



AGENDA
PINE COUNTY BOARD REGULAR MEETING

District 1	Commissioner Hallan
District 2	Commissioner Mohr
District 3	Commissioner Lovgren
District 4	Commissioner Waldhalm
District 5	Commissioner Ludwig

Tuesday, February 15, 2022, 10:00 a.m.

**North Pine Government Center
1602 Hwy. 23 No.
Sandstone, Minnesota**

Notice of Participation via Interactive Technology

Pine County Commissioner Steve Hallan will be attending the Pine County Board of Commissioners Regular Meeting on Tuesday, February 15, 2022, at 10:00 a.m. via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioner Hallan will be seen and heard at the meeting via electronic means and will participate from the Oak Grove RV Park, #48, 190 Radford Blvd., Pensacola, Florida, a location open and accessible to the public.

The public is invited to join the meeting in person or remotely: by phone call 1-312-626-6799, (Meeting ID): 913 8246 1935; (password): 5911400. Click the link on the county website (www.co.pine.mn.us) for more information and to watch a live stream broadcast of the meeting.

- A) Call meeting to order
- B) Pledge of Allegiance
- C) Public Forum. Members of the public are invited to speak. After being recognized by the Chair, each speaker should state his/her name and limit comments to three (3) minutes.
- D) Adopt Agenda
- E) Approve Minutes
Approve Minutes of February 1, 2022 County Board Meeting and Summary for publication.
- F) Minutes of Boards, Reports and Correspondence
Pine County Zoning Board Minutes – December 16, 2021
- G) Approve Consent Items

CONSENT AGENDA

The consent agenda is voted on without any discussion. Any commissioner may request an item be removed and added to the regular agenda.

1. Review January, 2022 Cash Balance (attached)

Fund	January 31, 2021	January 31, 2022	Increase/Decrease
General Fund	5,571,229	5,880,862	309,633
Health and Human Services Fund	2,114,575	2,157,261	42,686

Road and Bridge Fund	225,305	848,141	622,836
COVID Relief	582,711	2,524,583	1,941,872
Land	2,346,709	2,383,631	36,922
Self Insurance	178,441	540,951	540,951
TOTAL (inc non-major funds)	12,130,764	15,771,649	3,640,885

2. **January 2022 Disbursements/Claims Over \$2,000 (attached)**

Consider approval of the January 2022 disbursements including the individual listing of claims over \$2,000 and 486 claims under \$2,000 or not needing approval totaling \$1,534,373.03.

3. **Applications**

Consider approval of the following:

A. **Application for Tobacco License**

- i. Figueroa's LLC, 6355 Kobmagergade, Askov, MN (new owner of Main St. Grocery)

B. **Tax Court Abatement**

- i. Wal-Mart Real Estate, 950 Evergreen Square SW, Pine City, Parcel 42.6191.000 for taxes payable in 2020 & 2021.

C. **Local Option Disaster Abatements (taxes payable 2021):**

- i. Genell Klande, 5940 Henriette Rd, Grasston, Parcel 28.0734.004, fire 8/12/2020, has not returned/rebuilt
- ii. Gerald Teiken, 18661 Island Resort Rd., Pine City, Parcel 28.8900.202, fire 3/28/21, has not returned/rebuilt
- iii. Merlin & Helen Keyport, 5373 Oak Ln, Kerrick, Parcel 41.0009.000, fire 11/22/21, has not returned/rebuilt
- iv. Shannon Logue, 9174 540th St., Rush City, Parcel 43.0599.000, fire 2/19/21, has not returned/rebuilt
- v. Cliff Thomas, 210 Lark St., Sandstone, Parcel 45.5244.0000, fire 5/19/21, has not returned/rebuilt

4. **Licenses**

Consider approval of the following and authorize Board Chair to sign:

A. **2022 Waste Hauler Licenses**

Jim's Mille Lacs Disposal Inc., Quality Disposal Systems Inc., Waste Management

5. **Septic Fix-Up Special Assessment**

- A. Consider approval of Resolution 2022-09 extending a special assessment to Katri Zebrasky and Zane Swenson, PID 24.0081.000, \$16,000 and authorize Board Vice Chair and County Administrator to sign.

6. **Pine County Commissioners' Expense Claim Forms**

Review and consider approval of Commissioners' Expense Claim Forms.

7. **Resolution to Cancel State Contracts**

Consider approval of Resolution 2022-08 cancelling state contracts where the 2021 annual payment and/or 2021 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation. Authorize Board Vice Chair and County Administrator to sign.

8. **Dispatch Area Remodel**

Consider approval of a contract with Xybix Systems to remodel the dispatch work area in the amount of \$22,311.13 and to allocate ARPA funds for the project. Authorize Board Vice Chair and County Administrator to sign the contract.

9. **New Hire**

Consider approval of the hiring of:

- A. Part-time Recycling Center Attendant, James Melvin, effective February 16, 2022, FSLA non-exempt, non-union, Grade 1, \$15.78 per hour.

10. **Training**

- A. Consider Probation staff Supervisor Kevin Glass, Senior Agent Michelle Sellner, Senior Agent Christopher Stolan, and Administrative Assistant Sue Thompson to attend the Minnesota Association of County Probation Officers 65th Annual Spring Conference, May 18-20, 2022, at Maddens on Gull Lake. Sellner is on the MACPO Executive Board and Stolan is presenting on Risk Assessment at the conference. Total cost: \$1,948 (\$600 registration; \$1,348 lodging/meals). Funds are available in the 2022 Probation budget.

REGULAR

1. **Health Insurance Committee Report (Minutes attached)**

The Health Insurance Committee met February 2, 2022. Minutes are for information only. No action by the county board is necessary.

2. **Personnel Committee Report (Minutes Attached)**

The Personnel Committee met February 7, 2022. The Personnel Committee made the following recommendation:

A. **Highway**

- i. Acknowledge the resignation of Highway Maintenance Worker Jordan Juszczak, effective February 4, 2022, and approve backfill of the position and subsequent vacancies that may occur due to internal promotion or lateral transfer.

Other items are for information only.

3. **Health & Human Services Advisory Committee Report (Minutes Attached)**

The Health & Human Services Advisory Committee met February 8, 2022. Minutes are for information only. No action by the county board is necessary.

4. **2022 Aquatic Invasive Species Program**

- A. Consider approval of Resolution 2022-07 adopting the 2022 Aquatic Invasive Species Plan and authorize Board Vice Chair and County Administrator to sign.
B. Consider approval of MN DNR Delegation Agreement and authorize Board Vice Chair and County Administrator to sign.

5. **Watershed Based Implementation Funding Agreements for Rock Lake Subwatershed Assessment**

- A. Consider approval of the Lower St. Croix One Watershed One Plan 2021 Watershed Based Implementation Funding Sub-Agreement with Chisago Soil & Water Conservation District. Authorize Board Vice Chair and County Administrator to sign.
- B. Consider approval of Lower St. Croix One Watershed One Plan 2021 Watershed Based Implementation Funding Sub-Agreement with Pine Soil & Water Conservation District. Authorize Board Vice Chair and County Administrator to sign.

6. **Commissioner Updates**

AMC Tribal/County training
Mille Lacs Band of Ojibwe/Mille Lacs Corporate Ventures

- Consider I35/Hwy 23 Project Preliminary Application

Central MN Council on Aging
East Central Regional Juvenile Center Advisory Committee
Northeast MN Area Transportation Partnership
Soil & Water Conservation District
Law Library
East Central Solid Waste Commission
East Central Regional Library Trustee Board
NACO Telecommunications and Technology Steering Committee
Other

7. **Other**

8. **Upcoming Meetings (Subject to Change)—Location and/or call-in information. Contact the organization hosting the meeting for call-in information.**

- a. Pine County Board of Commissioners, Tuesday, February 15, 2022, 10:00 a.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- b. Arrowhead Counties Association, Wednesday, February 16, 2022, 6:00 p.m., Hampton Inn, Duluth, Minnesota
- c. Land and Zoning Advisory Committee, Thursday, February 17, 2022, 9:00 a.m., 1610 Hwy 23 No., Sandstone, Minnesota
- d. Extension Committee, Thursday, February 17, 2022, 2:30 p.m.
- e. Voting Equipment Demo, Tuesday, February 22, 2022, 9:00 a.m.
- f. Technology Committee, Tuesday, February 22, 2022, 9:00 a.m.
- g. NLX, Wednesday, February 23, 2022, 10:00 a.m., Board Room, Courthouse, Pine City, Minnesota
- h. Pine County Housing & Redevelopment Authority (HRA), Wednesday, February 23, 2022, 1:00 p.m., North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota
- i. Northeast Minnesota Emergency Communications Board/Radio Advisory Committee, Thursday, February 24, 2022, 10:00 a.m.
- j. Snake River Watershed Management Board & Snake River 1W1P Policy Committee, Monday, February 28, 2022, 9:00 a.m., Kanabec County Courthouse, 18 North Vine, Mora, Minnesota
- k. East Central Regional Development Commission, Monday, February 28, 2022, 7:00 p.m., 100 Park Street So., Mora, Minnesota
- l. Pine County Board of Commissioners, Tuesday, March 1, 2022, 10:00 a.m., Board Room, Courthouse, 635 Northridge Drive NW, Pine City, Minnesota

9. **Adjourn**

**MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, February 1, 2022 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota**

Chair Hallan called the meeting to order at 10:00 a.m.

Present were Commissioners Josh Mohr, Terry Lovgren and Matt Ludwig. Also present was County Administrator David Minke. Due to out-of-town commitments, Chair Steve Hallan and Commissioner J.J. Waldhalm joined the meeting via interactive technology, pursuant to Minnesota Statute 13D.02. Commissioners were seen and heard at the meeting via electronic means, at locations open and accessible to the public, and participated from

Chair Hallan: Panera Bread, 700 Gulf Breeze Parkway, Gulf Breeze, Florida

Commissioner Waldhalm: 904 Calle Cruz Roja, Barrio Obrerero, Arecibo PR.

County Attorney Reese Frederickson was present via electronic means.

The public was invited to join the meeting remotely by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Chair Hallan requested the following revisions to the agenda:

Addition to Regular Agenda 2.1: Legislative Update Discussion/Consideration for Commissioners and County Administrator to attend the AMC Legislative Conference March 2-3, 2022 in St. Paul.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the January 18, 2022 county board meeting and Summary for publication. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3- Commissioner Lovgren/Aye. Motion carried 5-0.

Minutes of Boards, Reports and Correspondence

Pine County Chemical Health Coalition Minutes – January 10, 2022

Pine County Historical Society correspondence – January 21, 2022

Pine County Land Surveyor Monthly Report – January 2022

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner

Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye. Motion carried 5-0.

Commissioner Ludwig asked about the cancellation of outstanding warrant process (Consent Agenda Item #2). County Auditor-Treasurer Kelly Schroeder explained the requirement and process for cancellation of outstanding warrants.

Motion by Commissioner Lovgren to approve the Consent Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye. Motion carried 5-0.

CONSENT AGENDA

1. **Commissioner Expense Claim Form**

Approve Commissioner Expense Claim Form.

2. **Cancellation of 2019 Outstanding Warrants**

Approve the cancellation of 2019 outstanding warrants.

3. **2022-23 Snowmobile Safety Enforcement Grant**

Approve the 2022-23 Snowmobile Safety Enforcement Grant in a total amount of \$9,024 (\$4,512 each fiscal year). The grant period is July 1, 2021 – June 30, 2023. There is no match requirement. Authorize Board Chair and County Administrator to sign.

4. **Final Payment Contract #2101**

Approve the final payment to Landwehr Construction, Inc. in the amount of \$8,749.90 for Contract #2101 related to SAP 058-599-047, Windemere Township box culvert located on Rush Blvd., 0.7 miles west of Military Road, and authorize County Administrator to sign the Certificate of Final Contract Acceptance.

5. **New Hire**

Approve the hiring of:

- A. Eligibility Worker Danielle Snedeker, effective February 7, 2022, Grade 6, Step 1, \$20.49 per hour.
- B. Social Worker Morgan Foxx, effective February 22, 2022, Grade 10, Step 2, \$26.99 per hour, contingent upon successful background check.
- C. Part-time Dispatcher Coltin Brown, effective February 14, 2022, Grade 7, Step 1, \$21.77 per hour, contingent upon successful background check.

6. **Training**

Consider approval of the following training:

- A. Social Worker Cassie Peterson to attend the Minnesota Social Services Association Conference, March 16-18, 2022 in Minneapolis. Registration \$195, Meals \$60, Total \$255.
- B. Senior Agent Jami Tuve Anderson to attend Crisis Intervention training at Minnesota Correctional Facility-Stillwater, April 25-29, 2022. Registration \$0, Lodging \$431.84. Total cost: \$431.84.

REGULAR AGENDA

1. Ordinance 2022-05 Amending the Shoreland Management Ordinance – Public Hearing

Land and Resources Manager Caleb Anderson explained Ordinance 2022-05 would amend the Pine County Shoreland Management Ordinance regarding land use districts (floodplain and zoning district designations), amend the official county zoning map, and address variance voluntary mitigation opportunities.

Chair Hallan opened the public hearing at 10:16 a.m. There being no public comment, Chair Hallan closed the public hearing at 10:16 a.m.

Commissioner Waldhalm requested additional information relating to the variance and appeal process.

Motion by Commissioner Lovgren to approve Ordinance 2022-05 Amending the Pine County Shoreland Management Ordinance and the updated Pine County Shoreland Management Ordinance. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye. Motion carried 5-0.

2. FY Clean Water Fund One Watershed, One Plan Program Grant Agreement

Land and Resources Manager Caleb Anderson requested approval of the Clean Water Fund One Watershed, One Plan Program Grant Agreement, and professional services contracts with Pine and Carlton Soil and Water Conservation Districts. This \$194,434 grant will fund future projects, to be completed by June 30, 2024.

Motion by Commissioner Ludwig to approve the FY 2022 Clean Water Fund One Watershed, One Plan Program Grant Agreement, subcontracts with the Soil & Water Conservation Districts of Pine and Carlton counties, and designate the Pine County Auditor/Treasurer as the grantee's authorized representative. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan: District 3-Commissioner Lovgren/Aye; District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye. Motion carried 5-0.

2.1 Legislative Update / AMC Legislative Conference

Chair Hallan stated Minnesota's 2022 Legislative Session started January 31st with a \$7.7 billion budget surplus. Commissioners identified items of priority for discussion with legislators to include County Probation Officer reimbursement, upgrading of the SSIS Health & Human Services software program, payment in lieu of taxes formula, mental health initiative, and public safety aid.

Motion by Commissioner Ludwig to approve attendance at the AMC Legislative Conference by any commissioner desiring to attend and county administrator David Minke, March 2-3, 2022. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan: District 4-Commissioner Waldhalm/Aye; District 5-Commissioner Ludwig/Aye; District 1-Chair Hallan/Aye; District 2-Commissioner Mohr/Aye; District 3-Commissioner Lovgren/Aye. Motion carried 5-0.

3. Commissioner Updates

Arrowhead Counties Association: Commissioner Ludwig stated Senator Bak is carrying the PILT bill; there is an additional \$3 million for the northern counties. Arrowhead is optimistic on county probation funding with bi-partisan support. Mental health funding (AMHI Reform and Moose Lake Alternative Funds) are uncertain.

Snake River Watershed Management Board & 1W1P Policy Committee: Commissioner Lovgren stated the Board appointed the Chair and Vice Chair for 2022. Also discussed were eight projects (4 are proposed Pine County projects).

Lakes & Pines Community Action Council: Chair Hallan stated Lakes & Pines has lost two board members in the last two months, and the executive director will be retiring this fall.

Lower St. Croix Partnership (1W1P): Chair Hallan stated the organizational structure of the partnership was reviewed. Several projects are being implemented.

Mille Lacs Band of Ojibwe: Commissioner Lovgren stated items discussed included follow up on the placement of requested road signs, the need for emergency medical services in the eastern region of the county, the opioid settlement, the band's support of NLX, and the continued interest in a proposed additional interchange south of the Hinckley exit.

NLX: Commissioner Lovgren stated a new chairman was appointed; NLX is optimistic that funds will be available because of surplus money available.

Housing & Redevelopment Authority/Economic Development Authority: Commissioner Ludwig stated strategic planning, priorities and organizational discussion took place. The HRA/EDA want to focus on the county website and update with information.

Other:

Broadband: Chair Hallan stated he and Commissioner Lovgren continue to attend several broadband meetings per month. The county has an opportunity to receive a \$100,000 grant from the Blandin Foundation to do four, \$25,000 small projects. East Central Energy in the process of a large study and if they receive grant funding, will begin to build out broadband in their 14-county service area.

Juvenile Detention Alternatives Initiative (JDAI): Commissioner Lovgren stated appreciation to the county departments involved in working to keep juveniles out of unnecessary secure detention. Commissioner Ludwig stated the JDAI will not jeopardize public safety.

Northeast Minnesota Emergency Communications Board/Radio Advisory Committee: Chair Hallan stated the Chair and Vice Chair were appointed. Chief Deputy Scott Grice is Pine County's representative on the Radio Advisory Committee.

4. **Other**

None.

5. **Upcoming Meetings**

Upcoming meetings were reviewed.

6. **Adjourn**

With no further business, Chair Hallan adjourned the meeting at 11:07 a.m. The next regular meeting of the county board is scheduled for February 15, 2022 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

Stephen Hallan, Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board of Commissioners

**SUMMARY
OF
MINUTES
OF THE
PINE COUNTY BOARD MEETING
Regular Meeting
Tuesday, February 1, 2022 - 10:00 a.m.
Board Room, Courthouse, Pine City, Minnesota**

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The public was invited to join the meeting remotely by phone, Zoom, or watch via live stream on YouTube.

The Pledge of Allegiance was said.

Chair Hallan called for public comment. There was no public comment.

Motion by Commissioner Ludwig to adopt the amended Agenda. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Minutes of the January 18, 2022 county board meeting and Summary for publication. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to acknowledge the Minutes of Boards, Reports and Correspondence. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Lovgren to approve the Consent Agenda. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Approve Commissioner Expense Claim Form.

Approve the cancellation of 2019 outstanding warrants.

Approve the 2022-23 Snowmobile Safety Enforcement Grant in a total amount of \$9,024 (\$4,512 each fiscal year). The grant period is July 1, 2021 – June 30, 2023. There is no match requirement.

Approve the final payment to Landwehr Construction, Inc. in the amount of \$8,749.90 for Contract #2101 related to SAP 058-599-047, Windemere Township box culvert located on Rush Blvd., 0.7 miles west of Military Road.

Approve the hiring of:

- A. Eligibility Worker Danielle Snedeker, effective February 7, 2022, Grade 6, Step 1, \$20.49 per hour.
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- C. Part-time Dispatcher Coltin Brown, effective February 14, 2022, Grade 7, Step 1, \$21.77 per hour, contingent upon successful background check.

Consider approval of the following training:

- A. Social Worker Cassie Peterson to attend the Minnesota Social Services Association Conference. Total cost \$255.
- B. Senior Agent Jami Tuve Anderson to attend Crisis Intervention training. Total cost: \$431.84.

Public Hearing -- Ordinance 2022-05 Amending the Shoreland Management Ordinance

Land and Resources Manager Caleb Anderson explained Ordinance 2022-05 would amend the Pine County Shoreland Management Ordinance regarding land use districts (floodplain and zoning district designations), amend the official county zoning map, and address variance voluntary mitigation opportunities.

Chair Hallan opened the public hearing at 10:16 a.m. There being no public comment, Chair Hallan closed the public hearing at 10:16 a.m.

Commissioner Waldhalm requested additional information relating to the variance and appeal process.

Motion by Commissioner Lovgren to approve Ordinance 2022-05 Amending the Pine County Shoreland Management Ordinance and the updated Pine County Shoreland Management Ordinance. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve the FY 2022 Clean Water Fund One Watershed, One Plan Program Grant Agreement, subcontracts with the Soil & Water Conservation Districts of Pine and Carlton counties, and designate the Pine County Auditor/Treasurer as the grantee's authorized representative. Second by Commissioner Mohr. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

Motion by Commissioner Ludwig to approve attendance at the AMC Legislative Conference by any commissioner desiring to attend and county administrator David Minke. Second by Commissioner Lovgren. A Roll Call vote was called by Chair Hallan. Motion carried 5-0.

With no further business, Chair Hallan adjourned the meeting at 11:07 a.m. The next regular meeting of the county board is scheduled for February 15, 2022 at 10:00 a.m. at the North Pine Government Center, 1602 Hwy. 23 No., Sandstone, Minnesota.

Stephen Hallan, Chair
Joshua Mohr, Vice Chair
Board of Commissioners

David J. Minke, Administrator
Clerk to County Board of Commissioners

The full text of the board's Minutes are available at the County Administrator's Office and the county's website (www.co.pine.mn.us). Copies may also be requested from the administrator's office.



MINUTES
PINE COUNTY ZONING BOARD
DECEMBER 16, 2021 6:00 p.m.
North Pine Government Center
1602 Hwy 23 N Sandstone, MN
Virtual Participation Available

Members Present: Dirk Nelson, Patrick Schifferdecker, Les Orvis, Susan Grill, Skip Thomson (Chair), Matt Ludwig (ex-officio)
Members Absent: Nancy Rys, Ryan Clark,
Staff Present: Caleb Anderson, Land & Resources Manager
Others Present: Lonnie and Jacquelyn Ness

Skip Thomson called the meeting to order at 6:00p.m.

APPROVAL OF AGENDA

Nelson/ Schifferdecker, 5-0, to approve the agenda with the typographical correction that the variance is in Finlayson and not in Pine City.

APPROVAL OF MINUTES

Orvis/Grill, 5-0, to approve the minutes of the November 18, 2021 meeting.

LONNIE AND JACQUELINE NESS VARIANCE 67050 Northridge Rd, Finlayson; PID 27.5130.000
The applicants have requested a variance from Sections 5.2.1 of the Pine County Shoreland Management Ordinance to construct a 230 square foot dwelling addition on a compliant structure, with a proposed building setback of 90' from the ordinary high water level, while the ordinance requires a 100' setback.

Anderson described the details of the staff report. He explained that the "practical difficulty," language from MN Statute 394 was provided for a broader context of the authority and limitations for variances.

Lonnie Ness spoke on behalf of his variance request. He shared that all of the neighbors within 500' of the subject property have signed letters indicating their approval of the variance. He stated that the existing deck needed to be replaced due to safety concerns and that there was an existing patio beneath it therefore the variance would not increase the impervious surface of the lot. He added that by having the gable pitched north and south on the addition they are able to better direct stormwater away from the property's slope. Ness shared that they could not build another direction because the septic system, driveway, and underground utilities are in the way. Ness addressed the staff report's information related to tree clearing by sharing that the trees were diseased and damaged and that he had verified with the MN DNR that it was okay to remove diseased or damaged trees. He also added that the photos do not show saplings that are emerging along the hillside. Ness shared his frustration that he did not believe County Zoning staff processed his permit timely and did not conduct inspections correctly. Essentially, he contends that the building was constructed without permit on the verbal indication from the County that the project would not be an issue.

The public hearing was opened and closed at 6:33pm as no members of the public were present to speak.

Anderson remarked that County staff take communication with applicants very seriously in an effort to not mislead people. He stated that he has his own perspective on the history of the communication but will reserve it because variances can only be issued under the conditions of MN 394.27 and not due to miscommunication. The project was not granted a permit therefore was not authorized.

Thomson stated that he is judging the variance request based on its merits and is not giving preference to the project because it was already constructed without permit.

Grill stated that the property owner purchased the property under the current ordinance requirements and has responsibility to be aware of the property's limitations. Also the deck could have been replaced without variance as it was a legal nonconformity.

Nelson remarked that the variance is minimal, and that strict enforcement would be unreasonable.

Orvis shared that he respects that the landowner contacted the County and did apply for a permit therefore was acting in good faith.

The Zoning Board created the following findings from MN 394.27:

- 1.) The proposed use is allowed in the subject zoning district.
- 2.) The variance is not in harmony with the County Comprehensive Plan and the intent of the Pine County Shoreland Management Ordinance. Building within the structure setbacks, when alternatives exist, is not desirable for protection of the County's lake resources.
- 3.) The variance is consistent with the essential character of the locality.
- 4.) A practical difficulty does not exist on the property that prevents them from complying with the ordinance. The property owner could have repaired their deck, addressed erosion, and provided more living space to the dwelling without the variance.
- 5.) The proposed use is reasonable.

Motion by Grill, Second by Schifferdecker, 3-2, to deny the variance to construct a dwelling addition at 90' from the OHWL of Big Pine Lake as proposed.

SUPERIOR TREEHOUSE INC CONDITIONAL USE PERMIT

This CUP was approved at the 11/18/2021 meeting. Since that time the applicant has produced a letter from the MN DNR stating that the project is in compliance with its 1978 scenic easement. The Board chose not to amend the language of its approval as suggested in the staff report for the 12/16/21 meeting.

PINE COUNTY SSTS ORDINANCE AMENDMENT CONSIDERATION

Anderson shared that the SSTS ordinance amendment regarding RVs was not adopted by the County Board due to concerns for the language encompassing RVs that are stored on property without license but not actively used as dwellings.

Ludwig asked whether the county has a ubiquitous problem of people living in RVs without wastewater facilities, or if the issue is small and isolated. Anderson described that in some lower income and lake communities it is a recurring issue.

Orvis shared that Royalton Township has sought, through ordinance, to limit usage of campers as dwellings and that it has been a challenge. He believes it is an issue worth addressing in a county ordinance.

Schifferdecker suggested that the word "buildings," in Section 4.06.01 be expanded within the section to include campers that are being lived in.

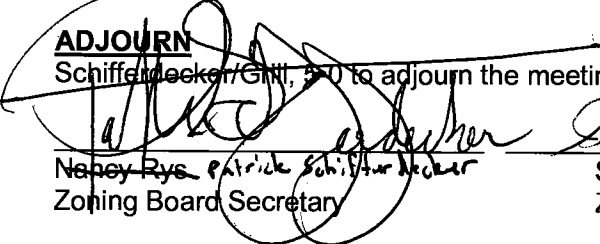
Staff will draft language revisions for a future meeting.

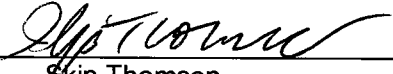
2022 Meeting Schedule

The Board expressed that the proposed 2022 meeting schedule is acceptable with the correction of a typographical error.

ADJOURN

Schifferdecker/Gitt, 2nd to adjourn the meeting at 7:28pm.


Nancy Rys
Zoning Board Secretary


Skip Thomson
Zoning Board Chair



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: January 2022 Cash Balance

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

January 2022 Cash Balance Report

Action Requested:

None- informational purposes only.

Financial Impact:

N/A

TREASURER'S CASH TRIAL BALANCE COMPARISON

YEAR-TO-YEAR COMPARISON

FUND	January 2021 BALANCE	January 2022 BALANCE	DIFFERENCE
1 - GENERAL	5,571,228.92	5,880,862.39	309,633.47
12 - H&HS	2,114,575.20	2,157,260.88	42,685.68
13 - ROAD & BRIDGE	225,304.77	848,140.85	622,836.08
19 - COVID RELIEF	582,711.44	2,524,583.39	1,941,871.95
22 - LAND	2,346,708.78	2,383,630.51	36,921.73
60 - SELF INSURANCE	178,441.30	540,951.03	540,951.03
 TOTAL (incl non-major funds)	 \$12,130,763.68	 \$15,771,649.14	 3,640,885.46

-In 2021, the COVID Relief fund included the state grant to support small businesses, whereas in 2022 the COVID Releft fund includes ARPA funds.

-Beginning January 2021, Pine County was self-insured through United Health Care; thus the in balance year-over-year shows the maturity of the program.

MONTH-TO-MONTH COMPARISON

FUND	December 2021 BALANCE	January 2022 BALANCE	DIFFERENCE
1 - GENERAL	7,845,482.87	5,880,862.39	(1,964,620.48)
12 - H&HS	2,746,207.98	2,157,260.88	(588,947.10)
13 - ROAD & BRIDGE	1,177,956.59	848,140.85	(329,815.74)
19 - COVID RELIEF	2,550,242.21	2,524,583.39	(25,658.82)
22 - LAND	2,414,449.02	2,383,630.51	(30,818.51)
60 - SELF INSURANCE	554,149.87	540,951.03	(13,198.84)
			0.00
 TOTAL (incl non-major funds)	 \$21,070,995.47	 \$15,771,649.14	 (5,299,346.33)

-The overall decrease month-over-month highlights the minimal revenues received during January annually and is not a concern.

***** Pine County *****



TREASURER'S CASH TRIAL BALANCE

As of 01/2022

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
1 General Revenue Fund	7,845,482.87			
Receipts		254,692.64	254,692.64	
Disbursements		1,346,950.18-	1,346,950.18-	
Payroll		1,256,613.63-	1,256,613.63-	
Journal Entries		86,492.25	86,492.25	
Settlement		297,758.44	297,758.44	
Fund Total		1,964,620.48-	1,964,620.48-	5,880,862.39
 12 Health & Human Services	 420	 H&HS-Income Maintenance		
	2,405,483.31			
Receipts		34,354.53	34,354.53	
Disbursements		74,771.13-	74,771.13-	
Payroll		191,774.11-	191,774.11-	
Journal Entries		26,625.64	26,625.64	
Dept Total		205,565.07-	205,565.07-	2,199,918.24
 12 Health & Human Services	 430	 H&HS-Social Services		
	1,221,288.88-			
Receipts		174,818.42	174,818.42	
Disbursements		36,140.42-	36,140.42-	
SSIS		162,901.26-	162,901.26-	
Payroll		288,307.98-	288,307.98-	
Journal Entries		52,149.13	52,149.13	
Dept Total		260,382.11-	260,382.11-	1,481,670.99-
 12 Health & Human Services	 440	 Childrens Collaborative (H&HS)		
	0.00			
Dept Total		0.00	0.00	0.00
 12 Health & Human Services	 481	 Public Health (H&HS)		
	1,219,529.84			
Receipts		46,700.37	46,700.37	
Disbursements		40,271.94-	40,271.94-	
Payroll		104,882.63-	104,882.63-	
Journal Entries		18,380.91	18,380.91	

HHS TOTAL:
\$2,157,260.88

***** Pine County *****



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TREASURER'S CASH TRIAL BALANCE

As of 01/2022

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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Dept Total		80,073.29-	80,073.29-	1,139,456.55
12 Health & Human Services 801 Non-Departmental				
	0.00			
Dept Total		0.00	0.00	0.00
Fund Total	2,403,724.27	546,020.47-	546,020.47-	1,857,703.80
13 Road & Bridge Fund				
	1,177,956.59			
Receipts		350,683.01	350,683.01	
Disbursements		501,600.75-	501,600.75-	
Payroll		222,376.43-	222,376.43-	
Journal Entries		1,400.00-	1,400.00-	
Settlement		44,878.43	44,878.43	
Fund Total		329,815.74-	329,815.74-	848,140.85
14 Ditch Maintenance (Sr) Fund				
	32,311.18			
Fund Total		0.00	0.00	32,311.18
19 COVID-19 Relief Fund				
	2,550,242.21			
Disbursements		9,959.74-	9,959.74-	
Payroll		8,859.35-	8,859.35-	
Journal Entries		6,839.73-	6,839.73-	
Fund Total		25,658.82-	25,658.82-	2,524,583.39
22 Land Management Fund				
	2,414,449.02			
Receipts		82,824.05	82,824.05	
Disbursements		8,914.05-	8,914.05-	
Payroll		14,728.51-	14,728.51-	
Journal Entries		90,000.00-	90,000.00-	

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***** **Pine County** *****



TREASURER'S CASH TRIAL BALANCE

As of 01/2022

Page 4

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Fund Total		30,818.51-	30,818.51-	2,383,630.51
24 SSTS Upgrades				
	310,627.35			
Disbursements		32,754.00-	32,754.00-	
Fund Total		32,754.00-	32,754.00-	277,873.35
29 Children's Collab (H&Hs) Agency Fund	440			
	286,481.20			
Disbursements		51,013.40-	51,013.40-	
Journal Entries		12.15	12.15	
Dept Total		51,001.25-	51,001.25-	235,479.95
Fund Total	286,481.20	51,001.25-	51,001.25-	235,479.95
31 GO Capital Improvement-Capital Projects				
	522,397.29-			
Receipts		522,399.00	522,399.00	
Fund Total		522,399.00	522,399.00	1.71
37 County Railroad Authority				
	5,055.07			
Fund Total		0.00	0.00	5,055.07
38 Building Fund				
	326,686.38			
Settlement		630.46	630.46	
Fund Total		630.46	630.46	327,316.84
39 2015A G.O. Jail Bonds				
	1,498,069.87			
Disbursements		953,250.00-	953,250.00-	

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***** **Pine County** *****

TREASURER'S CASH TRIAL BALANCE

As of 01/2022



Page 5

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
Settlement		26,663.76	26,663.76	
Fund Total		926,586.24-	926,586.24-	571,483.63
40 2020A G.O. Refunding Courthouse Bonds				
	1,281,774.89			
Disbursements		815,220.00-	815,220.00-	
Settlement		22,700.05	22,700.05	
Fund Total		792,519.95-	792,519.95-	489,254.94
41 2017A G.O. CIP Bonds				
	117,947.88			
Disbursements		281,181.25-	281,181.25-	
Settlement		7,668.74	7,668.74	
Fund Total		273,512.51-	273,512.51-	155,564.63-
43 Equipment Fund				
	23,196.88			
Settlement		655.77	655.77	
Fund Total		655.77	655.77	23,852.65
44 Election Equipment				
	68,596.83			
Disbursements		639.78-	639.78-	
Settlement		1,688.30	1,688.30	
Fund Total		1,048.52	1,048.52	69,645.35
60 United Health Care Self Insurance 1/1/21				
	554,149.87			
Receipts		299,287.23	299,287.23	
Disbursements		313,307.34-	313,307.34-	
Journal Entries		821.27	821.27	
Fund Total		13,198.84-	13,198.84-	540,951.03

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***** **Pine County** *****

TREASURER'S CASH TRIAL BALANCE

As of 01/2022



Page 6

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
76 Group Health Ins Fund 5/1/95 (Gen)				
	567,946.78-			
Receipts		97,196.84	97,196.84	
Disbursements		213,942.98-	213,942.98-	
Journal Entries		4,432.30	4,432.30	
Fund Total		112,313.84-	112,313.84-	680,260.62-
 80 County Collections Agency Fund				
	24,455.46			
Receipts		12,137.53	12,137.53	
Disbursements		15,123.53-	15,123.53-	
Fund Total		2,986.00-	2,986.00-	21,469.46
 82 Taxes And Penalties Agency Fund				
	1,084,081.10			
Receipts		236,724.60	236,724.60	
Disbursements		476,294.95-	476,294.95-	
Journal Entries		90,207.75-	90,207.75-	
Settlement		402,643.95-	402,643.95-	
Fund Total		732,422.05-	732,422.05-	351,659.05
 84 East Central Drug Task Force Agency Fund				
	100,048.11			
Receipts		13,729.00	13,729.00	
Disbursements		11,655.00-	11,655.00-	
Fund Total		2,074.00	2,074.00	102,122.11
 89 H & Hs Collections Agency Fund	801	Non-Departmental		
	56,002.51			
Receipts		10,752.94	10,752.94	
Disbursements		2,678.32-	2,678.32-	
Dept Total		8,074.62	8,074.62	64,077.13
Fund Total	56,002.51	8,074.62	8,074.62	64,077.13

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***** Pine County *****

TREASURER'S CASH TRIAL BALANCE

As of 01/2022



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<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
All Funds	21,070,995.47			
Receipts		2,136,300.16	2,136,300.16	
Disbursements		5,185,668.76-	5,185,668.76-	
SSIS		162,901.26-	162,901.26-	
Payroll		2,087,542.64-	2,087,542.64-	
Journal Entries		466.17	466.17	
Total		5,299,346.33-	5,299,346.33-	15,771,649.14



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: January 2022 Disbursements/Claims Over \$2,000

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The attached report shows the totals for all disbursements paid in January 2022 (\$5,348,570.02) by fund. There were 585 total claims, 99 claims that were over \$2,000 to be approved and are individually detailed on the separate listing, and 486 claims under \$2,000 or not needing approval totaling \$1,534,373.03.

Action Requested:

Consider approving January 2022 disbursements including the individual listing of claims over \$2,000, and 486 claims under \$2,000 or not needing approval totaling of \$1,534,373.03.

Financial Impact:

N/A

DISBURSEMENTS JOURNAL REPORT G/L Months: 01/2022 - 01/2022

RECAP BY FUND

FUND	AMOUNT	NAME
1	1,346,950.18	GENERAL REVENUE FUND
12	314,084.75	HEALTH & HUMAN SERVICES
13	501,600.75	ROAD & BRIDGE FUND
19	9,959.74	COVID-19 RELIEF FUND
22	8,914.05	LAND MANAGEMENT FUND
24	32,754.00	SSTS UPGRADES
29	51,013.40	CHILDREN'S COLLAB (H&HS) AGENCY FUND
39	953,250.00	2015A G.O. JAIL BONDS
40	815,220.00	2020A G.O. REFUNDING COURTHOUSE BONDS
41	281,181.25	2017A G.O. CIP BONDS
44	639.78	ELECTION EQUIPMENT
60	313,307.34	UNITED HEALTH CARE SELF INSURANCE 1/1/21
76	213,942.98	GROUP HEALTH INS FUND 5/1/95 (GEN)
80	15,123.53	COUNTY COLLECTIONS AGENCY FUND
82	476,294.95	TAXES AND PENALTIES AGENCY FUND
84	11,655.00	EAST CENTRAL DRUG TASK FORCE AGENCY F
89	2,678.32	H & HS COLLECTIONS AGENCY FUND
	5,348,570.02	Total Disbursements

RECAP BY TYPE

TYPE	AMOUNT	NAME
1	5,082,568.56	AUD
2	325,592.94	COM
3	59,591.48 -	MVC
	5,348,570.02	Total Disbursements

FUND	DATE	VENDOR	AMOUNT
GENERAL	1/14/2022	ALLSTREAM BUSINESS US INC	13,857.29
GENERAL	1/7/2022	AMAZON CAPITAL SERVICES	8,075.08
GENERAL	1/14/2022	ARROWHEAD REGIONAL DEV COMMISSION-	2,750.00
GENERAL	1/7/2022	Aspen Mills	3,963.19
GENERAL	1/14/2022	AXON ENTERPRISE INC	6,400.00
GENERAL	1/7/2022	BERGERSON ELECTRIC, INC	12,500.00
GENERAL	1/14/2022	CLOQUET RIVERSIDE RECYCLING, INC	6,662.13
GENERAL	1/28/2022	Cw Technology Group	7,224.75
GENERAL	1/14/2022	EAST CENTRAL DRUG TASK FORCE	6,528.50
GENERAL	1/7/2022	East Central Energy Of Braham	13,130.32
GENERAL	1/28/2022	EAST CENTRAL REGIONAL LIBRARY	176,301.50
GENERAL	1/28/2022	Egan Company	2,419.48
GENERAL	1/7/2022	EVERGREEN RECYCLING LLC	2,338.50
GENERAL	1/7/2022	FLAGSTAR BANK, FSB	161,966.63
GENERAL	1/14/2022	FRANDSEN BANK & TRUST	59,229.37
GENERAL	1/28/2022	FRANDSEN BANK & TRUST	3,515.00
GENERAL	1/28/2022	KRONOS SAASHR INC	2,584.47
GENERAL	1/21/2022	League Of Minnesota Cities	3,150.00
GENERAL	1/14/2022	Mactek Systems Inc	3,542.00
GENERAL	1/14/2022	MEND CORRECTIONAL CARE PLLC	27,856.71
GENERAL	1/21/2022	MINNESOTA ENERGY RESOURCES CORP	15,327.81
GENERAL	1/14/2022	MN COUNTIES COMPUTER COOP	55,448.75
GENERAL	1/14/2022	MN SHERIFFS ASSOCIATION	8,652.34
GENERAL	1/14/2022	Mora Psychological Services PLLC	2,025.00
GENERAL	1/7/2022	Motorola Solutions Inc	4,713.75
GENERAL	1/21/2022	OFFICE OF MN.IT SERVICES	5,294.08
GENERAL	1/14/2022	Pine Co Historical Society	25,000.00
GENERAL	1/7/2022	Pine Co Soil & Water Cons District	19,049.00
GENERAL	1/21/2022	PREMIER OUTDOOR SERVICES OF MINNESOTA	4,610.00
GENERAL	1/28/2022	Purchase Power	4,035.00
GENERAL	1/14/2022	REVIZE LLC	2,075.00
GENERAL	1/14/2022	Snake River Watershed Board	9,968.00
GENERAL	1/28/2022	Streamworks, LLC	8,500.00
GENERAL	1/14/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	4,067.63
GENERAL	1/21/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	9,921.38
GENERAL	1/28/2022	SUMMIT FOOD SERVICE MANAGEMENT LLC	14,741.39
GENERAL	1/14/2022	UTILITY ASSOCIATES INC	4,582.50
GENERAL	1/28/2022	Verizon Wireless	6,262.97
GENERAL	1/21/2022	West Group	2,027.57
HHS	1/21/2022	Am Indian Fam & Child Serv Inc	2,639.96
HHS	1/7/2022	Assoc Of Minn Counties	7,625.67
HHS	1/21/2022	Canon Financial Services, Inc	2,183.34
HHS	1/7/2022	Central Mn Council On Aging	2,534.00
HHS	1/28/2022	Champ Software Inc	12,497.00
HHS	1/21/2022	DHS State Operated Services	4,491.90
HHS	1/28/2022	East Central Reg Juvenile Center	9,520.00

FUND	DATE	VENDOR	AMOUNT
HHS	1/21/2022	Family Pathways - North Branch	2,355.00
HHS	1/14/2022	Jeff's Outdoor Services LLC	2,527.76
HHS	1/21/2022	Kanabec Co Family Serv Dept	2,251.20
HHS	1/21/2022	Lighthouse Child & Family Services, LLC	6,337.44
HHS	1/21/2022	Mille Lacs Band Family Services	9,835.32
HHS	1/21/2022	Nexus-Gerard Family Healing LLC	10,115.92
HHS	1/21/2022	Nexus-Kindred Family Healing	6,057.40
HHS	1/21/2022	Nexus-Mille Lacs Family Healing	21,236.55
HHS	1/28/2022	North Homes Inc	9,944.11
HHS	1/21/2022	Northwoods Children Home	10,057.64
HHS	1/7/2022	Pitney Bowes	2,408.94
HHS	1/21/2022	Prairie Lakes Youth Programs	8,009.53
HHS	1/14/2022	Rolling Hills Hospital LLC	14,880.00
HHS	1/21/2022	SHRED-IT USA LLC	3,141.35
HHS	1/21/2022	Sue's Bus Service Inc	3,099.60
HHS	1/7/2022	TRIMIN SYSTEMS INC	2,640.00
HHS	1/7/2022	Verizon Wireless	4,563.49
R&B	1/7/2022	Arlen Krantz Ford Inc	3,304.80
R&B	1/14/2022	Askov Deep Rock	14,952.76
R&B	1/21/2022	Askov Deep Rock	3,268.90
R&B	1/7/2022	Assoc Of Minn Counties	4,947.66
R&B	1/21/2022	Cavallin Inc	122,919.40
R&B	1/14/2022	COMPASS MINERALS AMERICA	14,157.12
R&B	1/28/2022	COMPASS MINERALS AMERICA	21,776.08
R&B	1/21/2022	DC GARAGE DOORS LLC	4,500.00
R&B	1/21/2022	DOOLEYS PETROLEUM INC	44,317.82
R&B	1/14/2022	ERICKSON ENGINEERING CO LLC	3,029.34
R&B	1/28/2022	FARM-RITE EQUIPMENT OF ST CLOUD INC	13,209.00
R&B	1/14/2022	MINNESOTA ENERGY RESOURCES CORP	2,256.26
R&B	1/21/2022	MINNESOTA ENERGY RESOURCES CORP	2,231.01
R&B	1/7/2022	M-R Sign Company, Inc.	7,457.34
R&B	1/28/2022	MSA PROFESSIONAL SERVICES INC	5,244.20
R&B	1/7/2022	TITAN MACHINERY	60,590.25
COVID	1/7/2022	HOMETOWN FIBER LLC	9,755.60
SEPTIC FIXUP	1/14/2022	JONES CONSTRUCTION SERVICES INC	16,500.00
SEPTIC FIXUP	1/21/2022	PRECISION GRADE LLC	16,300.00
JAIL BOND	1/21/2022	Ehlers & Associates, Inc	2,800.00
JAIL BOND	1/14/2022	Bond Trust Services Corporation	785,000.00
JAIL BOND	1/14/2022	Bond Trust Services Corporation	165,450.00
CRTHSE BOND	1/14/2022	Bond Trust Services Corporation	710,000.00
CRTHSE BOND	1/14/2022	Bond Trust Services Corporation	105,220.00
CIP BOND	1/14/2022	Bond Trust Services Corporation	235,000.00
CIP BOND	1/14/2022	Bond Trust Services Corporation	46,181.25
SELF INSURANCE	1/7/2022	UNITEDHEALTH GROUP	63,256.50
SELF INSURANCE	1/14/2022	UNITEDHEALTH GROUP	140,011.88
SELF INSURANCE	1/21/2022	UNITEDHEALTH GROUP	40,521.13

FUND	DATE	VENDOR	AMOUNT
SELF INSURANCE	1/28/2022	UNITEDHEALTH GROUP	69,517.83
GROUP INSURANCE	1/14/2022	BLUE CROSS & BLUE SHIELD OF MINNESOTA	5,170.50
GROUP INSURANCE	1/7/2022	FURTHER	2,401.40
GROUP INSURANCE	1/14/2022	FURTHER	112,943.20
GROUP INSURANCE	1/28/2022	GUARDIAN	10,253.91
GROUP INSURANCE	1/21/2022	MADISON NATIONAL LIFE INS CO INC	3,762.64
GROUP INSURANCE	1/14/2022	TEAMSTERS JOINT COUNCIL 32	54,739.00



AGENDA REQUEST FORM

Date of Meeting:

February 15, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.____ 10 mins.____ 15 mins.____ Other____



Personnel Committee



Other _____

Agenda Item: Applications

Department: Auditor-Treasurer

Department Head signature

Background information on Item:

Tobacco License: Figueroa's LLC, 6355 Kobmagergade, Askov, MN 55704 (new owner of Main St Grocery)

Tax Court Abatement: Wal-Mart Real Estate, 950 Evergreen Square SW, Pine City, Parcel 42.6191.000 for taxes payable in 2020 & 2021.

Local Option Disaster Abatements (taxes payable 2021):

Genell Klande, 5940 Henriette Rd, Grasston, Parcel 28.0734.004, fire 8/12/2020, has not returned/rebuilt.

Gerald Teiken, 18661 Island Resort Rd, Pine City, Parcel 28.8900.202, fire 3/28/21, has not returned/rebuilt.

Merlin & Helen Keyport, 5373 Oak Ln, Kerrick, Parcel 41.0009.000, fire 11/22/21, has not returned/rebuilt.

Shannon Logue, 9174 540th St, Rush City, Parcel 43.0599.000, fire 2/19/21, has not returned/rebuilt.

Cliff Thomas, 210 Lark St, Sandstone, Parcel 45.5244.000, fire 5/19/21, has not returned/rebuilt.

Action Requested:

Approve/Acknowledge applications and authorize County Board Chair Hallan and County Auditor-Treasurer Schroeder to sign the tobacco license.



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: 2022 Waste Hauler Licenses

Department: Solid Waste

Caleb Anderson
Department Head signature

Background information on Item:

Section V, Subd. 3 of the Pine County Solid Waste Ordinance states that “No person shall collect or transport solid waste for hire without first obtaining a license from the County Board.”

The following additional businesses have met the requirements of the ordinance and applied for a Waste Hauler License for 2022:

Jim’s Mille Lacs Disposal Inc., Quality Disposal Systems Inc., Waste Management

Action Requested:

Authorize the County Board Chair to sign the 2022 Solid Waste Collection and Transportation Licenses.

Financial Impact:

Any expenses relating to the regulation and licensing of the waste haulers are covered by the licensing fee of \$200.



AGENDA REQUEST FORM

Date of Meeting:

February 15, 2022



County Board



Consent Agenda



Regular Agenda

5 mins.____ 10 mins.____ 15 mins.____ Other____



Personnel Committee



Other _____

Agenda Item: Septic Fix-Up Special Assessments

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

Beginning in 2016, Pine County has been extending loans to homeowners to upgrade their non-compliant septic systems through a Cleanwater Partnership Loan from the Minnesota Pollution Control Agency. A new loan cycle began August 1st with \$900,000 available at 1% interest. The loans are paid by as a special assessment on the property taxes of the benefiting property over a term that is determined by the amount of the loan (1 year per \$1,000, for example \$12,000 loan is paid by over 12 years.)

Beginning in 2013, Pine County has been assisting low and moderate income homeowners to upgrade their non-compliant septic systems through funds received from the Minnesota Pollution Control Agency. This program is facilitated through a partnership with Lakes & Pines. Low income homeowners receive a no-interest, no payment loan which if they live in the home for 10 is forgiven, and moderate income homeowners receive a no-interest, 10-year special assessment.

Action Requested:

Consider authorizing the County Board Chair and County Administrator to sign Resolution 2022-09 extending a special assessment as follows:

Katri Zebrasky and Zane Swenson, PID 24.0081.000, \$16,300.00

Financial Impact:

Grant funds have been utilized to install the systems.

**PINE COUNTY RESOLUTION EXTENDING
SEPTIC FIX-UP SPECIAL ASSESSMENT
RESOLUTION No. 2022-09**

WHEREAS, the Pine County Board of Commissioners recognizes the public health and environmental benefits of upgrading non-compliant septic systems in the county;

WHEREAS, Pine County has Cleanwater Partnership Loan from the Minnesota Pollution Control Agency to fix-up non-compliant septic systems;

WHEREAS, the property owners have agreed to the terms of the special assessment for their already installed compliant septic systems; and,

NOW THEREFORE BE IT RESOLVED, that the County of Pine extends a special assessment for a term of 16 years, beginning in 2023, against Pine County Parcel 24.0081.000 in the amount of \$16,300.00 with equal principal payments and 1% interest owned by Katri Zebrasky and Zane Swenson.

Dated this 15th day in February, 2022.

Stephen M. Hallan, Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke
County Administrator

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

STEPHEN HALLAN

MONTH: January 2022

Vendor#: 2136 Employee#: 2

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
1/4/2022	\$100					County Board Meeting - Pine City	01-005-6111
1/11/2022	\$100					HRA Strategic Planning - Pine City	01-005-6111
1/12/2022	\$100					County Strategic Planning - Pine City	01-005-6111
1/18/2022	\$100					County Board Meeting - Sandstone	01-005-6111
1/13/22	\$100					broadband meeting	
1/14/2022	\$100					broadband meeting	
1/24/2022	\$100					lakes and Pies and Lower st.croix watershed	
1/25/2022	\$100					Millie Lacs band	
1/27/2022	\$100					NE ECB radio board	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
1/4/2022				\$0.585		County Board Meeting - Pine City	01-005-6334
1/11/2022				\$0.585		HRA Strategic Planning - Pine City	01-005-6334
1/12/2022				\$0.585		County Strategic Planning - Pine City	01-005-6334
1/18/2022			52	\$0.585	\$30.42	County Board Meeting - Sandstone	01-005-6334

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.



Commissioner Signature

Authorized Signature

PINE COUNTY EXPENSE CLAIM FORM

This form is to be utilized to claim any other expenses not related to mileage. Expenses are to be claimed in accordance with Pine County on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant supervisor or department head indicating the expense was authorized.

EMPLOYEES NAME: Joshua Mohr

MONTH January 2022

Date	Per Diem	Meals	Lodging	Tuition and or books	Other	Purpose and description of expense	Account #
1/4/2022	\$100					Board meeting, Pine City	
1/10/2022	\$100					Personal committee, virtually	
1/11/2022	\$100					HRA strategic planning, Pine City	
1/12/2022	\$100					COW strategic planning, Pine City	
1/18/2022	\$100					Board Meeting, Sandstone	

ORIGINAL RECEIPTS MUST BE ATTACHED TO OBTAIN REIMBURSEMENT. ALL CLAIMS MUST BE AUTHORIZED BY SUPERVISOR, DEPARTMENT HEAD OR COUNTY BOARD IN ACCORDANCE WITH COUNTY POLICY. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED

Date	Begin Odometer	End Odometer	Total Miles	Home Odometer	1st Stop Odometer	Last Stop Odometer	Home Odometer	Total Miles	Amount Paid	Destination and purpose of expense
1/4/2022			0					18	\$ 10.53	Board meeting, Pine City
1/11/2022			0					18	\$ 10.53	HRA strategic, Pine City
1/12/22			0					18	\$ 10.53	Board strategic, Pine City
1/18/22			0					30	\$ 17.55	Board Meeting, Sandstone
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0						\$ -	
			0					0	\$ -	
TOTAL									\$ 49.14	

Account # 01-005-000-0000-6334

rate 0.585

YOU MUST FILL IN ODOMETER READINGS OR YOU WILL NOT BE REIMBURSED

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid


Employee Signature

Authorized Signature

Department Head Signature

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: January 2022

Page 1

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
01.03.22	\$100					Broadband	01-005-6111
01.04.22	\$100					County Board	01-005-6111
01.10.22	\$100					Library	01-005-6111
01.11.22	\$100					HRA	01-005-6111
01.12.22	\$100					Board - Strategic Planning	01-005-6111
01.13.22	\$100					SCHACH & Ogema Township	01-005-6111
01.14.22	\$100					Hwy 23	01-005-6111
01.18.22	\$100					County Board & Election machine	01-005-6111
01.20.22	\$100					Broadband	01-005-6111
01.24.22	\$100					Snake River Watershed	01-005-6111
01.25.22	\$100					MLBO	01-005-6111

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
01.04.22			28.7	\$0.585	\$16.79	Board - Pine City	01-005-6334
01.11.22			28.7	\$0.585	\$16.79	HRA - Pine City	01-005-6334
01.12.22			28.7	\$0.585	\$16.79	Board Strategic Planning - Pine City	01-005-6334
01.18.22			25.7	\$0.585	\$15.03	Board - Sandstone	
					\$65.40		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

See Page 2

Commissioner Signature

Authorized Signature

Page 1 of 2

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

TERRY LOVGREN

MONTH: January 2022 Page 2

Vendor#: 30301 Employee#: 155

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
01.26.2022	\$100					Probation JDAI 101	01-005-6111
01.27.2022	\$100					Broadband	01-005-6111
	\$1,300.00						

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
					\$0.00		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.


Commissioner Signature

Authorized Signature

Page 2 of 2

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

JEFFREY J WALDHALM

MONTH: January 2022

Vendor#: 26025 Employee#:

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
1/4/2022	\$100					County Board Meeting - Pine City	01-005-6111
1/11/2022	\$100					HRA Strategic Planning - Pine City	01-005-6111
1/12/2022	\$100					County Strategic Planning - Pine City	01-005-6111
1/18/2022	\$100					County Board Meeting - Sandstone	01-005-6111
1/5/2022	\$100					Facilities Committee	01-005-6111
1/26/2022	\$100					HRA Meeting	

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
1/4/2022				\$0.585	\$0.00	County Board Meeting - Pine City (zoom)	01-005-6334
1/11/2022				\$0.585	\$0.00	HRA Strategic Planning - Pine City (zoom)	01-005-6334
1/12/2022				\$0.585	\$0.00	County Strategic Planning - Pine City (zoom)	01-005-6334
1/18/2022				\$0.585	\$0.00	County Board Meeting - Sandstone (zoom)	01-005-6334
1/5/2022				\$0.585	\$0.00	Facilities Committee (zoom)	
1/26/2022				\$0.585	\$0.00	HRA Meeting (zoom)	

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

See Attached

Commissioner Signature

Authorized Signature

Kelly M. Schroeder

From: JJ Waldhalm
Sent: Monday, February 7, 2022 8:31 AM
To: Kelly M. Schroeder
Cc: Joshua C. Mohr
Subject: Re: January Claim Form

Good Morning Kelly,

I don't have any claim forms, I had meetings by zoom on January 4, January 5 January 11 January 12 January 18 on January 26

I am back home now, next meeting in person I would like to get claim forms, thank you

Sent from my iPhone

On Feb 7, 2022, at 7:58 AM, Kelly M. Schroeder <Kelly.Schroeder@co.pine.mn.us> wrote:

Please send me your January claim form today so I can get it on the agenda for next week.... I am heading out of town tomorrow and won't be checking my emails very often.

Thanks!

Kelly Schroeder

Pine County Auditor-Treasurer
Pine County Courthouse
635 Northridge Dr NW, Suite 240
Pine City, MN 55063
320-591-1668

PINE COUNTY EXPENSE CLAIM FORM

Expenses are to be claimed in accordance with Pine County Personnel Policy on travel and other reimbursements. Original receipts must be attached or the claim will not be reimbursed. There must be the signature of the claimant and the claimant's supervisor or department head indicating the expense was authorized. NO UNAUTHORIZED CLAIM WILL BE REIMBURSED.

MATT LUDWIG

MONTH: Janaury 2022

Vendor#: 31317 Employee#: 5

Date	Per Diem	Meals	Lodging	Parking	Other	Purpose and description of expense	Account #
1/4/2022	\$100					County Board Meeting - Pine City	01-005-6111
1/11/2022	\$100					HRA Strategic Planning - Pine City	01-005-6111
1/12/2022	\$100					County Strategic Planning - Pine City	01-005-6111
1/18/2022	\$100					County Board Meeting - Sandstone	01-005-6111
1-5-2022	100					FACILITIES COMMITTEE - PINE CITY	
1-10-2022	100					PERSONNEL COMMITTEE - PINE CITY	
1-19-2022	100					ARROWHEAD COUNTIES ASSOCIATION - VIRTUAL	
1-26-2022	100					PINE CO. HRA/EDA MEETING	
1-27-2022	100					PINE CO. ZONING BOARD	

total: \$900.00

MILEAGE EXPENSES

Date	Beginning Odometer	Ending Odometer	Total Miles	Mileage Rate	Amount Paid	Destination and purpose of expense	Account #
1/4/2022			44	\$0.585	\$25.74	County Board Meeting - Pine City	01-005-6334
1/11/2022			44	\$0.585	\$25.74	HRA Strategic Planning - Pine City	01-005-6334
1/12/2022			44	\$0.585	\$25.74	County Strategic Planning - Pine City	01-005-6334
1/18/2022			44	\$0.585	\$25.74	County Board Meeting - Sandstone	01-005-6334
1-5-2022			44	\$0.585	25.74	FACILITIES COMMITTEE - PINE CITY	
1-10-2022			44	\$0.585	25.74	PERSONNEL COMMITTEE - PINE CITY	
					\$128.70		

YOU MUST FILL IN ODOMETER READINGS. IF ODOMETER READINGS ARE NOT PROVIDED a printout of the start and ending location of each destination and mileage as calculated by such programs as "Map Quest" will be acceptable.

If this expense reimbursement request includes personal automobile mileage my submission affirms that I possess a current valid driver's license and appropriate motor vehicle insurance.

I declare under the penalties of law that the account, claim and/or demand is just and correct and that no part of it has been paid.

Matt W Ludwig

Commissioner Signature

Authorized Signature



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins.____ 10 mins.____ 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Resolution to Cancel State Contracts

Department: Auditor-Treasurer



Department Head signature

Background information on Item:

The contract terms for the purchase or repurchase of tax forfeit properties include an annual payment and keeping the taxes current. Several properties have not made their annual payment or paid their 2021 taxes. These property owners will be notified via certified mail and sheriff service.

Action Requested:

Consider approving 2022-08 cancelling state contracts where the 2021 annual payment and/or 2021 taxes have not been paid if the contracts and/or taxes remain unpaid 90 days after the service of notice of cancellation.

Financial Impact:

N/A

Resolution #2022-08
Cancellation of Tax-Forfeited Lands and
Tax-Forfeited Repurchase Contracts

WHEREAS, the following list of individuals have land purchase or repurchase contracts with Pine County for tax-forfeited land

Chapter 386 – Land Sale Cancellations

Green Mountain Properties, LLC, 2777 2nd St N, N. St. Paul, MN 55109
E 1/2 of W 1/2 of SW 1/4 of NW 1/4, Sec 28, Twp 42, Range 16
PID #02.0292.003
Date of Purchase: September 20, 2019 (Micro #549260)
Purchase Amount: \$27,000.00; Balance: \$16,709.43
Default: 2021 Annual Payment - \$2,784.91; 2021 Taxes – \$236.46

Jensen Oswald Acquisitions, 4035 Hazel St, White Bear Lake, MN 55110
Lot 2, Block 3, Ausmus Maple Knoll
PID #28.5502.000
Date of Purchase: September 20, 2019 (Micro #551060)
Purchase Amount: \$26,000.00; Balance: \$21,060.00
Default: 2021 Annual Payment - \$4,621.50; 2021 Taxes – \$1,460.48

Paul Milton Lyons, 14298 30th Avenue SE, Atwater, MN 56209
NE 1/4 of NE 1/4, Sec 8, Twp 45, Range 17
PID #21.0188.001
Date of Purchase: September 15, 2017 (Micro #536091)
Purchase Amount: \$5,300.00; Balance: \$1,069.39
Default: 2021 Annual Payment – \$1,115.85; 2021 Taxes – \$82.76

Jeffrey Oswald, 466 Perro Creek Dr, Bayport, MN 55003
S 1/2 of NE 1/4 of NE 1/4, Sec 16, Twp 39, Range 20
PID #08.0152.000
Date of Purchase: December 21, 2018 (Micro #542403)
Purchase Amount: \$34,900.00; Balance: \$25,118.00
Default: 2021 Annual Payment - \$6,071.43; 2021 Taxes – \$443.78

Jeffrey Oswald, 466 Perro Creek Dr, Bayport, MN 55003
S 1/2 of SW 1/4 of NW 1/4, Sec 22, Twp 40, Range 21
PID #18.0195.000
Date of Purchase: September 18, 2020 (Micro #558074)
Purchase Amount: \$4,700.00; Balance: \$3,700.00
Default: 2021 Annual Payment - \$1,555.00; 2021 Taxes – \$55.63

Jeffrey Oswald, 466 Perro Creek Dr, Bayport, MN 55003
NE 1/4 of NE 1/4 of NE 1/4, Sec 4, Twp 44, Range 18
PID # 07.0051.000
Date of Purchase: September 18, 2020 (Micro #558075)
Purchase Amount: \$19,500.00; Balance: \$12,792.00
Default: 2021 Annual Payment - \$3,198.00; 2021 Taxes - \$111.26

Eric L Pederson & Jessica E & Hiedi E Philstrom, PO Box 312, Pine City, MN 55063
Lot 5, Block 1, Rock Creek Estates
PID # 43.5090.000
Date of Purchase: March 12, 2019 (Micro #545300)
Purchase Amount: \$19,900.00; Balance: \$16,119.00
Default: 2021 Annual Payment – \$4,074.53; 2021 Taxes - \$206.52

Dwayne Sanders, 2716 Ballindam Rd, Chester, SC 29706
W 1/2 of E 1/2 of SW 1/4 of SW 1/4, Sec 35, Twp 40, Range 22
PID # 06.0338.004
Date of Purchase: September 30, 2019 (Micro #548903)
Purchase Amount: \$17,900.00; Balance: \$14,499.00
Default: 2021 Annual Payment – \$3,785.85

Thomas P & Holly L Sullivan, 2641 107th Ln, Coon Rapids, MN 55433
Lot 12, Block 3, Wild Acres East
PID # 33.6074.000
Date of Purchase: September 18, 2015 (Micro #T-18839)
Purchase Amount: \$7,500.00; Balance: \$1,500.00
Default: 2021 Annual Payment – \$1,225.00; 2021 Taxes – \$138.98

Gary Winter, 18543 Langley Ave N, Marine on St. Croix, MN 55047
W 800 Feet of E 882.5 Feet of NE 1/4, Sec 18, Twp 42, Range 17
PID # 32.0150.001 & 32.0151.000
Date of Purchase: September 18, 2020 (Micro #556133)
Purchase Amount: \$62,000.00; Balance: \$55,800.00
Default: 2021 Annual Payment – \$5,580.00; 2021 Taxes – \$389.33

Chapter 832 – Repurchase Cancellations

John J Martin, 336 Bankers Dr, Vadnais Heights, MN 55127
Lot 120, Block 1, Pathfinder Village St. Croix 7th Addition
PID #09.5705.000
Date of Purchase: 10-2-2018 (Micro #542624)
Repurchase Amount \$1,296.79; Balance: \$636.42
Default: 2021 Taxes - \$227.24

Joseph A Winger, 2616 125th Ave, Braham, MN 55006
Part of the NE ¼ of NW ¼ Section 16, Township 38, Range 22
PID # 29.0171.001
Date of Repurchase: May 1, 2018 (Micro #539703)
Repurchase Amount: \$3,612.62; Balance: \$2,111.87
Default: 2021 Taxes - \$121.89

WHEREAS, the above listed contracts have defaulted for nonpayment of real estate taxes and/or the annual contract payment.

NOW, THEREFORE, BE IT RESOLVED; that the Pine County Board of Commissioners hereby approves the cancellation of land purchase and/or repurchase contracts as provided for in M.S. 282.01 effective 90 days from the date of service of the notice of cancellation if amounts due remain unpaid.

DATED this 15th day of February 2022.

By: Joshua C. Mohr, Vice Chair, Pine County Board of Commissioners

Attest: David J. Minke, Pine County Administrator



AGENDA REQUEST FORM

Date of Meeting: February 15th, 2022

☒

County Board

☒

Consent Agenda

☐

Regular Agenda

5 mins.

☒

10 mins.

☐

15 mins.

☐

Other

☐☐

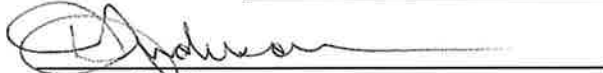
Personnel Committee

☐

Other _____

Agenda Item: Change in ARPA funding

Department: Pine County Sheriff's Office


Department Head signature

Background information on Item:

On July 21, 2021 there was \$18,629.25 approved for Dispatch workstation renovation. Final quotes have been attained and the number is now \$22,311.13.

Action Requested:

The Pine County Sheriff's Office/Dispatch requests the County Board approve of the change in ARPA funding for the Dispatch project.

Financial Impact:

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
SarahN



Quote Number: 30073

Quote Date: 2/3/2022
Revision: A
Orig Create Date: 2/3/2022
Expires: 5/4/2022
Opp #: 0025066

Quote

Terms: 90% Net 30; 10% Retention

Page: 1 of 3

QUOTE TO:

Acct: PINECOUNMN

Pine County Sheriff's Office
635 North Ridge Dr NW
Suite 100
Pine City MN 55063
USA

Phone: 320-629-5600 X5770

Email:

SHIP TO:

Pine County Sheriff's Office
635 North Ridge Dr NW
Suite 100
Pine City, MN 55063
USA

Salesperson: MEGAN CLAYBORN
Phone: (720) 404-7227
Email: MeganC@xybix.com

Standard 2021-9
EAGLE LINE
TAX EXEMPT
Remvoal & Disposal - 1 table

02.03.22- Drawing R0- SN

All equipment and electrical must be removed from the existing workstations prior to removal. Removal is priced to take place during the installation of the new Xybix workstations.

Pandemic Freight Surcharge:

This fee is the temporary upcharge we are experiencing for shipping related costs and delays

Line	Part Num	Desc		Qty U/M	List Ea.	Disc. %	Disc. Price	Net Price
1.00	10932	Support - WS Center Support - ESB	18	4.00 EA	\$14.00	36.00 %	\$8.96	\$35.84
1.01	12548	Support - CPU Top Bracket	19	2.00 EA	\$14.00	36.00 %	\$8.96	\$17.92
1.02	12549	Support - CPU Lower Bracket	20	2.00 EA	\$14.00	36.00 %	\$8.96	\$17.92
2.00	14498-3D.	Adj. Table Worksurface - Straight Dual Surface - 84W x 44D - Cable Management Included	1	1.00 EA	\$1,847.00	47.00 %	\$978.91	\$978.91
3.00	15701	L4 Table Base	2	1.00 EA	\$6,736.00	47.00 %	\$3,570.08	\$3,570.08
4.00	16745.	Monitor Mount 3 - Rollervision - Straight Dual Surface - 84W x 44D	3	1.00 EA	\$3,763.00	47.00 %	\$1,994.39	\$1,994.39
		16674 - Std VESA Mount Qty = 4 Total: \$1,400.00						
5.00	13074	Ext Cable Monitor - TBD	4	4.00 EA	\$104.00	47.00 %	\$55.12	\$220.48
5.01	16130-8	Datadock2 - Keyboard Snap-In Cable Organizer Includes: 8 - USB Ports 1 - RJ45 Port	21	1.00 EA	\$709.00	47.00 %	\$375.77	\$375.77
6.00	11792-BLK	Power Bar - 10 Outlet With Black Sticker	5	1.00 EA	\$170.00	47.00 %	\$90.10	\$90.10

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
SarahN



Quote Number: 30073
Quote Date: 2/3/2022
Revision: A
Orig Create Date: 2/3/2022
Expires: 5/4/2022
Opp #: 0025066

Quote

Terms: 90% Net 30; 10% Retention

Page: 2 of 3

Line	Part Num	Desc		Qty U/M	List Ea.	Disc. %	Disc. Price	Net Price
6.01	11792-OR	Power Bar - 10 Outlet With Orange Sticker	6	1.00 EA	\$170.00	47.00 %	\$90.10	\$90.10
7.00	16708.	Axys Control System with Fan Base Price: \$2,079.00 16707AXS - Heat - \$688.00 16709AXS - Task Lights - \$519.00	7	1.00 EA	\$3,286.00	47.00 %	\$1,741.58	\$1,741.58
10.00	12033-3D.	Return Worksurface - 24Wx36D	8	2.00 EA	\$656.00	47.00 %	\$347.68	\$695.36
10.01	12033-3D-FT.	Flip Top Return Worksurface - 36Wx36D	9	1.00 EA	\$656.00	47.00 %	\$347.68	\$347.68
11.00	15710	Cable Bridge Straight Right Side	10	1.00 EA	\$261.00	47.00 %	\$138.33	\$138.33
11.01	15709	Cable Bridge Straight Left Side	11	1.00 EA	\$261.00	47.00 %	\$138.33	\$138.33
11.02	15488-3D-FT.	CPU Cabinet - ERGO ACCESS Under Work Surface 36Wx34.5D With Flip Top Hinge	12	1.00 EA	\$1,807.00	47.00 %	\$957.71	\$957.71
18.00	11099-3D.	Under Return End Support	13	3.00 EA	\$295.00	47.00 %	\$156.35	\$469.05
18.01	12235	Support - "L" Bracket 18"	14	1.00 EA	\$55.00	47.00 %	\$29.15	\$29.15
90.00	10166	Crating or Cradling Table for Shipment	17	2.00 EA	\$219.00	0.00 %	\$219.00	\$438.00
90.01	16139	Installers Kit Eagle Line	15	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00
99.00	Other	Other Charges & Services	16	1.00 EA	\$0.00	0.00 %	\$0.00	\$0.00

Line (16) - Miscellaneous Charge -

Description	Ext. Price
1.) LTL TKeep w Lift Install	740.00
2.) Installation	7,383.75
3.) Pandemic Freight Surcharge	246.93
4.) Removal & Disposal - 1 table	1,593.75

List Price Total:	\$22,884.00	Lines Total:	\$12,346.70
		Line Miscellaneous Charges Total:	\$9,964.43
		Taxes Total:	\$0.00
		Quote Total:	\$22,311.13

Xybix Systems, Inc.
8207 SouthPark Circle
Littleton CO 80120
Phone: 303-683-5656
Fax: 303-683-5454
SarahN



Quote Number: 30073

Quote Date: 2/3/2022
Revision: A
Orig Create Date: 2/3/2022
Expires: 5/4/2022
Opp #: 0025066

Quote

Terms: 90% Net 30; 10% Retention

Page: 3 of 3

Line	Part Num	Desc	Qty	U/M	List Ea.	Disc. %	Disc. Price	Net Price
------	----------	------	-----	-----	----------	---------	-------------	-----------

Note 1:
All quoted taxes are estimated. Any applicable taxes, fees, permits, etc. must be added to this quote.

Note 2:
Where installation is listed on quote it is based in non-union labor and on one trip for installation only. Client is responsible for coordination of Technicians and other Vendors/Contractors. Waiting time will be charged at the rate of \$75 per man hour straight time and \$115 per man hour for OT plus subsistence expenses.
Additionally, this quote is based upon a remodel in an existing space and/or new building - completely finished with a Certificate of Occupancy. Any project where the General Contractor is still on the job is subject to additional charges.

We appreciate this opportunity to provide this quote. Our goal is to substantially improve working conditions for your valuable staff. We look forward to meeting with you to review this proposal in detail. In the meantime please don't hesitate to call us with any questions.



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☒ **Consent Agenda**
☐ **Regular Agenda** 5 mins. ___ 10 mins. ___ 15 mins. ___ Other ___
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: Recycling Center Attendant

Department: Solid Waste

Caleb Anderson
Department Head signature

Background information on Item:

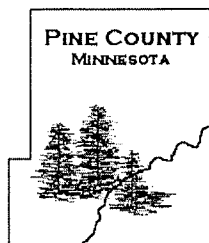
The Solid Waste Department is seeking to backfill (1) Recycling Center Attendant for the South Pine Transfer Station. The position is non-union, FSLA non-exempt and will complete the staffing needs for the facility.

Action Requested:

Authorize hiring the following (1) Recycling Center Attendant, James Melvin, as part-time, non-union, Grade 1, at a wage of \$15.78 per hour, starting February 16, 2022.

Financial Impact:

The cost of the positions will be within the budget of the Solid Waste Department.



AGENDA REQUEST FORM

Date of Meeting: February 15th, 2022



County Board



Consent Agenda



Regular Agenda

5 mins. ☐

10 mins. ☐

15 mins. ☐

Other ☐



Personnel Committee



Other _____

Agenda Item: Request for Overnight Training

Department: Probation


Department Head signature

Background information on Item:

The Minnesota Association of County Probation Officers will hold their 65th Annual Spring Conference May 18th-20th at Maddens on Gull Lake.

Sellner is on the MACPO Executive Board and Stolan is presenting on Risk Assessment at the conference.

Action Requested:

Consider allowing Supervisor Kevin Glass, Senior Agent Michelle Sellner, Senior Agent Christopher Stolan, and Administrative Assistant Sue Thompson to attend.

Financial Impact:

Michelle Sellner: Registration \$0 (as Board member); lodging for two-nights and 5-meal package \$337.02 double occupancy.

Christopher Stolan: Registration \$200; lodging for two nights and 5-meal package \$337.02 double occupancy

Kevin Glass: Registration \$200; lodging for two nights and 5-meal package \$337.02 double occupancy

Sue Thompson: Registration \$200; lodging for two nights and 5-meal package \$337.02 double occupancy

Total: \$1,948.08 (\$600 registration & \$1,348.08 lodging/meals)

Probation has budgeted for this and has training/lodging funds available in their 2022 budget.

**Pine County Insurance Committee
Minutes
Wednesday, February 2, 2022 – 10:00 a.m.
Pine County Courthouse & Zoom On-Line Meeting**

Members present: Commissioner Lovgren, Commissioner Matt Ludwig

Others present: David Minke, Kelly Schroeder, Jackie Koivisto, Deborah Gray, Jennifer Frederickson, Jessica Blesener, Jodi Blesener, Shawn Linnell, Yvette Weis, Jenny Christensen, Kathy Reiser, Darren Helget, IBEW Representative; Sheila Pokorny, AFSCME Representative, Justin Kroeger, Insurance Consultant

1. Call to order

Commissioner Ludwig called the meeting to order at 10:00 a.m.

2. Review Agenda

3. 2021 Recap – Medical Claims Experience

A. Expected Claims Budget:

The expected claims budget represents the expected claims threshold based on enrollment and claims incurred and paid in 2021. We ended 2021 at a loss ratio of 98.4% of expected claims. This is where we predicted we would end. The gains experienced in the first part of the year helped offset the higher than expected claims later in the year. 2021 results are considered to be average.

B. Maximum Claims Budget:

The maximum claims budget is what United Healthcare thinks we will use in claims dollars in a worst-case scenario situation where we are above the aggregate risk corridor (115% above expected claims). We ended 2021 at 87.1% of the maximum claims budget which is well under the maximum threshold.

C. Stability Funded (actual) Claims Budget

We used a stability funding model to build reserves at a level that would prevent large rate increases in the future and to facilitate the move to a mature contract in 2022 (we pay run-out claims if we chose to leave UHC in the future). The model was successful in this first year and our funding goals were met. We collected \$3,715,354 in premiums from the county and from employees, total plan expenses including claims, administrative and stop loss insurance were \$3,127,973. We ended the year with \$491,551 in reserves (84.2% loss ratio) which is what we budgeted for.

David asked how we measure our progress to the financial goals that were set last year. We will discuss this in further detail at our May meeting.

D. Large Claims

We had twelve high claims (those above \$50,000) in 2021. Eight is the industry average for a group our size. Over half of our spend comes from 3% of our membership. 76.5% of our membership used less than \$5,000 in insurance. There was only one claim (\$304,542) that exceeded the \$200,000 stop-loss threshold and resulted in a 44.6% loss ratio which will be a favorable negotiating point for 2023.

E. Claims Distribution

The committee reviewed claims cost by healthcare category. Most of our claims dollars are spent on out-patient services and pharmacy. Claims for musculoskeletal disorders were higher than normal and pharmacy claims were close to one million dollars. It is possible that enrollees are seeking healthcare that they put off during the pandemic. A concerning trend is the majority of our pharmacy spend was in Tier Two medications for which there are no generic alternatives available, and some are very expensive. For example, one prescription costs \$23,000 per month.

Discussion was held regarding the current state of healthcare with labor shortages, increasing pay for employees, increasing costs of services and prescription drugs and how these factors will impact insurance costs in the future. Justin commented that the inflating of the economy is concerning. He stated that virtual care may become the norm in the future due to lack of healthcare workers and healthcare facility closures.

F. 2021 Recap

Justin stated that overall, 2021 was a good year for Pine County's new self-insured health insurance plan. Funding was slightly below optimistic projections which in part, could be due to lost membership (fewer people insured). Concerns include a maturing contract, twelve high cases above \$50K (runout not included), higher than expected pharmacy spend, high musculoskeletal claim utilization.

We will meet again in May to kick-off the 2023 renewal process.

Shawn Linnell asked if all pharmacies charge the same by carrier. He commented that he has received feedback that employees are paying more out-of-pocket for prescriptions with UHC than what they paid with BCBS. Justin will research and report back at a future meeting.

4. Covid-19

A. Claim Summary

UHC paid out \$117,438 in COVID-19 claims last year. There may be more claims that have not been processed yet.

B. Over-the-Counter (OTC) COVID-19 Testing Legislation

Health Insurance plans are required to pay for at-home COVID-19 tests beginning January 15, 2022 through the end of the public health emergency. These test costs will add to our total claims related to COVID-19. UHC's initial preferred OTC retailer for the tests is Walmart Pharmacy. Members will be able to obtain an at-home COVID-19 test without an upfront cost or they may submit for reimbursement. Additional preferred retailers are expected to be added soon.

For OTC at-home COVID-19 tests purchased outside a preferred retail pharmacy, members may submit a claim with their receipt for reimbursement through the UHC member portal.

The maximum reimbursement is \$12.00 per test.

5. Vision Coverage in our Health Plan

Our health plan covers an annual routine eye exam. We are experiencing issues with local providers pertaining to balance billing (Pine Eye) and not billing for services (Walmart) which prevents members from getting their annual exam. Justin will investigate these issues and report back to us.

6. VEBA Account Vendor Change

Our VEBA trust is through the Minnesota Healthcare Consortium. Further, is the company that manages the VEBA trust along with our Health Savings, Flexible Spending and Dependent Care accounts. Further was bought out by Health Equity in 2021. Health Equity has decided to not move forward with VEBA services meaning that we need to find a new vendor before October 1, 2022. The Consortium is working to find a new vendor. Justin will run a parallel vendor search. When we find a new vendor, we will need to decide if we also want to transition the Flexible Spending and Dependent Care accounts. Justin will provide an update at our May meeting.

7. Items for 2022

Items identified for action in 2022:

- Vision Care – access to benefits for routine eye exams (under health insurance), RFP for the stand-alone plan through Vision Services Plan (four-year rate guarantee ends 12/31/2022).
- VEBA Accounts – what is the VEBA Trust’s resolution? Explore independent alternatives.

Health Insurance

- Review and re-cast financial goals
- Wellness initiatives – is the current program being utilized? Alternatives?
- Rx price differentials from Blue Cross: can we price out costs of RX with UHC vs. costs with Blue Cross with same drugs?
- Plan design options: what levers can we pull to save cost/exposure
- Concept of usage tax vs. equitable changes.

G. Adjourn

With no further business, the meeting adjourned at 11:45 a.m.

PINE COUNTY PERSONNEL COMMITTEE
February 7, 2022 – 9:00 a.m.
Board Room, Pine City Courthouse and Zoom Meeting
Pine City, Minnesota

Member present via electronic means was Commissioner Steve Hallan (Substituting for Commissioner Ludwig)

Member present: Commissioner Josh Mohr

Others present via electronic means were Jail Administrator Rodney Williamson and County Attorney Reese Frederickson

Others present: County Administrator David Minke, Human Resources Manager Jackie Koivisto, Public Works Director / County Engineer Mark LeBrun, County Sheriff Jeff Nelson, Human Resources Generalist Jen Frederickson.

1. Commissioner Mohr called the meeting to order at 9:00 a.m.
2. **Motion** by Commissioner Mohr to approve the Minutes of the January 10, 2022, Personnel Committee meeting. Second by Commissioner Hallan. A Roll Call vote was called by Commissioner Mohr. District 1 – Commissioner Hallan/Aye; District 2 – Commissioner Mohr/Aye. Motion carried 2-0.
3. **Motion** by Commissioner Hallan to approve the February 7, 2022, agenda. Second by Commissioner Mohr. A Roll Call vote was called by Commissioner Mohr. District 1 – Commissioner Hallan/Aye; District 2 – Commissioner Mohr/Aye. Motion carried 2-0.
4. Public Works / Highway
 - a. Public Works Director / County Engineer Mark LeBrun announced the resignation of Highway Maintenance Worker Jordan Juszczak, effective February 4, 2022, and requested approval to backfill the position and subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting wage of \$20.49/hour and is contained in the 2022 Public Works budget.

Motion by Commissioner Mohr to acknowledge the resignation of Highway Maintenance Worker Jordan Juszczak, effective February 4, 2022, and approved backfill of the position and any subsequent vacancies that may occur due to internal promotion or lateral transfer. The position is a Grade 6 with a minimum starting salary of \$20.49/hour and is contained in the 2022 Highway budget. Second by Commissioner Hallan. A Roll Call vote was called by Commissioner Mohr. District 1 – Commissioner Hallan/Aye; District 2 – Commissioner Mohr/Aye. Motion carried 2-0.

5. Insurance Update

Human Resources Manager Jackie Koivisto recapped the recent February 2, 2022, Insurance meeting. Financially, Pine County finished 2021 where the committee had expected — around \$500,000 in reserves. A discussion took place regarding curbing costs to increase reserves in the future. One area to focus is prescription drug costs. One third of the Pine County costs were due to prescription costs. The insurance committee will continue to keep prescriptions and programs to reduce their costs under review.

Pine County COVID related healthcare costs were around \$117,000. It is possible to cover these costs with funding from the American Rescue Plan Act (ARPA). Doing so would help stabilize rates, which would be a benefit to employees and taxpayers .

6. Corrections Department Staffing and Recruitment Update

Jail Administrator Rodney Williamson discussed the staffing shortage in the County Jail. A few options are being explored to help the situation. A job fair or screening interviews will be held onsite in Pine City and Sandstone locations in the next few months. Another consideration is referral bonuses where current employees and new hires would benefit.

Sheriff Nelson spoke about the recruiting issues with the deputy positions in his office as well. The area of recruitment will continue to be important in the current employment market.

7. With no further business, the meeting was adjourned at 9:53 a.m.

Pine County Health & Human Services Advisory Committee
Minutes
February 8, 2022, 9:00 a.m.
Via Zoom
Pine County, Minnesota

Members Present: Commissioners Steve Hallan and Matt Ludwig

Others Present: Becky Foss, HHS Director; Samantha Lo, Community Services Administrator; Patrick Mecham, Social Services Supervisor; and David Minke, County Administrator.

1. Commissioner Hallan called the meeting to order at 9:00 a.m.
2. Chair Hallan requested the order of agenda items be changed to move the Community Health discussion earlier in the meeting. Motion by Commissioner Ludwig to approve the Agenda with the change in order. Second by Commissioner Hallan. Motion carried 2-0.
3. Motion by Commissioner Hallan to approve the Minutes of the November 9, 2021 Health and Human Services Advisory Committee. Second by Commissioner Ludwig. Motion carried 2-0.
4. Community Health. At the annual strategic planning meeting county commissioners identified improving community health as a goal. Each year community health at the county level is assessed by the University of Wisconsin Population Health Institute. For 2021, compared against the 86 other counties in Minnesota, Pine County ranked 80th in health outcomes and 85 in health factors.

Community Health Administrator Sam Lo presented information on Blue Zones. Blue Zones is a community-based program based on research on longevity and lifestyle choices. The research indicates there are nine specific lifestyle habits that were common to areas with the longest lifespans.

Sam has met with various local partners including school districts, health insurance companies, and health care providers. There seems to be a high level of interest among the various community partners to consider exploring the idea.

The committee discussed funding partners, along with the potential for the county to contribute ARPA funding, to support the initiative.

5. Adult Protective Services
Becky reviewed that the state has changed the way reports of adult neglect and abuse are handled. The state operates the Minnesota Adult Abuse Reporting Center (MAARC). Reports made to the state are sent to the county of the activity in the report. Previously these reports were sent to local law enforcement. Now the reports are sent to the local social services agency via SSIS, which is the state computer system. This process now

requires county staff to monitor SSIS on weekends and holidays to ensure that reports are responded to in a timely manner. The county has not had an on-call system for adult protection workers. Becky is reviewing options for how to best handle this change.

6. Workforce. Becky updated the committee that the county has been successful during recent recruitments in both the quality and quantity of job applicants. However, due to limited overall staffing levels, there are times when front desk coverage is unavailable.

The workforce shortage is impacting home and community-based services. Residents may qualify for in-home care, but no personal care attendant (PCA) is available. Many local providers have vacancies and are unable to meet demand. This workforce shortage has also caused some group homes in the county to close.

Commissioner Hallan noted that the Council on Aging has worked hard to keep residents in their homes, but those individuals require in-home services.

Pat Meacham explained how rates for homemaker services are set and that the Minnesota Department of Human Services has the power to raise the rate for services to those under-65 and that legislation is needed to change the rate for those 65 and older.

Becky explained that the county has a contract with UCARE to provide specialized services (Special Needs Basic Care/SNBC) for approximately 55 clients. UCARE is proposing that the county take on approximately 300 additional clients. The individuals qualify for medical assistance. The county would require at least three additional staff to handle this workload and would likely need to add an additional fiscal worker to handle the billing. It is unclear how much funding would be provided by UCARE.

The consensus of the committee is to have Becky continue the conversation with UCARE and get more information.

7. Lakeside Medical Center. Becky updated the committee that the Lakeside Medical Center announced it was closing. They plan to be closed on or before April 4, 2022. Becky, as the county social services director, has a convening and coordinating role in this process. There are 18 residents who will need to find another home. Several of the residents are county clients and their county case managers are actively involved in transitioning those residents to new homes.
8. Other. Becky updated on the fire at the Dunn Square apartment building in Hinckley. The building opened back up on Monday, but many residents are struggling as they lost their possessions.

With no further business the meeting adjourned at 10:35 a.m.



AGENDA REQUEST FORM

Date of Meeting: February 15, 2022

- ☒ **County Board**
☐ **Consent Agenda**
☒ **Regular Agenda** 5 mins.____ 10 mins. x 15 mins.____ Other____
- ☐ **Personnel Committee**
- ☐ **Other** _____

Agenda Item: 2022 Aquatic Invasive Species Program

Department: Planning & Zoning

Caleb Anderson

Department Head signature

Background information on Item:

Beginning in 2014, Minnesota Statute 477A.19 allocated counties across Minnesota Aquatic Invasive Species (AIS) Prevention Aid dollars to provide for site-level management, countywide awareness, and other procedures that the county finds necessary to achieve compliance of Minnesota's AIS laws. In 2022, Pine County will be receiving \$123,032 in aid to carry out the County Board's AIS Plan. Pine County also has \$170,641 left unspent from previous years' aid, leaving a total available for the 2022 AIS Plan of \$293,673

On January 14, 2021 Pine County Planning and Zoning hosted a roundtable AIS discussion to gather ideas for the 2022 AIS Plan. Several lake associations and partnering organizations attended and submitted funding requests. The 2022 AIS Plan, compiled from all requests, is budgeted at \$165,929.71. Additionally, \$9,250 of non-County funds are being contributed in-kind by partnering organizations.

Action Requested:

- 1.) Consider adopting resolution 2022-07 adopting the 2022 Aquatic Invasive Species Plan.
- 2.) Consider authorization of County Board Vice Chair to sign the MN DNR Delegation Agreement, which authorizes County staff to conduct watercraft inspections at public boat launches through December 31, 2024.

Financial Impact:

No levy dollars are associated with this request. All costs associated with the plan are to be paid out of Pine County's AIS Prevention Aid. If all requested activities are approved and spent, \$127,743.29 would be remaining to rollover to 2023.

**PINE COUNTY RESOLUTION APPROVING
2022 AQUATIC INVASIVE SPECIES PLAN**

Resolution 2022-07

WHEREAS, Pine County acknowledge Minnesota waters are threatened by aquatic invasive species, and

WHEREAS, 2021 Minnesota State Statute 477A.19 apportioned Pine County aquatic invasive species prevention aid to mitigate the spread of such species,

WHEREAS, Pine County has drafted a plan in accordance with the guidelines provided in the statute and in coordination with interested lake associations and public,

NOW, THEREFORE, BE IT RESOLVED, Pine County adopted the 2022 Aquatic Invasive Species Plan on this date, February 15, 2022.

Joshua Mohr, Vice Chair
Pine County Board of Commissioners

ATTEST:

David J. Minke, Administrator
Clerk to the Pine County Board of Commissioners

2022 AIS PLAN	ACTIVITY	PARTNER	COUNTY COST	NON-County, IN-KIND FUNDS
AIS Control	Mechanical Treatment of Curlyleaf Pondweed in Pokegama Lake	Pokegama Lake Assoc.	\$ 2,000.00	\$4,000.00
	Chemical Treatment of Curlyleaf	Pokegama Lake Assoc.	\$ 16,000.00	\$4,000.00
	Chemical Treatment of Eurasian Watermilfoil on Sturgeon Lake	Windemere Lake Assoc.	\$ 31,185.00	
	Chemical Treatment of Eurasian Watermilfoil on Sand Lake	Windemere Lake Assoc.	\$ 8,910.00	
	EWM and CLP treatment on Cross Lake	Cross Lake Assoc.	\$ 10,000.00	
		SUBTOTAL	\$ 68,095.00	\$8,000.00
Monitoring	Zebra Mussel Veliger and Spiny Water Flea Early Detection	St. Croix River Assoc.	\$ 2,635.00	\$250.00
	Purple Loosestrife and Rusty Crayfish Survey in Kettle River	St. Croix River Assoc.	\$ 4,542.00	\$1,000.00
		SUBTOTAL	\$ 7,177.00	\$1,250.00
Youth	Rivers Are Alive Program	St. Croix River Assoc.	\$ 7,000.00	
		SUBTOTAL	\$ 7,000.00	\$0.00
Prevention	County Wide Zebra Mussel Detection Program	County lake associations	\$ 500.00	
	Watercraft Inspection Program	Pine County	\$ 25,000.00	
		SUBTOTAL	\$ 25,500.00	\$0.00
Education	Giveaway Items (pens, magnets, key floats, etc)	Pine County	\$ 3,000.00	\$0.00
	Countywide advertising campaign	Pine County	\$ 2,500.00	-
	Cross Lake residents to take AIS courses through Univ. MN	Cross Lake Assoc.	\$ 1,000.00	-
	AIS materials for outreach to Cross Lake residents and visitors	Cross Lake Assoc.	\$ 9,000.00	
	AIS Outreach to Big Pine Lake	Big Pine Lake Association	\$ 500.00	\$280.00
		SUBTOTAL	\$ 16,000.00	\$280.00
Admin	AIS Intern	Pine County	\$ 7,000.00	
	AIS Coordinator (.25 FTE)	Pine County	\$ 30,157.71	-
	Gneeral Support for St. Croix River Assoc. AIS Program	St. Croix River Assoc.	\$ 5,000.00	-
		SUBTOTAL	\$ 42,157.71	\$0.00
Total	GRAND TOTAL		\$ 165,929.71	\$9,250.00

**DELEGATION AGREEMENT
Aquatic Invasive Species (AIS) Prevention
Inspection of Water-related Equipment**

This agreement is made by and between the Department of Natural Resources (referred to as DNR), an administrative agency of the State of Minnesota and

(referred to as Governmental Unit), a local government unit (individually referred to generally as a Party or together as Parties). This agreement is entered into under authority granted to DNR pursuant to Minnesota Statutes section 84D.105.

WHEREAS AQUATIC INVASIVE SPECIES (AIS) are nonnative species that cause or may cause economic or environmental harm or harm to human health or threatens or may threaten natural resources or the use of natural resources in the state;

WHEREAS DNR has been authorized and charged with responsibility by the state legislature to establish a statewide program to prevent and manage the spread of AIS in coordination with other governmental entities; DNR has in its employ conservation officers trained and authorized to enforce the state invasive species laws; and DNR has developed AIS inspection protocols;

WHEREAS pursuant to Minnesota Statutes section 84D.105, Subdivision 2(a), Governmental Unit is a Tribal or local government that agrees to assume legal, financial, and administrative responsibilities for inspection programs on some or all public waters within their jurisdiction; and

WHEREAS DNR and Governmental Unit are committed to the following three core principles:

- Coordination of their authority and resources to develop a reasonable and effective water-related equipment inspection requirement to stop the spread of AIS in the state and prevent the introduction of new AIS;
- a collaborative, cooperative approach to AIS management and prevention;
- ensuring continued access to public waters.

NOW, THEREFORE it is mutually agreed by and between the Parties as follows:

1. PURPOSE. The purpose of this agreement is to enhance Minnesota's capacity to prevent the spread of AIS by enabling local governmental entities to perform AIS inspections and manage access to water resources in keeping with the three principles stated above.

2. TASKS AND RESPONSIBILITIES.

A. DNR or its delegee will provide training of individuals employed by Governmental Unit and/or individuals working for contractors to Governmental Unit as inspectors and, upon successful completion of training and testing requirements, the DNR will certify individuals as authorized inspectors in accordance with Minnesota Statutes section 84D.105, subd. 2(a). DNR will assume all obligation for training to the extent set forth in Minnesota Statutes section 84D.105.

- B. When requested by a law enforcement agency, DNR Enforcement will provide AIS training to licensed peace officers
- C. Governmental Unit will work with their local city and county law enforcement to ensure that local licensed peace officers are available to support Governmental Unit inspectors. Governmental Unit inspectors shall utilize local city and county law enforcement agencies as their primary law enforcement support when inspection stations are operated. DNR Conservation Officers may assist with support if a local agency officer is unavailable and there is an egregious violation.
- D. Governmental Unit will design and implement an AIS inspection program, detailed in a Watercraft Inspection Program Plan, which must be approved by DNR, on some or all public waters within their jurisdiction utilizing existing authorities and the authority granted to inspectors under Minnesota Statutes sections 84D.105, subd. 2(b) and 84D.10, subd. 3(a), clauses 1, 3, and 4 (the Program). The program must comply with all requirements in Minnesota Statutes section 84D.105 and in DNR Watercraft Inspection Program procedures and manuals.
- E. Governmental Unit will designate individuals employed by the Governmental Unit and/or individuals working for contractors to Governmental Unit to serve as inspectors for the Program and ensure that these individuals complete the required training and certification in paragraph 2A of this agreement prior to performing inspections. Governmental Unit will help coordinate training of licensed peace officers as provided under paragraph 2B of this agreement.
- F. Governmental Unit will provide one or more inspection stations established under the Program with trained and certified inspectors, who will exercise inspection authorities in accordance with current DNR procedures and manuals. General inspection procedures include:
- i. Visually and tactilely inspecting water-related equipment to determine whether aquatic invasive species, aquatic macrophytes, or water is present;
 - ii. Instructing persons on how to comply with AIS laws by removing AIS, draining, decontaminating, or treating AIS and water-related equipment to prevent the transportation and spread of aquatic invasive species, aquatic macrophytes, and water;
 - iii. Issuing verbal orders to prohibit placing water-related equipment, that has AIS attached or water that has not been drained, into waters of the state;
 - iv. With owner's consent, assisting with the removal of AIS and decontamination of water-related equipment; and
 - v. Contacting local law enforcement or Conservation Officers if a person transporting watercraft or water-related equipment refuses to take corrective actions to remove AIS or fails to comply with requirements to drain water prior to leaving the water access.
- G. Governmental Unit will support education and outreach projects and programs designed to increase public awareness and knowledge of the risks AIS pose to water resources and public capacity to contribute to the effort to prevent and manage the spread of AIS.
- H. Governmental Unit assumes legal, financial, and administrative responsibilities for their staff and/or individuals working for contractors and the actions of their staff/contractors and will bear costs incurred in completing the tasks and responsibilities herein, except that DNR will provide, at its sole expense, staff and/or contracted professionals to coordinate and conduct the training described herein.
- I. Governmental Unit and DNR will regularly meet or consult with each other to collaboratively develop the above-described elements of Governmental Unit AIS Program and potential models that could be used by other local government entities to help prevent the spread of AIS, guided by the three core principles stated above.

J. Governmental Unit must submit an End-of-Season Watercraft Inspection Report to the DNR summarizing the results and issues related to implementing the inspection program.

3. LIABILITY. Each Party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its agents, volunteers or employees. It is understood and agreed that liability and damages arising from the Parties' acts and omissions are governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, the Minnesota Tort Claims Act, Minnesota Statutes section 3.736, and other applicable laws.

4. TERM AND TERMINATION. The agreement becomes effective on the date of final signature. This agreement expires on December 31; . The agreement may be terminated with or without cause by 30-day written notice to the other Party.

5. ENTIRE AGREEMENT. This agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between DNR and Governmental Unit, and contains the entire agreement with regard to the subject matter herein.

6. AMENDMENTS. This agreement may be amended only by the mutual consent of the Parties in writing, signed by each of the Parties.

7. NOTICE. Any written communication required under this agreement will be addressed to the other Party as follows, except that any Party may change its representative and/or address for notice by so notifying the other Party in writing:

To DNR:

Watercraft Inspection Program Coordinator
Minnesota Department of Natural Resources
500 Lafayette Road, Box 25
St. Paul MN 55155-4025

To Governmental Unit:

Name/Title:

Governmental Unit:

Address:

Address:

8. GOVERNING LAW AND VENUE. This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. WAIVERS. The waiver by DNR or Governmental Unit of any breach or failure to comply with any provision of this agreement by the other Party will not be construed as nor will it constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this agreement.

10. STATE AUDITS. Under Minnesota Statutes section 16C.05, subd. 5, Governmental Unit books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement.

11. GOVERNMENT DATA PRACTICES. Governmental Unit and DNR must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, as it applies to all data provided by DNR under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by Governmental Unit under this agreement. The civil remedies of Minnesota Statute section 13.08 apply to the release of the data referred to in this clause by either Governmental Unit or DNR.

If Governmental Unit receives a request to release the data referred to in this Clause, Governmental Unit must immediately notify the DNR's Data Practices Compliance Official. The Governmental Unit's response to the request shall comply with applicable law.

The state complies with Minnesota Government Data Practices Act regarding the released of any data created, collected, received, stored, used, maintained, or disseminated by the respective party under this agreement. The state and the Governmental Unit shall let each other know when a data request has been received.

IN WITNESS WHEREOF, intending to be legally bound, the Parties hereto execute and deliver this agreement.

DEPARTMENT OF NATURAL RESOURCES

By: _____

Title: Director, Division of Ecological and Water Resources

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Title: _____

Date: _____

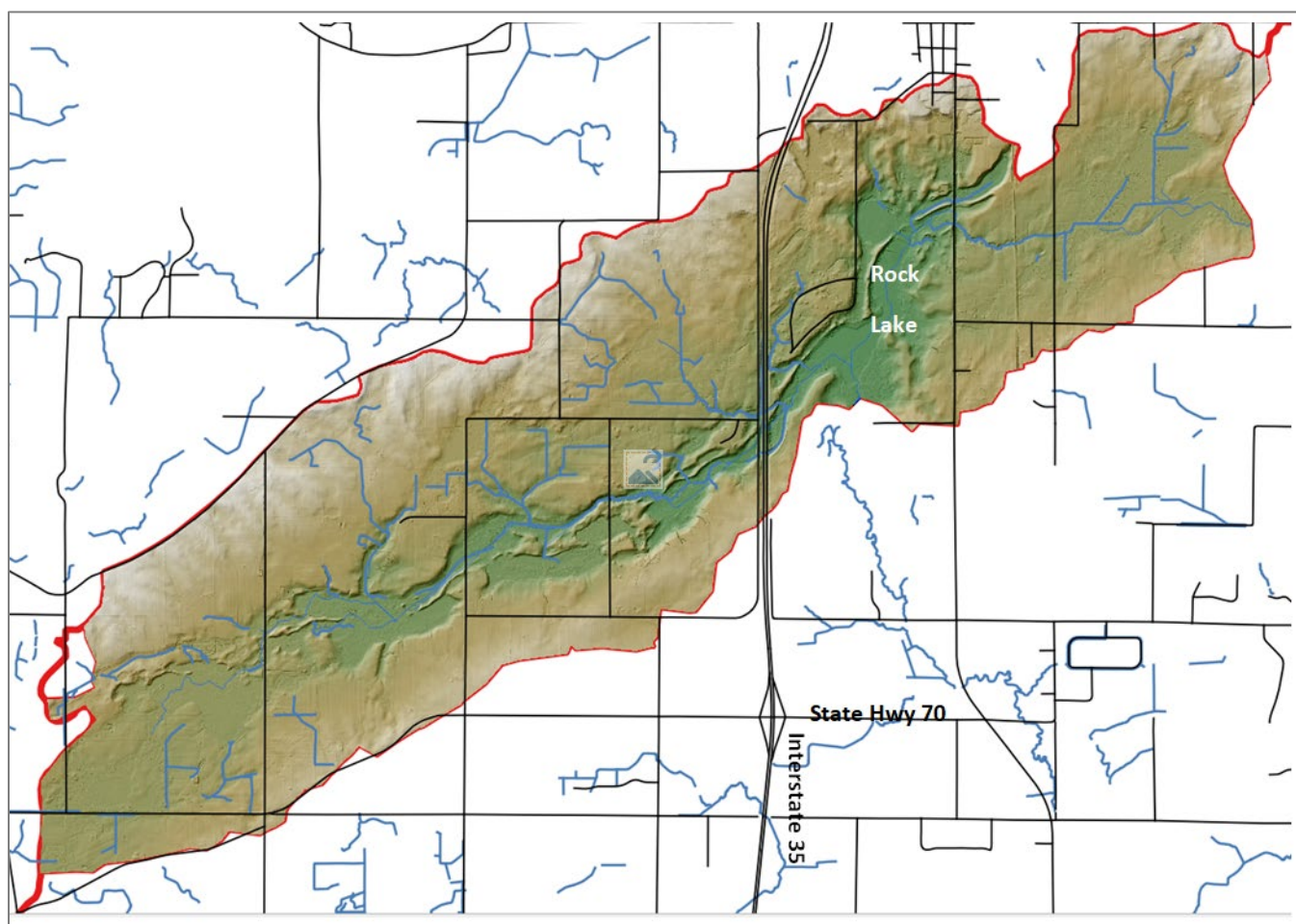
GOVERNMENTAL UNIT:

By: _____

Title: _____

Date: _____

AGENDA REQUEST FORM



Map of Rock Lake Subwatershed showing topography and water flow lines

**LOWER ST. CROIX 1W1P
2021 WATERSHED BASED IMPLEMENTATION FUNDING
BWSR C21-4732
SUB-AGREEMENT BETWEEN
CHISAGO SOIL AND WATER CONSERVATION DISTRICT
AND PINE COUNTY**

This Sub-Agreement is between the Chisago Soil and Water Conservation District (Chisago SWCD), 38814 Third Avenue, North Branch, MN 55056, the Pine County (Sub-Recipient), 1610 Highway 23 North, Sandstone, MN 55072, together referred to herein as “Parties”.

I. PURPOSE

The purpose of this Sub-Agreement is to clarify roles and responsibilities of the Chisago SWCD and Sub-Recipient in delivering certain activities that are specified in the approved Grant Work Plan for the State of Minnesota Board of Water and Soil Resources (BWSR) FY 2021 Watershed Based Implementation Funding–Lower St. Croix Watershed Partners Grant Agreement (2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement).

II. INCORPORATED DOCUMENTS

The terms of this Sub-Agreement and the terms of the documents incorporated herein provide the entire agreement of the parties. The documents that form the agreement of the parties are as follows:

- A. The Sub-Agreement;
- B. Grant Activity Addendum, marked as Attachment A and incorporated herein;
- C. Grant Work Plan Watershed Based Implementation FEB 2021, as attached and incorporated as Exhibit 1 to the Grant Activity Addendum; and
- D. Project Documents consisting of the Rock Lake SWA Project Application, which is attached and incorporated as Exhibit 2 to the Grant Activity Addendum. This project is funded under Activity 8 of Exhibit 1.

PARTIES

- A. Chisago SWCD and Sub-Recipient are among the counties, soil and water conservation districts, watershed districts and water management organizations which have entered into the Joint Powers Agreement for the Implementation of the Lower St. Croix Comprehensive Watershed Management Plan. Together, the parties that have entered into the Joint Powers Agreement are also known as the Lower St. Croix Watershed Partners.
- B. Pursuant to the Joint Powers Agreement, Chisago SWCD is designated as Administrative Coordinator and fiscal agent to accept and carry-out responsibilities related to grant agreements and financial transactions that are related to grant

agreements extended by and through the State of Minnesota Board of Water and Soil Resources (BWSR).

- C. On March 31, 2021, BWSR and Chisago SWCD, as Administrative Coordinator and fiscal agent of the Lower St. Croix Watershed Partners, entered into the 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement to provide funding for a BWSR approved work plan (Grant Work Plan), which is made part of and incorporated in the 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement.
- D. Sub-Recipient as an organization which receives pass through funding under the 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement for delivering and carrying out certain activities set forth in the Grant Work Plan and more specifically described in detail and budget amount in the Activities Addendum attached hereto and additional addendums that Chisago SWCD and Sub-Recipient may agree and enter into from time to time in the course of implementing the Grant Work Plan.
- E. On January 21, 2022, the Lower St. Croix Watershed Partners Activity 8 subcommittee unanimously approved recommending to the LSC 1W1P Steering Committee funding the Pine County Rock Lake SWA project at \$12,541.40.
- F. On January 26, 2022, the Lower St. Croix Watershed Partners Steering Committee unanimously approved to recommend to the fiscal agent, Chisago SWCD Board, funding for the Sub-Recipient's Pine County Rock Lake SWA project at \$12,541.40.

III. TERM

- A. Effective Date: This Sub-Agreement shall be effective on January 27, 2022.
- B. Expiration Date: This Sub-Agreement shall expire on December 31, 2023, or when all obligations have been satisfactorily fulfilled, whichever comes first.
- C. Survival of Terms. The provisions set forth in VI. CONTRACT CLAUSES shall survive expiration or early termination of this Sub-Agreement.

IV. SPECIFIC DUTIES AND SCOPE OF SERVICES

- A. Chisago SWCD shall perform the duties and responsibilities required of Chisago SWCD as set forth in this Sub-Agreement.
- B. Sub-Recipient shall perform those duties and activities required of Sub-Recipient as set forth in this Sub-Agreement. Sub-Recipient shall deliver and carry-out those activities set forth in the Grant Work Plan as specified in the Grant Activities Addendum attached hereto and incorporated herein and as amended by the parties from time to time in the course of implementing the Grant Work Plan.

- C. Chisago SWCD and Sub-Recipient shall perform all duties required of this Sub-Agreement and activities of the Grant Work Plan in compliance with applicable federal and state law and administrative regulation and consistent with the provisions of BWSR Grant Administration Manual.

V. PAYMENT TERMS AND REPORTING REQUIREMENTS

- A. REPORTING. No more frequent than monthly and no less frequent than quarterly, Sub-Recipient will submit invoices to Chisago SWCD documenting completed activities of the Grant Work Plan that are required of the Sub-Recipient.
- B. TERM.
 - 1. Notwithstanding Paragraph III. A. and B., above, the Sub-Recipient may seek reimbursement of costs incurred in implementation of the Grant Work Plan from January 27, 2022 to December 31, 2023 or until all work under this Agreement is completed and payments made, whichever occurs first, unless earlier terminated by law or according to the provisions of this Sub-Agreement.
 - 2. Chisago SWCD and Sub-Recipient agree and acknowledge that Sub-Recipient performed construction work and activities required of Sub-Recipient under this Sub-Agreement prior to the effective date of this Sub-Agreement. Accordingly, Sub-Recipient may submit and seek reimbursement for construction costs incurred prior to the effective date of this Sub-Agreement, but in no event shall Sub-Recipient be reimbursed for any costs incurred prior to June 1, 2021.
- C. AMOUNT. During the term of this agreement, the Sub-Recipient may bill Chisago SWCD in an amount not to exceed that sum designated in the Activities Addendum and additional addenda for expenses incurred in delivering the activities required of Sub-Recipient in the course of the course of Grant Work Plan implementation.
- D. COMPENSATION. The compensation payable to Sub-Recipient shall be solely from Watershed Based Implementation Funding allocated by BWSR in the 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement. Chisago SWCD will process reimbursement to Sub-Recipient upon receipt of qualifying invoice. Chisago SWCD will pass through and pay to Sub-Recipient Watershed Based Implementation Funding in an amount not to exceed the grant budgeted sum for each respective grant activity. Chisago SWCD shall not be liable to Sub-Recipient for costs incurred that are not paid by funds allocated by BWSR within 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement. Sub-Recipient shall return to Chisago SWCD any grant moneys received for costs that BWSR determines as disallowed.
- E. REIMBURSEMENT SCHEDULE.
 - 1. All payments will be reimbursements of costs incurred. Upon execution of this Sub-Agreement, the Sub-Recipient may present itemized invoices to Chisago SWCD for work actually performed and the supporting documentation. Chisago

SWCD will provide a copy of the invoice to be completed for all reimbursement requests. Reimbursements will be paid consistent with the manner in which BWSR distributes grant moneys in administration of the 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement.

2. There may be delays in payment from waiting for Chisago SWCD Board approval, Policy Committee approval or if reimbursement requests overlap the BWSR allocation of the second 40% or final 10% of the grant. In no event may Chisago SWCD be liable to Sub-Recipient for costs incurred that are not paid by funds allocated by BWSR within 2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement.
3. Invoices for payment will be sent to: (or his/her successor)

Chisago SWCD
Attn: Craig Mell, District Administrator
38814 Third Ave. North Branch, MN 55056
Email: craig.mell@mn.nacdn.net

VI. CONTRACT CLAUSES

A. Changes.

Any amendments to this Sub-Agreement or Grant Activities Addendum must be in writing and will not be effective until it has been approved and executed by the both the Sub-Recipient and Chisago SWCD. Amendments must be executed prior to the expiration of the original Sub-Agreement or any amendments thereto.

- B. Indemnity and Hold Harmless. Sub-Recipient shall indemnify Chisago SWCD, its directors, officers, employees, and agents against damages, penalties, costs, or expenses incurred in connection with any alleged violation of any federal, state, or local law or regulation regulating the Work performed by Sub-Recipient hereunder or any part thereof.

Sub-Recipient agrees to indemnify and hold harmless Chisago SWCD, its directors, officers, employees, and agents against and from loss, claims, or suits, including costs and attorney's fees, for, or on account of injury, bodily or otherwise, or death, of persons, or damage to or destruction of property belonging to Chisago SWCD or others arising out of the negligent performance of the Work hereunder by the Sub-Recipient. Sub-Recipient shall, in no event, be liable for loss or damage attributable to Chisago SWCD or its representatives or agents. Sub-Recipient's liability shall be limited by the provisions of Minnesota Statutes Chapter 466 or other applicable law. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be construed to create a basis for a claim or suit when none would otherwise exist.

Chisago SWCD shall indemnify and hold harmless Sub-Recipient, its agents, employees, and directors from any damages, penalties, or claims incurred in connection with Chisago SWCD's processing of receipts or funds, payment of monies or any other duties as fiscal agent under this agreement or in connection with the 2020-2021 1W1P grant.

- C. Non-assignment. Sub-Recipient shall not assign this Agreement nor delegate or subcontract any of the Work to be performed without Chisago SWCD's written consent. If assignment, delegation, or subcontract is done with such consent, it shall not relieve Sub-Recipient from its responsibility for the performance of any of its obligations hereunder.
- D. Complete Agreement. This Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Agreement supersedes all prior negotiations, understandings, agreements and representations. There are no oral or written understandings, agreements or representations not specified herein.
- E. Independent Contractor Status. Sub-Recipient is an independent contractor. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures between the parties. Sub-Recipient will be responsible for any federal or state taxes applicable to this payment. No tenure or any rights or benefits, including workers' compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, Public Employment Retirement Association or other benefits available to Sub-Recipient employees, shall accrue to Chisago SWCD or its employees performing services under this Agreement.
- F. Worker Health, Safety and Training. Sub-Recipient shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Sub-Recipient shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Sub-Recipient shall ensure all personnel of Sub-Recipient and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks engaged in under this Contract. Sub-Recipient shall comply with federal, state and local occupational safety and health standards, regulations and rules promulgated pursuant to the Occupational Health and Safety Act which are applicable to the work to be performed by Sub-Recipient.
- G. Legal Compliance. Sub-Recipient and Chisago SWCD shall comply with all applicable federal and state statutes and regulations, the BWSR Grant Administration Manual as well as local ordinances now in effect or hereafter adopted or amended.
- H. Data Privacy. For purposes of this Contract all data created, collected, received, stored, used, maintained, or disseminated by Sub-Recipient in the performance of this Contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13 and the Minnesota Rules implementing the Act now in force or hereafter adopted as well as the applicable federal laws on data privacy.

- I. Data Practices, Data Management and Record Retention. Notwithstanding Minn. Stat. 13.82, subd. 24 or any other provision of law the parties agree that for purposes of the Minnesota Government Data Practices Act and all other statutes and provision of law related to data practices, data management and records retention, each party shall remain the exclusive responsible authority, as defined in Minn. Stat. 13.02, subd. 16, for its own data management, for responses to data requests and for all aspects of records retention for any and all data in any form that is collected, created, received, maintained or disseminated by the party agency. This section includes but is not limited to all data regardless of its classification as the term government data is defined in Min. Stat. 13.02, subd. 7.
- J. Auditor Access and Review of Business Records. Pursuant to Minn. Stat. 16C.05 subd. 5 the parties agree that each party, the State Auditor or legislative Auditor, or any duly authorized representative at any time during normal business hours and as often as they deem reasonably necessary, shall have access to and the right to audit, excerpt and transcribe any books, documents, papers, records, etc. that are pertinent to the accounting practices and procedures of the parties and involve transactions relating to this Sub-Agreement. The parties agree to maintain and make available these business records for a period of at least 6 years from the date of the termination of this agreement.
- K. Force Majeure. Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of God, unusually severe weather, terrorism, war, acts of public authorities or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.
- L. Waiver. The failure of Chisago SWCD or Sub-Recipient to enforce one or more of the terms or conditions of the Sub-Agreement or to exercise any of its rights or privileges, or the waiver by either party of any breach of such terms or conditions, shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no waiver had occurred.
- M. Legal Representatives and Notices. All official notices, shall be sufficiently given when hand-delivered, emailed or mailed, certified mail, postage prepaid, to the respective legal representative and their place of business as set forth below or as designated hereafter in writing by the parties.

Chisago SWCD:

Chisago SWCD
Attn: Craig Mell, District Administrator
38814 Third Avenue, North Branch, MN 55056
651-674-2333
craig.mell@mn.nacdnet.net

Sub-Recipient:

Pine County
Attn: Caleb Anderson, Land & Resources Manager
Pine County Planning, Zoning, and Solid Waste Dept
1610 Highway 23 North, Sandstone, MN 55072
320-591-1657
Caleb.anderson@co.pine.mn.us

- N. Interpretation, Jurisdiction and Venue. All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Both parties hereby consent and submit to the jurisdiction of the appropriate courts of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.
- O. Severability. The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
- P. Agreement to Mediate Disputes. In the event that any dispute arises between the parties in relation to this Sub-Agreement, or out of this Sub-Agreement, and the dispute is not resolved by negotiation, the parties may agree to submit the dispute to mediation. The parties further agree that their participation in mediation is a condition precedent to any party pursuing any other available remedy in relation to the dispute.

Any party to the dispute may give written notice to the other party of his or her desire to commence mediation, and a mediation session must take place within [30] days after the date that such notice is given.

The parties must jointly appoint a mutually acceptable mediator. If the parties are unable to agree upon the appointment of a mediator within [7] days after a party has given notice of a desire to mediate the dispute, any party may apply to any organization or person agreed to by the parties in writing, for appointment of a mediator.

The parties further agree to share equally the costs of the mediation, which costs will not include costs incurred by a party for representation by counsel at the mediation.

- Q. Default and Termination. The Chisago SWCD or Sub-Recipient may terminate this Sub-Agreement at any time, with or without cause, upon 30 days' written notice to the other party. Upon termination, the Sub-Recipient will be entitled to payment for services satisfactorily performed.

Either party by written notice of default (including breach of contract) to the other party may terminate the whole or any part of this agreement if the other party fails to perform any of the provisions of this contract, and after receipt of written notice from the first party, fails to correct such failures within a period of 10 days or such longer period as the first party may authorize in writing after receipt of notice from the first party specifying such failure.

- R. Merger Clause. This Sub-Agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This Sub-Agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this Sub-Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

(Signatures found on Page 9)

VII. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Sub-Agreement the day and year signed below. By signing this Sub-Agreement the representative each such party attests that he or she has actual authority to enter into this Sub-Agreement on behalf of the respective party.

Approved and accepted for:

CHISAGO SWCD

Jim Birkholz, Board Chair

Date

Reviewed and Approved as to Form:

JANET REITER, CHISAGO COUNTY ATTORNEY

By: 

Jeffrey B. Fuge, Assistant County Attorney

Date: January 31, 2022

Approved and accepted for

SUBRECIPIENT- Pine County

Name:
Board Chair

Date

ATTEST:

David Minke, County Administrator

Date

Reviewed and Approved as to Form:

By: _____
Name and Title
Attorney for Pine County

Date

**GRANT ACTIVITIES ADDENDUM TO
SUB-AGREEMENT BETWEEN
CHISAGO SOIL AND WATER CONSERVATION DISTRICT
AND PINE COUNTY**

This Grant Activities Addendum to the Sub-Agreement between Chisago Soil and Water Conservation (Chisago SWCD) and the Pine County (Sub-Recipient), provides a statement of grant activities that Sub-Recipient will perform pursuant to the Sub-Agreement. The Grant Activities Addendum contains a description of those specific grant activities to be performed by Sub-recipient in the implementation of the Grant Work Plan; a summary of the persons designated by the Sub-Recipient responsible for each such grant activity; and the total of grant funds allocated for reimbursement for costs incurred by Sub-Recipient in the performance and delivery of each such grant activity. All grant activities specified and detailed herein shall be performed in accordance with the Sub-Agreement, the BWSR Grant Agreement, BWSR Grant Administration Manual, and applicable federal and state laws and regulations and local ordinances.

I. INCORPORATION AND SOURCE DOCUMENTS

This Grant Activities Addendum, the terms and provisions contained herein and the terms and provisions of the BWSR approved Grant Work Plan for the Watershed Based Implementation Grant for FY 2021 (Grant Work Plan), attached hereto and incorporated herein as Exhibit 1, and the detailed Watershed Based Implementation Funding eLINK Work Plan (eLINK Work Plan), attached hereto and incorporated herein as Exhibit 2, are part of and incorporated in the Sub-Agreement between Chisago SWCD and Sub-Recipient.

II. SCOPE OF GRANT ACTIVITIES

In the performance of the Sub-Agreement, Sub-Recipient will carry-out certain activities in the implementation of the Grant Work Plan described and set forth as follows:

A. Grant Work Plan Activity 8: Targeting Analyses

1. General Scope of Grant Activity:

Rock Lake Subwatershed Analysis

2. Deliverables:

Complete a subwatershed analysis of the Rock Lake watershed in Pine County. This evaluation will include prioritization and the feasibility, cost, and pollutant reductions for nonstructural and structural best management practices. The area proposed for evaluation encompasses 6,264 acres of urban, rural, and agricultural

land uses in southern Pine County in the northern reaches of the Lower St. Croix watershed.

3. Staff Involvement and Roles:


Caleb Anderson, Pine County, has primary responsibility for oversight and administration of the above grant activities.

- Jeremy Williamson, Pine County, will implement technical tasks of this project.
- Lukas Olson, Pine County, will implement technical tasks of this project.
- Pine SWCD, will be subcontracted for BMP identification and cost/benefit analysis.

III. ALLOCATION OF GRANT FUNDS

Sub-Recipient will be paid grant fund moneys in an amount not to exceed \$12,541.40 in reimbursement of costs incurred in delivering all grant activities required of Sub-Recipient under the Sub-Agreement as specified in this Grant Activities Addendum.

Grant Activities Addendum Reviewed and Approved as to Form:
JANET REITER, CHISAGO COUNTY ATTORNEY

By: 
Jeffrey B. Fuge, Assistant County Attorney
Date: January 31, 2022



Grant Workplan

Watershed Based Implementation FEB 2021

Grant Title - 2021 WBIF - Lower St. Croix Watershed Partners

Grant ID - C21-4732

Organization - Chisago SWCD

Original Awarded Amount	\$1,264,531.00	Grant Execution Date	
Required Match Amount	\$126,453.10	Original Grant End Date	12/31/2023
Required Match %	10%	Grant Day To Day Contact	Craig Mell
Current Awarded Amount	\$1,264,531.00	Current End Date	12/31/2023

Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	\$1,264,531.00	\$0.00	\$1,264,531.00
Total Match Amount	\$129,800.00	\$0.00	\$129,800.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$1,394,331.00	\$0.00	\$1,394,331.00

**Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Administration/Coordination	Administration /Coordination	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$100,000.00			N
Administration/Coordination	Administration /Coordination	Local Fund	LSC Partners	\$0.00			Y
Basin Ag Outreach Program	Project Development	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Basin Ag Outreach Program	Project Development	Local Fund	LSC Partners	\$0.00			Y
Internal Analyses	Planning and Assessment	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$50,000.00			N
Non-Structural Ag/Urban Implementation	Non-Structural Management Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N
Shared Services Educator	Education/Information	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$125,000.00			N
Shared Services Educator	Education/Information	Local Fund	LSC Partners	\$4,800.00			Y
Structural Ag BMP Implementation	Agricultural Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$160,000.00			N
Structural Ag BMP Implementation	Agricultural Practices	Federal Funds	Federal Programs (NRCS)	\$27,500.00			Y
Structural Ag BMP Implementation	Agricultural Practices	Local Fund	LSC Partners	\$27,500.00			Y
Structural Urban BMP Implementation	Urban Stormwater Management Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N
Structural Urban BMP Implementation	Urban Stormwater Management Practices	Local Fund	LSC Partners	\$70,000.00			Y
Targeting Analyses	Planning and Assessment	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$150,000.00			N
Technical/Engineering	Technical/Engineering Assistance	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$40,000.00			N
Technical/Engineering	Technical/Engineering Assistance	Local Fund	LSC Partners	\$0.00			Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Wetland Restoration Implementation	Wetland Restoration/Creation	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$39,531.00			N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Non-Structural Ag/Urban Implementation	PHOSPHORUS (EST. REDUCTION)	400 LBS/YR	St. Croix	MIDS	
Structural Urban BMP Implementation	PHOSPHORUS (EST. REDUCTION)	200 LBS/YR	St Croix	MIDS	
Wetland Restoration Implementation	PHOSPHORUS (EST. REDUCTION)	15 LBS/YR	St. Croix	MIDS	
Structural Ag BMP Implementation	PHOSPHORUS (EST. REDUCTION)	300 LBS/YR	St. Croix River	BWSR CALC (GULLY STABILIZATION)	

Grant Activity

Grant Activity - Administration/Coordination

Description

Lead Agencies: Chisago SWCD, WCD, CLFLWD (see role assignments below)

Activity Description: This Activity will include the following tasks (performed by the organizations/staff members listed):

- Grant and progress reporting – includes coordinating with Chisago SWCD and other partners to gather reporting information, compiling said information, and entering reports into eLINK; will also include assisting Chisago SWCD with any grant/work plan amendments as necessary.
 - o Lead organization: CLFLWD
 - o Staff member: Emily Heinz, Planning Coordinator
- Coordination among Policy Committee, Steering Committee, Advisory Committee, and work plan activity planning team (lead coordination of meetings, agendas, meeting material distribution)
 - o Lead organization: WCD (EMWREP)
 - o Staff member: Angie Hong, Water Education Senior Specialist
- Website upkeep
 - o Lead organization: WCD (EMWREP)
 - o Staff member: Angie Hong, Water Education Senior Specialist
- Support organization: CLFLWD
 - o Staff member: Jessica Lindemyer, Operations & Outreach Specialist
- Fiscal agent administration and contract coordination – includes coordinating with other partners to gather reporting information and reviewing draft report; will also include leading any grant/work plan amendments as necessary
 - o Lead organization: Chisago SWCD
 - o Staff member: Craig Mell, District Administrator
- Agronomy Outreach Specialist and Educator administration, hiring and payroll administration. WCD will lead the process of coordinating the hiring subcommittees which will consist of staff members from partner organizations (see Grant Activities section for more description of grant activity subcommittees). Hiring subcommittees ideally not to exceed 5 people.
 - o Lead organization: WCD
 - o Staff member: Jay Riggs, District Manager

See Work Plan Detail in eLINK attachments for more info.

Category	ADMINISTRATION/COORDINATION
Has Rates and Hours?	Yes

Grant Activity - Basin Ag Outreach Program	
Description	<p>Lead Agency: Washington Conservation District, Jay Riggs</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)</p> <p>Estimated billing rate; hours: \$72/hour; 2,778 hours</p> <p>Priority areas: Agronomy outreach specialist will focus on priority areas described in Structural Ag BMP Implementation and Non-Structural Ag/Urban Implementation</p> <p>CWMP Reference: Page 61</p> <p>Activity Description: Agronomy outreach specialist. (A) Shared Services: Hire or contract with an agricultural conservationist/agronomist (one individual) for basin wide assistance with agronomy, outreach, and technical assistance to agricultural producers including conservation planning and nutrient management plans. [Approximately 80% of this position's time will be directly working with agricultural producers in the LSC Watershed to identify economical farming practices with water quality benefits to make them a routine part of farm operations. A target is to interact with operators of both large and small operations with a cumulative total of at least 3,000 acres.] See Attachment A – Agronomy Outreach Specialist Details & Milestones for more information.</p> <p>This would allow for 1 full time agronomy outreach specialist to work basin-wide. Staff will work basin-wide and may have more than one office space. LSC partners will ensure duties assigned to this new staff member will be in alignment with WBIF funding intent and requirements.</p> <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	PROJECT DEVELOPMENT
Has Rates and Hours?	Yes

Grant Activity - Internal Analyses	
Description	<p>Lead Agency: Chisago County, Jerry Spetzman and Susanna Wilson-Witkowski</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)</p> <p>Staff Qualifications: Work is likely to be performed by an outside consultant which will be vetted for staff qualifications.</p> <p>Activity Description: Calculate internal loading of phosphorus on 2 lakes estimated at \$25,000 each. Two lakes will be awarded through the project evaluation process identified in the plan. The group will develop a timeline for evaluating internal load evaluation for lakes. Internal load evaluation should only occur after external loading is substantially addressed. Work under this activity will likely be performed by a contracted consultant.</p> <p>Priority projects identified include:</p> <ul style="list-style-type: none"> • Linwood Lake and Martin Lake Anoka. Both are priority A for internal loading analysis in LSC CWMP Table 5-4. • Goose Lake Washington. Priority B for internal loading analysis in CWMP Table 5-4. Water monitoring indicates watershed loads are addressed. Internal load reduction is the last step to delisting from MPCA Impaired waters list. • Priority "A" lakes with Rush (E & W) and Goose Lakes as our preferred top three. • Priority A Basin listed in Table 5-4, Downs Lake will be considered. • Wallmark, Pioneer and North Goose Lakes in Chisago all priority A <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	PLANNING AND ASSESSMENT
Has Rates and Hours?	No

Grant Activity - Non-Structural Ag/Urban Implementation

Description

Ag Lead Agency: Chisago SWCD, Craig Mell

Urban Lead Agency: CMSCWD, Mike Isensee

Urban/Ag Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

Priority areas:

- Ag:
 - o Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tribs with direct discharge.
 - o Tier 2: lakes that drain to St. Croix tribs.
 - Rush and Goose Lakes in Chisago County
 - Forest and Comfort Lakes in CLFLWD (drain to Sunrise River)
- Urban:
 - o Rush Creek (Rush City)
 - o Goose Creek (Harris)
 - o Sunrise River (North Branch, Stacy, Wyoming)
 - o St. Croix River (Taylors Falls, Marine on the St. Croix, Stillwater, and MSCWMO cities).
- See Detail Work Plan Text for more info on priority areas.

CWMP Reference: Pages 61 and 65

Activity Description: Provide cost-share/incentives for implementing non-structural agricultural best management practices (e.g., soil health BMPs, reduced tillage, cover crops, nutrient management planning, forage/biomass plantings). Provide cost-share/incentives for implementing non-structural urban best management practices (e.g., enhanced street sweeping). BWSR accepted standards will be followed for all practices implemented. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP. Specific enhanced street sweeping targeting analyses will be performed for priority areas.

The target phosphorus load reduction for this Activity is 400 lb/yr. The estimated number of agricultural land converted is 1,300 acres. The estimated number of enhanced street sweeping curb miles is 1,000.

	<p>Subcommittee will establish cost-share/incentive rates and policies which will entail:</p> <ol style="list-style-type: none"> 1. Draft proposed non-structural land management policy 2. Send to BWSR for review. 3-4. LSC partner boards approve <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	NON-STRUCTURAL MANAGEMENT PRACTICES
Has Rates and Hours?	No

Grant Activity - Shared Services Educator

Description	<p>Lead Agency: Washington Conservation District, Jay Riggs</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)</p> <p>Estimated billing rate; hours: \$66/hour; 1,894 hours</p> <p>Priority areas: Basin-wide</p> <p>CWMP Reference: Page 65</p> <p>Activity Description: Facilitate shared education and outreach program across basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices. Education and outreach tasks will serve the goals outlined in the LSC CWMP and may not always pertain to the implementation items described in this WBIF grant work plan, but will always have a primary benefit to water quality in priority resources.</p> <ul style="list-style-type: none">• 90% = develop, distribute and implement outreach programs that result in behavioral changes achieving water quality benefits;• 10% = solicit willing landowners to install BMPs that are goals within this plan. Promoted practices will be in line with BWSR eligibility requirements and will focus on water quality. <p>[0.5 FTE to expand EMWREP basin wide; \$50,000/yr or \$100,000/2 yrs]. Outreach will specifically include MIDS promotion to communities. Outreach will also include preliminary work with LGUs to set shoreline "view corridors" to 25% of lot width or maximum 35' width and maximum vegetation clearing standards or adopt innovative shoreland standards to protect buffers, native ecosystems, and habitat corridors. This work will provide water quality benefits through their protection of shoreline and streambank buffers. LSC partners will ensure duties assigned to this new staff member will be in alignment with WBIF funding intent and requirements. See Attachment B Education Details & Milestones for more information.</p> <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	EDUCATION/INFORMATION
Has Rates and Hours?	Yes

Grant Activity - Structural Ag BMP Implementation

Description

Lead Agency: Chisago SWCD, Craig Mell

Co-lead Agency: Washington Conservation District, Jay Riggs

Priority areas:

- Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tributaries with direct discharge to the St. Croix River.
- Tier 2: lakes that drain to St. Croix tributaries:
 - o Rush and Goose Lakes in Chisago County
 - o Forest Lake in CLFLWD (drains to Sunrise River)
- See Detail Work Plan Text for more information on priority areas.

CWMP Reference: Page 61

Activity Description: Provide cost-share/incentives for installing or implementing structural agricultural best management practices (e.g., feedlot improvements, buffers, WASCObS, diversions, lined waterways, grade stabilization structures, vegetative swales, livestock water management, etc.). The project ranking subcommittee will check BWSR eligibility requirements and consult the BWSR Board Conservationist to ensure projects are eligible. NRCS or other BWSR accepted standards will be followed for all practices installed. For feedlot improvement projects, the subcommittee will complete the BWSR supplemental feedlot worksheet to ensure compliance with BWSR policy for using CWF funds for feedlot improvements. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 300 lb/yr. The estimated number of BMPs implemented under this activity is 20, with an average phosphorus reduction of 15 lb/yr per BMP as measured at the target waterbody.

Subcommittee will establish cost-share/incentive rates and policies which will entail:

1. Draft proposed cost-share rates and policies.
2. Send to BWSR for review.
3. Steering Committee approve rates and policies.

See Work Plan Detail in eLINK attachments for more information.

Category	AGRICULTURAL PRACTICES
Has Rates and Hours?	No

Grant Activity - Structural Urban BMP Implementation	
Description	<p>Lead Agency: CMSCWD, Mike Isensee</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)</p> <p>Priority areas: St. Croix River direct drainage, Sunrise River watershed, Fish Lake, Big Carnelian, Big Marine, Forest Lake. Projects may also occur at other priority waters in tables 5-2 and 5-3 in the LSC CWMP.</p> <p>CWMP Reference: Page 65</p> <p>Activity Description: Provide cost-share/incentives for implementing structural urban best management practices (e.g., vegetated swales, pervious pavement, gully stabilization, rain gardens, and other urban practices). BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.</p> <p>The target phosphorus load reduction for this Activity is 200 lb/yr. The estimated number of BMPs implemented under this activity is 20, with an average phosphorus reduction of 10 lb/yr per BMP as measured at the target waterbody.</p> <p>Subcommittee will establish cost-share/incentive rates and policies which will entail:</p> <ol style="list-style-type: none"> 1. Draft proposed cost-share rates and policies. 2. Send to BWSR for review. 3. Steering Committee approve rates and policies. <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	URBAN STORMWATER MANAGEMENT PRACTICES
Has Rates and Hours?	No

Grant Activity - Targeting Analyses

Description

Lead Agency: Washington Conservation District, Jay Riggs

Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

Estimated billing rate; hours: \$65/hour; 2,308 hours

Staff Qualifications: This task will be completed by existing qualified staff members of LSC Partner organizations.

Activity Description: This Activity includes two general types of analyses: 1) Subwatershed Assessment (or similar analysis, not necessarily SWA protocols) and 2) Targeted Street Sweeping Analysis.

All requested waterbodies are listed in tables 5.2 and 5.3 Regionally Significant Lakes, Rivers and Streams for Pollutant Reductions (ballpark cost estimate)

- Linwood Lake Anoka County (\$10,000) (priority waterbody: Linwood Lake)
- St. Croix Direct Washington County (\$15,000) (priority waterbody: St. Croix River)
- Desktop Analysis and Prioritized Catchments of the Sunrise River Watershed Chisago (\$10,000) (priority waterbody: Sunrise River)
- Rock Lake Pine and St. Croix Direct Pine County (\$20,000) (priority waterbodies: Rock Lake and St. Croix River)
- Targeting analysis protocol refinements (\$5,000) (applies to all of the waterbodies listed above)

Targeted Street Sweeping Analysis for the following cities with direct discharge to priority waterbodies listed in Table 5-2 and Table 5-3 of the LSC CWMP. Benefitted waterbodies are listed in parentheses. The initial estimate is this task will require approximately \$40,000 for the following communities:

- Rush City (Rush Creek)
- Harris (Goose Creek)
- North Branch (Sunrise River)
- Stacy (Sunrise River)
- Wyoming (Sunrise River)
- Stillwater (St. Croix River, Brown's Creek, Lake McKusick)
- Taylors Falls (St. Croix River)
- Marine on St. Croix (St. Croix River)
- Lakeland (St. Croix River)
- Lake St. Croix Beach (St. Croix River)
- Afton (St. Croix River)

	<ul style="list-style-type: none"> Bayport (Perro Creek) <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	PLANNING AND ASSESSMENT
Has Rates and Hours?	Yes

Grant Activity - Technical/Engineering	
Description	<p>Lead Agencies:</p> <ul style="list-style-type: none"> Chisago SWCD, Craig Mell (lead agency for Activity 2 Structural Ag BMP Implementation and non-structural ag implementation under Activity 4; subcontracts with local partners for specific projects) CMSCWD, Mike Isensee (lead agency for Activity 5 Structural Urban BMP Implementation and non-structural urban implementation under Activity 4) <p>Estimated billing rate; hours:</p> <ul style="list-style-type: none"> Professional Engineer: \$76/hour; 132 hours Technical Assistant: \$65/hour; 462 hours <p>Staff Qualifications: This task will be completed by existing qualified staff members of LSC Partner organizations.</p> <p>Activity Description: This Activity will include technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects. Funds may be used to contract with a third-party consultant for technical/engineering assistance. Funding allocation will be prioritized in areas where there are not local funds to support design work.</p> <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	TECHNICAL/ENGINEERING ASSISTANCE
Has Rates and Hours?	Yes

Grant Activity - Wetland Restoration Implementation

Description	<p>Lead Agency: Anoka SWCD, Becky Wozney (Wetland Specialist)</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)</p> <p>Priority areas: Priority wetland restorations will result in measurable improvements to rivers/streams in Table 5-2 and/or lakes in Table 5-3 of the LSC CWMP. Areas of particular concern include the St. Croix River direct drainage area, Sunrise River corridor, Rock Creek corridor and subwatersheds identified in Figure 5-5 of the LSC CWMP.</p> <p>CWMP Reference: Page 70</p> <p>Activity Description: This Activity will involve implementation of wetland restoration project(s) as needed to achieve a phosphorus reduction of at least 15 pounds per year for target waterbodies. The primary purpose of the wetland restoration project(s) will be for the improvement of water quality in receiving lakes/streams. Secondary benefits of wetland restoration projects will be considered as well, such as floodplain storage and habitat creation/enhancement.</p> <p>Wetland restorations will not be used to mitigate wetland impacts. Grant funds will not be used for fee title land acquisition (but may be used as match in accordance with WBIF Policy). LSC Partners will ensure proposed wetland restorations are consistent with WBIF eligibility requirements. LSC Partners will target specific restorations through utilization of existing studies and targeting analyses (e.g., drained wetland inventories, diagnostic studies, subwatershed assessments), performance of additional modeling analyses using existing data from said studies, and completion of additional targeting analyses as necessary to fill data gaps. Work pertaining to targeting strategies is included as part of other grant Activities.</p> <p>The target phosphorus load reduction for this Activity is 15 lb/yr. This work plan proposes to implement at least one wetland restoration to achieve the 15 lb/yr phosphorus reduction goal.</p> <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	WETLAND RESTORATION/CREATION
Has Rates and Hours?	No

Grant Attachments

Document Name	Document Type	Description
2021 Watershed Based Implementation Funding	Grant Agreement	2021 Watershed Implementation Funding - Chisago SWCD
Application	Workflow Generated	Workflow Generated - Application - 02/24/2021
BC Workplan Comments 2021-03-24	Journal	Journal Dated - 03/24/2021
Detailed Work Plan Text	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Detailed Work Plan Text 3/26	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Implementation Framework_PC Approved	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/01/2021
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/26/2021
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/24/2021

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

To: A8 Subcommittee, Steering Committee **Date:** 1/11/22
From: Pine County
Subject: WBIF Project Request: Rock Lake SWA

Table of Acronyms

CWMP: Comprehensive Watershed Management Plan	LSC: Lower St. Croix
SWCD: Soil & Water Conservation District	WD: Watershed District
WBIF: Watershed Based Implementation Funding	WMO: Watershed Management Organization

Eligible Project Sponsors

A sponsoring agency is required for each submitted project. The sponsor fills out this request. That agency must be a party to the Joint Powers Agreement for the implementation of the Lower St. Croix Comprehensive Watershed Management Plan. The sponsor, if the project is selected for funding, will enter into a subcontract with the Chisago Soil and Water Conservation District (SWCD) for project funding.

Description of Project (brief paragraph)

Because Rock Lake is an impaired waterbody this project aims to construct a nutrient and water budget for the watershed to prioritize installation of identified BMPs for efficient use of watershed funds. Through this process, tributary phosphorus loading will be modeled and a lake response model will be developed to predict the lake's response to nutrient reductions as BMPs are implemented in subwatersheds. The report generated in this project will be an important tool for future management of the Rock Lake subwatershed based on prioritization and cost benefit analysis

Benefitted Waterbody Information (add rows for additional waterbodies if necessary)

Target waterbody	Rock Lake
Waterbody area (acres)	88
Watershed area (acres)	6,264
DNR shoreline classification	Natural Environment
Description of the watershed and near-shore land uses	Watershed is described as 8% developed, 30% cropland, 6% woodland, 39% grassland/pasture, and 16% aquatic/wetland
Impairment status	Impaired (TP)
Protection or restoration	Restoration

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

Project Details

Project Name	Rock Lake SWA
Project Sponsor	Pine County Planning and Zoning Department
Additional Project Partner(s) (other than sponsor)	Pine SWCD
Project Location (lat/long, address, or description)	45.793458, -92.981007
DNR Level 8 Subwatershed	Lower St. Croix
Applicable WBIF Work Plan Activity	Activity 8
Funding Specifically Allocated to this Project in Work Plan (if applicable)	Goal 54 LK 1A, 1B, and 4A (see table 5-3 and Figure 5-3 of Lower St. Croix 1W1P)
Estimated Construction Timeline	01/27/22-12/31/22
Total Project Cost	\$12,541.40
Estimated Lifetime Project Cost (incl. O&M)	NA
Requested Grant Funding	\$12,541.40
Match provided, match source (cannot be state funds)	
Target Waterbody (from CWMP Table 5-2, 5-3, 5-4)	Rock Lake
Est. Phosphorus Load Reduction @ Target Waterbody	TBD
Est. TSS Load Reduction @ Target Waterbody	TBD
Calculation Tool Used	STEPL, WiLMS, BATHTUB & FLUX if data becomes available
Project Lifespan	NA
Lifetime Cost-Benefit (\$/lb phosphorus removed)	TBD

Pre-Project Identification

Total phosphorus load entering target waterbody	15,237 lb/ac/yr
Total suspended solids load entering target waterbody	271 lb/ac/yr
Major sources of nutrient loading	Cropland, ditches?
P reduction required to achieve water quality goal	1,763 (4,877 in-lake)
Completed projects, load reduction	Unknown
Alternative projects, load reduction	

List of Informational Attachments/Templates Included With Form:

1. WBIF Project Request Process Flow Chart
2. CWMP Priority Waterbody Maps
3. CWMP Appendix C – Project Targeting Criteria and Scoring Matrix (for [Activities 2, 4, 5, 9](#))
4. Wetland Restoration Scoring Matrix (for [Activity 6](#))
5. Internal Analysis Request for Funding (for [Activity 7](#); filled out by applicant)
6. Internal Analysis Selection Criteria (for [Activity 7](#); filled out by subcommittee)
7. Targeting Analysis Scoring Matrix (for [Activity 8](#))

Required Attachments for Requesting Partner to Complete (check all that apply):

- ☐ Project Plans/Visual/Map (for all requests)
- ☐ Completed Appendix C Project Scoring Matrix (for [Activities 2, 4, 5, 9](#))
- ☐ Completed Wetland Restoration Scoring Matrix (for [Activity 6](#))
- ☐ Completed Internal Analysis Request for Funding (for [Activity 7](#))
- ☐ Completed Internal Analysis Selection Criteria (for [Activity 7](#))
- ☐ Completed Targeting Analysis Scoring Matrix (for [Activity 8](#))

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

WBIF Work Plan Activity Color Coding
Implementation - BMPs/Restoration Activities
Implementation - Shared Services
Prioritization & Analysis
Administration

Submit this form and attachments to Angie Hong at (ahong@mnwcd.org) one week prior to the Steering Committee meeting.

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

Steering Committee Roll Call Vote

Steering Committee roll call vote to recommend the Pine County project for Lower St. Croix Watershed Based Implementation Funding in the amount of \$12,541.40 for the Rock Lake SWA.

Organization	Aye	Nay	Absent
Anoka SWCD	X		
Brown's Creek WD	X		
Carnelian Marine St Croix WD	X		
Chisago County	X		
Chisago Lakes LID	X		
Chisago SWCD	X		
Comfort Lake Forest Lake WD	X		
Isanti County	X		
Isanti SWCD	X		
Middle St. Croix WMO	X		
Pine County	X		
Pine SWCD	X		
South Washington WD	X		
Sunrise River JP WMO	X		
Valley Branch WD			X
Washington CD	X		
Washington County			X
TOTAL (need majority vote to pass)	15		2

Lower St. Croix 1W1P

2021 Watershed Based Implementation Funding

Sub-agreement between the

Pine County

and

Pine Soil and Water Conservation District

for

Rock Lake Subwatershed Assessment

1 Parties

This Sub-Agreement is made and entered into by and between the County of Pine (“County”), a Minnesota political subdivision per Minnesota Statutes section 373.01 subdivision 1(a), and the Pine Soil and Water Conservation District (“SWCD”) a governmental subdivision per Minnesota Statutes section 103C.101 subdivision 10.

2 Purpose

The purpose of this Sub-Agreement is to clarify roles and responsibilities of the County and the SWCD in delivering the activities within the Rock Lake Subwatershed Assessment that are specified in the approved Grant Work Plan for the State of Minnesota Board of Water and Soil Resources (BWSR) FY 2021 Watershed Based Implementation Funding–Lower St. Croix Watershed Partners Grant Agreement (2021 WBIF-Lower St. Croix Watershed Partners Grant Agreement).

3 Incorporated Documents

The terms of this Sub-Agreement and the terms of the documents incorporated herein provide the entire agreement of the parties. The documents that form the agreement of the parties are as follows:

- A. The Sub-Agreement;
- B. Grant Activity Addendum, marked as Attachment A and incorporated herein;
- C. Grant Work Plan Watershed Based Implementation FEB 2021, as attached and incorporated as Exhibit 1 to the Grant Activity Addendum; and
- D. Project Documents consisting of the Rock Lake SWA Project Application, which is attached and incorporated as Exhibit 2 to the Grant Activity Addendum. This project is funded under Activity 8 of Exhibit 1.

4 Term

- 4.1 **Effective date:** January 27, 2022
- 4.2 **Expiration date:** This Sub-Agreement shall expire on December 31, 2023, or when all obligations have been satisfactorily fulfilled, whichever comes first.
- 4.3 **Early termination.**
 - 4.3.1 The County may terminate this Agreement by providing a written termination notice 30 days in advance of the termination date for reasons including but not limited to: the SWCD failing to complete its assigned duties, poor performance in the assigned duties, or a lapse or unanticipated change in funding. The SWCD will receive full compensation for all authorized work performed to the satisfaction of the State and the County except that the SWCD will not be compensated for any part performance of a specified task or service if termination is due to the SWCD's breach of this agreement.
 - 4.3.2 In the event the SWCD finds itself unable to fulfill the terms of this Agreement, it may request termination with 30 days written notice, or shorter time if mutually agreed. Both parties are responsible for their respective duties through the date of termination.
- 4.4 **Survival of terms.** The following clauses survive the expiration or cancellation of this Agreement: publicity, liability, disposition of work products, responsibility to repay the County for payment made to the SWCD for work rejected by the State of Minnesota and employees.

5 Pine County Duties

- 5.1 Compensate the SWCD per this Agreement on a quarterly basis. Compensation to the SWCD shall not exceed those expenses documented in the project budget, which have been delegated to the SWCD, as described in Exhibit 2 of this Agreement.

6 The SWCD Duties

- 6.1 Carry out the tasks outlined in Exhibit 2, as delegated to the Pine SWCD. Only appropriate expenses associated with assigned tasks per the Lower St. Croix Watershed Based Implementation Grant are compensated under this Agreement (see item 6.5 below).
- 6.2 Follow the scope of the Rock Lake SWA and Lower St. Croix 1W1P Watershed Based Implementation grant with collaborating partners.
- 6.3 Maintain detailed accounting of all hours, financial transactions and in-kind contributions. The County will accept copies of receipts and invoices, along with a description of activities and/or expenses, from the SWCD for the purpose of reimbursement.
- 6.4 Follow policies and procedures in the MN Board of Water and Soil Resources Grants Administration Manual, including but not limited to:
 - 6.4.1 Invoicing the County at hourly rates allowable in the "Determining a Billing Rate" section, if applicable.
 - 6.4.2 Documenting expenses according to the "Time and Effort Documentation" section.

- 6.5 Invoice only for expenses allowed by the MN Board of Water and Soil Resources One Watershed One Plan document titled “Allowable Costs for Planning Grants,” or future modifications of that document.
- 6.6 Annually, or otherwise when requested, provide work progress reports to the County. Work progress reports must be organized by tasks as specified by the County to facilitate reporting to the State. All data and information provided in these reports shall be considered public.
- 6.7 If the SWCD is paid for work that is deemed unsatisfactory by the MN Board of Water and Soil Resources (“Board”), then the SWCD shall remit such sums to the County within twenty days of a written demand.

7 Disbursement of Compensation

- 7.1 The SWCD will invoice the County on a quarterly basis.
- 7.2 All payments not disputed in good faith shall be made within 45 days of receipt of invoice.
- 7.3 This is a lump sum Agreement. Expenses for each task may vary from the agreed amount, however the total compensation must not exceed tasks delegated to the SWCD within the approved budget submitted to the State.

8 Subcontracts

The SWCD shall not assign, subcontract or transfer any obligation or interest in the Agreement without the consent of the County and pursuant to necessary conditions.

9 Waiver

The failure of either party to insist on the strict performance by the other party of any provision or obligation under this Agreement, or to exercise any option, remedy or right herein, will not waive or relinquish such party’s rights in the future to insist on strict performance of any provision, condition or obligation, all of which will remain in full force and effect. The waiver of either party on one or more occasion of any provision or obligation of this agreement will not be construed as a waiver of any subsequent breach of the same provision or obligation, and the consent or approval by either party to or of any act by the other requiring consent or approval will not render unnecessary such party’s consent or approval to any subsequent similar act by the other.

10 Equipment and supplies

- 10.1 Equipment and supplies necessary to perform the tasks in this agreement shall be provided by the SWCD without reimbursement.

11 Liability

Each party will be responsible for its own acts and behaviors and the results thereof. The SWCD’s liability is governed by Minnesota Statutes section 466.02 (and if the State is a Party, the State’s liability is governed by Minnesota Statutes section 3.736). No Party will be responsible for the acts of the other within the meaning of Minnesota Statutes section 471.59 subdivision 1a.

12 Disposition of Work Products

- 12.1 At the time of completion or termination of the work, the SWCD shall make available to the County and the MN Board of Water and Soil Resources, on request, all maps, tracings, reports, resource materials and other documents pertaining to the work or to The Work Plan. Except as required to fulfill grant agreement requirements, reproduction costs will be the responsibility of the requesting party.
- 12.2 Under Minnesota Statutes section 16C.05, the SWCD's books, records, documents and accounting procedures and practices relevant to the Work Plan are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate for a minimum of six years from the end of this Agreement.
- 12.3 All data and information obtained by the SWCD in the performance of the work herein may be kept and used by the SWCD at its discretion to the benefit of the public and shall not be used to generate profit. Neither party will make any intellectual property claim with respect to the data and information but may be required to assign the same to the Board per the grant agreement.
- 12.4 **It is the responsibility of the SWCD that all photos, diagrams, or other materials produced by the SWCD will obtain the proper license or copyright permissions for use in any documents related to this work.**
- 12.5 Both parties are subject to and shall comply with the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and all other applicable state and federal law, rules and regulations relating to data privacy or confidentiality.
- 12.6 The SWCD affirmatively represents that it is not prohibited from doing business with the federal government or State of Minnesota as a result of any debarment or suspension proceedings. The SWCD shall provide immediate written notice to the County if at any time the SWCD learns that this certification is erroneous or becomes erroneous due to changed circumstances.

13 Employees

- 13.1 Nothing herein contained is intended or should be construed to constitute the SWCD as the agent, representative, or employee of the County. Personnel performing Services on behalf of the SWCD, or a subcontractor will not be considered employees of the County and will not be entitled to any compensation, rights or benefits of any kind from the County.
- 13.2 The SWCD shall maintain compliance with Minnesota Statutes section 176.181 subdivision 2, pertaining to worker's compensation insurance coverage.
- 13.3 The SWCD and the COUNTY agree to abide by the applicable requirements and regulations of The Americans with Disabilities Act of 1990 (ADA), the Minnesota Human Rights Act (Minnesota Statutes Chapter 363), and Title VII of the Civil Rights Act of 1964. These laws deal with discrimination based on race, gender, disability, and religion, and with sexual harassment. Violation of any of the above laws can lead to termination of this Agreement.

14 Dispute Resolution

Parties will work in good faith to resolve disputes that may arise through completion of these tasks. Consultation with the Board of Water and Soil Resources staff may be done to mitigate disputes.

15 Alterations

Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year signed below.

THE SWCD

THE COUNTY

By: _____
SWCD Board Chair

By: _____
County Board Chair

Date: _____

Date: _____

ATTEST:

SWCD District Manager

County Administrator

Date: _____

Date: _____

**GRANT ACTIVITIES ADDENDUM TO
SUB-AGREEMENT BETWEEN
CHISAGO SOIL AND WATER CONSERVATION DISTRICT
AND PINE COUNTY**

This Grant Activities Addendum to the Sub-Agreement between Chisago Soil and Water Conservation (Chisago SWCD) and the Pine County (Sub-Recipient), provides a statement of grant activities that Sub-Recipient will perform pursuant to the Sub-Agreement. The Grant Activities Addendum contains a description of those specific grant activities to be performed by Sub-recipient in the implementation of the Grant Work Plan; a summary of the persons designated by the Sub-Recipient responsible for each such grant activity; and the total of grant funds allocated for reimbursement for costs incurred by Sub-Recipient in the performance and delivery of each such grant activity. All grant activities specified and detailed herein shall be performed in accordance with the Sub-Agreement, the BWSR Grant Agreement, BWSR Grant Administration Manual, and applicable federal and state laws and regulations and local ordinances.

I. INCORPORATION AND SOURCE DOCUMENTS

This Grant Activities Addendum, the terms and provisions contained herein and the terms and provisions of the BWSR approved Grant Work Plan for the Watershed Based Implementation Grant for FY 2021 (Grant Work Plan), attached hereto and incorporated herein as Exhibit 1, and the detailed Watershed Based Implementation Funding eLINK Work Plan (eLINK Work Plan), attached hereto and incorporated herein as Exhibit 2, are part of and incorporated in the Sub-Agreement between Chisago SWCD and Sub-Recipient.

II. SCOPE OF GRANT ACTIVITIES

In the performance of the Sub-Agreement, Sub-Recipient will carry-out certain activities in the implementation of the Grant Work Plan described and set forth as follows:

A. Grant Work Plan Activity 8: Targeting Analyses

1. General Scope of Grant Activity:

Rock Lake Subwatershed Analysis

2. Deliverables:

Complete a subwatershed analysis of the Rock Lake watershed in Pine County. This evaluation will include prioritization and the feasibility, cost, and pollutant reductions for nonstructural and structural best management practices. The area proposed for evaluation encompasses 6,264 acres of urban, rural, and agricultural

land uses in southern Pine County in the northern reaches of the Lower St. Croix watershed.

3. Staff Involvement and Roles:

Caleb Anderson, Pine County, has primary responsibility for oversight and administration of the above grant activities.

- Jeremy Williamson, Pine County, will implement technical tasks of this project.
- Lukas Olson, Pine County, will implement technical tasks of this project.
- Pine SWCD, will be subcontracted for BMP identification and cost/benefit analysis.

III. ALLOCATION OF GRANT FUNDS

Sub-Recipient will be paid grant fund moneys in an amount not to exceed \$12,541.40 in reimbursement of costs incurred in delivering all grant activities required of Sub-Recipient under the Sub-Agreement as specified in this Grant Activities Addendum.



Grant Workplan

Watershed Based Implementation FEB 2021

Grant Title - 2021 WBIF - Lower St. Croix Watershed Partners

Grant ID - C21-4732

Organization - Chisago SWCD

Original Awarded Amount	\$1,264,531.00	Grant Execution Date	
Required Match Amount	\$126,453.10	Original Grant End Date	12/31/2023
Required Match %	10%	Grant Day To Day Contact	Craig Mell
Current Awarded Amount	\$1,264,531.00	Current End Date	12/31/2023

Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	\$1,264,531.00	\$0.00	\$1,264,531.00
Total Match Amount	\$129,800.00	\$0.00	\$129,800.00
Total Other Funds	\$0.00	\$0.00	\$0.00
Total	\$1,394,331.00	\$0.00	\$1,394,331.00

**Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Administration/Coordination	Administration /Coordination	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$100,000.00			N
Administration/Coordination	Administration /Coordination	Local Fund	LSC Partners	\$0.00			Y
Basin Ag Outreach Program	Project Development	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Basin Ag Outreach Program	Project Development	Local Fund	LSC Partners	\$0.00			Y
Internal Analyses	Planning and Assessment	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$50,000.00			N
Non-Structural Ag/Urban Implementation	Non-Structural Management Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N
Shared Services Educator	Education/Information	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$125,000.00			N
Shared Services Educator	Education/Information	Local Fund	LSC Partners	\$4,800.00			Y
Structural Ag BMP Implementation	Agricultural Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$160,000.00			N
Structural Ag BMP Implementation	Agricultural Practices	Federal Funds	Federal Programs (NRCS)	\$27,500.00			Y
Structural Ag BMP Implementation	Agricultural Practices	Local Fund	LSC Partners	\$27,500.00			Y
Structural Urban BMP Implementation	Urban Stormwater Management Practices	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$200,000.00			N
Structural Urban BMP Implementation	Urban Stormwater Management Practices	Local Fund	LSC Partners	\$70,000.00			Y
Targeting Analyses	Planning and Assessment	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$150,000.00			N
Technical/Engineering	Technical/Engineering Assistance	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$40,000.00			N
Technical/Engineering	Technical/Engineering Assistance	Local Fund	LSC Partners	\$0.00			Y

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Wetland Restoration Implementation	Wetland Restoration/Creation	Current State Grant	2021 WBIF - Lower St. Croix Watershed Partners	\$39,531.00			N

Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Non-Structural Ag/Urban Implementation	PHOSPHORUS (EST. REDUCTION)	400 LBS/YR	St. Croix	MIDS	
Structural Urban BMP Implementation	PHOSPHORUS (EST. REDUCTION)	200 LBS/YR	St Croix	MIDS	
Wetland Restoration Implementation	PHOSPHORUS (EST. REDUCTION)	15 LBS/YR	St. Croix	MIDS	
Structural Ag BMP Implementation	PHOSPHORUS (EST. REDUCTION)	300 LBS/YR	St. Croix River	BWSR CALC (GULLY STABILIZATION)	

Grant Activity

Grant Activity - Administration/Coordination

Description

Lead Agencies: Chisago SWCD, WCD, CLFLWD (see role assignments below)

Activity Description: This Activity will include the following tasks (performed by the organizations/staff members listed):

- Grant and progress reporting – includes coordinating with Chisago SWCD and other partners to gather reporting information, compiling said information, and entering reports into eLINK; will also include assisting Chisago SWCD with any grant/work plan amendments as necessary.
 - o Lead organization: CLFLWD
 - o Staff member: Emily Heinz, Planning Coordinator
- Coordination among Policy Committee, Steering Committee, Advisory Committee, and work plan activity planning team (lead coordination of meetings, agendas, meeting material distribution)
 - o Lead organization: WCD (EMWREP)
 - o Staff member: Angie Hong, Water Education Senior Specialist
- Website upkeep
 - o Lead organization: WCD (EMWREP)
 - o Staff member: Angie Hong, Water Education Senior Specialist
- Support organization: CLFLWD
 - o Staff member: Jessica Lindemyer, Operations & Outreach Specialist
- Fiscal agent administration and contract coordination – includes coordinating with other partners to gather reporting information and reviewing draft report; will also include leading any grant/work plan amendments as necessary
 - o Lead organization: Chisago SWCD
 - o Staff member: Craig Mell, District Administrator
- Agronomy Outreach Specialist and Educator administration, hiring and payroll administration. WCD will lead the process of coordinating the hiring subcommittees which will consist of staff members from partner organizations (see Grant Activities section for more description of grant activity subcommittees). Hiring subcommittees ideally not to exceed 5 people.
 - o Lead organization: WCD
 - o Staff member: Jay Riggs, District Manager

See Work Plan Detail in eLINK attachments for more info.

Category	ADMINISTRATION/COORDINATION
Has Rates and Hours?	Yes

Grant Activity - Basin Ag Outreach Program	
Description	<p>Lead Agency: Washington Conservation District, Jay Riggs</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)</p> <p>Estimated billing rate; hours: \$72/hour; 2,778 hours</p> <p>Priority areas: Agronomy outreach specialist will focus on priority areas described in Structural Ag BMP Implementation and Non-Structural Ag/Urban Implementation</p> <p>CWMP Reference: Page 61</p> <p>Activity Description: Agronomy outreach specialist. (A) Shared Services: Hire or contract with an agricultural conservationist/agronomist (one individual) for basin wide assistance with agronomy, outreach, and technical assistance to agricultural producers including conservation planning and nutrient management plans. [Approximately 80% of this position's time will be directly working with agricultural producers in the LSC Watershed to identify economical farming practices with water quality benefits to make them a routine part of farm operations. A target is to interact with operators of both large and small operations with a cumulative total of at least 3,000 acres.] See Attachment A – Agronomy Outreach Specialist Details & Milestones for more information.</p> <p>This would allow for 1 full time agronomy outreach specialist to work basin-wide. Staff will work basin-wide and may have more than one office space. LSC partners will ensure duties assigned to this new staff member will be in alignment with WBIF funding intent and requirements.</p> <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	PROJECT DEVELOPMENT
Has Rates and Hours?	Yes

Grant Activity - Internal Analyses	
Description	<p>Lead Agency: Chisago County, Jerry Spetzman and Susanna Wilson-Witkowski</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)</p> <p>Staff Qualifications: Work is likely to be performed by an outside consultant which will be vetted for staff qualifications.</p> <p>Activity Description: Calculate internal loading of phosphorus on 2 lakes estimated at \$25,000 each. Two lakes will be awarded through the project evaluation process identified in the plan. The group will develop a timeline for evaluating internal load evaluation for lakes. Internal load evaluation should only occur after external loading is substantially addressed. Work under this activity will likely be performed by a contracted consultant.</p> <p>Priority projects identified include:</p> <ul style="list-style-type: none"> • Linwood Lake and Martin Lake Anoka. Both are priority A for internal loading analysis in LSC CWMP Table 5-4. • Goose Lake Washington. Priority B for internal loading analysis in CWMP Table 5-4. Water monitoring indicates watershed loads are addressed. Internal load reduction is the last step to delisting from MPCA Impaired waters list. • Priority "A" lakes with Rush (E & W) and Goose Lakes as our preferred top three. • Priority A Basin listed in Table 5-4, Downs Lake will be considered. • Wallmark, Pioneer and North Goose Lakes in Chisago all priority A <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	PLANNING AND ASSESSMENT
Has Rates and Hours?	No

Grant Activity - Non-Structural Ag/Urban Implementation

Description

Ag Lead Agency: Chisago SWCD, Craig Mell

Urban Lead Agency: CMSCWD, Mike Isensee

Urban/Ag Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)

Priority areas:

- Ag:
 - o Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tribs with direct discharge.
 - o Tier 2: lakes that drain to St. Croix tribs.
 - Rush and Goose Lakes in Chisago County
 - Forest and Comfort Lakes in CLFLWD (drain to Sunrise River)
- Urban:
 - o Rush Creek (Rush City)
 - o Goose Creek (Harris)
 - o Sunrise River (North Branch, Stacy, Wyoming)
 - o St. Croix River (Taylors Falls, Marine on the St. Croix, Stillwater, and MSCWMO cities).
- See Detail Work Plan Text for more info on priority areas.

CWMP Reference: Pages 61 and 65

Activity Description: Provide cost-share/incentives for implementing non-structural agricultural best management practices (e.g., soil health BMPs, reduced tillage, cover crops, nutrient management planning, forage/biomass plantings). Provide cost-share/incentives for implementing non-structural urban best management practices (e.g., enhanced street sweeping). BWSR accepted standards will be followed for all practices implemented. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of CWMP. Specific enhanced street sweeping targeting analyses will be performed for priority areas.

The target phosphorus load reduction for this Activity is 400 lb/yr. The estimated number of agricultural land converted is 1,300 acres. The estimated number of enhanced street sweeping curb miles is 1,000.

	<p>Subcommittee will establish cost-share/incentive rates and policies which will entail:</p> <ol style="list-style-type: none"> 1. Draft proposed non-structural land management policy 2. Send to BWSR for review. 3-4. LSC partner boards approve <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	NON-STRUCTURAL MANAGEMENT PRACTICES
Has Rates and Hours?	No

Grant Activity - Shared Services Educator

Description	<p>Lead Agency: Washington Conservation District, Jay Riggs</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (Subcontract with WCD to act as host entity)</p> <p>Estimated billing rate; hours: \$66/hour; 1,894 hours</p> <p>Priority areas: Basin-wide</p> <p>CWMP Reference: Page 65</p> <p>Activity Description: Facilitate shared education and outreach program across basin to provide education; engage residents, businesses, and local officials; and promote and market programs and practices. Education and outreach tasks will serve the goals outlined in the LSC CWMP and may not always pertain to the implementation items described in this WBIF grant work plan, but will always have a primary benefit to water quality in priority resources.</p> <ul style="list-style-type: none">• 90% = develop, distribute and implement outreach programs that result in behavioral changes achieving water quality benefits;• 10% = solicit willing landowners to install BMPs that are goals within this plan. Promoted practices will be in line with BWSR eligibility requirements and will focus on water quality. <p>[0.5 FTE to expand EMWREP basin wide; \$50,000/yr or \$100,000/2 yrs]. Outreach will specifically include MIDS promotion to communities. Outreach will also include preliminary work with LGUs to set shoreline "view corridors" to 25% of lot width or maximum 35' width and maximum vegetation clearing standards or adopt innovative shoreland standards to protect buffers, native ecosystems, and habitat corridors. This work will provide water quality benefits through their protection of shoreline and streambank buffers. LSC partners will ensure duties assigned to this new staff member will be in alignment with WBIF funding intent and requirements. See Attachment B Education Details & Milestones for more information.</p> <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	EDUCATION/INFORMATION
Has Rates and Hours?	Yes

Grant Activity - Structural Ag BMP Implementation

Description

Lead Agency: Chisago SWCD, Craig Mell

Co-lead Agency: Washington Conservation District, Jay Riggs

Priority areas:

- Tier 1: Rock Lake, Rock Creek, Sunrise River, St. Croix River tributaries with direct discharge to the St. Croix River.
- Tier 2: lakes that drain to St. Croix tributaries:
 - o Rush and Goose Lakes in Chisago County
 - o Forest Lake in CLFLWD (drains to Sunrise River)
- See Detail Work Plan Text for more information on priority areas.

CWMP Reference: Page 61

Activity Description: Provide cost-share/incentives for installing or implementing structural agricultural best management practices (e.g., feedlot improvements, buffers, WASCObS, diversions, lined waterways, grade stabilization structures, vegetative swales, livestock water management, etc.). The project ranking subcommittee will check BWSR eligibility requirements and consult the BWSR Board Conservationist to ensure projects are eligible. NRCS or other BWSR accepted standards will be followed for all practices installed. For feedlot improvement projects, the subcommittee will complete the BWSR supplemental feedlot worksheet to ensure compliance with BWSR policy for using CWF funds for feedlot improvements. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.

The target phosphorus load reduction for this Activity is 300 lb/yr. The estimated number of BMPs implemented under this activity is 20, with an average phosphorus reduction of 15 lb/yr per BMP as measured at the target waterbody.

Subcommittee will establish cost-share/incentive rates and policies which will entail:

1. Draft proposed cost-share rates and policies.
2. Send to BWSR for review.
3. Steering Committee approve rates and policies.

See Work Plan Detail in eLINK attachments for more information.

Category	AGRICULTURAL PRACTICES
Has Rates and Hours?	No

Grant Activity - Structural Urban BMP Implementation	
Description	<p>Lead Agency: CMSCWD, Mike Isensee</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)</p> <p>Priority areas: St. Croix River direct drainage, Sunrise River watershed, Fish Lake, Big Carnelian, Big Marine, Forest Lake. Projects may also occur at other priority waters in tables 5-2 and 5-3 in the LSC CWMP.</p> <p>CWMP Reference: Page 65</p> <p>Activity Description: Provide cost-share/incentives for implementing structural urban best management practices (e.g., vegetated swales, pervious pavement, gully stabilization, rain gardens, and other urban practices). BWSR accepted standards will be followed for all practices installed. Projects to be chosen through targeting and prioritization process described in Section VII.B and Appendix C of the CWMP.</p> <p>The target phosphorus load reduction for this Activity is 200 lb/yr. The estimated number of BMPs implemented under this activity is 20, with an average phosphorus reduction of 10 lb/yr per BMP as measured at the target waterbody.</p> <p>Subcommittee will establish cost-share/incentive rates and policies which will entail:</p> <ol style="list-style-type: none"> 1. Draft proposed cost-share rates and policies. 2. Send to BWSR for review. 3. Steering Committee approve rates and policies. <p>See Work Plan Detail in eLINK attachments for more information.</p>
Category	URBAN STORMWATER MANAGEMENT PRACTICES
Has Rates and Hours?	No

Grant Activity - Targeting Analyses

Description

Lead Agency: Washington Conservation District, Jay Riggs

Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for each subwatershed project)

Estimated billing rate; hours: \$65/hour; 2,308 hours

Staff Qualifications: This task will be completed by existing qualified staff members of LSC Partner organizations.

Activity Description: This Activity includes two general types of analyses: 1) Subwatershed Assessment (or similar analysis, not necessarily SWA protocols) and 2) Targeted Street Sweeping Analysis.

All requested waterbodies are listed in tables 5.2 and 5.3 Regionally Significant Lakes, Rivers and Streams for Pollutant Reductions (ballpark cost estimate)

- Linwood Lake Anoka County (\$10,000) (priority waterbody: Linwood Lake)
- St. Croix Direct Washington County (\$15,000) (priority waterbody: St. Croix River)
- Desktop Analysis and Prioritized Catchments of the Sunrise River Watershed Chisago (\$10,000) (priority waterbody: Sunrise River)
- Rock Lake Pine and St. Croix Direct Pine County (\$20,000) (priority waterbodies: Rock Lake and St. Croix River)
- Targeting analysis protocol refinements (\$5,000) (applies to all of the waterbodies listed above)

Targeted Street Sweeping Analysis for the following cities with direct discharge to priority waterbodies listed in Table 5-2 and Table 5-3 of the LSC CWMP. Benefitted waterbodies are listed in parentheses. The initial estimate is this task will require approximately \$40,000 for the following communities:

- Rush City (Rush Creek)
- Harris (Goose Creek)
- North Branch (Sunrise River)
- Stacy (Sunrise River)
- Wyoming (Sunrise River)
- Stillwater (St. Croix River, Brown's Creek, Lake McKusick)
- Taylors Falls (St. Croix River)
- Marine on St. Croix (St. Croix River)
- Lakeland (St. Croix River)
- Lake St. Croix Beach (St. Croix River)
- Afton (St. Croix River)

	<ul style="list-style-type: none"> Bayport (Perro Creek) <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	PLANNING AND ASSESSMENT
Has Rates and Hours?	Yes

Grant Activity - Technical/Engineering	
Description	<p>Lead Agencies:</p> <ul style="list-style-type: none"> Chisago SWCD, Craig Mell (lead agency for Activity 2 Structural Ag BMP Implementation and non-structural ag implementation under Activity 4; subcontracts with local partners for specific projects) CMSCWD, Mike Isensee (lead agency for Activity 5 Structural Urban BMP Implementation and non-structural urban implementation under Activity 4) <p>Estimated billing rate; hours:</p> <ul style="list-style-type: none"> Professional Engineer: \$76/hour; 132 hours Technical Assistant: \$65/hour; 462 hours <p>Staff Qualifications: This task will be completed by existing qualified staff members of LSC Partner organizations.</p> <p>Activity Description: This Activity will include technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of projects. Funds may be used to contract with a third-party consultant for technical/engineering assistance. Funding allocation will be prioritized in areas where there are not local funds to support design work.</p> <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	TECHNICAL/ENGINEERING ASSISTANCE
Has Rates and Hours?	Yes

Grant Activity - Wetland Restoration Implementation

Description	<p>Lead Agency: Anoka SWCD, Becky Wozney (Wetland Specialist)</p> <p>Co-lead Agency: Chisago SWCD, Craig Mell (subcontracts with local partners for specific projects)</p> <p>Priority areas: Priority wetland restorations will result in measurable improvements to rivers/streams in Table 5-2 and/or lakes in Table 5-3 of the LSC CWMP. Areas of particular concern include the St. Croix River direct drainage area, Sunrise River corridor, Rock Creek corridor and subwatersheds identified in Figure 5-5 of the LSC CWMP.</p> <p>CWMP Reference: Page 70</p> <p>Activity Description: This Activity will involve implementation of wetland restoration project(s) as needed to achieve a phosphorus reduction of at least 15 pounds per year for target waterbodies. The primary purpose of the wetland restoration project(s) will be for the improvement of water quality in receiving lakes/streams. Secondary benefits of wetland restoration projects will be considered as well, such as floodplain storage and habitat creation/enhancement.</p> <p>Wetland restorations will not be used to mitigate wetland impacts. Grant funds will not be used for fee title land acquisition (but may be used as match in accordance with WBIF Policy). LSC Partners will ensure proposed wetland restorations are consistent with WBIF eligibility requirements. LSC Partners will target specific restorations through utilization of existing studies and targeting analyses (e.g., drained wetland inventories, diagnostic studies, subwatershed assessments), performance of additional modeling analyses using existing data from said studies, and completion of additional targeting analyses as necessary to fill data gaps. Work pertaining to targeting strategies is included as part of other grant Activities.</p> <p>The target phosphorus load reduction for this Activity is 15 lb/yr. This work plan proposes to implement at least one wetland restoration to achieve the 15 lb/yr phosphorus reduction goal.</p> <p>See Work Plan Detail in eLINK attachments for more info.</p>
Category	WETLAND RESTORATION/CREATION
Has Rates and Hours?	No

Grant Attachments

Document Name	Document Type	Description
2021 Watershed Based Implementation Funding	Grant Agreement	2021 Watershed Implementation Funding - Chisago SWCD
Application	Workflow Generated	Workflow Generated - Application - 02/24/2021
BC Workplan Comments 2021-03-24	Journal	Journal Dated - 03/24/2021
Detailed Work Plan Text	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Detailed Work Plan Text 3/26	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Implementation Framework_PC Approved	Grant	2021 WBIF - Lower St. Croix Watershed Partners
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/01/2021
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/26/2021
Work Plan	Workflow Generated	Workflow Generated - Work Plan - 03/24/2021

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

To: A8 Subcommittee, Steering Committee **Date:** 1/11/22
From: Pine County
Subject: WBIF Project Request: Rock Lake SWA

Table of Acronyms

CWMP: Comprehensive Watershed Management Plan	LSC: Lower St. Croix
SWCD: Soil & Water Conservation District	WD: Watershed District
WBIF: Watershed Based Implementation Funding	WMO: Watershed Management Organization

Eligible Project Sponsors

A sponsoring agency is required for each submitted project. The sponsor fills out this request. That agency must be a party to the Joint Powers Agreement for the implementation of the Lower St. Croix Comprehensive Watershed Management Plan. The sponsor, if the project is selected for funding, will enter into a subcontract with the Chisago Soil and Water Conservation District (SWCD) for project funding.

Description of Project (brief paragraph)

Because Rock Lake is an impaired waterbody this project aims to construct a nutrient and water budget for the watershed to prioritize installation of identified BMPs for efficient use of watershed funds. Through this process, tributary phosphorus loading will be modeled and a lake response model will be developed to predict the lake's response to nutrient reductions as BMPs are implemented in subwatersheds. The report generated in this project will be an important tool for future management of the Rock Lake subwatershed based on prioritization and cost benefit analysis

Benefitted Waterbody Information (add rows for additional waterbodies if necessary)

Target waterbody	Rock Lake
Waterbody area (acres)	88
Watershed area (acres)	6,264
DNR shoreline classification	Natural Environment
Description of the watershed and near-shore land uses	Watershed is described as 8% developed, 30% cropland, 6% woodland, 39% grassland/pasture, and 16% aquatic/wetland
Impairment status	Impaired (TP)
Protection or restoration	Restoration

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

Project Details

Project Name	Rock Lake SWA
Project Sponsor	Pine County Planning and Zoning Department
Additional Project Partner(s) (other than sponsor)	Pine SWCD
Project Location (lat/long, address, or description)	45.793458, -92.981007
DNR Level 8 Subwatershed	Lower St. Croix
Applicable WBIF Work Plan Activity	Activity 8
Funding Specifically Allocated to this Project in Work Plan (if applicable)	Goal 54 LK 1A, 1B, and 4A (see table 5-3 and Figure 5-3 of Lower St. Croix 1W1P)
Estimated Construction Timeline	01/27/22-12/31/22
Total Project Cost	\$12,541.40
Estimated Lifetime Project Cost (incl. O&M)	NA
Requested Grant Funding	\$12,541.40
Match provided, match source (cannot be state funds)	
Target Waterbody (from CWMP Table 5-2, 5-3, 5-4)	Rock Lake
Est. Phosphorus Load Reduction @ Target Waterbody	TBD
Est. TSS Load Reduction @ Target Waterbody	TBD
Calculation Tool Used	STEPL, WiLMS, BATHTUB & FLUX if data becomes available
Project Lifespan	NA
Lifetime Cost-Benefit (\$/lb phosphorus removed)	TBD

Pre-Project Identification

Total phosphorus load entering target waterbody	15,237 lb/ac/yr
Total suspended solids load entering target waterbody	271 lb/ac/yr
Major sources of nutrient loading	Cropland, ditches?
P reduction required to achieve water quality goal	1,763 (4,877 in-lake)
Completed projects, load reduction	Unknown
Alternative projects, load reduction	

List of Informational Attachments/Templates Included With Form:

1. WBIF Project Request Process Flow Chart
2. CWMP Priority Waterbody Maps
3. CWMP Appendix C – Project Targeting Criteria and Scoring Matrix (for [Activities 2, 4, 5, 9](#))
4. Wetland Restoration Scoring Matrix (for [Activity 6](#))
5. Internal Analysis Request for Funding (for [Activity 7](#); filled out by applicant)
6. Internal Analysis Selection Criteria (for [Activity 7](#); filled out by subcommittee)
7. Targeting Analysis Scoring Matrix (for [Activity 8](#))

Required Attachments for Requesting Partner to Complete (check all that apply):

- ☐ Project Plans/Visual/Map (for all requests)
- ☐ Completed Appendix C Project Scoring Matrix (for [Activities 2, 4, 5, 9](#))
- ☐ Completed Wetland Restoration Scoring Matrix (for [Activity 6](#))
- ☐ Completed Internal Analysis Request for Funding (for [Activity 7](#))
- ☐ Completed Internal Analysis Selection Criteria (for [Activity 7](#))
- ☐ Completed Targeting Analysis Scoring Matrix (for [Activity 8](#))

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

WBIF Work Plan Activity Color Coding
Implementation - BMPs/Restoration Activities
Implementation - Shared Services
Prioritization & Analysis
Administration

Submit this form and attachments to Angie Hong at (ahong@mnwcd.org) one week prior to the Steering Committee meeting.

PROJECT REQUEST FORM

Lower St. Croix Partnership – Watershed Based Implementation Funding

Steering Committee Roll Call Vote

Steering Committee roll call vote to recommend the Pine County project for Lower St. Croix Watershed Based Implementation Funding in the amount of \$12,541.40 for the Rock Lake SWA.

Organization	Aye	Nay	Absent
Anoka SWCD	X		
Brown's Creek WD	X		
Carnelian Marine St Croix WD	X		
Chisago County	X		
Chisago Lakes LID	X		
Chisago SWCD	X		
Comfort Lake Forest Lake WD	X		
Isanti County	X		
Isanti SWCD	X		
Middle St. Croix WMO	X		
Pine County	X		
Pine SWCD	X		
South Washington WD	X		
Sunrise River JP WMO	X		
Valley Branch WD			X
Washington CD	X		
Washington County			X
TOTAL (need majority vote to pass)	15		2

ROCK LAKE SWA BUDGET AND ACTIVITY DESCRIPTIONS

Budget Category	Activity	Time (hr.)	Grant Cost	Responsible Party	Description
Wages & Emp. Benefits	Slope and erosion potential analysis	48	1649.28	Zoning staff	ArcGIS or QGIS tools will be used with LiDAR spatial analysis tools will be used to determine slopes and highly erodible areas within the watershed to aid in BMP identification.
Wages & Emp. Benefits	Sub-watershed Delineation	65	2233.4	Zoning staff	Mapping and watershed delineation from the Lower St. Croix 1W1P will be ground truthed and used as a basis for modeling as well as delineation for the Rock Lake watershed and BMP prioritization. The Metro Conservation Districts SWA protocols will be used for targeting and prioritizing areas for catchment and reach assessment within the Rock Lake watershed. ArcGIS or QGIS tools will be used with LiDAR spatial analysis tools
Wages & Emp. Benefits	Watershed Modeling + potential reductions with identified BMP installation Storm event modeling/climate change scenarios	110	927.72	Zoning staff	The EPS STEPL model will be used to determine the initial phosphorus loading from land and upstream tributaries and how and the effects on Rock Lake. If diagnostic data becomes available FLUX will be used to determine tributary nutrient and water loading and BATHTUB will be used to model the lakes trophic response. Scenarios of land use change and BMP installation can be show how to improve water quality.
Wages & Emp. Benefits	Initial Lake Response Modeling using existing data	45	1546.2	Zoning staff	Using appropriate well established in-lake response model (i. e. Canfield-Bachmann) a lake response will be generated for current conditions and potential BMP reductions of the nutrient budget. Additionally, responses of chlorophyll <i>a</i> and pelagic gross primary production will be modeled.
Wages & Emp. Benefits	Sub-watershed ranking	20	687.2	Zoning staff	Model Interpretation, and report generation
Wages & Emp. Benefits	Potential future sampling location identification, culvert inventory, potential wetland restorations	65	2233.4	Zoning staff	Ground truthing of hydrology and erosion features and concerns, sampling locations for future reference and to evaluate the effectiveness of watershed management activities
Wages & Emp. Benefits	BMP location identification, landowner contact, cost analysis	95	3264.2	SWCD staff	Identification of BMP location and prioritization. SWCD to review subcatchments and sites of high resource concern and prescribe BMPs, approximate size, and cost estimate. County to assist as needed.
	TOTALS		12541.4		