - Pepperball	**CCSO-0374**	2024 CIP BUDGET	**COMPLETE**	5,172	(5,210)	**(38)**
SWAT Helmets	**CCSO-0379**	2024 CIP BUDGET	COMPLETE	8,250	(8,250)	**-**
Ballistic bunker replacements	**CCSO-0416**	2024 CIP BUDGET	**COMPLETE**	72,000	(71,884)	**116**
SWAT rifle plate replacement	**CCSO-0417**	2024 CIP BUDGET	COMPLETE	7,700	(7,700)	**-**
Total 2024 CIP Budget				**548,617**	**(534,061)**	**14,556**
Grand Total				**$ 805,424**	**$ (649,907)**	**$ 143,045**

PARKS/ENVIRONMENTAL

Description	Project #	Source	Status	Budget	Actual	Remaining
Sunrise Prairie Trail crack fill and fog seal	**ENVS-0121**	2024 CIP BUDGET	**COMPLETE**	175,000	(56,467)	**118,533**
3/4 ton truck replacement	**ENVS-0123**	2024 CIP BUDGET	**COMPLETE**	60,000	(60,913)	**(913)**
Swedish Immigrant Regional Trail land acquisition	**ENVS-0129**	2024 CIP BUDGET	IN PROCESS	50,000	(17,756)	32,244
Checkerboard Park swing replacement	**ENVS-0376**	2024 CIP BUDGET	**COMPLETE**	16,000	(10,108)	**5,892**
Sunrise Prairie Trail benches	**ENVS-0381**	2024 CIP BUDGET	**COMPLETE**	25,000	(24,393)	**607**
Millermatic 252 wire feed welder	**ENVS-0382**	2024 CIP BUDGET	**COMPLETE**	5,500	(4,299)	**1,201**
Ki Chi Saga shelter picnic tables	**ENVS-0383**	2024 CIP BUDGET	**COMPLETE**	10,000	(9,754)	**246**
Trash and recycling containers for park shelters	**ENVS-0384**	2024 CIP BUDGET	**COMPLETE**	20,000	(19,822)	**178**
Safety Equipment	**2024 ADD**	UNALLOCATED	**COMPLETE**	**3,250**	**(3,230)**	**20**
Total 2024 CIP Budget				**$ 364,750**	**$ (206,742)**	**$ 158,008**

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PUBLIC WORKS

Description	Project #	Source	Status	Budget	Actual	Remaining
Auction Proceeds	**N/A**	REVENUE		108,150	(5,043)	103,107
Hydrant Replacement	**N/A**	CARRYOVER	CARRYOVER TO 2025	10,073	-	10,073
1-Ton Work Truck	**PWKS-0168**	CARRYOVER	COMPLETE	60,000	(60,000)	-
1-Ton Tipper Truck	**PWKS-0206**	CARRYOVER	**COMPLETE**	**76,563**	**(66,981)**	**9,582**
Tandem Snow Plow Truck	**PWKS-0171**	2023 CIP BUDGET	IN PROCESS	170,000	-	170,000
Tandem Snow Plow Truck	**PWKS-0172**	2023 CIP BUDGET	IN PROCESS	170,000	-	170,000
1-ton Work Truck (U-426)	**PWKS-0209**	2023 CIP BUDGET	**COMPLETE**	80,000	(76,335)	**3,665**
Fuel Island Repairs	**PWKS-0233**	2023 CIP BUDGET	**COMPLETE**	27,270	-	**27,270**
Total Carryover from 2023				**702,056**	**(208,359)**	**493,697**
1-ton Work Truck	**PWKS-0167**	2024 CIP BUDGET	COMPLETE	75,000	(75,000)	-
Traffic Counters	**PWKS-0400**	2024 CIP BUDGET	**COMPLETE**	20,000	(16,138)	**3,862**
Thermoplastic Heaters	**PWKS-0401**	2024 CIP BUDGET	**COMPLETE**	10,000	(9,000)	**1,000**
938M Wheel Loader	**PWKS-0402**	2024 CIP BUDGET	**COMPLETE**	300,000	(284,404)	**15,596**
Snowblower for Loader	**PWKS-0403**	2024 CIP BUDGET	**COMPLETE**	65,000	(62,500)	**2,500**
Vehicle Lift	**PWKS-0404**	2024 CIP BUDGET	**COMPLETE**	30,000	(24,629)	**5,371**
272D Skid Steer	**PWKS-0405**	2024 CIP BUDGET	**COMPLETE**	85,000	(83,225)	**1,775**
299D Skid Steer	**PWKS-0406**	2024 CIP BUDGET	COMPLETE	111,000	(111,000)	-
Chainsaws	**PWKS-0407**	2024 CIP BUDGET	**COMPLETE**	8,000	(2,916)	**5,084**
Weedwhips	**PWKS-0408**	2024 CIP BUDGET	**COMPLETE**	6,500	(10,350)	**(3,850)**
1-ton Work Truck	**PWKS-0409**	2024 CIP BUDGET	**COMPLETE**	**100,000**	**(87,022)**	**12,978**
Crash Attenuator Trailers	**PWKS-0410**	2024 CIP BUDGET	**COMPLETE**	65,000	(62,900)	**2,100**
Additional CIP funding for Approved Equipment	**PWKS-0411**	2024 CIP BUDGET	IN PROCESS	30,000	(7,104)	22,896
Post Puller	**2024 ADD**	UNALLOCATED	IN PROCESS	8,492	(8,492)	-
Total 2023 CIP Budget				**913,992**	**(844,680)**	**69,312**
Grand Total				**$ 1,616,048**	**$ (1,053,039)**	**$ 563,009**

TECHNOLOGY

Description	Project #	Source	Status	Budget	Actual	Remaining
ARMER Testing Equipment	**N/A**	CARRYOVER	**COMPLETE**	45,864	(45,884)	**(20)**
Relocate the Wyoming Emergency Paging Tower	**ENTS-083**	CARRYOVER	IN PROCESS	100,000	-	100,000
MCC 7500E Laptop Consoles (2)	**ENTS-0088**	CARRYOVER	IN PROCESS	165,000	(162,938)	2,062
Replace network cores at ECC, No parts available	**ENTS-0099**	CARRYOVER	COMPLETE	20,970	(20,970)	-
Replace network switches that support end user devices at the ECC / 911 due to core replacement	**ENTS-0103**	CARRYOVER	COMPLETE	60,000	(60,000)	-
Total Carryover from 2023				**391,834**	**(289,792)**	**102,042**
Replace primary UPS units #1 and #2 in Courthouse Data Center, Courthouse 2nd floor data room, and North Branch Data Center due to age and unavailibility of replacement parts (added ENTS-0372 and ENTS-0395 in April 2024)	**ENTS-0371**	2024 CIP BUDGET	COMPLETE	197,200	(197,200)	-
2024 Small Equipment Replacement	**ENTS-0385**	2024 CIP BUDGET	IN PROCESS	255,200	(224,993)	30,207
Cyber Security - Policies	**ENTS-0390**	2024 CIP BUDGET	IN PROCESS	50,000	(13,596)	36,404
2024 Small Equipment New Requests	**ENTS-0391**	2024 CIP BUDGET	IN PROCESS	36,900	(17,878)	19,022
Seim Tool - help us detect,prevent and resolve cybersecurity incidents along with centralizing server logs, firewall logs etc.	**ENTS-0397**	2024 CIP BUDGET	COMPLETE	59,753	(59,753)	-

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Description	Project #	Source	Status	Budget	Actual	Remaining
6 Cradlepoint modems for squad cars to utilize axon Fleet 3 camera systems	**ENTS-0415**	2024 CIP BUDGET	**COMPLETE**	18,500	(17,232)	**1,268**
Replace Leibert HVAC in data center at Gov't Center	**MNT-0187**	2024 CIP BUDGET	IN PROCESS	238,695	-	238,695
Replace alarm system in Gov't Center (1989 side & DES)	**MNT-0191**	2024 CIP BUDGET	IN PROCESS	80,000	-	80,000
Replace analog cameras in Courthouse for courthouse security	**MNT-0193**	2024 CIP BUDGET	IN PROCESS	30,000	-	30,000
IT Equipment for Probation new hires	**2024 ADD**	UNALLOCATED	COMPLETE	3,221	(3,221)	-
Total 2024 CIP Budget				**969,469**	**(533,873)**	**435,596**
Grand Total				**$ 1,361,303**	**$ (823,665)**	**$ 537,638**

HHS

Description	Project #	Source	Status	Budget	Actual	Remaining
Child Protection interview/visitation rooms	**HHS-0195**	CARRYOVER	**COMPLETE**	40,000	(40,457)	**(457)**
HHS Interview Rooms	**HHS-0196**	CARRYOVER	IN PROCESS	29,504	-	29,504
Total				**$ 69,504**	**$ (40,457)**	**$ 29,047**

EMERGENCY MANAGEMENT

Description	Project #	Source	Status	Budget	Actual	Remaining
EOC replacement chairs	**EMGT-0386**	2024 CIP BUDGET	**COMPLETE**	9,295	(9,253)	**42**
Total				**$ 9,295**	**$ (9,253)**	**$ 42**

UNALLOCATED

Description		Source	Status	Budget	Actual	Remaining
2024 Unallocated CIP Funds		CARRYOVER		60,122		
Auction Proceeds - 2009 Chevy Colorado	6/26/2024	ZONING		1,900		
IT Equipment for Probation new hires	12/20/23 Board Mtg	TO TECHNOLOGY		(3,221)		
From MNT-0186	07/10/24 B&F Mtg	FACILITY MAINTENANCE		139,000		
Additional Liebert HVAC funding	07/10/24 B&F Mtg	to MNT-0187		(38,695)		
Additional funding for cyber security	07/10/24 B&F Mtg	to ENTS-0397		(29,753)		
Additional funding for ARMER testing	07/10/24 B&F Mtg	TO TECHNOLOGY		(8,064)		
SpyGlass Audit	8/7/24 Board Mtg	TO ADMINISTRATION		(40,306)		
Government Center Scanner Disposal	9/4/24 Board Mtg	TO ADMINISTRATION		(8,910)		
SpyGlass Technology Audit Inv #3	9/4/24 Board Mtg	TO ADMINISTRATION		(24,808)		
County Membership in Local Chambers of Commerce	10/2/24 Board Mtg	TO ADMINISTRATION		(2,080)		
Historical Society: Digital Memories Project	10/9/24 B&F Mtg	TO ADMINISTRATION		(13,600)		
Office chairs	10/9/24 B&F Mtg	TO ATTORNEY		(3,000)		
Safety Equipment	10/9/24 B&F Mtg	TO PARKS/ENVIRONMENTAL		(3,250)		
Office chairs	10/9/24 B&F Mtg	TO ASSESSOR		(1,000)		
Post Puller	10/9/24 B&F Mtg	TO PUBLIC WORKS		(8,492)		
Concrete Repair - Center City Public Works shop	10/9/24 B&F Mtg	TO FACILITY MAINTENANCE		(8,500)		
Gate Controller - CCSO Harris District Office	10/9/24 B&F Mtg	TO FACILITY MAINTENANCE		(3,500)		
From HHS-0196	10/16/24 Board Mtg	HHS		10,496		
AED at NB Library	Administrator Burnham	TO ADMINISTRATION		(1,414)		
Parking lot repairs at PSC - Overage	Administrator Burnham	TO MAINTENANCE		(1,862)		
Total				**$ 11,063**	**$ -**	**$ 11,063**
ARMER				**$ 328,580**	50,400	**$ 378,980**
TOTAL ALL DEPARTMENTS				**$ 5,314,444**	**$ (3,076,374)**	**$ 2,404,316**

ARPA
Budget to Actual
As of December 31, 2024

ADMINISTRATION

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	ICS - Capital Building Planning Prof Svcs	23,005	(21,437)	(1,568)	Invoice Pending	-
2024 ADD	Update Flags and Seals to MN State Flag	45,000	(38,968)	(6,032)	Invoice Pending	-
2024 ADD	Strategic Planning	7,875	-	(7,875)	Under Contract	-
2023 ADD	Administration Fee to County	49,948	-	-		49,948
		$ 125,828	**$ (60,405)**	**$ (15,475)**		**$ 49,948**

ATTORNEY

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	**$ 108,018**	**$ (80,984)**	**$ (27,034)**	Under Contract	**$ -**

AUDITOR-TREASURER

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0347 AUD	Single Use Audit 2023 - ARPA Funds	$ 30,000	$ (12,163)	$ (17,837)	Under Contract	$ -
2024 ADD	OpenGov - Workforce Module & Setup	35,740	(27,800)	(7,940)	Invoice Pending/Under Contract	-
		$ 65,740	**$ (39,963)**	**$ (25,777)**		**$ -**

EMERGENCY MANAGEMENT

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ (16,550)**	**$ (43,450)**	Under Contract	**$ -**

ENTERPRISE SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	$ 1,966,546	$ (1,779,307)	$ (187,239)	Ongoing/Under Contract	$ -
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	(22,303)	(37,697)	Ongoing	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	(73,280)	(26,720)	Ongoing	-
2024 ADD	VPN Service - Sheriff Squads	26,000	(22,000)	(4,000)	Ongoing	-
		$ 2,152,546	**$ (1,896,890)**	**$ (255,656)**		**$ -**

ARPA
Budget to Actual
As of December 31, 2024

ENVIRONMENTAL SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	211,571	(207,001)	(4,570)	Final Invoice Pending ($4,570)	-
					$135k to be spent in 2024	
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(158,275)	(91,725)	Agreements signed by 12/31/2024 for remainder	-
ARPA-0306 ENVS	Water Resources Truck	50,000	(50,000)	-	Bedliner on order	-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(21,716)	(99,484)	2024/2025 (with signed agreement)	-
2023 ADD	Planning Code Review	14,000	(10,718)	(3,282)	Invoice Pending	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	2024/2025 (with signed contract)	-
		$ 927,771	**$ (447,710)**	**$ (480,061)**		**$ -**

LID

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Channel and Weir Project	**$ 175,000**	**$ (57,098)**	**$ (117,902)**	**Under Contract**	**$ -**

MAINTENANCE

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Hwy & CCSO Building Study	**$ 30,000**	**$ (22,688)**	**$ (7,312)**	Invoice Pending/Under Contract	**$ -**

COMPLETED PROJECTS

Project #	Description	Budget	Actual	Allocated		Amount Remaining
		$ 7,344,904	**$ (7,344,904)**			**$ 0**
	TOTALS	**$ 10,989,807**	**$ (9,967,192)**	**$ (972,667)**		**$ 49,948**

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 1.0 Public Health	Replacement – ON HOLD
Community Health Services Lead (contract)	Replacement – ON HOLD
Community Health Worker (contract)	NEW under COVID-19 Vaccine Grant – ON HOLD – (No. 3 of 3)
MCH Nurse 1.0 – Public Health	Replacement – ON HOLD
CSO	1 Vacancy – post in 2025
Victim Witness Secretary – County Attorney's Office	1 vacancy – pending
Probation Officer	1 vacancy – Job Posting closes February 12, 2025
Engineering Tech Senior	Retirement – posting for spring 2025
Corrections Officer	3 vacancies – 1 termination and 2 replacement for internal promotions
Chief Deputy Auditor/Treasurer	Internal promotion – internal job posting closes February 21, 2025
Cannabis Substance Use Prevention Coordinator	Contracted/grant funded – job posting closes February 12, 2025
PT Custodian	1 retirement - pending
Behavioral Health Case Manager	Filled February 2025
WIC Specialist	Filled February 2025
Telecommunicator/911 Emergency Dispatcher	1 termination 1 retirement – interviewing Feb 2025
Facilities Engineer	1 retirement – job posting in Feb 2025

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

II.

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 01/31/2025

8% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
GENERAL FUND						
Board of Commissioners	$ 275,512	$ 275,512	$ 65,018	24%	24%	2025 Annual Dues: AMC - 27,356 MICA - $16,556
District Court	212,500	212,500	2,305	1%	1%	
Law Library	*30,000*	*174,425*	*644*	*2%*	*0%*	*Restricted*
County Administrator	127,700	127,700	23,688	19%	19%	Conferences & Training
Auditor-Treasurer	27,280	32,580	5,596	21%	17%	TNT forms - $5,300
Audit	90,000	90,000	-	0%	0%	
Assessor	69,450	69,450	3,860	6%	6%	
Enterprise Services	4,630,222	4,630,222	503,483	11%	11%	2025 Annual Maintenance & Svc Agmts
Central Services	78,600	78,600	4,101	5%	5%	
Elections	119,000	328,142	127	0%	0%	
County Attorney	92,500	92,500	21,184	23%	23%	1st Half Restorative Justice - $17,500
County Attorney Forfeiture	*-*	*39,767*	*-*	*0%*	*0%*	*Restricted*
Recorder	19,300	21,600	300	2%	1%	
Recorder Technology	*1,500*	*435,839*	*-*	*0%*	*0%*	*Restricted*
Recorder Compliance	*24,200*	*1,223,619*	*5,500*	*23%*	*0%*	*Restricted*
Maintenance	863,643	863,643	53,331	6%	6%	
Planning & Zoning	205,370	230,629	109,299	53%	47%	Q4 '24 Share of Permits
Wellness, Safety and Ergonomics	-	27,966	370	0%	1%	
General Government	1,436,924	1,436,924	1,017,388	71%	71%	2025 Gen Liab & Worker's Comp Ins **Retiree Payouts:** $200k Budget
Contingency	-	208,630	-	0%	0%	
Contingency - Special Projects	100,000	100,000	-	0%	0%	
Sheriff	921,359	932,230	26,456	3%	3%	
Sheriff Forfeitures	*-*	*26,317*	*-*	*0%*	*0%*	*Restricted*
Sheriff's Reserve	*-*	*10,149*	*-*	*0%*	*0%*	*Restricted*
Sheriff's Contingency	*-*	*932*	*-*	*0%*	*0%*	*Restricted*
Gun Permits	*-*	*87,952*	*216*	*0%*	*0%*	*Restricted*
Project Lifesaver	*-*	*6,286*	*-*	*0%*	*0%*	*Restricted*
Public Safety Grants	*151,810*	*1,201,115*	*4,649*	*3%*	*0%*	*Restricted*
Coroner	153,159	153,159	-	0%	0%	
County Jail	741,430	741,430	57,657	8%	8%	
Jail Canteen	*-*	*119,465*	*735*	*0%*	*1%*	*Restricted*
Probation & Parole	136,680	136,680	1,150	1%	1%	
Emergency Management	33,374	33,374	32,453	97%	97%	2025 CODERED - $32,253
E-911	*279,000*	*869,535*	*-*	*0%*	*0%*	*Restricted*
Controlled Substances - Share of Fines	*-*	*1,162*	*-*	*0%*	*0%*	*Restricted*
Historical Society	40,000	40,000	-	0%	0%	2024 Allocation
Regional Library	837,927	837,927	-	0%	0%	2024 Allocation
Parks	137,000	137,000	7,296	5%	5%	
County Agricultural Society	16,000	24,000	-	0%	0%	
County Extension Services	179,761	179,761	681	0%	0%	
Soil & Water	212,000	212,000	-	0%	0%	
Water Quality Grant	*75,400*	*383,967*	*560*	*1%*	*0%*	*Restricted*
Sewer Grants	*-*	*61,118*	*55,937*	*0%*	*92%*	*Restricted*
Wetland Grant	*5,000*	*5,000*	*-*	*0%*	*0%*	*Restricted*
Watercraft Inspection	*50,675*	*274,342*	*40*	*0%*	*0%*	*Restricted*
Economic Development *(Tax Abatements)*	38,500	38,500	-	0%	0%	
TOTAL GENERAL FUND	**$ 12,412,776**	**$ 17,213,649**	**$ 2,004,024**	**16%**	**12%**	

OPERATING BUDGET (AS AMENDED) VS ACTUAL

(EXCLUDES SALARIES AND BENEFITS)

AS OF 01/31/2025

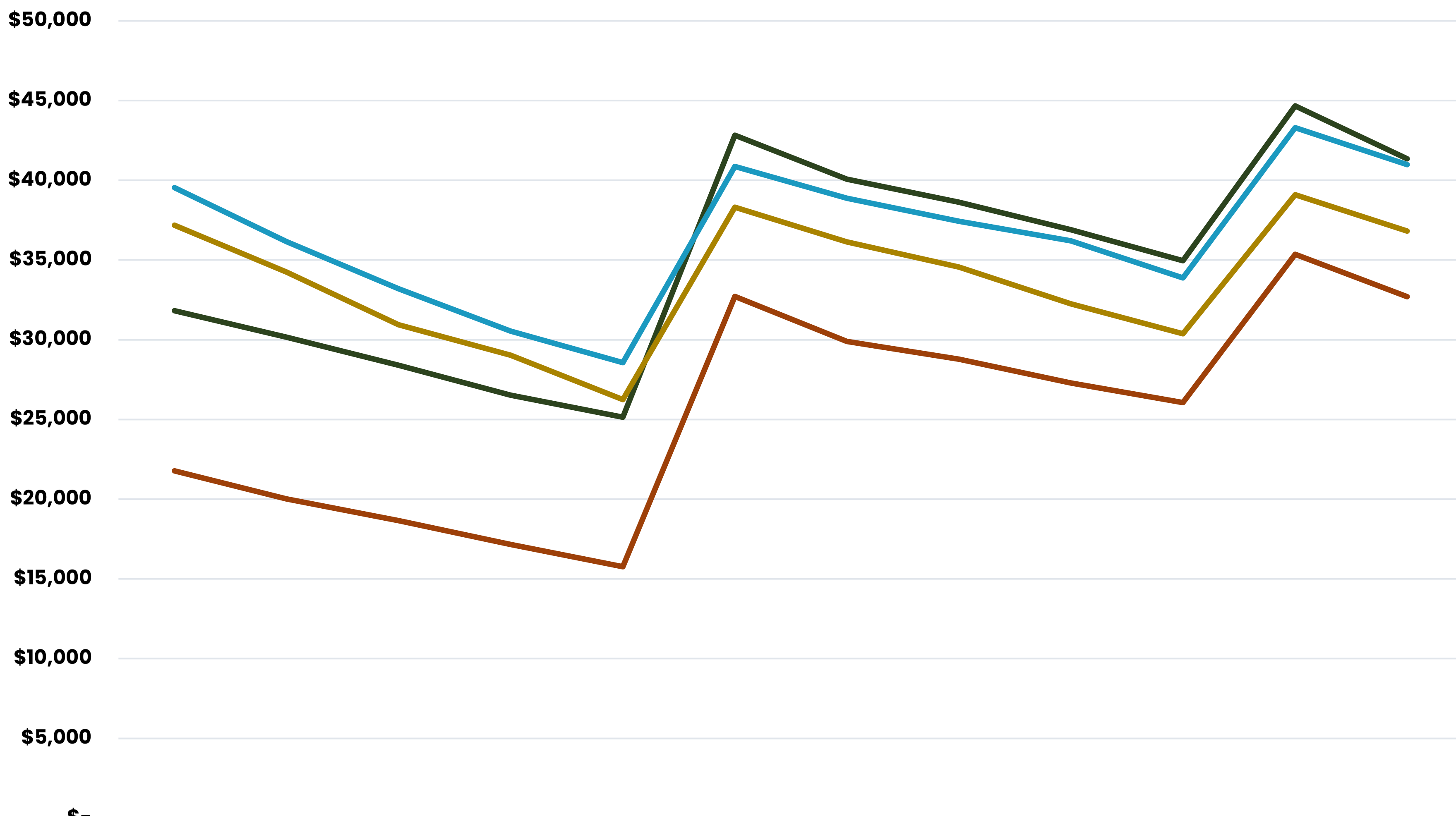
8% OF YEAR COMPLETE

	Adopted Budget	Amended Budget	Actual	% of Adopted Budget	% of Amended Budget	Notes
ROAD AND BRIDGE FUND						
Surveyor	$ 6,350	$ 6,350	$ 72	1%	1%	
Highway Administration	33,850	33,850	4,235	13%	13%	2025 Annual Dues
Highway Engineering	4,269,350	4,269,350	219,882	5%	5%	
Highway Construction	12,800,000	12,800,000	493,490	4%	4%	
Highway Maintenance	2,933,345	3,953,407	7,782	0%	0%	
Equipment Maintenance/Shop	943,200	972,281	39,245	4%	4%	
Traffic Operations	438,500	438,500	1,433	0%	0%	
TOTAL ROAD AND BRIDGE FUND	**$ 21,424,595**	**$ 22,473,738**	**$ 766,139**	**4%**	**3%**	
HEALTH AND HUMAN SERVICES						
Veterans Service	$ 36,000	$ 36,000	$ 1,638	5%	5%	
Income Maintenance	796,702	1,059,637	62,919	8%	6%	
Social Services	3,907,188	4,062,600	427,888	11%	11%	
Public Health Nursing	382,850	383,850	10,780	3%	3%	
Opioid Settlement	*-*	*1,219,796*	*13,091*	*0%*	*1%*	*Restricted*
TOTAL HEALTH AND HUMAN SERVICES	**$ 5,122,740**	**$ 6,761,883**	**$ 516,316**	**10%**	**8%**	
BUILDING FUND						
General Government	$ 86,267	$ 86,267	$ 86,267	100%	100%	Honeywell bond payment
Score Grant Fund	-	17,000	-	0%	0%	
TOTAL BUILDING FUND	**$ 86,267**	**$ 103,267**	**$ 86,267**	**100%**	**84%**	
CAPITAL EQUIPMENT FUND						
Administration	$ -	$ 2,030	$ -	#DIV/0!	0%	
Enterprise Servcies	1,100,018	1,636,408	-	0%	0%	
Elections	63,500	222,411	-	0%	0%	
Facilities/Maintenance	258,946	536,473	60,000	23%	11%	
Other General Government *(Unallocated)*	42,251	268,893	-	0%	0%	
Sheriff	571,472	781,100	313,730	55%	40%	
Highway	1,059,000	1,535,076	21,634	2%	1%	
Environmental Services/Parks	228,500	304,744	-	0%	0%	
Armer Radio - Replacement	-	378,980	-	0%	0%	
TOTAL CAPITAL EQUIP FUND	**$ 3,323,687**	**$ 5,666,115**	**$ 395,364**	**12%**	**7%**	
SOLID WASTE FUND						
Score Grant Fund	$ 276,401	$ 276,401	$ 5,168	2%	2%	
HHW Operations	194,227	590,751	4,013	2%	1%	
TOTAL SOLID WASTE FUND	**$ 470,628**	**$ 867,152**	**$ 9,181**	**2%**	**1%**	
LAKE IMPROVEMENT DISTRICT MAINTENANCE						
LID Maintenance	$ 196,000	$ 196,000	$ -	0%	0%	
TOTAL LAKE IMPV DIST MAINT	**$ 196,000**	**$ 196,000**	**$ -**	**0%**	**0%**	
DEBT SERVICE FUND						
Road Debt	$ 1,962,350	$ 1,962,350	$ 1,909,569	97%	97%	Principal + Interest
HHS Debt	242,775	242,775	235,931	97%	97%	Principal + Interest
Library Debt	440,750	440,750	440,750	100%	100%	Principal + Interest
Jail Debt	1,282,839	1,282,839	811,181	63%	63%	Principal + Interest
Business Park Bonds	228,800	228,800	196,400	86%	86%	Principal + Interest
Capital Projects	581,947	581,947	438,945	75%	75%	Principal + Interest
TOTAL DEBT SERVICE FUND	**$ 4,739,461**	**$ 4,739,461**	**$ 4,032,776**	**85%**	**85%**	
TOTAL ALL FUNDS	**$ 47,776,154**	**$ 58,021,265**	**$ 7,810,067**	**16%**	**13%**	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 01/31/2025
8% OF YEAR COMPLETE

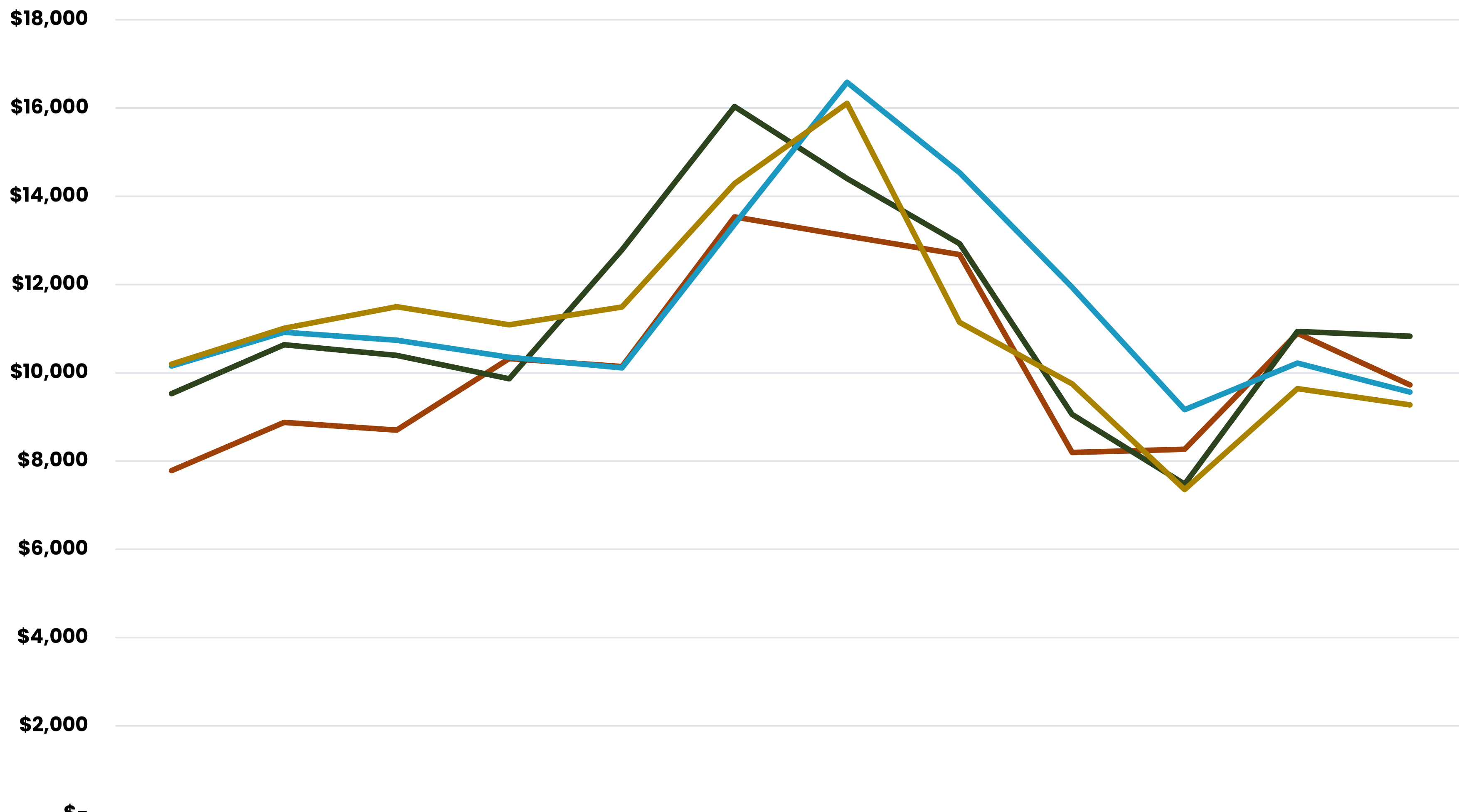
	Adopted Budget	Actual	% of Budget
GENERAL FUND			
Board of Commissioners	$ 265,982	$ 27,665	10%
Law Library	10,514	-	0%
County Administrator	1,067,300	92,877	9%
Auditor-Treasurer	974,927	78,803	8%
Assessor	1,084,495	102,895	9%
Enterprise Services	2,242,286	207,493	9%
County Attorney	2,889,837	254,254	9%
Recorder	373,167	35,554	10%
Maintenance	611,931	57,919	9%
Planning & Zoning	1,165,628	107,489	9%
Sheriff	8,047,176	787,254	10%
County Jail	4,576,008	465,142	10%
Probation & Parole	1,462,554	127,879	9%
Emergency Management	123,747	12,640	10%
Parks	512,171	44,976	9%
Water Quality Grant	144,595	13,462	9%
Wetland Grant	120,170	11,352	9%
Watercraft Inspection	194,675	8,873	5%
TOTAL GENERAL FUND	**$ 25,867,163**	**$ 2,436,527**	**9%**
ROAD AND BRIDGE FUND			
Surveyor	$ 176,763	$ 16,581	9%
Highway Administration	433,278	35,574	8%
Highway Engineering	1,109,452	99,610	9%
Highway Maintenance	2,040,589	201,408	10%
Equipment Maintenance/Shop	515,034	68,803	13%
Traffic Operations	231,827	24,037	10%
TOTAL ROAD AND BRIDGE FUND	**$ 4,506,943**	**$ 446,013**	**10%**
HEALTH AND HUMAN SERVICES			
Veterans Service	$ 229,582	$ 21,871	10%
Income Maintenance	3,411,234	337,042	10%
Social Services	7,906,647	728,402	9%
Public Health Nursing	1,973,934	186,955	9%
TOTAL HEALTH AND HUMAN SERVICES	**$ 13,521,397**	**$ 1,274,270**	**9%**
SOLID WASTE FUND			
Score Grant Fund	$ 65,255	$ 6,014	9%
HHW Operations	252,238	15,367	6%
TOTAL SOLID WASTE FUND	**$ 317,493**	**$ 21,381**	**7%**
LAKE IMPROVEMENT DISTRICT MAINTENANCE			
Lake Improvement District Maintenance	$ 197,770	$ 15,473	8%
TOTAL LAKE IMPV DISTRICT MAINT	**$ 197,770**	**$ 15,473**	**8%**
TOTAL ALL FUNDS	**$ 44,410,766**	**$ 4,193,664**	**9%**

GENERAL FUND BALANCE BY MONTH 2021 - 2025



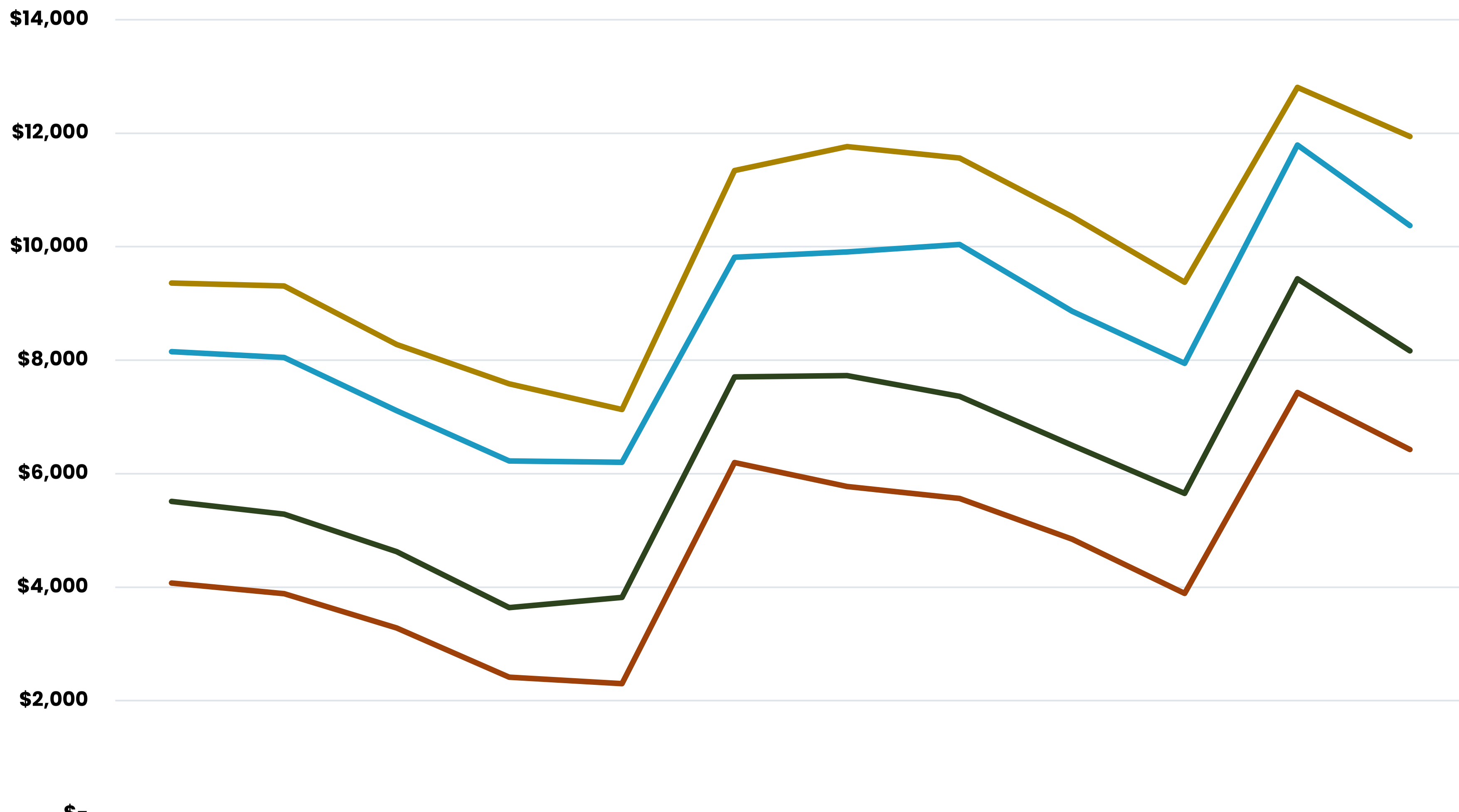
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$21,774	$20,019	$18,660	$17,164	$15,767	$32,710	$29,891	$28,791	$27,296	$26,067	$35,360	$32,704
2022	$31,823	$30,169	$28,401	$26,522	$25,144	$42,821	$40,066	$38,629	$36,901	$34,966	$44,667	$41,343
2023	$39,545	$36,157	$33,205	$30,535	$28,566	$40,874	$38,871	$37,426	$36,201	$33,879	$43,300	$40,988
2024	$37,178	$34,237	$30,936	$29,025	$26,248	$38,312	$36,141	$34,557	$32,253	$30,383	$39,095	$36,812
2025	$33,233											

ROAD & BRIDGE FUND BALANCE BY MONTH 2021 - 2025



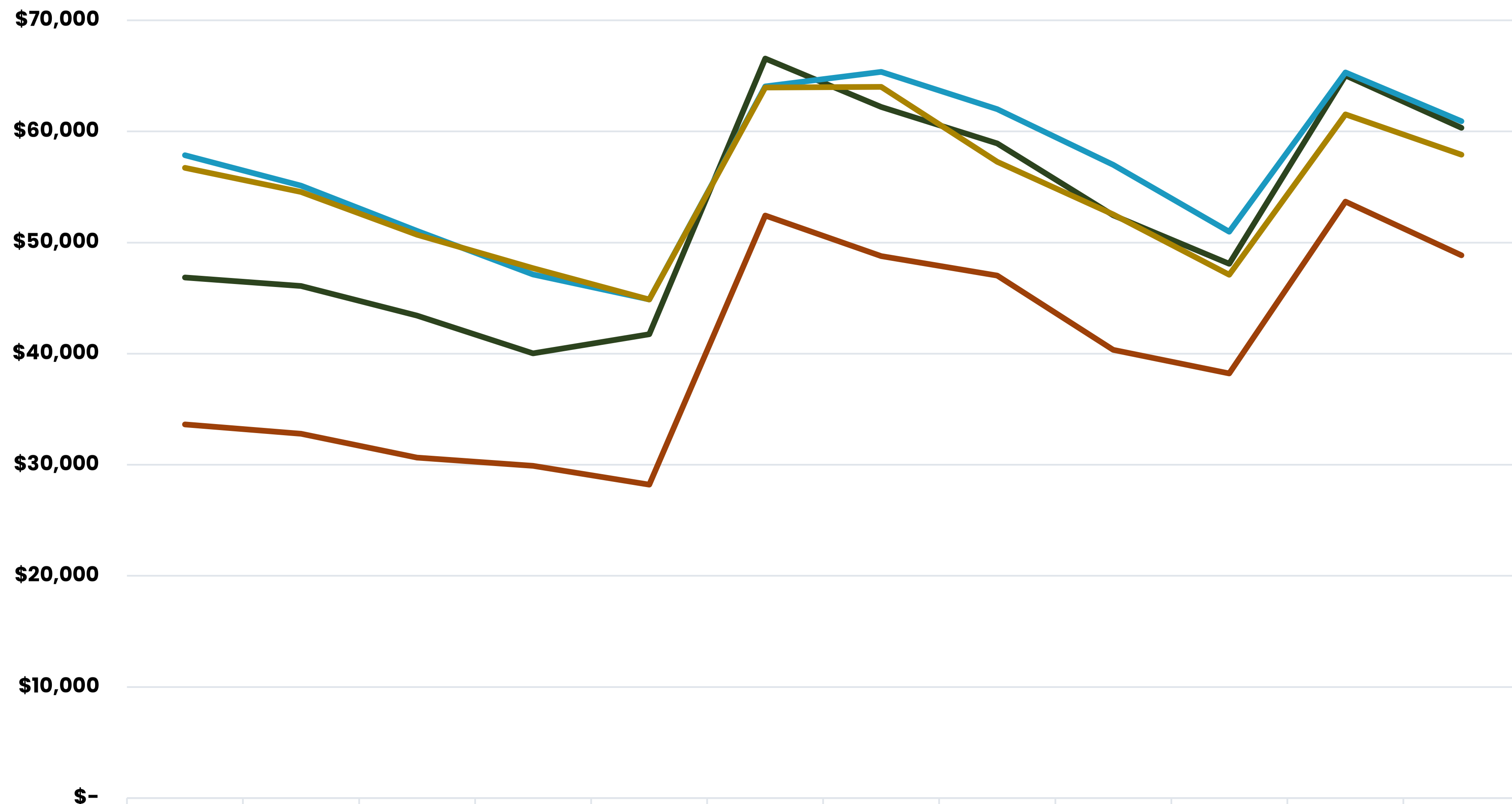
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$7,783	$8,879	$8,703	$10,323	$10,144	$13,532	$13,100	$12,679	$8,196	$8,267	$10,892	$9,726
2022	$9,528	$10,634	$10,392	$9,864	$12,786	$16,033	$14,405	$12,924	$9,058	$7,477	$10,935	$10,828
2023	$10,151	$10,922	$10,739	$10,353	$10,111	$13,364	$16,583	$14,537	$11,938	$9,164	$10,223	$9,565
2024	$10,193	$11,009	$11,497	$11,085	$11,491	$14,290	$16,106	$11,143	$9,751	$7,355	$9,642	$9,274
2025	$8,559											

HEALTH & HUMAN SERVICES FUND BALANCE BY MONTH 2021 - 2025



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	$8,276	$7,585	$7,131	$11,344	$11,764	$11,564	$10,533	$9,375	$12,808	$11,941
2025	$10,679											

REVENUE, ROAD & BRIDGE AND HHS COMBINED FUND BALANCE BY MONTH
2021 - 2025



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2021	$33,628	$32,785	$30,646	$29,900	$28,211	$52,436	$48,767	$47,035	$40,338	$38,222	$53,683	$48,855
2022	$46,863	$46,089	$43,417	$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	$50,709	$47,695	$44,870	$63,946	$64,011	$57,264	$52,537	$47,113	$61,545	$57,902
2025	$52,471											

ARPA
Budget to Actual
As of January 31, 2025

ADMINISTRATION

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
2024 ADD	Update Flags and Seals to MN State Flag	45,000	(38,968)	(6,032)	Invoice Pending	-
2024 ADD	Strategic Planning	7,875	-	(7,875)	Under Contract	-
2023 ADD	Administration Fee to County	49,948	-	-		49,948
		$ 102,823	**$ (38,968)**	**$ (13,907)**		**$ 49,948**

ATTORNEY

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0340 ATT	County Attorney - FT Media Services Tech	**$ 108,018**	**$ (81,754)**	**$ (26,264)**	Under Contract	**$ -**

AUDITOR-TREASURER

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0347 AUD	Single Use Audit 2022 - 2026 (ARPA only)	$ 30,000	$ (12,163)	$ (17,837)	Under Contract	$ -
2024 ADD	OpenGov - Workforce Module & Setup	35,740	(27,800)	(7,940)	Invoice Pending/Under Contract	-
		$ 65,740	**$ (39,963)**	**$ (25,777)**		**$ -**

EMERGENCY MANAGEMENT

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ (16,550)**	**$ (43,450)**	Under Contract	**$ -**

ENTERPRISE SERVICES

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	$ 1,966,546	$ (1,857,468)	$ (109,078)	Ongoing/Under Contract	$ -
ARPA-0392 ENTS	Wi-Fi in County Parks	60,000	(22,653)	(37,347)	Ongoing	-
ARPA-0394 ENTS	Replace Camera Security System	100,000	(73,280)	(26,720)	Ongoing	-
2024 ADD	VPN Service - Sheriff Squads	26,000	(24,000)	(2,000)	Ongoing	-
		$ 2,152,546	**$ (1,977,401)**	**$ (175,145)**		**$ -**

ARPA
Budget to Actual
As of January 31, 2025

Project #	Description	Budget	Actual	Allocated	Status	Amount Remaining
ENVIRONMENTAL SERVICES						
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	211,571	(207,001)	(4,570)	Final Invoice Pending ($4,570)	-
					$135k to be spent in 2024	
ARPA-0305 ENVS	Water Resources Grant Match	250,000	(158,275)	(91,725)	Agreements signed by 12/31/2024 for remainder	-
ARPA-0306 ENVS	Water Resources Truck	50,000	(50,000)	-	Bedliner on order	-
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	(21,716)	(99,484)	2024/2025 (with signed agreement)	-
2023 ADD	Planning Code Review	14,000	(10,718)	(3,282)	Invoice Pending	-
2023 ADD	HHW Cold Storage	281,000	-	(281,000)	2024/2025 (with signed contract)	-
		$ 927,771	**$ (447,710)**	**$ (480,061)**		**$ -**
LID						
Project #	**Description**	**Budget**	**Actual**	**Allocated**	**Status**	**Amount Remaining**
2024 ADD	Channel and Weir Project	**$ 175,000**	**$ (57,098)**	**$ (117,902)**	**Under Contract**	**$ -**
MAINTENANCE						
Project #	**Description**	**Budget**	**Actual**	**Allocated**	**Status**	**Amount Remaining**
2024 ADD	Hwy & CCSO Building Study	**$ 30,000**	**$ (28,714)**	**$ (1,286)**	Invoice Pending/Under Contract	**$ -**
COMPLETED PROJECTS						
Project #	**Description**	**Budget**	**Actual**	**Allocated**		**Amount Remaining**
	TOTALS	**$ 10,989,807**	**$ (10,056,067)**	**$ (883,792)**		**$ 49,948**

Bruce Messelt
County Administrator

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

Phone: 651-213-8830 • FAX: 651-213-8876

Commissioners:
District 1
Lora Walker
District 2
Rick Greene
District 3
George McMahon
District 4
Ben Montzka
District 5
Mike Robinson

Commissioner McMahon offered the following resolution and moved its adoption:

RESOLUTION NO. 13/1002-11
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE REGULARLY SCHEDULED PAYMENTS FROM ANY COUNTY FUND

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, in 1995, Resolution No. 951221-1 authorized the County Administrator to pay regularly scheduled claims against the County on the 2nd Thursday of each month in the same manner as those approved by the Board for payment on the 4th Thursday of each month (to facilitate more timely payment of bills); and

WHEREAS, on August 7th, 2013, the County Board granted authority for payment of regularly cheduled bills relating to vehicle leases and expenses, for the same reason, subject to subsequent Board review; and

WHEREAS, the increased complexity of County funding has created the need for such authority to be granted to make timely regularly scheduled payments emanating from all funds, especially the General fund, including the Health and Human Services Fund, and the Road and Bridge Fund, subject to subsequent Board review; and

WHEREAS, the business practices of the County will be best served by updating said delegation of authority.

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Administrator and County Auditor to pay claims against the County, from all funds, which are regularly scheduled for payment.

BE IT FURTHER RESOLVED, that the list of claims paid shall be provided to the Board at its next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that the Board or its designated committee shall annually review the practices and procedures of the County Administrator pertaining to this authorization.

Chisago County is An Equal Opportunity Employer

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

IN FAVOR THEREOF: Greene, McMahon, Montzka, Robinson, Walker
OPPOSED: None

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

Approved: October 2, 2013

Ben Montzka

Ben Montzka, Chair

Attest:

Chase E. Burnham
Clerk, County Board

CHISAGO COUNTY
OCT - 2 2013
BOARD APPROVED

RESOLUTION NO. 951221-1
A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO PAY CERTAIN CLAIMS AGAINST THE COUNTY

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, the business practices of the County will be served appropriately by virtue of exercising said authority;

NOW THEREFORE BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Administrator to pay claims against the county which are scheduled for payment on the 2nd Thursday of each month in the same manner and method as followed by the Board for payment of claims on the 4th Thursday of each month; the list of claims is paid shall be provided to the Board at its next regularly scheduled meeting; the Board or its designated committee shall regularly review the practices and procedures of the County Administrator pertaining to this authorization.

Commissioner Miller seconded the resolution and, upon being put to vote, was unanimously adopted.

On motion of Anderson, seconded by Miller and carried the Board corrected the minutes of its December 14, 1995 meeting as follows: **RESOLUTION NO. 951214-1** is amended by changing the county's property tax levy to read $12,345,655.00 through deletion of the levy of $17,699.00 as noted for Other Special Revenue Funds.

On motion of Miller, seconded by Lendt and carried the Board accepted and approved the levy of $17,699.00 from the Chisago County Lake Improvement District and forwarded said levy to the County Auditor.

The Board recessed at 11:58 a.m.; reconvening at 1:00 p.m.

Pursuant to M.S. 471.705, Subd. 1a the Vice-Chairman closed the meeting to the public to discuss labor negotiations strategy. The meeting was re-opened to the public at 1:45 p.m.

Commissioner Gustafson excused himself from the meeting.

On motion of Miller, seconded by Lendt and carried the Board elected Commissioner Anderson as temporary Chair for the balance of the day.

Green Acres Country Care Center Administrator Steve Mork presented the proposed 1996 Green Acres capital improvement budget.

Commissioners:
District 1
Lora Walker
District 2
Rick Olseen
District 3
Bob Gustafson
District 4
Ben Montzka
District 5
Mike Robinson

COUNTY OF CHISAGO

BOARD OF COMMISSIONERS

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

Phone: 651-213-0451 • FAX: 651-213-0454

John Moosey
County Administrator

RESOLUTION NO. 040616-2
AUTHORIZING THE COUNTY AUDITOR TO PAY "WRIGHT EXPRESS" CLAIMS AGAINST THE COUNTY

WHEREAS, M.S. 375.18, Subd. 1b authorizes the County Board of Commissioners to delegate its authority to pay certain claims against the County for reasons it deems appropriate and expedient; and

WHEREAS, the business practices of the County will be served appropriately by virtue of exercising said authority;

NOW, THEREFORE, BE IT RESOLVED, that the Chisago County Board of Commissioners hereby authorizes its County Auditor to pay claims against the county from "Wright Express" when they are received; a list of claims paid shall be provided to the Board at its next regularly scheduled meeting; the Board or its designated committee shall regularly review the practices and procedures of the County Auditor pertaining to this authorization.

Adopted: June 16, 2004

Mike Robinson
Mike Robinson, Chair

Attest: DeAnna M. Lilienthal
DeAnna M. Lilienthal
Clerk, County Board

CERTIFICATION

State of Minnesota)
) ss.
County of Chisago)

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Board of Commissioners of Chisago County at a duly authorized meeting thereof on the 16th day of June, 2004.

DeAnna M. Lilienthal
DeAnna M. Lilienthal
Clerk, County Board

Chisago County is An Equal Opportunity Employer

Chisago County Request for Board Action

Meeting Date: March 15, 2023	***Item Number:*** 17
Title of Item for Consideration: Foster Care Payments to be sent on Friday after the 3rd Wednesday of the Month	
Action Requested by: Bob Benson, Director	***Department:*** Health and Human Services
Previous Action on this Matter: None.	

Background: Previously Health and Human Services would have to wait for board approval to send out foster care payments, now it is requested that we get it pre-approved now so that board approval is not required.

Action Requested/Recommended: It is respectfully requested that the Chisago County Board of Commissioners approve Health and Human services to send out Foster care payments on the Friday after the 3rd Wednesday of the month. The following motion is suggested:

"Move to approve the Foster care payments from Health and Human Services for Friday after the 3rd Wednesday of each month."

Implications of Action: Approval of this request will mean that Health and Human services will have pre-approval by the board to send out Foster care Payments and not have to wait for each board every month.

Budget/Financial Implications: Monthly Cost's and purchases are already in Health and Human Services Budgets.

Legal/Policy Implications: This Request is in conformity with all State Statutes and County Policies.

Administrator's Recommendation

Approve CK	Deny ______	Other ______	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye ______	Nay ______	Abstain ______

CHISAGO COUNTY
MAR 15 2023
BOARD APPROVED

Chisago County Request For Board Action

Meeting Date: August 7, 2013	***Item Number:*** 28

Title of Item for Consideration: Approval for the Auditor's Office to make regular monthly payments to Wright Express Corporation and Enterprise Fleet Management, Inc. for fleet vehicle services.

Action Requested by: Dennis Freed	***Department:*** Auditor

Previous Action on this Matter: The Board has approved annual lease and service agreements with the aforementioned vendors for fleet vehicle services. These agreements pre-determine monthly lease rates and fuel reimbursement parameters.

Background: With Board approval, Chisago County recently began using Wright Express gas cards for the County fleet vehicles, both owned and leased through Enterprise. The monthly charges from the Wright Express bill require payment before the Auditor's Office can forward payment requests to the Board. This can result in unnecessary late fees and interruption of services due to late payments.

Similar, monthly lease payments to Enterprise for leased vehicles have been pre-determined through the County's Annual contract with the vendor. Monthly payments are, therefore, pro-forma and can be processed routinely without affirmative review, with prior Board permission.

The Sheriff's Office has previously received Board approval for their payments to Wright Express, with no subsequent problems noted by the County or State Auditor.

Action Requested/Recommended: It is respectfully requested that the Chisago County Board authorize the Auditor's Office to make regular monthly payments to Wright Express and Enterprise. The suggested action is as follows:

"Move to approve the Auditor's office to make regular monthly payments to Wright Express Corporation and Enterprise Fleet Management, Inc. for fleet vehicle services."

Implications of Action: The Auditor's Office was previously granted the ability to pay the Sheriff's Wright Express bill without monthly Board approval. This has proven to be greatly beneficial to all parties, as it has resulted in continuity of services and more punctual payments. It is in the best interest of the County to grant the Auditor's office this flexibility for both Wright Express and Enterprise payments.

Budget/Financial Implications: Monthly lease costs and gas purchases are already in County department budgets.

Legal/Policy Implications: This policy is in conformity with all State statutes and County Policies.

Administrator's Recommendation

CHISAGO COUNTY
AUG - 7 2013
BOARD APPROVED

Approve BoM	Deny ______	Other ______	
Motion By:		Seconded by:	
To:			
Action on Motion:	Aye ______	Nay ______	Abstain ______

III.

FAC-MAINT Clothing

February 12th, 2025

As representatives of Chisago County, employees are required to conduct themselves, appear and dress appropriately. County employees are expected to dress in attire appropriate to their position, as determined by the department head.

Chisago County Facilities/Maintenance Staff may soil or ruin clothing in the course of their work, and are expected to wear uniforms for work based on the industry norms for their job duties.

In the past each member of the Facilities/Maintenance Staff have received 5 pairs of pants and 5 shirts for each. Additionally, each staff member has received a jacket (due to snowplow, and other outside responsibilities).

It is the responsibility of the staff to wash and clean clothing.

REQUEST: **$6,165 (9 employees)**

5 Shirts per Employee = $34x5 = $170
5 Pairs of Pants per Employee = $89x5 = $445 (depends on pockets etc.)
1 Coat per Employee = $70.00

Attachment(s):

- Org Chart
- County Facilities

Ward Brown
Manager

Facilities Operations Services

Steve Freeman
Facilities Engineer

VACANT
Facilities Engineer

Custodial Services

Karly Oehme
Lead Custodian

Julie Nason
Custodian

Mike Lenz
Custodian

Todd Lacy
PT Custodian

VACANT
PT Custodian

Dan Adams
PT Custodian

Chisago County Government Center **313 N. Main St.** **Center City MN 55012** **Sq ft. 88457**	**Chisago County Library – North Branch** **6355 379th Street** **North Branch MN 55056** **Sq. ft. 14060**	
Chisago County LEC/Jail **15230 Per Rd.** **Center City MN 55012** **Sq. ft. 60103**	**Chisago County Library – Rush City** **240 West 4th Street** **Rush City MN 55069** **Sq. ft. 6034**	
Chisago County Public Works **31325 Oasis Rd.** **Center City MN 55012** **Sq. ft. 32903**	**Chisago County ECC** **15140 Per Rd.** **Center City MN 55012** **Sq. ft. 4480**	
Harris Public Works **43781 Forest Blvd.** **Harris MN 55032** **Sq. ft. 9040**	**Household Hazardous Waste** **39649 Grand Ave.** **North Branch MN 55056** **Sq. ft. 2304**	
Chisago County Sheriff's District Office **43572 Forest Blvd.** **Harris, MN 55032** **Sq. ft. 4849**		
Chisago County – HHS Building **6133 402nd St.** **North Branch MN 55056** **Sq. ft. 12328**	**TOTAL BUILDING MAINTAINED – 12** **Sq. Ft. Maintained = 258,316**	
Chisago County Library – Chisago Lakes **11754 302nd Street** **Chisago City, MN 55013** **Sq. ft. 12963**		
Chisago County Library – Wyoming **26885 Forest Blvd.** **Wyoming MN 55092** **Sq. ft. 10795**		

IV.

CivicPlus – Agenda and Meeting Management

February 12th, 2025

Currently, the County creates meetings by approaching the meeting administrator and submitting items for review. It is a time consuming and tedious process, which can be inconsistent and dependent on the administrator. The County also uses the CivicPlus suite for website accessibility, permitting among other services online.

The following counties currently use the CivicPlus Agenda and Meeting software for creation of their minutes and agendas;

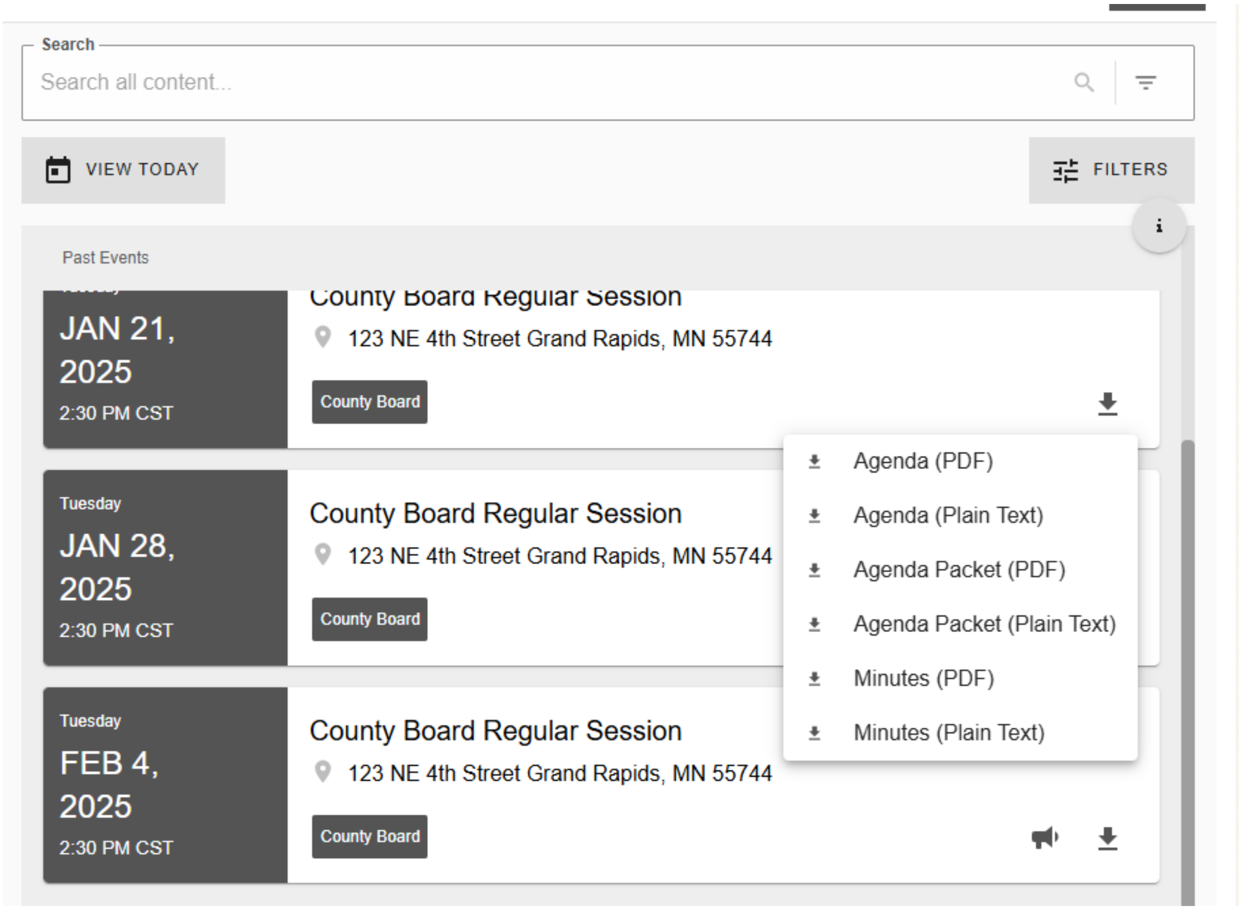
- Clay County
- Itasca County
- Rice County
- Brown County
- Scott County
- Washington County
- Sherburne County
- Mower County
- Mille Lacs County
- Becker County
- Waseca County

REQUEST: **$11,400 Initial Cost**
$7,500 recurring cost

Attachment(s):

- CivicPlus Quote
- Select Pro with Premium Implementation Brochure

Example of Public View to look at Agenda, Agenda Packet, and Minutes:



Agenda Packet:

V.1.

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744

Tuesday, January 21, 2025

REQUEST FOR BOARD ACTION: RBA-2025-211

DEPARTMENT: Administrative Services
TIME REQUESTED: < 5 Minutes
PRESENTER: Amanda Schultz

AGENDA ITEM:
Resignation of Appointment

BOARD ACTION REQUESTED:
Accept the resignation of Sarah Carling from the Park and Recreation Commission, representing an At-Large designation, effective January 10, 2025.

BACKGROUND:
Resignation was given to Amanda Schultz verbally on January 10, 2025.

As there are no current applications on file, we will need to advertise to fill the created vacancy.

COUNTY ATTORNEY REVIEW: N/A

SUPPORTING DOCUMENTATION: None

AGENDA Template:

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, January 21, 2025 | 2:30 PM | Itasca County Boardroom

ITASCA COUNTY MISSION: Itasca County government strives to preserve and enhance the quality of life, the environment, and economic well-being within the community.

DRAFT

REGULAR SESSION AGENDA

2:30 PM **I. CALL TO ORDER**

2:31 PM **II. PLEDGE OF ALLEGIANCE**

2:32 PM **III. APPROVAL OF AGENDA**

2:33 PM **IV. MINUTES APPROVAL**

1. Approve the minutes of the Tuesday, January 14, 2025 County Board Regular Session.,

2:34 PM **V. CONSENT AGENDA**

The Consent Agenda gives the County Board a means of handling routine non-controversial actions and motions that can be grouped together and handled in one motion. If, at the Board meeting, any Commissioner so requests, an item shall be removed from the Consent Agenda and considered separately.

1. Accept the resignation of Sarah Carling from the Park and Recreation Commission, representing an At-Large designation, effective January 10, 2025.
2. Adopt the Resolution Re: Seeking special legislation to sell tax-forfeited trust land to Swampsiders Snowmobile and ATV Club, which would allow sale of a portion of the Southwest Quarter of the Southeast Quarter (SW SE), Section 15, Township 59 North, Range 24 West, Fourth Principle Meridian, approximately 5.2 acres, PID# 55-015-4300.
3. Approve road easement for public use to the State of Minnesota over and across tax forfeited trust land located in a portion of the SW¼ of SW¼ in Section 13, Township 55N, Rage 26W.

Minutes Template:

ITASCA COUNTY
BOARD OF COMMISSIONERS
Itasca County Courthouse
123 NE 4th Street
Grand Rapids, MN 55744
(218) 327-2847

Tuesday, January 14, 2025 | 2:30 PM | Itasca County Boardroom

DRAFT

REGULAR SESSION MINUTES

I. CALL TO ORDER

Chair Venema called the meeting to order at 2:30 PM.

Attendee Name	Title	Status	Arrived
Cory Smith	District #1	Present	2:30 PM
Terry Snyder	District #2	Present	2:30 PM
John Johnson	District #3	Present	2:30 PM
	District #4	Vacant	
Casey Venema	District #5	Present	2:30 PM

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion To: Add Item #6.8 (Letter of Support) and approve the agenda, as amended.

RESULT:	**APPROVED (4 TO 0)**
MOVER:	Commissioner Terry Snyder
SECONDER:	Commissioner Cory Smith
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

IV. MINUTES APPROVAL

Motion To: Approve the minutes, as delineated below.

RESULT:	**APPROVED (4 TO 0)**
MOVER:	Commissioner Cory Smith
SECONDER:	Commissioner John Johnson
AYES:	Cory Smith, Terry Snyder, John Johnson, Casey Venema
VACANT:	District #4

Willmar, MN Case Study – Agenda and Meeting Management Software

Willmar, Minnesota, is located 95 miles west of Minneapolis-St. Paul and serves as the county seat for Kandiyohi County. Willmar is a diverse community surrounded by rich farmlands, scenic lakes, and rolling hills, with a vibrant and growing economy in the agricultural, medical, education, and technology sectors. With a population of around 22,000, Willmar offers many amenities of a larger city while still providing the benefits of a small town.

Willmar Saves a Day a Week of Time After Implementing Agenda and Meeting Management Solution

Before transitioning to CivicPlus®, the city of Willmar did not use a dedicated Agenda and Meeting Management solution, which meant many manual processes, PDFs, and items got lost in communication, ultimately slowing the process down. Kyle Box, City Operations Director, was aware of the benefits of Agenda and Meeting Management from his experiences before coming to Willmar and was ready to get the city on the right track.

When looking for a system for Willmar, Box searched for something that would check all the boxes from a functionality perspective at a price that made sense. The [Select] solution from CivicPlus had everything we were looking for at a price point we could afford.
Kyle Box
City Operations Director

After Implementing a CivicPlus Agenda and Meeting Management Solution
One of the City of Willmar's most significant results has been enormous time savings while providing more information to the community.

We have saved approximately a day a week with our agenda preparation since implementing [Agenda and Meeting Management Select]. Going from paper packets, putting PDFs together, the bookmarking feature, and Live Meeting Manager, we've been able to put together 300 plus page packets and get consolidated information out to the public in less time.
Kyle Box
City Operations Director

In addition to the time saved from transitioning from manual processes, he notes time savings from introducing workflows, which has fostered greater collaboration with staff while reducing risk.

“Workflows have been one of the biggest time savers, and they’ve also reduced any risk of error. Before workflows, agenda items would only be sent to Administration; then, the city clerk would need to review everything and make sure all the documentation was in order, and items would get lost in the transition between departments and emails. Now, we’ve got a nice workflow set up with over 30 people using the system. It’s simple, but it’s effective. It starts with department staff, proofed by a department head, then routed to the city clerk to make sure all of the supporting documentation is in order for an agenda item, and finally, Administration has an opportunity for final review and sign-offs.”

Box has seen the advantages and is continuing to work on setting up additional workflows as he continues to take advantage of the robust feature set.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #:	Q-89334-1
Date:	12/20/2024 3:02 PM
Expires On:	3/31/2025

Client:
Chisago County, MN

Bill To:
CHISAGO COUNTY, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan White		mwhite@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Premium Implementation	Pro Premium Implementation; Includes config. of up to 10 meeting types, up to 10 boards, 1 approval workflow per meeting type, 4 hrs of training, and 2 hrs of consulting; Includes 1 original agenda, 1 original minutes, and 1 original staff report design

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

Total Investment - Initial Term	USD 11,400.00
Annual Recurring Services (Subject to Uplift)	USD 7,500.00

Initial Term	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

<u>Authorized Client Signature</u>

By (please sign):

____

Printed Name:

____

Title:

____

Date:

____

<u>CivicPlus</u>

By (please sign):

____

Printed Name:

____

Title:

____

Date:

____

Organization Legal Name:

____

Billing Contact:

____

Title:

____

Billing Phone Number:

____

Billing Email:

____

Billing Address:

____

____

Mailing Address: (If different from above)

____

____

PO Number: (Info needed on Invoice (PO or Job#) if required)

____

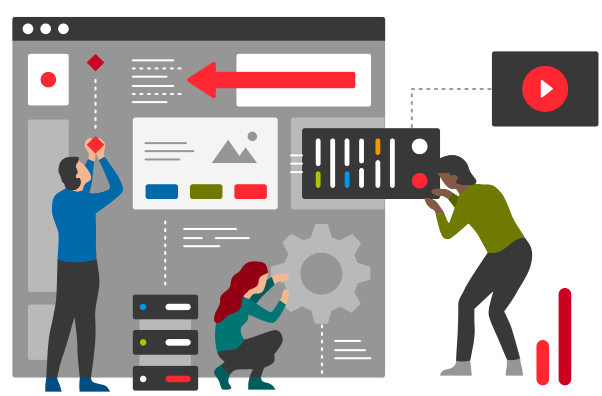
CIVICPLUS

agenda and meeting management

SELECT

Select Pro with Premium Implementation

Proposal valid for 60 days from date of receipt



Powering and Empowering Government

PS12192024

Company Overview

CivicPlus started back in June of 1998 with a simple yet powerful vision: to create a website solution that allowed municipal staff to maintain their websites daily without needing a technical webmaster. As technology advanced, we saw our customers' need to bring more services online. We expanded our vision to make local government work better as a whole.

Today, CivicPlus provides public sector technology that automates processes, digitizes services, and enhances civic experiences. Our wide range of government software solutions are designed to be flexible, scalable, and customizable, ensuring a frictionless experience for residents and staff. Our portfolio includes solutions for:

- Municipal Websites
- Web Accessibility
- Agenda and Meeting Management
- Codification
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Planning, Permitting, Licensing, and Code Enforcement
- Fire and Life Safety Inspections
- Social Media Archiving
- FOIA Management

EXPERIENCE & RECOGNITION

25+ Years
10,000+ Customers
950+ Employees

CivicPlus has over 25 years of experience working with municipal organizations across the US and Canada. Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their over 100,000 administrative users. In addition, over 340 million residents engage with our solutions daily. With such experience, we are confident that we can provide the best solution for you.

PRIMARY OFFICE

302 S. 4th Street, Suite 500, Manhattan, KS 66502
Phone: 888.228.2233
Fax: 785.587.8951
civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

Features & Functionality

Select Solution

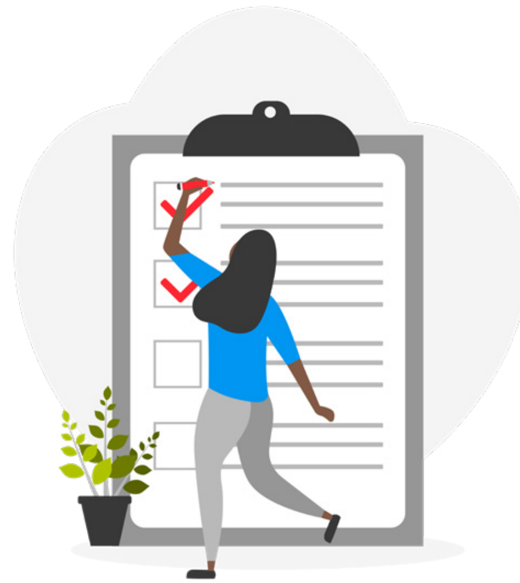
CivicPlus' Select software is the fastest, most intuitive way to streamline the entire agenda management process—from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our Pro package includes the most frequently used functionality to manage your agendas and meetings. You'll be able to seamlessly create agendas with the ability to assign an item status and use configurable workflows to help manage your internal processes. Built-in integrations and a suite of APIs make working with other internal applications easy. Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Enhanced Analytics for Data Visibility
- Field-level versioning
- Single sign-on via the CivicPlus Platform
- Integrated code of ordinances
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)

Agenda Management



FLEXIBLE, PERSONALIZED DESIGNS

Standardized designs throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

Item Management

CREATE AGENDA ITEMS AND STAFF REPORTS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and collaborate with each other to make items meeting ready. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

MANAGE THE MEETING READINESS OF ITEMS

Update item statuses (approved, in-progress, tabled, etc.), assign tasks to staff members to update item content and attachments, leave comments on items, and be notified when changes are made to items.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED-FASTER

Agenda and Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate published meeting content by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Public Resident Portal

FEATURES

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Mobile-responsive
- Custom branding
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Integrated live or on-demand video with timestamps to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Minutes Module

AUTOMATED MINUTES SETUP

A fully-integrated Minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the Minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls.

SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create timestamps for the accompanying video during the live meeting. Additional fees apply.

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Benefit from our Civic Experience Platform with:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. With a single username and password, residents can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time.

Integrated Code of Ordinances & Web

As the only local government software provider with an integrated agenda and meeting management, codification, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are also a customer of CivicPlus' codification services, the cutting-edge integration between your meetings and agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to CivicPlus for codification by our team of legal editors. When pushed from Select, this uncodified legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting solution, allowing for one-stop search capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.

EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda and Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

Municipal Websites Central (Web Central)	• Set-up a workflow to post in Web Central's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to Web Central's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the Web Central's Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.

Implementation

Project Timeline

14 – 16 Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff and communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Design Review meeting to review and discuss needs for proposed Agenda, Minutes, and Item/Staff Report designs • Obtain internal approvals on proposed designs and send in final approval
PHASE 3: DESIGN & CONFIGURE	• Configuration of designs • Configuration of up to 10 boards • Configuration of up to 10 meeting types • Configuration of up to 10 approval workflows • Configuration of up to 1 item/staff report
PHASE 4: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 5: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 6: LAUNCH	• First Live Meeting and System Launch • Access to live chat features, Technical Support and introduction to Live Care

Implementation Approach

Implementation & Support Experience Designed for You

The Select Implementation Team has experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for transforming complex agenda and meeting processes. Have CivicPlus create original designs that meet the specific needs of your Agendas, Minutes, and Item/Staff Reports. A dedicated and knowledgeable Implementation Team will manage your project from end-to-end—consulting and collaborating with your team to build confidence navigating the system, configuring the system to automate your process, and delivering live virtual training to your users.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to Two Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your agenda, minutes, and item/staff report designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN CONFIGURATIONS

We will configure the following consistent with your branding and content needs:

- One original Agenda Design with both four Section Designs and four Item Designs per Agenda Design
- One original Minutes Design with two Discussion Designs
- One original Item/Staff Report Design with up to 32 fields; eight system defaults, eight text boxes, eight check boxes, and eight date fields

Additional design configurations and approval workflows can be purchased as needed. For no additional cost, Approval Workflows can be created from scratch and Meeting Types can be duplicated and modified—while still making use of existing designs—by administrative users at any time using Help Center resources.

TRAINING

Up to Four Hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda and Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 8 a.m. – 6 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of Select.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

AWARD-WINNING

CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and nine Bronze Stevie® Awards. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your solution is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is proactive in identifying any potential system issues and often corrects issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

Hosting & Security

Redundant power sources and internet access ensure consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage in done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda and Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account, which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.

Disclaimer

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. Subject to the terms of the final controlling agreement, CivicPlus requires its standard Master Services and Solutions and Service Terms to be incorporated and linked in the final agreement. For reference, the CivicPlus standard Master Services and Solutions and Service Terms can be found online at civicplus.help/hc/en-us/sections/. We look forward to developing a mutually beneficial contract with you.

Optional Enhancements

LIVE MEETING MANAGER

Live Meeting Manager enhances live meetings by integrating the board portal with audience display pages, offering a unified experience with efficient controls. It features automations to engage participants through in-chamber displays, electronic voting with one-click, and real-time updates of the current item. The system allows easy display of speaker details, board member requests, and chairperson controls for managing the meeting. Additionally, it automatically bookmarks video timestamps to agenda items, making it easier for viewers to access specific discussion topics.

CIVICPLUS MEDIA: LIVE STREAMING & ON-DEMAND VIDEO

Increase resident engagement and participation by sharing high-definition live video feeds of your meetings directly from Select and CivicPlus Media. Stream up to three concurrent live proceedings and seamlessly integrate all video content directly into your meeting agendas. Videos feature clear bookmarking and navigation so viewers can quickly find discussions of interest. Viewers can watch videos from any device with no software or application downloads necessary. Integrated closed captioning and translation services are available at an additional cost.

BOARDS & COMMITTEES MODULE

The Boards and Committees module tracks vacancies, applications, and appointments. Interactive dashboards give you quick access to actionable information. Easily manage rosters and generate communications using customized templates. Store system-generated communications and other necessary documentation at the board or individual member level. Track training and other internal requirements.

BOARD APPLICATIONS

The Board Applications solution powered by CivicPlus' Process Automation and Digital Services solution offers a digital platform to streamline the recruitment, vetting, and appointment of local government board members. This solution includes an online portal for residents to apply for board positions, eliminating the need for paper submissions. The Board Applications solution simplifies the recruitment and management of board members by allowing administrators to promote open positions and enabling residents to apply online from any device, securely storing all personal data. It ensures transparent communication with customizable email templates, notifies administrators of new applications, and facilitates digital review and selection by board committees. The solution supports remote collaboration with features for managing meeting schedules, member rosters, and vacancies, and offers reporting, analytics, and advanced search functionality to streamline board operations and inform strategic decisions.

Additionally, the optional addition of the Power Automate Connector integrates with Office 365 products to automate routine tasks, enhancing efficiency.

PLATFORM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your CivicPlus solutions and your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID (formerly Azure AD), Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

LASERFICHE INTEGRATION

With a third-party integration in Integration Hub you can route data to Laserfiche's cloud-hosted solution.

HISTORICAL FILE IMPORT

As part of your implementation project, we will import a specified number of meetings to your new system. Choose an import with or without videos in increments of up to 500, 500-750, or 750+ meetings.

The process includes indexing your imported agendas for keyword searching and retrieval. You and your residents will still have access to this historical information with increased functionality. Historic meeting documents imported into Select by your implementation consultant will be optimized for character recognition to improve complete text search, and accessibility for screen reading assistive devices.

CORR.

Quick Links to Contents

HEADLINES

House Leaders strike deal to reach quorum and share power

Last Wednesday night news broke that House DFL and GOP leadership had come to a power sharing agreement that would bring House DFLers back to the capitol and allow the House to conduct business.

Under the agreement Rep. Lisa Demuth (R-Cold Spring) was elected Speaker on Thursday. She will hold most of the normal powers of speaker. Committees will be split 50-50 in membership, but until the DFL has a 67th member seated they will have to designate one of their members on each committee as non-voting. After electing a speaker the House adopted the power sharing agreement. It only applies in the event of a 67-67 tie. The DFL will presumably return to 67 seats and the House will have a 67-67 tie if the DFL candidate wins the election in 40B on March 11. In November the DFL candidate won that seat with 65% of the vote. If the DFL does return to holding 67 seats, those non-voting members would become eligible to vote on motions and bills. The one exception to this is in the newly created Fraud Prevention and State Oversight Policy committee, which is chaired by Rep. Kristin Robbins (R-Maple Grove) and will keep a 5-3 Republican majority regardless of the outcome of the March 11 40B election.

The other notable exception to Speaker Demuth's normal powers as speaker if the legislature returns to a 67-67 tie is in naming conferees and commission members. If the power sharing agreement is in place, Speaker Demuth would name GOP members to any conference committee or commission, and Rep. Melissa Hortman (DFL-Brooklyn Park) would name the DFL members. In the case of conference committees, only four members could be named to the committee to ensure equal representation between the two parties, rather than the typical practice of naming three or five members.

The other major issue the power sharing agreement resolved was the treatment of Rep. Brad Tabke (DFL-Shakopee). Any election contests must be referred to the Ethics committee, which has a permanent 50-50 split in membership with two Republican members and two DFL members. Additionally, the agreement makes clear that 68 votes are required to reject the returns of an election and declare a vacancy. The agreement also requires joint agreement between Speaker Demuth and Rep. Hortman when it comes to the administration, business, and finance operations of the House.

Practically speaking the Republicans will be able to move bills through committee and operate as a normal majority at least until March 17, with the exception being that 68 votes are still required to pass bills off the House floor. We anticipate that in the window between now and March 17 the House Republicans will move many of their top priorities through different committees, setting a faster than normal pace compared to what is typically seen in February and early March. House committee hearings resumed this Monday morning.

End of Power Sharing in Senate as DFL returns to 34-33 majority
On Monday, February 3, Sen. Doron Clark (DFL-Minneapolis) was sworn in bringing the DFL to 34 seats. As a result new committee rosters were announced, resulting in the DFL having a one or two vote majority on each committee. As a result, the senate will no longer operate with a co-chairs or co-presiding officers model, instead reverting to DFL control. The GOP brought numerous amendments forward to amend the new structure, but none of them were successful.

News and Notes:

- **Special Election**: As expected, the Governor announced the special election for the 40B House seat will take place on March 11. It is expected the winner of that seat will be sworn in on March 17.
- **Spring Break**: On Friday legislative leaders Sen. Erin Murphy (DFL-Saint Paul) and Speaker Lisa Demuth (R-Cold Spring) confirmed that the late start for the House would not alter the planned dates for spring break. For Eid, the break will begin on Saturday, March 29, and run through Monday, March 31. For Easter and Passover, the break will start at noon on Friday, April 11, with the Legislature reconvening on Monday, April 21.
- **Legislative Deadlines**: Senator Murphy and Speaker Demuth were less sure about what dates would be set as legislative deadlines. Originally the plan was for first deadline to be March 14, second deadline March 28, and third deadline April 4. Those dates may change given the unique circumstances the House faced to start the session.

TAX & FISCAL POLICY

LAST WEEK

Senate Tax Committee holds hearing on property taxes: On Tuesday, February 4, the Senate tax committee heard a presentation from Senate Counsel and one from the Minnesota Association of Assessing Officers (MAAO) on the property tax system as a whole in Minnesota. The discussion on seasonal recreational properties generated the most interest, with Sen. Grant Hauschild (DFL-Hermantown) expressing concern that they did not contribute to school operating referendum levies. Sen. Ann Rest (DFL-New Hope) noted that they were excluded as part of the 2001 plan due to pressure from cabin owners that felt they were being treated unfairly at that time and the revenue got temporarily shifted to support schools statewide. The presentation from the MAAO was largely about the property tax timeline and the how assessments are calculated broadly. It also discussed the shift caused by the Market Value Exclusion for Veterans with a disability. The hearing concluded with a discussion of resort values with residential resort owners testifying about the unique circumstances that they face in their assessed value.

Bill Introductions of Interest

- HF5 (Joy) Repeal of remaining social security income taxation, repealing the inflator on the gas tax and delivery fee, shifting certain funds to the Transportation Advancement Account and lowering the amount retained by the Metropolitan Council.
- SF1082 (Dibble) Increasing the dedication to the resource management account
- SF1089 (Hauschild) Appropriation increase for soil and water conservation district aid

THIS WEEK

With the House returning to business the House Committee on Taxes is holding its first official hearing on Tuesday. While the House has not yet posted hearings for Wednesday and Thursday, it is anticipated they will hold meetings.

The Senate Tax Committee is not meeting on Tuesday. Now that the DFL holds a 34-33 majority in the chamber, Sen. Ann Rest will chair meetings and Sen. Cal Bahr (R-East Bethel) is no longer serving on the committee. The committee is meeting on Wednesday and Thursday. On Wednesday, the Senate Tax Committee will hear the SCORE bill. Otherwise, it will mostly be hearing individual sales tax exemptions for certain local government projects.

Senate Tax Committee

Wednesday, February 12

- SF1082 (Dibble) Increasing the dedication to the resource management account
- Numerous individual specific construction sales tax exemption proposals

Thursday, February 13

- Numerous individual specific construction sales tax exemption proposals

House Committee on Taxes

Tuesday, February 11

- Introductions
- HF4 (Johnson, W.) Portion of projected budget surplus required to be returned to state taxpayers, and constitutional amendment proposed.

TRANSPORTATION/ BONDING

LAST WEEK

Local Government Presentation on Greenhouse Gas Mitigation for Transportation Construction Projects

Before the House DFL and Republicans had reached agreement on how to govern the House, representatives from MICA and the Coalition of Greater Minnesota Cities were invited to meet with Republican members of the House Transportation Committee about the new greenhouse gas (GHG) and vehicle miles traveled (VMT) mitigation requirements when building certain highway capacity projects.

Joe MacPherson, Anoka County Engineer and member of MnDOT's GHG Working Group, provided a summary of the new law and outlined a number of concerns:

- these mitigations could add 20-40% to the costs of trunk highway projects, increasing the costs to local governments who participate in them;
- no funding source has been identified to pay for the additional costs of GHG/VMT mitigation;
- projects addressing critical safety issues should not be shelved if they cannot meet the mitigation requirements;
- there are limited strategies for reducing VMT in sparsely populated areas - and locations experiencing significant growth should not be penalized because they cannot meet reductions in VMT. As a result, reducing VMT should be a strategy for reducing GHG, not a separate condition for building new highway infrastructure.

The conversation piqued the interest of the lawmakers in attendance, and they plan to introduce legislation to address MICA's concerns.

Senate Transportation Committee Hears Cost-Sharing Bill

On Wednesday, the Senate Transportation Committee heard SF285 (Jasinski), which eliminates cost-participation by local governments in trunk highway projects. To compensate for the lost revenue, the bill recommends a transfer of general fund dollars to the trunk highway fund. A number of mayors and city public works officials testified in support of the bill, as they have seen their municipal street aid funds depleted from paying for trunk highway projects. Small cities without MSA funds also described the burden on local property taxes.

No county groups testified on the bill, but the MN County Engineers Association did submit a letter asking that no legislation be pursued until MnDOT's working group on cost participation, which is currently underway, finishes its work and makes recommendations. While SF285 is limited to trunk highways, counties are also concerned that the idea of eliminating cost-sharing will be extended to county projects, as a couple of the city testifiers suggested in their remarks.

The bill was laid on the table for future consideration. In the meantime, MICA will be meeting with committee members to request that the MnDOT working group completes its work before statutory changes to cost participation are made.

Bill Introductions of Interest:

- HF5 (Joy): Retail delivery fee repealed, indexing of fuel tax eliminated, allocation of transportation funds readjusted.
- SF1170 (Kruen): $15 million in general obligation bonds for the local government road wetland replacement program appropriated.
- SF1164 (Jasinski): Full-service Deputy Registrar account established and monies allocated.
- SF1165 (Jasinski): Money appropriated to Deputy Registrars for no-fee transactions.
- SF1243 (Koran): Met Council abolished and powers and duties related to transit transferred to MnDOT.

To see a list of all the transportation bills MICA is tracking, click here.

THIS WEEK

House Transportation Committee
Monday, February 10

- The committee will be hearing HF5 (Joy), which repeals the retail delivery fee and indexing of the fuel tax. To offset the losses to the Transportation Advancement Account (TAA), the 9.2% short-term rental car tax is dedicated to the TAA. The metro county distribution from the TAA is also eliminated and replaced with a portion of the metro sales tax. MICA has offered a letter outlining concerns with the bill, especially the long-term losses to the CSAH account.

Senate Capital Investment Committee
Tuesday, February 11

- MnDOT Bonding Presentation

HEALTH AND HUMAN SERVICES

LAST WEEK

Shireen Gandhi Named Temporary Commissioner of DHS: On Monday, Governor Tim Walz and Lieutenant Governor Peggy Flanagan announced the appointment of Shireen Gandhi as temporary commissioner of the Department of Human Services until a permanent commissioner is appointed. Gandhi takes over leadership of the agency following the departure of Jodi Harpstead. She previously served as a DHS Deputy Commissioner overseeing budgeting and financial operations.

New House Committee on Fraud and Agency Oversight: The House GOP will lead the Fraud and Agency Oversight Committee to investigate fraud in state government programs. Rep. Kristin Robbins (R-Maple Grove) will chair the committee. Other members include:

- Rep. Patti Anderson (R-Dellwood)
- Rep. Walter Hudson (R-Albertville)
- Rep. Marion Rarick (R-Maple Lake)
- Rep. Isaac Schultz (R-Elmdale Township)

- Rep. Dave Pinto (DFL-St. Paul)
- Rep. Steve Elkins (DFL-Bloomington)
- Rep. Emma Greeman (DFL-Minneapolis)

Republicans will chair the committee for two years and have a 5-3 voting margin over the DFL.

- A two-thirds majority is needed to approve subpoenas.

Legislative Hearings of Interest:

Monday:

Senate Judiciary: The committee addressed SF456 (Utke), which would **establish protections to children and vulnerable adults from exposure to fentanyl and impose criminal penalties for a violation.** An Aitkin County Assistant Attorney testified from the perspective of rural communities regarding the upsurge of substance abuse. The bill was laid over as the committee awaits the fiscal note process.

Senate Agriculture: The committee reviewed SF391 (Lieske), which **would amend the exemption on cottage foods**, homemade foods available to be sold at farmers' markets, etc. Under the proposal, the person who prepared the food would be allowed to deliver the product by mail or commercial delivery. The bill was laid on the table for additional conversation.

Senate Human Services:
Kristi Graume from DHS presented its report regarding the need for licensure or regulation of MA Early **Intensive Developmental and Behavioral Intervention (EIDBI)**.

The purpose of the EIDBI Benefit is to provide medically-necessary early intensive intervention for people with Autism Spectrum Disorder (ASD) and related conditions, as well as educating, training, and supporting parents and families; promoting people's independence and participation in family, school, and community life; and improving long-term outcomes and the quality of life for people and their families.
Human_20250203_DHS-EIDBI-Presentation.pdf
Human_20250203_DHS-EIDBI-Licensing-Report-2025.pdf

Sen. Jim Abeler (R-Anoka) will be taking the lead on EIDBI issues this year.

The following bills were heard and laid over for possible inclusion in the committee's omnibus bill:

- SF548 (Fateh) would increase the MA income limit for people with disabilities and people age 65 and over by:
  - Increasing Qualifying Income Standard to 133% of the Federal Poverty Guidelines (FPG); and
  - Allowing people with disabilities to keep more of their own income and still get the help they need and qualify for.
- SF476 (Hoffman) would expand certain MA services to include coverage of care evaluation. An A1 amendment was adopted that requires DHS to establish a onetime grant program for incentive compensation and benefits for home care nurse employees who serve as a "preceptor" of a nursing student.

Tuesday:

Senate Housing: The committee received presentations on the state of housing from various advocacy groups, including Minnesota Housing Partnership, Habitat for Humanity, Minnesota Council of Community Developers, Northcountry Cooperative Foundation, HOME Line, and Housing Justice Center.

Governor's Budget:

- Senate Fiscal Analyst Erik Olaphson presented an overview of the Housing Committee's budget. The attached spreadsheet reflects the Governor's budget recommendations as it relates to housing: Housing-Committee-25-Gov-Recs-DRAFT-1-31.pdf

- Minnesota Housing Commissioner Jennifer Ho presented the Governor's budget recommendations: Minnesota-Housing-2025-Agency-Budget-Senate-2-4-2025.pdf Minnesota-Housing-2025-Agency-Budget-handout.pdf

Wednesday:

Senate Jobs: The committee addressed SF365 (Boldon), which would appropriate $1.5 million (FY26-27) from the Workforce Development Fund to DEED for a grant to Bridges to Healthcare (a Rochester public-private partnership) to provide career education, wraparound support services, and job skills training in high-demand health care fields to low-income parents, nonnative speakers of English, and other hard-to-train individuals; and help families build secure pathways out of poverty, while also addressing worker shortages in one of Minnesota's most innovative industries. Grant proceeds could be used for hiring instructors and navigators; space rental; and supportive services to help participants attend classes, including assistance with course fees, child care, transportation, and safe and stable housing.

Sen. Carla Nelson (R-Rochester) commented on the success of the program. The bill was laid over for possible inclusion in the committee's omnibus bill.

Senate Human Services: The committee heard several HCBS-related bills and laid them over for possible inclusion in the committee's omnibus bill:

- SF94 (Hoffman) would modify integrated community supports payment rates
- SF46 (Rasmusson) would modify home and community-based services standards for out-of-home respite care services for children
- SF401 (Utke) would increase room and board rates for a certain individual receiving home and community-based services

SF401, as introduced, puts a 30-day timeline on lead agencies to review and approve all services reflecting each individual's needs, and would establish and impose a late payment penalty from the lead agency's own sources of revenue for failure to do so. Both Sen. Paul Utke and Sen. Jim Abeler indicated they did not want to pass on another unfunded mandate to counties. The authors will work with the advocates and counties to come to a resolution.

The committee also reviewed SF402 (Seeberger), which would modify disability waiver rates by implementing regular adjustments to the Competitive Workforce Factor (CWF). This bill was also laid over for possible inclusion in the committee's omnibus bill.

Thursday:

Senate Health and Human Services: The committee took testimony and reviewed the Emergency Medical Services Task Force Report.

- EMS-Task-Force-Report-8-15-2024.pdf

The Task Force recommends building off of the 2024 legislation by:

- Supporting the newly-organized Office of Emergency Medical Services during its transition period under the Executive Branch.
- Monitoring implementation of state EMS reforms, including:
    - BLS Staffing Variance
    - RN Staffing
    - Expanded reinstatement window for EMS personnel
    - $24 million in emergency aid
    - Pilot projects
    - Structure of the new Office of EMS
    - Engage federal partners in advocacy to explore models for sustainable and equitable funding of EMS services, especially in rural areas that are most in need

Sen. Judy Seeberger, author of the 2024 legislation which restructured the EMS Regulatory Board, created a pilot program for a sprint medic model (Otter Tail and St. Louis Counties), and provided aid to eligible ambulatory services, spoke of the ongoing challenges in the system and the need for sustainable funding.

The committee also heard from several EMS representatives, including the Minnesota Ambulance Association, the Coalition of Greater Minnesota Cities, Perham Health/Perham Area EMS, and the Minnesota State Fire Chief's Association.

DHS and DCYF then provided an overview on the report on "Transformation for Delivery of Human Services Programs. Topics covered in the report include:

- Transforming Service Delivery
- Integrated Services for Children and Families
    - SSIS, PRISM, MN Child Support Online, MAXIS notices
- MMIS Modernization
- Provider Licensing and Reporting Hub
- Improving METS Functionality
    - CMS Compliance
    - METS Improvements

The below slide deck reflects outcomes, amounts budgeted, and the amount of state funding spent on the various systems:
2024-DHS-SDT-Legislative-Report-1.pdf
DHS-2024-SDT-Legislative-Report.pdf

As time was short, the committee will dig deeper into this information in the future.

Bill Introductions of Interest:

- SF928 (Mann) Children's mental health programs modification and appropriation
- SF929 (Marty) Minnesota Health Plan establishment
- SF942 (Kunesh) **School attendance reporting requirement to a local welfare agency**
- SF1014 (Fateh) Housing with support for persons with serious mental illness appropriation
- SF1025 (Abeler) **Foster children receiving Supplemental Security Income benefits trust establishment** and appropriation
- SF1028 (Rarick) Fire protection and **emergency medical services special taxing districts establishment,** fire protection and emergency medical service aid provision, and appropriation

- SF1052 (Maye Quade) Subminimum wages prohibition for persons with disabilities
- SF1080 (Hauschild) Ambulance operating deficit grant program establishment

THIS WEEK

With the House now formally organized, their committees will begin to receive agency overviews, as well as a review of the Governor's budget recommendation. The House Fraud Prevention Committee will hold its first meeting on Monday.

House Fraud Prevention and State Agency Oversight Policy
Monday, February 10

- Office of the Legislative Auditor: "Oversight of State-Funded Grants to Nonprofit Organizations"

House Health Finance and Policy
Monday, February 10

- Minnesota Department of Health Budget Proposal
- Minnesota Department of Human Services Budget Proposal

Senate Human Services
Monday, February 10

- SF813 (Fateh) Integrated community supports codification proposal development by the commissioner of human services requirement provision
- SF812 (Fateh) Customized living rate phase-in under the community access for disability inclusion and the brain injury home and community-based waivers repealer
- SF814 (Fateh) Housing support agreements authority of agency modifications

House Human Services Finance and Policy
Tuesday, February 11

- Budget presentation from non-partisan staff

House Education Policy
Tuesday, February 11

- Minnesota Department of Education: Oversight of Feeding Our Future
    - Office of the Legislative Officer
    - Minnesota Department of Education

Senate Education Finance
Wednesday, February 12

- Free School Meals Update

Senate Health and Human Services
Wednesday, February 12

- Update from the University of Minnesota and Essentia Health
- University of Minnesota Health Sciences Strategic Plan and Legislative Request
- **Presentation from Nonpartisan Staff on DCYF Jurisdiction Changes**

ENVIRONMENT

LAST WEEK

On Tuesday, February 4, the **Senate Environment, Climate, and Legacy committee** heard SF770 (Hawj), the Lessard-Sams Outdoor Heritage Council's (LSOHC) recommendations for Outdoor Heritage Fund appropriations (around $56 million). Mark Johnson, executive director of the LSOHC, presented on their recommendations, and a coalition of conservation groups submitted a letter of support. The bill was laid over for possible inclusion.

Also on Tuesday, the committee heard a presentation from the Minnesota Pollution Control Agency (MPCA) on a new report containing updated recommendations for products containing lead, cadmium and PFAS. MPCA Assistant Commissioner Kirk Koudelka overviewed the agency's report at a high level, mentioning the four industry recommendations made within the report: upholstered furniture, lead and cadmium within keys and key fobs, pens and pencils, and firefighting foam.

Clean Water Action testified with concerns about industries seeking exemptions from Minnesota's PFAS ban and asked that no exemptions be granted that don't have a specific timeline and for industries that aren't attempting to also comply with the law. The Minnesota Center for Environmental Advocacy also testified against any exemptions, saying the quicker PFAS is removed from manufacturing and products, the better it will be for public health and the environment.

Bill introductions of interest:

- HF8 (Heintzeman) Efficiency of Wetland Conservation Act determinations improved, permitting efficiency reporting requirements modified, permit application process improved, Pollution Control Agency permit provisions modified, environmental assessment worksheet provisions modified, and money appropriated
- SF862 (Johnson Stewart) Water infrastructure funding program modifications provisions, point source implementation grant program modifications provisions, emerging contaminants grant program establishment and bond issuance and appropriation
- SF882 (Gustafson) Soil health financial assistance program appropriation
- SF909 (Boldon) Clean water fund appropriation for a southeast regional groundwater protection and soil health initiative
- SF1011 (Housley) City of Oak Park Heights water infrastructure for treatment of PFAS improvements bond issuance and appropriation
- SF1037 (Xiong) Anaerobic digestor energy system appropriation
- SF1082 (Dibble) Dedication to the resource management account increase

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

THIS WEEK

House Environment and Natural Resources

Tuesday, February 11

- DNR presentation on GTAC Final Recommendations Report
- MPCA presentation on Recommendations for Products Containing Lead, Cadmium, and PFAS

Thursday, February 13

- HF8 (Heintzeman) Efficiency of Wetland Conservation Act determinations improved, permitting efficiency reporting requirements modified, permit application process improved, Pollution Control Agency permit provisions modified, environmental assessment worksheet provisions modified, and money appropriated

House Legacy Finance
[Wednesday, February 12]
- Clean Water Council presentation

Senate Environment, Climate and Legacy
[Tuesday, February 11]
- SF0976 (McEwen) Wilderness programs appropriation
- SF1039 (Hauschild) Parks and trails fund appropriation

Thursday, February 13
- Agenda TBA

Senate Taxes
Wednesday, February 12
- SF1082 (Dibble) Dedication to the resource management account increase

CORRECTIONS & PUBLIC SAFETY

LAST WEEK

Senate Judiciary and Public Safety Committee
Monday February 3
To kick off the week, the Senate Judiciary and Public Safety Committee heard the 3 bills and observed a presentation from the Minnesota Department of Corrections along with the DOC's Legislative Agenda for the 2025 session.
- SF11 (Rest) – Amends a sales tax exemption for firearm storage units to include firearm safety devices
- SF456 (Utke) - Current law prohibits a person from knowingly causing or permitting a child or vulnerable adult to inhale, be exposed to, have contact with, or ingest methamphetamine. A violation is a five-year felony. This bill adds an identical prohibition for fentanyl

Wednesday, February 5
On Wednesday, the Senate Judiciary and Public Safety Committee observed a slate of presentations from the Minnesota Police and Peace Officers Association and the Minnesota Chiefs of Police Association.

Friday, February 7
To end the week, the committee heard a presentation from the Minnesota Department of Human Rights and went over the agency's budget overview.

House Public Safety Finance & Policy Committee
With the House coming to order later in the week, no committee hearings were held. We look to next week which has been scheduled.

Notable Bill Introductions
- SF914 (Oumou Verbeten) A bill appropriating funds to the State Board of Civil Legal Aid.
- SF967 (Howe) A bill modifying criminal penalties for crimes committed because of the victim's political affiliation or beliefs.
- SF983 (Boldon) A bill appropriating funds for the Community Engagement Response Team.
- SF1047 (Maye Quade) A bill proposing to increase the age of consent from 16 to 18 in criminal sexual conduct offenses involving offenders who are over 21 years of age and imposing corresponding criminal penalties.

- SF1098 (Latz) A bill aimed at eliminating certification of certain juvenile court expenses, modifying procedures for filing, copying, printing, and distribution of certain court papers, and appropriating funds for these purposes.
- SF1103 (Kreun) A bill proposing the repeal of the Minnesota Rehabilitation and Reinvestment Act, including the repeal of specific statutes and sections enacted in 2023.

THIS WEEK

Senate Judiciary and Public Safety Committee

Monday, February 10

- Presentation by the Department of Public Safety
- Presentation by Survivor Support Groups

Wednesday, February 12

- SF59 (Green) Procedures establishment for county to alter preexisting boundary line
- SF664 (Anderson) Definition of endangered expansion for purposes of the missing and endangered persons program
- SF191 (Gustafson) Crime of fleeing a peace officer in a motor vehicle modification *(Informational Only)*
- SF323 (Coleman) Crime of fleeing a peace officer in a motor vehicle modification to add a heightened penalty for fleeing in a culpably negligent manner *(Informational Only)*
- SF1224 (Latz) Fleeing from a peace time officer crime provisions modifications *(Informational Only)*

House Public Safety Finance and Policy Committee

With the House coming to order this week, the Public Safety Finance and Policy Committee will be in full swing. Due to bills not yet receiving bill numbers there are a number of bills scheduled without numbers or links.

Tuesday, February, 10

- HF7 (Novotny) Data held by law enforcement agencies regarding the person or entity that posted bail made public, agency notice of posted bail or bond required, mandatory minimum sentences established for sex trafficking offenses, Minnesota Sentencing Guidelines Commission provisions modified, various criminal penalties modified, and money appropriated.

Thursday, February 12

- HF XXX (Rarick) Penalties for engaging in prostitution with minors increased.
- HF XXX (Knudsen) Persons subject to stays of adjudication in criminal sexual conduct cases required to register as predatory offenders.
- HF XXX (Knudsen) Penalties for creating, distributing, and possessing sexually explicit materials involving children increased.
- HF XXX (Perryman) Local units of government authorized to conduct criminal background checks under certain circumstances.
- HF XXX (Harder) Mandatory minimum sentences established for certain sex trafficking offenses.
- HF XXX (Repinski) Director of child sex trafficking prevention required to submit a program evaluation each odd-numbered year to the legislature.

GENERAL GOVERNMENT & OTHER

LAST WEEK

Slow week with many cancelations and delays: With the Senate DFL regaining the majority on Monday and committee rosters being altered, numerous committees delayed or canceled hearings that had been planned. This resulted in a slower week than anticipated in the Senate while the House was still not holding hearings.

Senate Finance Committee holds discussion on Paid Leave fiscal note process: On Wednesday, February 5 the Legislative Budget Office (LBO), DEED, and MMB testified before Senate Finance Committee about the fiscal note process and concerns that came out of the fiscal note that was prepared for a paid leave modifications bill. Senators expressed concern that changes to the premium rate were disclosed via a fiscal note rather than in a memo to the chairs. The LBO put together a presentation that recapped the issue and suggested possible changes to the current process. It also provided the committee a memo outlining the issues. Agency staff admitted that the fiscal note process was not the best way to communicate a significant change in the premium rate.

Bill introductions of interest:

- SF1094 (Bahr) Duties related to ballot reconciliation and postelection review to be completed before a canvassing board may certify the results of an election requirement
- SF1095 (Bahr) Counties and cities to have written procedures that are available to the public requirement
- SF1122 (Frentz) Changes the method for calculating postretirement adjustments under PERA P&F from a fixed rate adjustment of 1% to a variable rate adjustment that is linked to the postretirement adjustment for Social Security benefits with a minimum of 1% and a maximum of 1.5%. The bill also decreases the waiting period to be eligible for a full postretirement adjustment from 36 months to 12 months.
- SF1124 (Miller) Authorizing sports betting
- SF1233 (Johnson-Stewart) Amending priority criteria for public land survey system monument grant program and appropriating $10 million per year
- SF1243 (Koran) Abolishing the Met Council

THIS WEEK

Numerous House and Senate committees have agendas that have not yet been announced for Thursday, though the committees are still expected to meet at their normal times. You can find a standing committee schedule for the House here and the Senate here.

Senate State & Local Government
Tuesday, February 11

- SF856 (Gustafson) Office of the Inspector General creation
- SF263 (Rasmusson) Legislative auditor requirement to submit a report to the legislature related to an agency's implementation of internal control or fiscal management recommendations
- SF475 (Mathews) Whistleblower protections for public employees modifications

Senate Labor
Tuesday, February 11

- Presentation on the Impact of Artificial Intelligence on Minnesota's Workforce
- Testimony on the Impact of Artificial Intelligence on Workers and Industries

Senate Judiciary and Public Safety
Wednesday, February 12

- SF59 (Green) Establishing procedures for county to alter preexisting boundary line and requiring counties to provide assessments and preservation of monuments

House Elections Finance & Government Operations
Monday, February 10

- Introductions
- Presentation from the Office of the Secretary of State

- Presentation from the Office of Administrative Hearings

House State Government Finance and Policy
Tuesday, February 11
- HF3 (Nash) Legislative auditor required to submit a report to the legislature related to an agency's implementation of internal control or fiscal management recommendations.
- HF23 (Robbins) Public employee whistleblower protections modified.
- HF2 (Davis) Fraud reporting required when an employee of a state agency has reason to suspect fraud, grants management requirements strengthened, and criminal penalty established.
- Department of Administration: Strategic Facilities Plan and Overview Presentation

COMBINED HEARING SCHEDULES

Next 7 Days Combined Hearing Schedule

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Tuesday, February 25, 2025

3:30 – 5:00 P.M. — **COMMISSIONER TESTIMONY TRAINING**
Minnesota West (Lower Level)

3:00 – 6:00 P.M. — **REGISTRATION OPEN**
Hotel Lobby (First Floor)

6:00 – 7:30 P.M. — **MINNESOTA RURAL COUNTIES (MRC)**
Kellogg I (Lobby Level)

Wednesday, February 26, 2025

7:00 A.M. — **REGISTRATION OPEN**
Great River Court (Second Floor)

8:00 – 9:00 A.M. — **BREAKFAST BUFFET**
Great River Ballroom (Second Floor)

8:00 – 11:00 A.M. — **ELITE/PREMIER BUSINESS PARTNER EXHIBITS**
Great River Court (Second Floor)

9:00 - 11:30 A.M. — **GENERAL SESSION**
Great River Ballroom (Second Floor)

- **Welcome**
  AMC President Mike Slavik, Dakota County Commissioner
- **AMC Policy Priorities**
  AMC Policy Analysts
- **Gov. Tim Walz (invited)**
- **Panel Discussion with House & Senate Leaders Representative Lisa DeMuth & Representative Melissa Hortman and Senator Mark Johnson & Erin Murphy (invited)**
- **Day at the Capitol Logistics**




11:30 A.M. – 4:00 P.M. | **COUNTY DAY AT THE CAPITOL**

Minnesota Senate Building – Senate Room 2412
Busing begins at 11:30 a.m. (Kellogg Blvd.)/
Last bus leaves Minnesota Senate Building at 4:30 p.m.
Rosedahl Public Affairs will schedule appointments for counties to meet with their local legislators during this time.
Sandwiches, chips and beverages will be available for attendees to pick-up from 11:30 a.m. - 1:30 p.m. (Governors Dining Room – State Capitol, Tunnel Level, near Rathskeller).

1:00 – 3:30 P.M. | **GUIDED STATE CAPITOL TOURS**

Minnesota State Capitol - meet at MN Historical Society office at the SE corner of 1st floor by the rotunda in capital
1:00 p.m. | Guided Capitol Tour
2:00 p.m. | Guided Capitol Tour
3:00 p.m. | Guided Capitol Tour

2:30 P.M. – 6:00 P.M. | **ELITE/PREMIER BUSINESS PARTNER EXHIBITS**

Great River Court (Second Floor)

4:30 – 6:00 P.M. | **LEGISLATIVE RECEPTION**

Great River Court (Second Floor)
Hors d'oeuvres will be served, but dinner is on your own.

Thursday, February 27, 2025

7:00 A.M. | **REGISTRATION OPEN**

Great River Court (Second Floor)

7:00 – 11:30 A.M. | **PREMIER BUSINESS PARTNER EXHIBITS**

Great River Court (Second Floor)

8:00 – 9:15 A.M. | **EXTENSION COMMITTEE**

Governors IV (Lower/Basement Level)

8:15 – 9:15 A.M. | **NETWORKING BREAKFAST BUFFET**

Great River Ballroom (Second Floor)

9:30 – 11:30 A.M. | **AMC POLICY COMMITTEES**

- **Environment & Natural Resources** Kellogg 1 (Lobby Level)
- **General Government** Kellogg 2 & 3 (Lobby Level)
- **Public Health & Human Services** Minnesota East (Lower/Basement Level)
- **Public Safety** Minnesota West (Lower/Basement Level)
- **Transportation & Infrastructure** State Suite (Lower/Basement Level)

11:45 A.M. – 1:00 P.M. | **GENERAL SESSION / 4H AWARDS LUNCHEON**

Great River Ballroom (Second Floor)

- **Presentation of AMC Student Scholarship**
  AMC Past President Neal Gaalswyk, Cass County Commissioner
- **Presentation of AMC 4H Awards**
- **'State of the Counties' Address**
  AMC President Mike Slavik, Dakota County Commissioner

1:00 P.M. | **ADJOURN**

1:00 – 3:00 P.M. | **AMC BOARD OF DIRECTORS**

Kellogg 1 & 2 (Lobby Level)